

# Town of Windham

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## MEMORANDUM

To: Town Council  
Thru: Barry Tibbetts, Town Manager  
From: Phyllis Moss *P. Moss*  
Date: June 22, 2020  
Re: Worker's Compensation Safety Incentive Program

Maine Municipal Association has invited the Town of Windham to join the Worker's Compensation Safety Incentive Program (WCSIP). The WCSIP is voluntary and provides members with the opportunity to earn up to 10% in contribution credits by improving workplace safety.

Joining the program would affirm our commitment to a safe and healthful workplace. The program is designed to help us control costs by improving our loss experience and minimizing workplace disruptions. The goals of the program are to:

- Reduce the incidence of injury and illness throughout the Town;
- Improve overall safety in the work environment;
- Maintain lines of communication with all employees;
- Protect the Town's assets;
- Promote a self-sustaining safety culture;
- Utilize best practices claims management; and
- Earn financial incentives for working more safely.

The program is tiered into three levels based on documented performance. The tiers and associated credits are:

- Tier I – compliance with Department of Labor (DOL) standards and earns a 5% credit.
- Tier II – takes safety to the next level with additional policies, incident reviews, facility inspections, etc. and earns a 7.5% credit

- Tier III – adds additional best practices including participation of leadership in Safety Committee meetings, a written Incident Review Policy, etc. and earns a 10% credit.

We do not want to miss this opportunity to further improve our safety practices and earn up to a 10% credit towards our Worker's Compensation Insurance cost.

In order to participate the Town Council must sign a Resolve Form to elect to participate in this program no later than September 1, 2020. I respectfully request that the Town Council consider this request and sign the attached Resolve Form.