



AMLJIA SAFETY SAVINGS ACCOUNT PROGRAM DESCRIPTION

- The Safety Savings Account Program is fully funded by the AMLJIA. Each entity's allocated amount is based on the number of years they have been an AMLJIA member and the amount of premium paid for those years.
- Any money remaining in a member's account at the end of the fiscal year rolls over to the next year, provided that membership with the AMLJIA is continued.
- All current members receive a minimum of \$250 in their account at the beginning of each Policy Year.
- Each member's Safety Savings Account is held and administered by the AMLJIA.
- This money is to be used for purchasing safety-related products to protect your employees on the job and to help prevent or mitigate losses for your entity. An AMLJIA loss control professional will review each order for program compliance.

NOTE: *The AMLJIA recommends against providing any safety supplies for personal use away from the employer work site, with the exception of ice cleats to be used by employees commuting to and from the work site.*

- If a member's order exceeds the balance in their Safety Savings Account, the member will be responsible for that additional amount. The AMLJIA will release the funds when we receive a check from the member for the uncovered portion of the order, or when the member adjusts the order to an amount within their account balance.
- Members may receive funds directly from the AMLJIA on a reimbursement basis only, and in accordance with the Program Description and Ordering Procedures.



AMLJIA SAFETY SAVINGS ACCOUNT ORDERING PROCEDURES

Procedures for ordering safety equipment

Members are free to purchase their safety equipment and supplies from any vendor, and we encourage you to utilize vendors that can provide the best quality and overall value for your specific needs. For the convenience of our members, the AMLJIA has set up accounts with the following vendors that work hard to provide excellent customer service and value for our members:

- Alaska Safety, (907) 561-5661
- Accel Fire Systems (for fire extinguishers), (907) 349-1490

Before placing any order with these vendors, please call your AMLJIA Risk Control Specialist at (800) 337-3682 or email brennanh@amljia.org to verify your Safety Savings account balance. Place an order with any of the vendors above, verifying that you have sufficient funds in your account for your purchase. Let the vendor know that you are an AMLJIA member and will be using your Safety Savings Account so that the order will be billed to the AMLJIA. Your order will be shipped directly to you.

If you do not have sufficient funds in your Safety Savings account for your entire purchase, you may either adjust your order or elect to pay the difference. Please contact Brennan Hickok, (800) 337-3682 or brennanh@amljia.org, to make alternate arrangements before placing any order that exceeds your Safety Savings account balance.

Procedures for purchasing safety equipment from other vendors

- A. Complete the following order form with the safety related product(s) that your entity needs in order to benefit your safety and health goals and that does not exceed the balance in your account. Keep in mind that shipping costs come out of your account as well.
- B. To ensure your purchase is eligible for reimbursement and you have sufficient funds available, prior to ordering or purchasing the product, fax your order to Brennan Hickok at (907) 279-3615. Please be sure to include:
 1. Vendor name, phone and fax numbers
 2. The item number and/or product code
 3. A description of the product
 4. Quantity and cost of items ordered
 5. Your preferred shipping method – Parcel Post, First Class, air freight, UPS, etc.
 6. Printed and signed name of person placing the order
 7. Shipping Address

Once the item (s) you would like to order are approved by the AMLJIA, we will give you the “OK” to complete the order. After you finalize the order, fax, mail, or email a copy of the paid invoice to the AMLJIA, attention: Brennan Hickok, for reimbursement.