

**RESOLUTION NO. 1925**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND ACCEPTING FUNDS AWARDED THROUGH A GRANT FROM THE INJURED WORKERS INSURANCE FUND FOR THE PURCHASE OF DEFENSIVE DRIVING TRAINING MATERIALS TO PROVIDE TRAINING TO EMPLOYEES ON PROPER DRIVING TECHNIQUES.

WHEREAS, the City of Salisbury submitted a grant application requesting funding from Injured Worker's Insurance Fund for defensive driving training materials; and

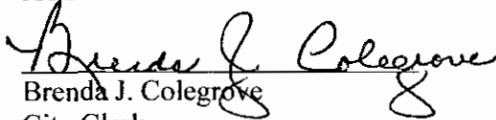
WHEREAS, the City of Salisbury's grant application was approved by the Injured Worker's Insurance fund in the amount of \$800; and


WHEREAS, the grant was awarded to the City of Salisbury;

NOW, THEREFORE, BE IT RESOLVED, on this 14<sup>th</sup> day of June, 2010 that the Council of the City of Salisbury, Maryland does hereby accept the funds awarded from the Injured Worker's Insurance Fund and will be used for the purchase of defensive driving training materials.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on June 14, 2010, and is to be come effective immediately.

ATTEST:

  
Brenda J. Colegrove  
City Clerk

  
Louise Smith  
Council President

APPROVED by me this 15<sup>th</sup>  
day of June, 2010.

  
James Henton, Jr.  
Mayor

# Memo

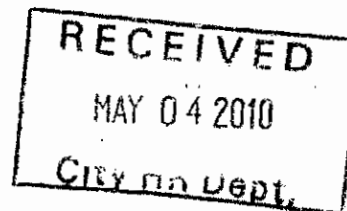
**To:** John R. Pick, City Administrator  
**From:** Pamela B. Oland, Director of Internal Services *PBO*  
**Date:** June 7, 2010  
**Re:** Accepting a Safety Grant from IWIF

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Injured Worker's Insurance Fund (IWIF), the City of Salisbury's worker's compensation insurance company offers its members the opportunity to apply for safety grants. These grants are to be used by employers to assist with training to reduce worker's compensation claims.

The City of Salisbury applied for a grant in the amount of \$1,611 to purchase training materials to be used in Defensive Driving Classes offered to City employees through City certified trainers. The sponsor of Defensive Driving Training is the National Safety Council. This class is given to all City employees that are required to drive City vehicles within six months of their hire as well as to those employees that need a refresher course due to their driving record with their City vehicle. The City of Salisbury will not need to provide any funding related to this grant. There is no match requirement and the grant covers all costs associated with the purchase of the training materials.

IWIF approved this grant application and has awarded the City of Salisbury \$800 to purchase these materials. Since the grant is for less than the original requested amount the City will adjust the purchase and order less materials. Attached please find a resolution where the City of Salisbury accepts the grant. Also attached is a copy of the grant application and the award letter from IWIF. If you have any questions, please let me know.



April 30, 2010

Ms. Lisa Ross  
Human Resource Assistant  
City of Salisbury  
125 N. Division Street  
Salisbury, MD 21801

RE IWIF Safety Grant: City of Salisbury, Policy #2108403

Dear Ms. Ross:

Congratulations, IWIF is proud to provide this opportunity to help enhance your safety programs. The grant for \$800.00 is being awarded to support the funding for the purchase of Defensive Driving Instructor Manuals & participant course guides.

As indicated on the Safety Grant Form, the responsibilities for receiving the grant are as follows:

The Safety Grant Program is a reimbursement program. Therefore, safety grant recipients are required to verify that grant money was used for the intended and approved purpose by submitting an invoice, receipt or copy of a canceled check.

The insured is responsible for using the grant funds in the manner in which it is intended. Insured may not use grant funds for salaries, wages, and internal labor. No jobs can be eliminated as a result of the safety grant.

The insured shall communicate to IWIF on the effectiveness of the safety grant at six (6) months and at one (1) year from the implementation of the safety interventions. A Loss Control representative may verify results.

The insured shall allow IWIF to publicize the name of their company and any appropriate photos to promote the Safety Grant Program.

Once a grant is awarded the insured may not apply for two (2) years.

Provide IWIF, within 30 days, a copy of receipts for the safety related items purchased as well as a copy of your receipts for your contribution toward the purchase of these items.

IWIF is dedicated to improving the profitability of Maryland companies by eliminating workplace injuries. Safety is a basic IWIF value. IWIF's Safety Grant Program encourages policyholders to reduce or eliminate injuries and illnesses associated with their operation.

Please let me know when we can provide any assistance for additional support of your safety activities. If you have any questions, please contact me by phone or e-mail.



Joseph B. Gillian  
Director of Loss Control  
Injured Workers Insurance Fund  
8722 Loch Raven Blvd.  
Towson, MD 21286  
410-494-2017  
[jgillian@iwif.com](mailto:jgillian@iwif.com)

cc: Sarah Robinson – IWIF Loss Control

# IWIF SAFETY GRANT Program

# Application

## Instructions

Please type or print clearly. Attach a W-9 form along with any supporting materials you may wish to attach.

The Safety Grant Selection Committee will use your application to review your Safety Grant request. Therefore, the information you provide on this application must describe the significance of the problem and the effectiveness of the proposed solution.

All applications must be signed. If you have any questions, please contact your agent representative or IWIF's Loss Control Department at 1-800-264-4943 ext. 2217. Mail the completed application and supporting documentation to: IWIF Safety Grant Program, Attn.: Betsy Dorney, Loss Control Dept., 8722 Loch Raven Blvd, Towson, MD 21286. You may also fax your application to 410-494-2207, Attn. Betsy Dorney, or e-mail it to edorney@iwif.com:

## Section I: Employer Information

Company Name: City of Salisbury  
Contact Name: Lisa Ross Title: Human Resources Associate  
Policy Number: 2108403 Federal Tax ID Number: 52-6000806  
Address: 125 N. Division St.  
City: Salisbury State: MD Zip: 21801  
Business Phone Number: 410-548-1121 Fax Number: 410-548-3748  
E-mail Address: lross@ci.salisbury.md.us  
Insurance Agency Name, if Applicable: \_\_\_\_\_  
Name of Insurance Agent, if Applicable: \_\_\_\_\_

## Section II: Safety Grant Request

Cost of Equipment/Service: \$1611.<sup>00</sup> approx. Requested Amount of Safety Grant: \$1611.<sup>00</sup>

Describe the proposed safety, industrial hygiene or ergonomic equipment or training you would like to purchase with this grant money and how this will help prevent or reduce injuries or illnesses in your workplace (attach additional pages if necessary):

Our entity provides defensive driving class for employees. We recently received the new DVD from the Safety Council and are in need of course Instructor Manuals and Participant Course Guides. This class must be completed by ALL new employees driving City vehicles and those who have been involved in recent accidents to refresh on safe driving.

While safety grants are designed to help employers substantially reduce or eliminate injuries and illnesses in the workplace by helping the insured purchase safety equipment or training, IWIF does not warrant or guarantee that the safety equipment or training purchased through the Safety Grant Program will actually reduce or eliminate injuries or illnesses. IWIF does not assume any liability beyond that stated in the relevant workers' compensation insurance policies.

**REMINDER:** Signature on the Safety Grant Application must be the owner, chief executive officer, chief financial officer, plant or risk manager or other person having fiduciary responsibilities with the employer.

The undersigned acknowledges and agrees to the terms and conditions of IWIF's Safety Grant Program as outlined.

John R Picik CITY ADMINISTRATION  
Applicant Name Title  
[Signature] 3/4/10  
Applicant Signature Date

#903718

548-3748

**Pricing for DDC 8/6 9th edition Transition Kits and Teaching Materials**

**Training Center Transition Kit:**

**ENGLISH**

PowerPoint Presentation CD, Instructor Manual, Course Guide, **Product # 33199-0000**  
Member Price: \$175 Non-Member Price: \$230

Educational Display Chart, Instructor Manual, Course Guide, **Product # 33200-00000**  
Member Price: \$300 Non-Member Price: \$390

**SPANISH**

Power Point Presentation CD, Instructor Manual, Course Guide, **Product # 34676-0000**  
Member Price: \$175 Non-Member Price: \$230

Educational Display Chart (English only), Instructor Manual, Course Guide, **Product # 34677-0000**  
Member Price: \$300 Non-Member Price: \$390

**Additional visual presentation teaching materials can be purchased separately:**

\* Powerpoint

Instructor PowerPoint on CD (contains both English & Spanish) **Product # 33192-0015**  
Member Price: \$169 Non-Member Price: \$220

Educational Display Chart (English only) **Product # 33207-0000**  
Member Price: \$275 Non-Member Price: \$360

**Instructor Transition Kit:**

X

**ENGLISH:** Instructor Manual and Course Guide, **Product # 33198-0000**,  
Member Price: \$43 Non-Member Price: \$56

**SPANISH:** Instructor Manual and Course Guide, **Product # 34675-0000**,  
Member Price: \$43 Non-Member Price: \$56

**Participant Course Guide & Certificate of Completion**

X

**ENGLISH:** Participant Course Guide & Certificate, **Product # 33191-0024K**,  
**SPANISH:** Student Course Guide & (English) Certificate **Product # 34674-0024K**,

**Effective February 1, 2010**

Qty Price Break	Member	Nonmember
1-499	\$3.25	\$4.30
→ 500-999	2.95	3.90
1000-4999	2.85	3.70
5000+	2.80	3.65

Shipping  
approx \$15 per \$500.  
\$15 x 3 = \$45

\$1475 / 500 bks

Please call Customer Service at 800-621-7619, your Local Chapter or sponsoring Training Center to place your order.



800-875-4770  
X 206

IWIF

# IWIF \$ SAFETY GRANT Program

**Safety Grants up to \$2,500**

**Get the money you need to prevent workplace accidents**

IWIF understands that ensuring the safety of your workers is a top priority for your organization. Here to help you meet your safety goals and budget requirements is the IWIF Safety Grant Program. **The Safety Grant Program awards funds up to \$2,500** to qualifying policyholders who want to purchase equipment or training to prevent, reduce or eliminate hazards, injuries and illnesses in the workplace.

## Use of Grant Funds

Each safety grant may be used for industrial hygiene, safety and ergonomic equipment, as well as for workplace safety training. Grant money may be used to pay part of or all costs associated with installation of safety equipment. It may not, however, be used to pay for items purchased prior to submitting and receiving approval of the grant application.

Employers are encouraged to match the grant money awarded and must purchase the approved safety equipment or training within 60 days of receipt of the safety grant approval. The Safety Grant Program is a reimbursement program. Therefore, safety grant recipients are required to verify that grant money was used for the intended and approved purpose by submitting an invoice, receipt or copy of a canceled check.

**For more information**

- Contact your insurance agent
- Or call 1-800-264-IWIF and ask for Joe Gillian, Director of Loss Control, ext. 2014, or Adrienne Kaspar, Loss Control Supervisor, ext. 2217

**Some examples of equipment or training that qualify for a safety grant are:**

- Personal protective equipment
- Standard machine guard devices
- Powered dolly equipment
- Ceiling lifts
- Electric beds
- Ergonomic equipment
- Floor-based patient-lifting devices
- Lift tables and transfer tables
- Industrial hygiene equipment
- Patient ambulation devices
- Patient bathing and toileting chairs
- Stair chairs / cots
- Standard guard railing systems
- Stretchers
- Transfer tables
- 10-Hour OSHA approved general industry and construction training
- Exposure or hazard training

**Some examples of equipment or purchases that do not qualify for a safety grant are:**

- Exercise equipment
- Forklifts
- Patient scales
- Skid steers, front-end loaders
- Bobcats and all earth moving equip.
- Transplanters, taggers
- Vehicles, including cars and trucks
- Weaponry, including tasers
- Back belts, wrist splints or personal protective equipment used solely for rehabilitative process
- External consultant fees

**IWIF** Workers' Compensation Insurance  
[www.iwif.com](http://www.iwif.com)

**SAFETY SAVES With IWIF**

## Eligibility

Applying for a Safety Grant is easy. Simply complete and sign a Safety Grant application and:

# IWIF **\$**SAFETY GRANT Program

**Mail:** IWIF Workers' Compensation Insurance  
Safety Grant Program, Attn: Betsy Dorney  
Loss Control Department  
8722 Loch Raven Boulevard  
Towson, Maryland 21286

**Fax:** 410-494-2207

**E-mail:** EDorney@iwif.com

Grant applications may be submitted anytime during the year. The Safety Grant Selection Committee meets quarterly to review applications. The signature required on the application must be the owner, CEO, CFO, plant or risk manager, or other person having fiduciary responsibilities for the employer.

To be considered for a Safety Grant, an eligible employer must be:

1. An active policyholder
2. Current on all monies owed to IWIF

## Grant Approvals

The Safety Grant Selection Committee, which meets quarterly, will review and approve/deny applications for grants. Grants will be approved or denied based on merit. A policyholder who has received a safety grant will not be eligible to apply for another grant for two (2) years after the date of the award. IWIF will notify each applicant in writing of the committee's decision. If the number of qualified applicants exceeds the funds available for the Safety Grant Program, then the applicants will be considered for the following year.

## Policyholder Responsibilities

To ensure grant money is used for its intended purpose, IWIF requires the policyholder to:

1. Use the grant funds in the manner in which it was intended and explained on the application. Grant money may not be used for salaries, wages, and internal labor. No jobs can be eliminated as a result of the safety grant.
2. Communicate to IWIF on the effectiveness of the safety grant at six (6) months and at one (1) year from the implementation of the safety equipment/training. A Loss Control Consultant may verify the results.
3. Allow IWIF to publicize the company name and photograph the recipient(s) of the grant in order to promote the Safety Grant Program. Promotion can include, but is not limited to, IWIF newsletters, website and media releases.
4. Provide IRS Form W-9, as the grant money may be subject to income taxes. Each grant recipient will receive an IRS Form 1099.

IWIF is the leading writer of workers' compensation insurance in Maryland. Since 1914, IWIF has served as a continuous, guaranteed source for fairly priced workers' compensation insurance. We are committed to making Maryland a safer place to work, to providing superior service and value to our policyholders, and to ensuring accurate and timely benefits for injured workers.