

2023-24

inside



**overview**

**instructions**

**application form**

**reimbursement form**

south carolina school boards insurance trust

workers' compensation  
risk control  
**grants**  
program

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**2023 - 2024**

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# workers' compensation risk control grants program

## grants program

One of SCSBIT's primary goals is to reduce the risk for on-the-job accidents through effective risk management practices. By reducing risks, members increase their chances for less claims and lower premiums.

The non-competitive grants program provides funding for the one-time purchase of a product or service that supports a member district's risk management objectives. The products or services must help reduce risk and the frequency or severity of losses.

Please note that the district must appoint a school district employee to facilitate the Risk Control Grants Program.

**Grant available: \$5,000**

Examples of eligible requests may include:

- Obtain Train the Trainer Certification in specific programs.
- Purchase material handling equipment.
- Purchase ergonomically correct custodial carts and cleaning equipment.
- Construct ramps or docks to eliminate excessive material handling at dumpsters.
- Purchase proper ladders that allow employees to safely work.
- Install railings on mezzanine areas.
- Provide slip resistant shoes or footwear.
- Purchase lifting equipment for special needs classrooms.

## instructions

1. Complete and submit the Risk Control Grants Program Application to SCSBIT prior to December 31, 2023.
2. Application reviews may take up to a month. Notification of acceptance will be made via email. Member districts will be given an opportunity to modify grant applications if they are not approved on the first submission.
3. Following approval, members must provide a "proof of purchase" (receipt or invoice) with a completed reimbursement form (page 5) and reimbursement worksheet (page 6) prior to June 1, 2024, to receive a reimbursement check.

workers' compensation  
risk control  
**grants**  
program

# 2023-24 application



Please limit responses to **700 characters (roughly 70 words) per question**. To add more, please attach responses separately.

School District name \_\_\_\_\_ Date \_\_\_\_\_

1. Describe the risk control goods and/or service you are proposing to purchase.

2. What is the total cost of the risk control goods and/or service?

grants program

workers' compensation  
risk control  
**grants**  
program

# 2023-24 application



3. Specify how this purchase will reduce an identified risk, or the frequency or severity of workers' compensation losses to your district.

4. Please estimate the impact on your district and who will benefit from this grant.

Prepared by: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Director of Finance: \_\_\_\_\_

Send completed form no later than **December 31, 2023** to the attention of:

**Tim Hinson, Assistant Director of Risk Control**

**By mail:** SCSBIT  
111 Research Drive  
Columbia, SC 29203

**By fax:** 877.537.5980  
**By email:** thinson@scsba.org

grants program

workers' compensation  
risk control  
**grants**  
program

# reimbursement form



Please attach completed reimbursement form with proof of payment for reimbursement of approved expenses.

**District**

**Date**

**Items Purchased**

**Amount Requested**

**Name of Requester**

**Phone**

**Email**

**Signature of Director of Finance**

**SCSBIT Approval**

**Date Approved**

grants program



## looking ahead



### workers' compensation enhancements for 2024-25

**NOTE:** The enhancements listed below apply to the **2024-25 grant cycle** for a total possible credit of 3%.

Begin work now. Submit requirements prior to June 1, 2024 to receive enhancements for 2024-25.

The following is a brief overview of the criteria:

- **District and School Level Accident Prevention Committees** – Effective accident prevention committees bring leadership and employees together at the district and school level in an effort to achieve the common goal of a safe workplace. This coordinated effort provides the key to organizational change. Studies show that employees are likely to accept and embrace change when they are included in the decision-making process. Having dedicated and efficient accident prevention committees at both the district and school level is essential to a successful safety program districtwide. **Credit amount: 1%**

**Instructions to meet criteria:** The district level accident prevention committee and school level accident prevention committees are required to meet at least twice during the year. The school level accident prevention committees should provide minutes of the two meetings to the district level committee. Provide a copy of the **committee meeting minutes** and also a **checklist of meeting dates** signed by the district level committee chair. Please note all schools within the district are to have committee meetings. The first meeting date should be prior to December 31, 2023. The second meeting date should be after January 1, 2024 and prior to the last day of school.

*Note: Meetings can be held virtually; however, meeting minutes will still be required. **Staff meeting will not be considered a committee meeting***

- **Walk-through Safety Audits** – Hazard recognition is an integral part of any safety program. Safety audits provide the opportunity to recognize potential hazards, generate work orders, and address claim trends. A member of the school accident prevention committee will accompany a SCSBIT representative during the audit to increase hazard recognition skills throughout the district. **Credit amount: 1%**

**Instructions to meet criteria:** Contact Tim Hinson, Assistant Director of Risk Control to **schedule audits/inspections of two facilities in your district**. A member of the accident prevention committee should accompany the SCSBIT representative during the audit. This will assist the district and school in training individuals to recognize unsafe conditions and work practices firsthand.

- **Risky Business Seminar** – Attendance at SCSBIT's annual Risky Business Seminar provides attendees with useful information on risk management topics. This year's conference will be held at the Sonesta Resort in Hilton Head, SC on October 4-6, 2023.

**Instructions to meet criteria:** **Attend the Risky Business Seminar** and provide the name(s) of attendee(s) from your district. Briefly describe how the attendee(s) shared any "takeaways" or ideas gleaned from the conference.





# district level accident prevention committee meetings

School district:

1st meeting date

2nd meeting date

I certify that the District Level Accident Prevention Committees met on the above referenced dates.

\_\_\_\_\_  
**District Accident Prevention Committee Chair** (print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)