

DISTRICT SAFETY COMMITTEE

REQUEST TO USE SAFETY INCENTIVE FUNDS

“The purpose of Schools Insurance Program for Employees (SIPE) to provide supplemental funds to the member Districts is to promote **EMPLOYEE** safety. SIPE funds consist of the annual credit program, district safety coordinators discretionary funds, grant program, and the premium rebate program. These funds are NOT intended to be used for student safety, site security, property and liability loss control issues or emergency preparedness.”-SIPE Expenditure Guidelines *Revised 10-15-2015*

Quote/Proposal must be submitted with the Request to Use Safety Incentive Fund form

Date: _____ Site: _____

Item(s) of purchase: _____

Total Cost: \$ _____

How will the item(s) benefit employee health and safety? (Refer to SIPE Expenditure Guidelines):

Department Supervisor requesting use of funds: _____

(Signature)

FINAL PURCHASE RECEIPTS MUST BE FORWARDED UPON RECEIVING TO HM & SC RECORDER

***** Health Management & Safety Committee use only *****

Does purchase meet SIPE Expenditure Guidelines: [] Yes [] No [] DM [] PR

Safety Coordinator reviewing purchase: _____ Date: _____

Purchase receipts received on: _____ Entered in HM&SC Budget []

Expensed Budget Code: _____



SCHOOLS INSURANCE PROGRAM FOR EMPLOYEES

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EXPENDITURE GUIDELINES

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Acceptable expenditures to promote employee safety.

(This is just a sample list to provide ideas and is by no means all-inclusive.)

- Inspection discrepancy repairs or hazard mitigation of hazards that may cause an employee accident/injury
- Employee safety education and materials (books, DVD's, supplies, printing, instructor and associated costs)
- Personal protective equipment (PPE) (gloves, safety glasses, safety vest, pandemic supplies, etc.)
- Bloodborne pathogen controls (cleanup kits, CPR masks, and other PPE)
- First aid kits for employee use or for locations such as; district vehicles and non-student locations
- Chemical safety (storage containers, safety cans, labeling systems, spill clean-up kits, PPE, etc.)
- Material handling (lifts, ladders, carts, man lifts, hoists, elevated work platforms, etc.)
- Ergonomic equipment (keyboard trays, foot rest, document holders, chairs, headsets, etc. SIPE recommends an ergonomic workstation evaluation prior to purchasing desks or workstations.
- Special education equipment and supplies that will assist staff in personal protection, ergonomics, and back/lifting safety
- Lab safety supplies and equipment (must benefit the safety of the instructor, but may overlap to students)
- Industrial/Ag Technology safety supplies and equipment (must benefit the safety of the instructor, but may overlap to students)
- Safety incentive or reward programs
- Stress management prevention
- Salaries or stipends for safety personnel* (safety coordinator, risk/safety officer, committee members, etc.)
- Other (floor mats, protective surfacing, eye wash and shower stations, safety signs, machine guarding, electrical safety, lockout/tagout equipment, safety repairs for equipment and tools used by employees, etc.)

* Only districts awarded premium rebate funds may use rebate funding for safety personnel salaries or stipends.

Non-acceptable expenditures would include, but not limited to:

- CPR or first aid training or supplies (this is a service provided by SIPE)
- Employee or substitute pay to attend CPR, first aid or AED training
- AED's, supplies and/or service for AED's
- Chronic disease management of students and related school nurse supplies or equipment
- Communications equipment or service (Repeaters, two-way radios, batteries, cell phones, etc.)
- Playground equipment, playground toys, shade structures, including repairs or supplies
- Vehicles used to transport people (autos, trucks, golf carts, bicycles, wheelchairs, personal transportation, etc.)
- Emergency supplies (first aid kits, water, food, tools, flashlights, batteries, etc.)
- Fire extinguishers or service, firefighting equipment, or alarms
- Security/police equipment or devices, burglar alarms, CCTV, window tinting or window coverings
- Suicide, child abuse, or sexual harassment prevention
- Travel and conference not directly related to safety committees, employee safety, accident prevention, etc.
- Programs or events sponsored by the district safety committee that are not part of a safety incentive program or injury and prevention program

If you need consultation on what kind of purchases may be covered by this program, do not hesitate to contact SIPE at 464-4143.

Effective July 1, 2008 | Revised 11-08-2018