

SAFETY CREDIT PROGRAM POLICIES & GUIDELINES

Welcome to the SISC Safety Credit Program! The program is offered to member districts of the SISC I – Workers' Compensation (WC) Program. It is designed to earmark funds that must be spent in ways to mitigate workers' compensation or property and liability claims. Safety Credit revenue is a great way for districts to address issues relating to the protection of staff, students, and/or facilities. The following information will provide you with the necessary information to utilize your district's Safety Credit funds in the most effective way possible.

HOW CREDITS ARE CALCULATED

Effective with the 2013-2014 fiscal year the amount of Safety Credits available will be based on 2% of projected premium with a \$500 minimum

Safety Credits available from SISC I can be utilized as follows:

1. Combine up to 3 years of credits to spend on one eligible project or purchase
2. Used to fund multiple smaller expenditures
3. Used to partially fund an expenditure that exceeds the district's Safety Credit allowance

UNUSED CREDITS

Districts now have the opportunity to roll-over unused credits into the next fiscal year. Credits can be rolled-over for a maximum of three years. This will allow districts to accumulate funds for larger projects or expenses. Even though unused credits will be rolled-over to the next fiscal year, we cannot accept claims for expenses that were incurred in previous years. For example, if submitting an application for the 2017-2018 year, you may combine your credits from 2015-2016, 2016-2017 and 2017-2018. The expenses you are seeking reimbursement for must have been incurred only in 2017-2018. The intent of rolling over unused credits is to accumulate a bigger balance for a future large project or purchase.

FILING AN APPLICATION

- a. Applications are available on our website as follows:
SISC I – WC: <http://sisc.kern.org/rm/safety-credits/>
- b. Applications may be submitted for review prior to purchase to ensure eligibility for SISC reimbursement. We recommend you get prior approval before incurring the expense.
- c. Completed applications may be submitted anytime during the fiscal year (as long as it is before June 1st).
- d. Expenditures must be made in the year the claim is made. For example an eligible expense incurred in 2017-18 can only be claimed in 2017-18.
- e. Provide supporting documentation to verify the expense. Please submit a copy of your invoice(s) and canceled check(s) or check register(s).
- f. All application requests and supporting documentation must be received in the SISC office by June 1. Due to office processing deadlines and accounting restrictions, **we will not be able to accept applications or supporting paperwork (even for an approved application) after the June 1st deadline.**

- g. Applications will be authorized and released for reimbursement if all requirements are met and supporting documentation is received by the deadline of June 1. Supporting documents on approved applications received after June 1 will not be reimbursed.
- h. Applications will be reviewed and returned to the district indicating whether approved or denied. If denied, the reason will be stated.
- i. Applications and supporting documentation can be:
 - a. E-mailed to Carmen Gonzales at cagonzales@kern.org
 - b. Mailed to: SISC Finance, Attn: Carmen Gonzales, P.O. Box 1808, Bakersfield, CA 93303-1847

OTHER REQUIRED INFORMATION

In order to be eligible for the Safety Credit program, each district must provide SISC with the following:

SISC I

- a. Proof of attendance to a SISC Bloodborne Pathogen (BBP), and Injury and Illness Prevention Program (IIPP) training within the last 3 fiscal years. In lieu of attendance you may submit your BBP and IIPP documents for review to SISC; if the documents are in compliance with current OSHA standards, this will be accepted as meeting this requirement.
- b. Verification that your district has written documentation that volunteers are covered under its workers' compensation program. This is generally in the form of a board resolution and SISC has a majority of these on file.

INTENT OF THE SAFETY CREDIT PROGRAM

When considering how to spend your Safety Credits, keep in mind the intent of the program. SISC I - WC funds are to be used for items that will reduce employee related claims. Deciding how best to utilize your Safety Credits can be made by conducting a loss analysis, accident investigations, or by conducting facility inspections to identify premises hazards. You may also want to consult with a SISC Safety & Loss Control Specialist. The list below contains examples of potentially reimbursable purchases and/or activities. This is just a sample list to provide ideas and is by no means all-inclusive.

SISC I

- Safety and/or health-related in-services, workshops, seminars (including travel expenses) relative to protection of employees and third parties
- Personnel protective equipment (examples: gloves, safety glasses, goggles, respirators, etc.)
- Hard dollar costs (consulting fees, form printing, etc.) of an early return-to-work program
- Engineering controls installed on equipment or processes to prevent injuries
- Ergonomically appropriate office equipment and/or training materials

Safety Credits **MAY NOT** be used to fund routine district purchases such as cleaning supplies, first aid supplies, utility expenses, medical costs, regulatory compliance, or any item that will not directly help the district eliminate or reduce the impact of a loss. Also, Safety Credit money may not be used to pay for insurance deductibles or for losses that have already occurred.

If you have any questions about the SISC Safety Credit program, please contact **Carmen Gonzales at (661) 636-4416 or cagonzales@kern.org.**