

RECEIVED

NOV 02 2017

Ravalli County Commissioners

--	--	--	--	--



**MACo WORKERS' COMPENSATION TRUST**  
 2715 Skyway Drive, Helena, MT 59602  
 (406) 449-4370

### RAVALLI COUNTY

WCT SAFETY LOSS CONTROL CREDITS					
Safety Fest/ Safety Congress Attendance	Operation of the OTSP & Action Plan	Viable Safety Committee	MACo & County-Wide Training	Experience Modification Factor	Total
3	4	5	4	0	16

The above chart shows the MACo Workers' Compensation Trust Loss Control Credit criteria and points earned for the 2016-2017 policy year. The WCT Board of Trustees approved the distribution of \$100,000 for loss control credits to be dispersed among the 42 member counties. The total premium credit is based on an adjusted percentage of the workers' compensation premium based on the allocation of \$100,000.

Enclosed is your safety evaluation form as well as your check based on the following calculations:

Annual Premium	\$353,923
Adjusted Credit Percentage	1.28%
Total Premium Credit	<input type="text" value="\$4,547"/>

*Thank you for participating in the MACo WCT OnTrack Safety Program.  
 It is recommended that your check be used to enhance your county's safety and  
 loss control efforts.*

*Feel free to contact us with any questions regarding this monetary credit or the  
 OnTrack Safety Program.*

**MONTANA ASSOCIATION OF COUNTIES  
WORKERS' COMPENSATION TRUST**

2715 Skyway Drive  
Helena, MT 59602-1213  
406-444-4360

VALLEY BANK OF HELENA  
3030 North Montana Avenue  
PO Box 5269  
Helena, MT 59604  
(406) 495-2400  
93-151/920

**003337**

DATE 10/26/2017

PAY TO THE ORDER OF Ravalli County \$ \*\*4,547.00

Four Thousand Five Hundred Forty-Seven and 00/100\*\*\*\*\* DOLLARS

Ravalli County  
215 S Fourth, Ste A  
Hamilton, MT 59840-2853

*Deayl J Wood*  
AUTHORIZED SIGNATURE



MEMO: Loss Control Credit based on 2016-2017 policy year

⑈003337⑈ ⑆092001512⑆ 7006634⑈

**MONTANA ASSOCIATION OF COUNTIES**

**003337**

Ravalli County					10/26/2017		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment	
6/30/2017	Bill	LCC 17-31	4,547.00	4,547.00		4,547.00	
						Check Amount	4,547.00

VB - Checking (70066) Loss Control Credit based on 2016-2017 policy y 4,547.00

**MONTANA ASSOCIATION OF COUNTIES**

**003337**

Ravalli County					10/26/2017		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment	
6/30/2017	Bill	LCC 17-31	4,547.00	4,547.00		4,547.00	
						Check Amount	4,547.00

VB - Checking (70066) Loss Control Credit based on 2016-2017 policy y 4,547.00

County: Ravalli  
 Date: No Visit

Annual  
 MACo on Track Safety Program Evaluation Profile

Elements of Safety Program	Yes	No	Comments
<b>Management Leadership and Employee Participation</b>			
<b>A. Management Support</b>			
1. Does at least one Commissioner attend the Safety Committee meeting?	x		Attend Road Safety Committee meeting
2. Do elected officials and department heads attend safety trainings?	x		
3. Do department heads allow employees to attend safety training?	x		
<b>B. Employee Support</b>			
1. Do employees from all departments attend safety trainings?	x		
2. Do employees recognize hazards and report them?	x		
<b>C. Viable Safety Committee</b>			
1. Have a minimum of 4 meetings, one per quarter	x		
2. Have documentation of the minutes, agenda, and attendance	x		
3. Majority of committee members attend 75% of the time	x		
4. Have Safety Committee activities that assist the employer in fact findings	x		
<b>D. Contractor Safety</b>			
1. Check to see if contractors have Certificates of Insurance	x		
2. Check to see if the independent contractor is exempt	x		
<b>Workplace Analysis</b>			
<b>A. Job Safety Analysis (JSA)</b>			
1. Identify the High-Risk Tasks	x		
2. Complete a JSA using the provided form	x		
3. Complete or review a JSA when an incident/near-miss occurs involving a task	x		

County: Ravalli  
Date: No Visit

Annual  
MACo on Track Safety Program Evaluation Profile

Elements of Safety Program	Yes	No	Comments
<b>B. Workplace Inspections</b>			
1. Annual inspections and documentation of findings with department head/supervisor participation	x		Courthouse, Road and Admin.
2. Tracking system to document corrective actions (Excel spreadsheet)	x		
<b>Incident/Near-Miss and Trend Analysis</b>			
1. Documentation of incident investigation/near-miss investigation with detailed findings and recommendations for solutions	x		Improve on the investigation process with a write-up of findings and solutions.
2. Committee review of the investigation form and recommendation for prevention	x		
3. Committee review of trend analysis and identifying areas of concern	x		
<b>Hazard Prevention and Controls</b>			
1. Documentation of pre-trip inspections of heavy equipment and county vehicles	x		
2. Documentation of scheduled maintenance of equipment	x		
3. Documentation of reporting system for identifying hazards	x		
<b>Emergency Response</b>			
<b>A. Emergency Preparedness</b>			
1. Written Emergency Preparedness Plan/review annually	x		A decision was made to do a complete revision
2. Completed at least one drill (fire, earthquake, shooter) annually	x		register phones with 911, Active Shooter and Fire Drill
<b>B. CPR/First Aid Certified/AED Plan</b>			
1. Have employees that are CPR First Aid Certified	x		
2. Registered AED and written plan if applicable	x		Check to see if the Detention Center AED is registered
<b>Mandatory Written Programs</b>			
<b>A. Hazard Communication Program</b>			
1. Written program that includes Global Harmonization	x		Revise to the new one
2. Review annually and revise as needed		x	
3. Annual training		x	

County: Ravalli  
Date: No Visit

Annual  
MACo on Track Safety Program Evaluation Profile

Elements of Safety Program	Yes	No	
<b>B. Bloodborne Pathogen Program</b>			
1. Written program	x		
2. Review annually and revise as needed	x		Working on Revision
3. Annual training	x		
<b>C. Lockout/Tagout Written Program</b>			
1. Written program	x		
2. Review annually and revise as needed	x		
3. Annual training	x		
<b>D. Respirator Program if applicable</b>			
1. Written program			
2. Review and revise as needed			
3. Annual Training			
<b>E. Hearing Conservation</b>			
1. Written program		x	To be determined
2. Review and revise as needed		x	
3. Annual Training		x	
<b>Training</b>			
1. Documentation of training - attendance sheets with subjects, dates, and name of instructor or DVD	x		
2. Orientation Training for New Employees	x		
<b>Return-to-Work Program</b>			
1. Written policy	x		
2. Initial training and additional training as needed	x		
<b>Record Keeping</b>			
1. Completing the OSHA Log 300	x		
2. Posting the OSHA Summary (Form 300A) in February	x		

**County: Ravalli**  
**Date: No Visit**

**Annual**  
**MACo on Track Safety Program Evaluation Profile**

**Goals:**

**1. Schedule Supervisor Training**

---

**2. Create an Excel Sheet with Corrective Actions from Inspections or Hazards Identified**

---

**5. Improve on the investigation process with a more detailed write-up of findings (pictures) and solutions. (e.g.: If employee had a fall, you would ask the following question: the type shoes, carrying anything, condition of the ground, weather, on the cell-phone, new glasses, sick, talk to witness.....)**

---

**3. Update the Hazard Communication Program (Complete training and replace MSDS with SDS) Also include the chemical list from Road, Weed, Law Enforcement.....**

---

**4. Enforcing safety by utilizing progressive discipline (e.g.: safety warnings)**

---

**Comments:**

MACo Workers' Compensation Trust thanks you for your support.

It is very difficult to evaluate the Safety Program with minimal documentation. I recommend that we meet next year with the Safety Committee members' involvement.

I did receive some completed investigation documentation and Safety Committee meeting documentation. Good Job!

I did not receive an updated Hazard Communication Program with the updated chemical list, training documentation and inspection documentation with corrective actions. The claim frequency has increased this year. Everyone should be working together to accomplish the same goals.