

# GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)

## Cemetery District Loss Prevention Incentive Program (LPIP) - 2016-2017

The intent of this program is to assist our members in the reduction of losses, enhancement of existing safety or loss prevention programs and compliance with regulations imposed by state and federal statutes.

GSRMA member agencies can earn an award of up to 10% of the current year's contribution, subject to a \$50,000 maximum per member agency, per year. **Members must apply each year to qualify. This application covers the time period from March 1, 2016 – February 28, 2017.**

### **TO APPLY:**

Members wishing to apply for the LPIP must submit a Letter of Intent to GSRMA's Loss Prevention Staff no later than the first Monday in December each year. (See sample letter attached.) **Letters of Intent will not be accepted after the first Monday in December.** After receipt of the Letter of Intent, GSRMA staff will conduct an evaluation of the member's loss history and/or exposures. This information will be sent to the member to use in the submission of an application. The attached application must be completed and submitted to GSRMA's Loss Prevention Staff by the first Monday in March each year. **Applications will not be accepted after the close of business the first Monday in March.** During the review of the applications, GSRMA Loss Prevention Staff will request supplemental documentation from applicants to validate the applications. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the LPIP for that year.**

Loss Prevention staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1<sup>st</sup>. To receive distributions, the agency must be a member in good standing as of July 1 of the 2017/2018 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. (**NOTE: Member agency must score a minimum of 60 points to qualify for an award**)

60 - 69 Points	1% Credit
70 - 79 Points	4% Credit
80 - 89 Points	5% Credit
90 - 99 Points	7% Credit
100 Points	10% Credit

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts.

***Special Note: Agencies are encouraged to submit the self-evaluation to the Loss Prevention staff regardless of accumulated points.***

# Cemetery District Loss Prevention Incentive Program (LPIP) Self-Evaluation / Application

**Member Agency:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone / E-Mail:** \_\_\_\_\_

**Contact Mailing Address:** \_\_\_\_\_

**District Physical Address:** \_\_\_\_\_

**Is your Cemetery District Accredited? Yes** \_\_\_\_ **No** \_\_\_\_

## POINTS EARNED

GSRMA Use

<b>Administrative Points Earned</b>		
<b>Claims Points Earned</b>		
<b>Safety/Loss Prevention Points Earned</b>		
<b>TOTAL POINTS</b>		

## ADMINISTRATIVE SECTION (20 points available)

<i>Points</i>	<i>REQUIREMENTS</i>	<i>Points Earned</i>	<i>For GSRMA Use Only</i>
	<b>Personnel Policy Manual:</b>		
4	Develop, adopt, implement, and maintain a District Personnel Policy Manual to include vacation policy and employment action to include a provision that legal counsel or the HR Hotline be consulted prior to taking any negative employment action.		
	<b>Board Member Training:</b>		
2	All Board Members attend at least one training annually relating to board governance.		
2	All Board Members compliant with AB 1825 and AB 1234.		
	<b>Staff Training:</b>		
3	All management and supervisor level staff participate in leadership development or management training.		
	<b>Board Policy Manual:</b>		
3	Develop, adopt, implement, and maintain the District's Board Policy Manual, to include the following: District Bylaws, Conflict of Interest Policy, meeting schedule, financial audit policy and checks and balances of duties.		
3	Include safety compliance as a part of employees' annual performance evaluations.		
	<b>Insurance Requirements in Contracts:</b>		
3	Board adopted and implemented Insurance Requirement Policy for contracts and agreements.		
	<b>Administrative Points Earned</b>		

## CLAIMS SECTION (26 points available)

<i>Points</i>	<i>REQUIREMENTS</i>	<i>Points Earned</i>	<i>For GSRMA Use Only</i>
	<b>Workers' Compensation:</b>		
2	Use GSRMA claims reporting process.		
	<b>General Liability:</b>		
2	Have a written process regarding third-party claims that is in compliance with the CA Tort Claims Act.		
	<b>Return to Work Program</b>		
4	Implement a Return to Work Program including a provision for enacting the Interactive Process.		
	<b>Property/Auto:</b>		
2	Auto and Property Loss forms are current and accessible.		
	<b>Timely Notification of Claims:</b>		
2	Workers' Compensation – within 1 working day of notice of injury.		
2	Liability – within 1 working day of receipt of claim or other legal document.		
2	Property/Auto – within 1 working day of notice of loss.		
	<b>Incident Tracking:</b>		
2	Board-adopted incident report form.		
4	Have a written policy to conduct accident investigations and near miss reporting.		
	<b>No Losses in Period*</b> (March-February):		
1	Workers' Compensation – No lost time injuries.		
1	Liability – No paid claim.		
1	Property – No losses in excess of district deductible.		
1	Auto – No losses in excess of district deductible.		
<b>Claims Points Earned</b>			

\*The evaluation period for claims is the 12 month period prior to the application deadline.

## SAFETY / LOSS PREVENTION SECTION (64 points available)

<i>Points</i>	<i>REQUIREMENTS</i>	<i>Points Earned</i>	<i>For GSRMA Use Only</i>
	<b>Current Injury and Illness Prevention Policy (IIPP):</b>		
15	Document must meet all Cal-OSHA requirements, including identification of person responsible for administering the IIPP, coordination of Safety Committee, safety programs and training. The IIPP must include documentation, safety inspections (hazard identification) and procedures for corrective action. The IIPP must be reviewed annually by all employees.		
	<b>Safety Meetings:</b>		
10	Regular safety meetings as required by Cal-OSHA to communicate with all employees regarding occupational safety and health in a form readily understandable by all employees. Provide a minimum of six hours of training and instruction on general and job specific safety and health practices. This may include online training such as Target Solutions. Proper documentation of meetings and trainings must be maintained.		
5	Develop and implement a Defensive Driving program to include a policy and regular training for staff who drive vehicle(s) on district business.		
	<b>Safety Committee:</b>		
5	Establish a Safety Committee and have regular meetings.		
	<b>Loss Exposure Experience Plan (LEEP):</b>		
10	Annually develop a comprehensive written plan to address and mitigate substantial factors contributing to loss experience or exposures and to reduce potential hazards. See attached examples for further explanation.		
10	Evaluation of previous year's LEEP implementation. Describe the implementation of your previous year's LEEP. (Include this description with your application.)		
	<b>Participation in GSRMA-Sponsored Training:</b>		
4	Attendance at GSRMA annual training.		
5	Member attendance at GSRMA regional or on-site training or host or co-host a GSRMA regional training.		
<b>Safety/Loss Prevention Points Earned</b>			

**(District Letterhead)**

**Sample Letter of Intent**

Date

Golden State Risk Management Authority  
P.O. Box 706  
Willows, CA 95988

Re: Loss Prevention Incentive Program (LPIP)

Dear Loss Prevention Staff,

Our agency intends to apply for Golden State Risk Management Authority's Loss Prevention Incentive Program (LPIP) this year. Please supply our agency with the necessary loss history and/or loss exposure information for the completion of our application.

Should you have any questions please contact [Insert contact Person's Name] at [Insert phone number and/or e-mail address].

Sincerely,

[Contact Person's Name]  
[Title]

## LOSS EXPOSURE EXPERIENCE PLAN DESCRIPTION

The goal of the Loss Exposure Experience Plan (LEEP) is to help members identify risks and reduce claims. Each year a new plan must be developed that identifies a specific problem area or hazard and proposes a solution to resolve the problem area or hazard over the next year. The plan **MUST** incorporate the following components:

- Identification of potential problem areas (hazards, claims, experience, etc.)
- Proposal to resolve the identified problem areas.
- Education – to promote understanding and training to lessen the impact of the problem area.
- Funding – identifying funding resources available to accomplish the plan.
- Evaluation – track the success of implementation of the plan and be able to produce the results to GSRMA with your application for the following year's LPIP.

Although your plan should incorporate the above mentioned criteria, it should be brief and clear enough that staff is not discouraged from reading and implementing it. Please see the sample format which is attached.

The LEEP must be submitted with your completed LPIP Application. The completed LPIP application is due to our office no later than the close of business on the first Monday in March.

If you have questions in the development of the plan please feel free to contact Loss Prevention staff at (530) 934-5633 or via e-mail at [lossprevention@gsrma.org](mailto:lossprevention@gsrma.org).

# **SAMPLE FORMAT LOSS EXPOSURE EXPERIENCE PLAN (LEEP)**

## **IDENTIFICATION OF POTENTIAL PROBLEM AREA:**

(Provide a description of the potential hazard/problem area you have identified.)

## **PROPOSAL TO RESOLVE POTENTIAL PROBLEM AREA:**

(Provide a description of the steps your district will implement over the next year to mitigate the potential hazard/problem area identified above.)

## **EDUCATION:**

(What training will you provide to your employees to lessen the impact of the potential problem area, or to educate employees on new processes, etc.)

## **FUNDING:**

(Identify the source of funds you will use to implement you plan.)

## **EVALUATION:**

(Describe the criteria you will use to track the success of you plan implementation.)