1. **Commonwealth Program and Reporting Requirements**
2. **AIPP Annual Reporting**

The commonwealth is required to submit an Annual Report of Accident & Illness Prevention Program Status (LIBC-220E) as part of our annual workers’ compensation self-insurance renewal application. The report is required by the Bureau of Workers’ Compensation (BWC) to verify compliance with the safety regulations. The commonwealth satisfies the annual reporting requirement by submitting a compiled report for each agency that participates in the workers’ compensation program. Each agency’s submission of an acceptable report is critical for maintaining the commonwealth’s self-insured status.

The Office of Administration distributes the annual AIPP report form, along with a memo of completion instructions. The form must be completed and sent back to the Office of Administration for review by prescribed due date. The completed agency report should not be submitted directly to the BWC. Once all of the agency reports are reviewed, the compiled commonwealth report is submitted to the BWC. Particular attention must be paid to the Office of Administration’s instructions as several common sections of the report form are completed for the agency’s convenience. Along with the agency annual reports, copies of the consultant provider information and the agency effectiveness measures are provided to the BWC.

1. **OA Data/Information Collections**

The Office of Administration will periodically request agencies to provide workplace safety and health program data to monitor the programs. Performing periodic data collections of the required program elements is one method to ensure compliance with the commonwealth’s requirements and direct services to improve the effectiveness of agency programs.

The information that is gathered is reviewed and evaluated for adequacy. If the information provided is insufficient, appropriate guidance will be given and follow-up with the agency will occur until an acceptable submission is received. If it is believed that assistance is needed to meet the requirements of a particular program element or with the overall safety program, a safety consultant may be assigned to work directly with an agency.

Data collection requests are generally distributed to all Human Resource Directors and Safety Coordinators at the beginning of a month with the response due by the end of that month. The agency response may require completion of a provided reporting template or submission of an agency’s written policy. In addition, some form of agency documentation or proof of implementation may be requested.

The schedule of data collections is usually provided to the safety coordinators in advance and may include any of the required Accident and Illness Prevention Program (AIPP) elements. However, the schedule may fluctuate or vary depending on other safety initiatives, priorities, or available resources. One data collection that remains constant is for AIPP Element D, Safety Program Goals and Objectives. All agencies participating in the commonwealth’s workers’ compensation program must report on their safety goals and objectives annually in August with a six-month progress report due in February.

1. **Agency Program Reviews and Evaluations**

Depending on loss history, evaluation of the data collection responses, or feedback from the safety consultants, a comprehensive agency safety program review may be initiated by the Office of Administration (OA). In addition to the random regulatory audits conducted by the Bureau of Workers’ Compensation, the subcontracted safety consultants may be directed to conduct comprehensive program reviews of all or select agencies. The purpose of the OA reviews is to ensure agencies are maintaining compliance with the necessary requirements and to encourage the development of effective safety programs. The reviews also serve other important functions such as identifying program areas in need of improvement and providing the needed technical assistance and support.

Identified areas of deficiency or weakness must be addressed by the agency with a plan of correction. In order to avoid any possible sanctions or to continue participation in the commonwealth’s workers’ compensation program, agencies must demonstrate cooperation and show progress towards implementing their correction plan. Agencies must cooperate with and utilize the consultants as necessary to address identified deficiencies. The overall goal of the commonwealth’s workplace safety and health program efforts is for all agencies to develop and maintain effective programs that focus on preventing injuries and reducing workers’ compensation costs.