

Pacific Union Conference of Seventh-day Adventists  
**WORKERS COMPENSATION SAFETY FUND PROGRAM**

## **OBJECTIVES**

The purpose for this program is to provide special allocations of funds for projects of participants in the Pacific Union Workers Compensation Pool with the goal of improving employee safety and to diminish the chances of loss due to injury or death.

## **GUIDELINES FOR USE OF FUNDS**

Funds shall be used for repairs or improvements to areas of concern as listed on the most recent Safety Review Audit.

Additionally, funds may be allocated for other enhancements including but not limited to:

1. Areas of uneven pavement, broken pavement, or walkways that create walking hazards.
2. Broken or hazardous fixtures creating a variety of hazards.
3. Safety equipment to prevent injury and enhance personal safety.
4. Electrical hazards presenting danger of fire or a threat to personal safety.
5. Broken or damaged glass and/or upgrades to safety glass in high frequency areas.
6. Handrail installation and stairway repairs.

## **AVAILABILITY OF FUNDS**

Funds will be allocated for this program by the Workers Compensation Fund Board as the Reserve Fund has sufficient reserves in excess of the projected reserve requirement. Conferences will receive notification of the total amount available to each Conference and to which target group the funds are to be applied (schools, churches, camps, etc.). The Conference review committee will notify the target entities and request submission of projects to be considered. The Conference Review Committee will then select projects to be approved by the Pacific Union Conference. It is encouraged that all target entities submit a request and receive some funding for a project. Once a project is approved by the Conference and submitted and approved by the Union, funding will be available as described below.

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## PROCEDURE FOR SUBMITTING A PROPOSAL

Conference entities within the Pacific Union Workers Compensation Pool, such as churches, schools and other groups that are insured by the Pool, are eligible to request funding for projects as funds are available.

1. Requests are to be submitted using the **Workers Compensation Safety Fund Request Form**. This form requires specific and detailed information, including a **detailed description, photos or drawings of the project(s) to be completed, and written estimates (2 preferred) for projects over \$1,000**. Forms are available from the Union Office or as provided to the local Conference Treasury.
2. A Local Conference Review Committee will meet to review new Project Requests in the order that the completed applications are received. Allocations of funding may be for only certain portions of a project that meet the project criteria.

The review procedure will be as follows:

- A. Screen the project to verify it is for fundable items directly relating to the relevancy of the project as it applies to the goals of the program.
  - B. Review the description, photos, and cost estimates to measure the value of the desired project
  - C. Determine if there is adequate local financial participation.
  - D. Ascertain if the project is feasible if a smaller amount is granted and/or what modifications would need to be made to the project.
  - E. Eliminate projects that fail the screening and prioritize the others if the total is in excess of funds available.
  - F. Contact requesting persons for further information, if necessary.
3. Block grants for discretionary repairs will not be made. However, various small repair issues may be grouped together and treated as a single project.
  4. Project funding will be evaluated using the following metrics to determine amount granted up to predefined limits:
    - A. Age of the facility
    - B. Claim History
    - C. Urgency of the need
    - D. Relative safety increase
    - E. Amount of funds requested
    - F. Local funding needs
    - G. Complexity of the project
    - H. Total volume of requests received

## APPROVED PROJECTS TIME FRAME

Entities will have 12 months from the date of Union approval to begin the project. If the project is not started and the first draw taken within the 12 month lifetime, the project allocation will be returned to the Workers Compensation Safety Fund Pool. Once started, the project will have up to 12 months to complete the project, but the combined lifetime of the project shall not be longer than 18 months.

## PROCEDURE FOR SUBMITTING REQUESTS OR REQUESTING REIMBURSEMENT TO THE UNION

Initial funding for projects will be available immediately after approval by the Union. Please send completed Request Forms to:

Written: Pacific Union Conference  
ATTN: Stephen Mayer, Undertreasurer  
P O Box 5005  
Westlake Village, CA 91359

Faxed: (805) 413-7241 Attn: Stephen Mayer

E-mail: [stephen@puonline.org](mailto:stephen@puonline.org)

1. Projects receiving allocations under \$20,000 **may request an advance of 50%** of the total allocation at the start of the project. Larger projects may receive smaller advances and would be subject to progress reports. Each project would be evaluated on a case by case basis.
2. The second and/or final allocation of funds will be disbursed upon **receipt of:**
  - a. **Photos or other verification of the completed job.**
  - b. **Copies of paid bills**, receipts, and relevant records showing the costs and descriptions of the goods or services expended.
  - c. **Copies of payments made** (checks, wires, credit card) supporting the expenditures covering the full allocation

## PROJECT EVALUATION

The Workers Compensation Fund Board will review the completed projects to find out how effectively the allocated funds were able to 1) improve employee safety and 2) measure the results and success of the program.

Revised 11/14/14