

SAFETY CREDIT BUDGET GUIDELINES

The Risk Management Committee has developed the following safety credit budget recommendations:

A. Pre-placement physicals/ SAT:	3%
B. Safety education and motivation:	7%
C. Safety inspections:	7%
D. Safety corrections P&L:	25%
WC:	25%
E. Personal protective equipment:	10%
F. Safety grant program:	8%
G. Security:	10%
H. Other/contingency:	5%
I. Safety personnel:	up to 100%

TIPS

- A district level Safety Grant Program is a great way to get staff and students excited about safety! Ask all sites to submit an application and use your safety grant budget to choose a winner!
- Now is a good time to check that all classrooms are prepared for a disaster. Use safety credit funds to create an emergency kit for each class.
- WeTip materials can be purchased with safety credits – ensure that all students and staff are aware of the program through stickers, flyers, and posters!

For more information, please contact your District Safety Committee.

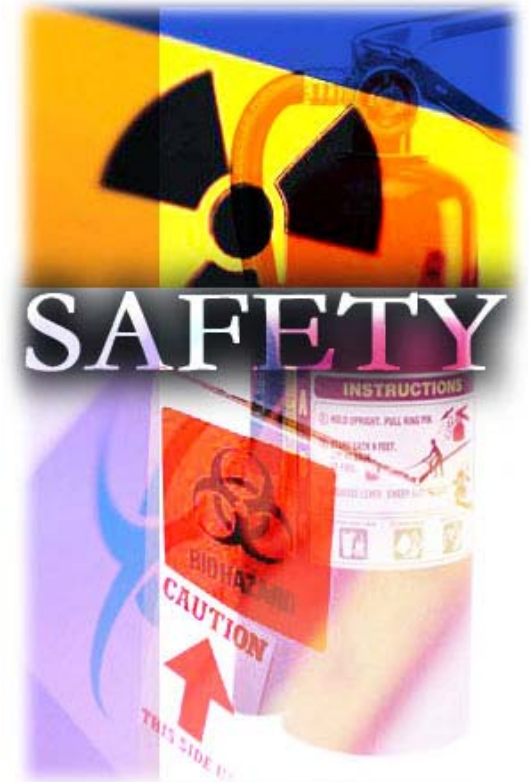
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NBSIA Safety Credit Program



An ounce of prevention.

WHAT IS THE PURPOSE OF THE SAFETY CREDIT PROGRAM?

The purpose of the Safety Credit Program is to provide funds to the District Safety Committees for the implementation of various safety requirements and programs. Annually, the NBSIA Board of Directors will determine a Safety Credit allocation for each District's Safety Credit Program. To qualify for funds, the proposed programs must be relevant to NBSIA's goals and objectives as determined by the Board of Directors. At the end of the budget year, unused funds will be rolled over into the next budget year up to 250% of each District's annual funding. Any surplus will be retained by NBSIA in a fund for special safety needs of NBSIA Members.

PROGRAM CALENDAR

July 1:	District safety year begins
September 30:	Quarterly Safety Committee meeting minutes due to NBSIA
October 1:	Budget due to Risk Management Committee Chairperson for approval
December 31:	Quarterly Safety Committee meeting minutes due to NBSIA
March 31:	Quarterly Safety Committee meeting minutes due to NBSIA
June 30:	End of fiscal year/Quarterly Safety Committee meeting minutes due to NBSIA

HOW DOES REIMBURSEMENT WORK?

- To be eligible for safety credit reimbursement, the District must hold at least one Safety Committee meeting per quarter and submit a copy of the meeting minutes to the Risk Management Committee Chairperson.
- Districts must provide the Risk Management Committee chairperson with a copy of its proposed annual budget by October 1 of each year. The proposed budget is to be reviewed and approved by the district's Superintendent, Assistant Superintendent-Business Services, or Chief Business Official. No reimbursements to a district will be authorized until that District has submitted its budget for the year and it has been approved by the Risk Management chairperson.
- The budget shall include an action plan designed to address a specific area of reported loss or potential loss on a District-wide basis.
- Any mid-year budget adjustments must be approved in advance by the Chairperson.
- Upon paying a safety-related expense, a copy of the invoice or receipt shall be attached to a safety credit reimbursement application and forwarded to the Risk Management Committee Chairperson.
 - NBSIA will review to ensure that the expenditure is in accordance with the safety credit guidelines and reimbursement will be paid to the District.

My District's Safety Representative is:

EXAMPLES OF APPROPRIATE SAFETY EXPENDITURES

Safety Education/Motivation: Costs associated with safety-related seminars and conferences; safety books, films, and video programs; safety newsletters or magazines; employee safety awards & incentive programs; contest materials, prizes and awards

Safety Inspections: Costs of outside professional inspection or evaluation services when necessary

Safety Corrections: Cost of eliminating violations discovered in professional safety surveys; cost of compliance with any hazardous materials or waste laws; ergonomic equipment as a result of an evaluation

Personal Protection Equipment

Security: Purchase and installation of security devices; hiring of security personnel for district events; WeTip program materials and literature

EXCLUDED EXPENSES

Examples of excluded programs:

- Routine building/grounds/facility maintenance
- Routine equipment inspection, repair or replacement
- Paying property/liability loss deductibles
- Meals or refreshments, unless served at district Safety Committee Meetings
- Non-safety work apparel
- Any item not predominantly safety related as determined by the Risk Management Committee Chairperson