

Assembly Memorandum

To: Mark Jensen, Borough Mayor  
Borough Assembly Members

From: Sara E. Heideman  
Borough Attorney

Date: May 23, 2023

Subject: Safety Program Review

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Pursuant to the Assembly action of May 2, 2023, we solicited proposals from three entities for a review of and recommendations regarding Borough hiring practices and safety programs, with an emphasis on vehicle and equipment operations. Those entities were Beacon Occupational Health and Safety Services, Inc. (Beacon), The Safety Specialists (TSS) and Alaska Public Entity Insurance (APEI). APEI is the Borough's insurer.

TSS could not provide a proposal within the time available. Beacon and APEI responded, and those two proposals are attached.

Beacon:

Three options are being offered:

- (1) A full on-site review of safety programs, including interviews with employees, walk-through of facilities, review of written safety plans and insurance loss control reports, and preparation of key findings and recommendations;
- (2) Review through zoom meetings only, including review of written safety plans and preparation of key findings and recommendations;
- (3) Review limited to vehicle driving safety and heavy equipment operations, including zoom interviews and preparation of report.

Please note that Beacon does not offer the 'hiring practices' portion of any safety review.

The cost estimate is \$1,750-\$6,425, however this is not a firm cost, which will be determined once option and elements are finalized and "may vary considerably based upon the dynamics of the project or work while on site as conditions develop."

APEI:

The proposal includes (1) a review of existing safety and training programs, including job safety analyses for driving positions, and (2) a review of hiring practices and reasonable accommodation requests. APEI will then prepare a report and recommendations.

APEI would not charge for these services.