



1-888-NJ Pool 1

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

Board of Trustees Meeting of May 17, 2017 Safety and Risk Control Report

Inspections

Over the last two months, the Safety and Risk Control Department completed over forty playground inspections. In addition, the staff completed a large number of property inspections and re-inspections.

SafetyNet Newsletter

The Safety Theme for May is *Sports Safety Tips*. The article provided helpful hints for people who exercise and important information on how to protect your skin. The Safety Workplace article was *Job Descriptions: An Employers Best Defense*. The article outlines the importance of having accurate job descriptions to defend employment claims.

Again this summer, the Safety and Risk Control Department will conduct six defensive driving classes at the Mount Laurel office. In addition, we will be conducting two classes in the Marlboro office.

The deadline for Safety Grants is May 31, 2017. We included a reminder in this month's SafetyNet. Members also receive reminders via email every two weeks. In addition, the Customer Care staff is following up with Brokers and the Safety and Risk Control staff is reaching out to Members. A copy of the SafetyNet is included with this report.

Tony Jones

Tony Jones
Safety and Risk Control Manager

Revised: 5/3/17

Safety Workplace

New Jersey Schools Insurance Group

May 2017



Job Descriptions: An Employer's Best Defense?

A job description is a document stating the essential functions of a job and the required skills and knowledge necessary to perform those functions.

Beyond the definition, an accurate job description can be an employer's most valuable risk management tool, and is beneficial in several employment areas including recruiting, hiring, managing, disciplining, and defending an EEO claim.

Effective job descriptions start with the purpose of the job and how it relates to other positions in the organization. It should outline the essential functions of the job, the percentage of time spent on each function, and any performance standards or expectations. Each job description should also identify any credentials, training certificates, or specific education required; necessary languages, spoken or written; and any physical requirements. In addition, a job description should detail the workplace environment (working indoor/outdoor, alone or with others, required travel) as well as the mandatory work hours, like evenings or weekends.

The following suggestions concerning reasonable accommodations can help reduce your risk of a disability discrimination claim:

- Train managers and supervisors to listen for informal requests for reasonable accommodation.
- Make sure they know how to address the request or who to refer the request to in your organization.
- Allow a person with a disability to provide a list of reasonable accommodations that could allow him or her to perform the job.
- Engage in an interactive process to discover what accommodations would be appropriate and reasonable. Consider recommendations provided by the individual's health care provider.
- Once accommodations are in place, follow-up with the employee to determine whether the accommodation is effective, or if additional accommodations are needed.

Written exclusively for My Community Workplace for Government
December 8, 2016

2017 Defensive Driving Classes

NJSIG - Mount Laurel, NJ Office

New Jersey Schools Insurance Group is offering summer Defensive Driving Classes. This six hour training class was developed by the National Safety Council.

Upon successful completion, participants will receive a certificate to be submitted to their insurance carrier, which may entitle them to a 5% reduction in their personal automobile liability insurance premium. In addition, if participants have points against their NJ Drivers license, they may apply to the Department of Motor Vehicles for a possible two-point reduction.

Dates:

- ♦ July 11, 2017
- ♦ July 19, 2017
- ♦ July 27, 2017
- ♦ August 8, 2017
- ♦ August 16, 2017
- ♦ August 24, 2017

Time:

9:00 am to 3:00 pm

Training Location:

6000 Midlantic Ave Suite 300 North
Mount Laurel, NJ 08054

Employees who drive for their district: **No Charge**

All other employees, spouses and age appropriate children: **\$10.00**

**You must be pre-registered to attend the
Defensive Driving Class.**

Please contact Joanne Gunter at 609-386-6060 x3021 or via email at jgunter@njsig.org. Please bring a check payable to:
New Jersey Schools Insurance Group.

Class size limited: 20 per class

Instructor: Stephen Williams, NJSIG Safety & Risk Control Supervisor

Register Today!

Please bring your lunch to the class

New Jersey Schools
Insurance Group

Phone: 609-386-6060

Fax: 609-386-8877

www.njsig.org





Reminder:

The 2017 New Jersey Schools Insurance Group's (NJSIG) Online Safety Grant Application will be open until 11:59 p.m. on May 31, 2017.

NJSIG's Safety Grant application process is faster and more user friendly than last year. The entire process should take no more than a few minutes of your time and you can be on your way to receiving your Safety Grant.

Do not forget to provide us with a generic email address so that you receive all of our Safety Grant reminders.

Questions?:

If you have any questions regarding the 2017 Online Safety Grant Application, please email grants@njsig.org.

