

# Workers Compensation Group Risk Management Standards

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THE FOLLOWING ARE MINIMUM RISK MANAGEMENT STANDARDS THAT SERVE AS GUIDELINES TO HELP MEMBERS DEVELOP APPROPRIATE SAFETY POLICIES AND PROCEDURES

## **INJURY AND ILLNESS PREVENTION PROGRAM**

**Organizations insured by NonProfits' United must meet and maintain a written Injury and Illness Prevention Program that meets the following standards:**

- A safety Committee, comprised of representatives from management and non-management staff
  - The committee meets not less than quarterly
  - Reviews investigations of motor vehicle accidents, occupational injuries, illnesses, and exposure to hazardous substances;
  - Reviews or investigates hazard reports brought to the attention of any safety committee member by an employee;
  - Submits recommendations to assist in the evaluation of employee safety suggestions; and
  - Inspects abated hazardous conditions and provides reports to the Organization.
- A written and documented training program
  - Maintain an annual training schedule

## **ACCIDENT / INCIDENT INVESTIGATION POLICY**

All NonProfits' United members are to have a Policy and Procedures in place to investigate all incidents which resulted in or could have resulted in an injury, property loss or negative environmental impact. The purpose of this program is to identify the root cause so that future events do not occur. Implementation of corrective actions implemented are to be documented as part of this policy to ensure completion.

## **RETURN TO WORK PROGRAM**

NonProfits' United members are to actively participate in a Return To Work Program. The primary purpose of the Return-to-Work (RTW) program is to return eligible employees to the work force at the earliest medically allowable date and in accordance with their medical treatment plan. Return-to-Work Programs promote rehabilitation and enhance the recovery process of employees experiencing an illness/injury, while maximizing productivity and controlling related expenditures.

## **DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

Pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, all NonProfits' United members are to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on the property, or as part of any activity.

## **WORKPLACE VIOLENCE POLICY**

NonProfits' United members are to maintain a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide employees guidance that will maintain an environment at and within the organization's property and events that are free of violence and the threat of violence

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## HAZARD COMMUNICATION PROGRAM (GLOBAL HARMONIZATION SYSTEM)

Organizations insured by NonProfits' United must meet and maintain a written Hazard Communication Program. (Global Harmonization System) that meets the following standards:

- Inventory, including estimated quantity and map of storage locations for all chemicals.
- Maintain proper labeling on all containers
- Maintain current file of MSDS (SDS) that is accessible to the employee
- Training to employees on the proper use, hazards and care of the chemicals

## INFECTIOUS DISEASE CONTROL PROGRAM

Organizations insured by NonProfits' United must meet and maintain a written Infections Disease Control Program where there is an occupational hazard to Bloodborne Pathogens and/or Aerosol Transmissible Disease that meets the following standards:

- Identify job classifications with occupational exposure to bloodborne pathogens or aerosol transmissible disease.
- Offer preventative inoculations where appropriate
- Provide annual training
- Training to employees on the proper use, hazards and care of the chemicals

## Personal Protective Equipment Policy

California employers must assess their workplaces to determine if hazards are present, or are likely to be present, which necessitate the use of PPE, and if such hazards are present:

- conduct Job Hazards Assessments (JHA)
- select and have employees use the needed PPE;
- communicate the selection decisions to affected employees; and
- Select the PPE that properly fits affected employees.

Employers must also train each employee who is required to use PPE on the following:

- when PPE is necessary,
- what PPE is necessary;
- how to properly wear and adjust the PPE;
- the limitations of the PPE; and
- The proper care, maintenance, useful life and disposal of the PPE.

## Vehicle Operations

No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past three years of any of the following two-point convictions:

- reckless driving
- possession of controlled substances
- driving with license suspended or revoked
- driving on the wrong side of the road

No driver will be approved to drive agency vehicles or a personal auto on agency business who has been convicted within the past four years of any of the following two-point or greater convictions:

- driving under the influence (D.U.I.)
  - hit and run involving property damage or personal injury
  - Driving at a speed over 100 m.p.h.
  - vehicular manslaughter with gross negligence
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**Or** has had more than one at-fault vehicle accident\* (losses in excess of \$2,500\*\*) resulting in property damage or (losses in excess of \$1,000\*\*) resulting in passenger handling within the past three years;

**Or** more than two moving citations (one-point conviction) within the past three years;

**Or** more than one moving citation and one at-fault property damage or passenger handling accident within the past three years.

All drivers must adhere to the licensing laws in the State of California. New residents of California must notify Department of Motor Vehicle (DMV) within 10 days of residency and obtain a California drivers license within 30 days of residency.

Drivers must be at least 21 years of age.

Drivers age 70 and older who have received a moving violation or have had an at-fault accident within the past three years must pass the Commercial Driver License (CDL) Medical Exam. The CDL Medical Exam must be completed annually thereafter for the driver to maintain approved driver status. Documentation received by the DMV must be completed by the physician and returned to DMV with copies provided to Member and NonProfits' United.

## **EQUIPMENT MAINTENANCE STANDARDS**

1. All equipment should be stored in a safe and secure environment to minimize the risk of vandalism or theft.
  2. All equipment should receive regular maintenance as recommended by the manufacturer or on the schedule mandated by state regulation or contractual obligation, whichever is more frequent.
  3. All equipment should be properly equipped with safety equipment as dictated by program requirements, state regulation, or contractual obligation.
  4. All vehicles should receive regular driver inspections. Any Class B vehicle, vehicles used for commercial cargo transport, or any van used for passenger transportation should receive a comprehensive, pre-trip inspection before each use. Administrative vehicles or non-owned or hired (e.g., staff) vehicles should also receive regular inspection to ensure that tires are safely inflated, fluid levels are safe, and other aspects of the vehicle are operating properly. These inspections can take place less frequently than for each trip; NPU recommends that any covered administrative vehicle be inspected at least weekly.
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