

Public Agency Risk Sharing Authority of California  
PARSAC

## Safety & Loss Control Grant Program

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Section: 800 – Risk Management/Loss Control Programs; Programs  
Effective Date: December 3, 2015

### **BACKGROUND:**

PARSAC is confident that net costs for members and the pool can be reduced through proactive risk management. The Safety & Loss Control Grant Program was implemented to assist members as they strive to improve safety in both the community and the workplace. The program was approved in 2011 as a two-year pilot, continued in 2013 for an additional three years, and is reviewed annually by the Board of Directors. Funding was originally achieved through the Liability and Workers' Compensation Programs by redirecting existing risk management budget items and a slight increase in prospective funding.

### **POLICY:**

#### *Program Funding*

Unused Funds from the prior fiscal year will be the starting point of funding for the next fiscal year and redistributed equally. "Unused Funds" are defined as the total amount remaining at the end of each fiscal year after all reimbursements have been processed. Additional program funding will be at the discretion of the Board of Directors. Additional funds collected through each self-insured program are distributed equally based on program participation.

Grant funds must be used during the fiscal year in which they are awarded. Approved applications that remain incomplete at the end of the fiscal year will be deemed "unused." In the event a project cannot be completed within the fiscal year, members may submit a duly executed contract, or similar documented commitment, to request a maximum one-year extension. Funds for projects remaining incomplete after the extension period will be considered "unused."

#### *Member Risk Assessments*

Per the Joint Powers Agreement, a risk assessment of member facilities and operations must be completed (refer to Article VII, Paragraph I). To assist members in complying with this requirement, the Board approved funding member risk assessments through the Grant Program. One-third of the membership will be completed each fiscal year and the cost

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*Approved May 27, 2014 by the Board of Directors*

*Revised May 27, 2015 by the Board of Directors*

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*Policies are reviewed on a regular basis and are subject to change*

deducted from their grant fund. The total cost of annual assessments will be approved by the Executive Committee and shared equally by the members being assessed, approximately \$3,000 each.

### *Application Process*

Any employee may submit a completed Grant Program Application, either before or after a project or purchase is completed, by regular or electronic mail. However, pre-approval is recommended to commit available grant funds and confirm reimbursement will be provided upon completion. The application should clearly describe the project and explain the loss control benefit; additional information can be attached as needed. All applications must be signed by either the city/town manager or mayor to ensure: 1) awareness of available grant funds; and 2) funds are being used toward the member's loss control priorities.

Approval is based on the member's individual needs as well as potential to mitigate liability or workers' compensation exposures. The intent is to be as flexible as possible while considering the member's loss experience, member risk assessment findings, and cost drivers for the pool. Applications are reviewed by PARSAC staff and/or the Loss Control Subcommittee Chair and the member is promptly notified of the decision. Approved applications must be completed and documentation submitted for reimbursement no later than **May 1st**.

### *Acceptable Uses & Limitations*

Members are encouraged to consult with PARSAC to identify loss trends or specific areas of risk that should be addressed. Grant funds must first be used toward any critical issues identified through either loss experience or risk assessment. Grant funds may then be used for training, equipment, projects, or services that promote workplace safety and/or mitigate liability. Members are encouraged to review and seek input from their Safety Committee when considering projects. Examples include:

#### **Equipment:**

Lease, Purchase, or Repair  
Personal Protective Equipment

#### **Workplace Safety:**

Facility Assessments  
Policy & Program Implementation  
Wellness Programs  
OSHA Compliance  
Ergonomic Improvements

#### **Human Resources:**

Pre-Employment Screening  
Policy Development

#### **Training:**

On-Site Team Training  
Job Safety  
Risk Management

#### **Conferences:** (\$1500 limit per fiscal year)

PARMA, CAJPA, AGRiP, or PRIMA

#### **Community Improvements:**

Reduce or Remove Specific Hazards  
Park Improvements & Signage  
Road Safety & Signage  
Tree Trimming & Removal  
Sidewalk Inspection & Repair  
ADA Improvements

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Projects, repairs or equipment that would fall under “general maintenance” or routine operational expenses require an explanation of the risk management purpose to be included with the application.

*Appeal Process*

Members who disagree with an application decision may request review by the Loss Control Subcommittee. Further appeal may be presented to the Executive Committee at their next regular meeting and their decision will be considered final.