

**2015 Trust Accountability Program**

**Requirements and Outline**

The Trust Accountability Program provides recognition to Trust members that implement loss prevention best practices. The TAP award will be presented to ANY member who implements and maintains the policies and best practices of the TAP program. Additionally, Trust members completing TAP who carry ***General Liability***, ***Property*** and ***Worker’s Compensation*** lines of insurance with the Trust will receive an additional cash award equal to 5% of the member’s liability premium. Qualifying members will implement the following best practices and submit the completed application form along with documentation as outlined below.

1. Safety/Incident Review Committee with Executive Chair Person. Submit:
   1. Meeting agenda/minutes from four consecutive monthly meetings.
   2. Three incident investigation reports identifying corrective actions to prevent recurrence. Subject may be accidents, close calls or unsafe conditions.
   3. System for identifying and correcting safety deficiencies such as safety audits or department inspections.
   4. Four consecutive months with safety training. Provide date, topic, name of instructor & roster.
2. Workers Compensation Return to Work (RTW) program. Program will include the following elements:
   1. Written program outlining the members injury management process including reporting procedure, accommodation of restrictions and designated providers (Sample attached),
   2. Reasonable accommodation of physician identified work restrictions. (Trust will review claims as part of the application approval process to verify accommodation of restrictions.)
3. Driver Qualification Program.
   1. Driver qualification program must cover employees and volunteers who may drive member owned vehicles, or who may drive any other vehicles while on member business. The driver qualification program should include the following:
      1. Criteria for an acceptable driving history based on MVR (Motor Vehicle Record) and history of job related motor vehicle incidents not recorded on the MVR,
      2. At least an annual MVR review,
      3. Verification that unacceptable drivers are not authorized to drive.
4. If your entity owns and/or operates a sewer collection system submit the following:
   1. Inspection verification for ALL sewer manholes during the current year. Entities with comprehensive maintenance and inspection programs should contact the TRUST for approval of exceptions.



TAP Award Application

**Entity**

**Mailing Address**

**Date Phone Number**

**Person Completing this Application**

**Verify required documentation is attached and affirm qualifications met per outline.**

**1) Qualifying Coverage (For cash award. All members can receive TAP recognition.)**

☐ **Liability, Work Comp and Property Coverage through the Trust**

**2) Safety Committee**

☐ **Safety Committee Meeting Agendas/Minutes - 4 consecutive months**

☐ **Three Incident Investigation Reports**

☐ **System for Identifying and Correcting Safety Deficiencies (Audits/Inspections/Work Orders)**

☐ **Safety Training – 4 consecutive months**

**3) Work Comp/Return to Work Policy**

☐ **Copy of Policy**

☐ **Restrictions accommodated, if applicable**

**4) Driver Qualification Standard**

☐ **Copy of member’s Driver Qualification Program**

☐ **Verification of MVR Monitoring**

☐ **Verification that unacceptable drivers are not on authorized driver list**

**5) Sewer Manhole Inspection Program (If Applicable)**

☐ **Verification of 100% Annual Manhole Inspection (include findings/successes)**

**Total Sewer Manholes in System \_\_\_\_\_\_\_\_\_ Number Inspected \_\_\_\_\_\_\_\_\_\_**

Send the completed application with required documentation to:

**Utah Local Governments Trust**

**55 South Highway 89**

# North Salt Lake, UT 84054