



950 Main Street  
Worcester, MA 01610-1477  
508-793-7711  
www.clarku.edu

### Safety Fund Purchase Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Amount: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Description of goods or services to be purchased:

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Explain how this purchase will enhance Clark University employee safety:

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Please attach any additional materials that will support this request (pictures, brochures, etc.)

Approval

Circle One:            Approved            Denied

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



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## **Safety Fund Policy**

The Clark University Safety Fund was established to promote employee safety by underwriting the cost of purchasing equipment, materials, supplies or services that will enhance employee safety. The Safety Fund is funded through a portion of the annual dividends the University receives from its participation in ISCC (Independent Schools Compensation Corporation), a worker's compensation self-insurance group. Apart from the primary goal of providing a safe workplace, Clark's success at improving employee safety will directly result in increased dividends since the dividend payout is based on actual claims experience. The initial funding is \$11,527.60.

### **Fund Expenditures**

Safety Fund expenditures are earmarked for the purchase of products or services that are directly related to improving employee safety. Examples include:

- New safety products that could be beneficial to Clark employees. If there are no budgeted funds available, the Safety Fund could be used to fund an initial purchase, either for immediate implementation or testing purposes. Ongoing purchases would need to be funded from departmental operating budgets.
- Equipment with special safety features in some cases can cost significantly more than similar products without the safety features. The Safety Fund could be utilized to pay for new equipment or the difference in price.
- Safety-related services. Additional risk management engineering, environmental testing, etc. to address a particular safety related issue.

It is expected that departments will appropriately budget for safety materials and equipment. The Safety Fund will not be used to fund recurring safety purchases that should be included in operating budgets.

To request an expenditure from the Safety Fund, complete a Safety Fund Purchase Request form and submit it to the Business Manager. The request will be reviewed by a sub-committee of the Safety Committee appointed by the Business Manager. The sub-committee will approve or deny the request based on their evaluation of the request and the availability of funds.

The size of the request should reflect the intended goal of funding multiple requests each year.

### **Benefits**

Reinvesting a portion of the ISCC dividends into safety related purchases and training will help reduce the number and severity of worker's compensation claims, provide a safer environment for Clark employees, and help ensure future dividends are maintained at, or above, the current level.