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THE ALLIANCE ADVISOR

SEPTEMBER 2026

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FOLLOW US AND STAY UP TO DATE ON THE LATEST NEWS AND SAFETY INFORMATION

Safe Workplace & Loyalty Award Distribution

Safe Workplace Awards have been determined for current members on the January policy cycle. Look for an email in the near future confirming your receipt of an award. **Additionally, the Safe Workplace Award survey for Comp Alliance members on the June and July cycles will remain open through October 10, 2026.** This monetary award recognizes our members' efforts to maintain a healthy and safe workplace while incentivizing all members to improve workplace conditions and minimize workplace injuries. If you need access to the Comp Academy to complete the form, email compalliancemarketing@wrightinsurance.com.

Loyalty Awards for June and July members are being distributed, starting with NYCOM's Fall Training School.

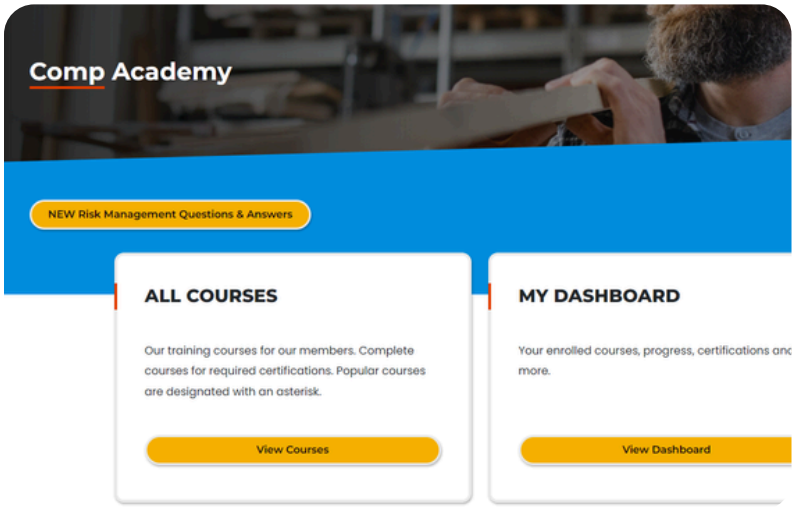
Together, the safe workplace and loyalty awards ensure that all Comp Alliance members share in the success of our program, and remain fully invested in keeping their employees free from workplace injuries. Last year, we returned more than $2 million to our members and nearly $14 million since the program began. We are proud to continue giving back to our members through these programs.

Did You Know?

You can enter the first report of injury, instantly receive a claim number, see claim notes, and review basic claim data all digitally through our Claim Reporting Portal. To register, reach out to Maria Luciano, Assistant Vice President, Workers' Compensation Claims, at mluciano@wrightinsurance.com.

Additionally, you can find more claims resources on our File A Claim page. Take a look at claim handling protocols, our portal guide, and important information regarding claim reporting.

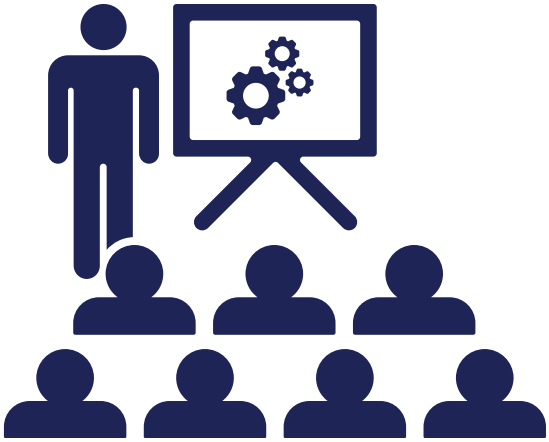
Employee Training Requirements



One of the most frequent questions our risk management team gets asked is related to employee training. As we all know, the best defense against exposure to workplace injuries is to have a professional, knowledgeable, safety-conscious work staff. To ensure your staff is prepared to perform their job functions daily, is to confirm they are well-trained to handle the aspects of their jobs, from office staff, to fire and police, to highway workers.

OSHA and PESH have standards on employee training that can be easily accessed through a table available via the Document Center of the Academy at www.compalliance.org. Not all employees are required to attend all your training offerings. Review the chart for frequency of training as well as staff required to attend. There are, however, four trainings which are required annually for all municipal staff, including volunteer. firefighters, board members and summer help. These four include sexual harassment/discrimination prevention, workplace violence prevention, right-to-know, and bloodborne pathogens. Of course, all workplace training needs to be documented.

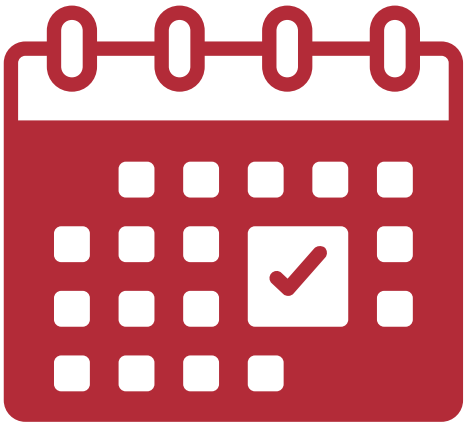
The other class most likely to be required of most municipal staff is Hazardous Waste Operations and Emergency Response (HAZWOPER). There are differing levels of training for this exposure but the one most frequently required for your employees will be the Awareness-Level program which is intended for municipal staff likely to encounter or experience a hazardous waste spill – i.e. Highway, DPW, police, water, and sewer. As these employees may be the first on the scene of a waste spill (for example, a tanker truck accident) or identify an on-site facility spill, they should receive awareness level training in HAZWOPER.



Based on your municipal operations, additional training may also be required for job-specific departments, such as Highway, DPW, Water, Sewer, etc. Areas such as permit-required confined space, trenching and excavation, lockout/tagout, and other safety-specialized programs are likely required for your departments which have exposures in these areas. OSHA's General Duty Clause requires that your municipality provides a workplace free from recognized hazards in the workplace, and the best option to notify employees of these hazards is through proper, routine workplace training. Upon completion of training, employees must continue to display a knowledge of the programs and when deficiencies occur, retraining is necessary. →

Employee Training Requirements (cont.)

For all the training listed above, instructors need to display a base knowledge of the topic under discussion and provide the information to attendees so that the known hazards of the topic are reviewed in detail. The Comp Alliance Risk Management team is competent in just about every area noted on the chart and able to assist with these training requirements. Preparing workers for the hazards of a particular job function and the means to avoid or reduce the hazards should be a part of any routine training program and the Comp Alliance is here to aid in your training needs.



As for the frequency of these training courses, they vary depending upon the topic. Some, like the four mandatory topics previously mentioned, are required to be taken at least annually. Others are required only when an employee is hired, but may be re-administered should the work environment change, equipment change, or the employees do not maintain good knowledge of the safety protocols for that topic. For example, Lockout/Tagout is an OSHA standard requiring training of applicable staff upon hire, when new equipment is purchased, and when the employee fails to display an adequate knowledge of the controls for the exposure of hazardous energy.

Supervisors should observe employee aptitude for specific job functions and when knowledge of proper safety procedures wanes, retrain them. In addition, should a new or infrequent function be introduced to the process, training should also be completed. Post-accident is not a good time to become aware of an employee's lack of knowledge in your safety operations! A workplace refresher training needs to be documented as well.

Workplace safety training can be completed in a few minutes or an hour, depending upon the topic discussed, the potential severity of injury, the difficulty of operations and when adequate knowledge is obtained. Do not skimp on training, as it is very likely that the injury sustained will be a result of lack of understanding in the operations. The injury may result from not wearing appropriate PPE, lack of knowledge in the process, misunderstanding of safety rules, etc.

Refer to the training chart for your departmental operation functions and let the Comp Alliance Risk Management team know how we can assist you with your safety training needs.

If you need access to the Comp Academy, reach out to compalliancemarketing@wrightinsurance.com.

SCHOOL CORNER

Review Your Training and Safety Processes

Most school districts complete their annually required staff training in late August just prior to the start of the new school year. Once school begins, initial routine safety committee meetings are discussed, including membership and scheduling. This is a great opportunity to review these processes to make sure your school district is not just "checking the boxes," but making a concerted effort to greatly improve safety and security.

Training includes the state-mandated topics of sexual harassment prevention and workplace violence prevention, both of which require the relevant policies to be defined and reviewed. It's our hope that staff never experience an incident of violence or harassment in the workplace, but the training needs to focus on two specific areas of concern:

1. **What constitutes harassing, discriminatory or violent behavior. When employees understand the definition of inappropriate behaviors they learn two things:**
   - The school policy protects them from such inappropriate conduct from all perpetrators, including coworkers, members of the public, and visitors.
   - How to monitor their behavior. Some staff may think nothing of using slang or inappropriate language around the facility, but once they discover what constitutes "unwanted and unwelcome" behavior (language, actions, e-mails), they learn quickly to act professionally.

2. **Reporting procedures to follow when an incident occurs. Describe the actual reporting process:**
   - Who to report to, including outside of the department and Human Resources. It's best to list positions instead of names, as they tend to change.
   - Consider a sample reporting form within your policy as this process can be intimidating for some. When they know what questions they are likely to be asked as part of the investigation, they are more likely to be forthcoming.
   - All incidents need to be thoroughly investigated. Never take a complaint lightly nor just accept the source. When an employee reports discrimination, harassment, or violence in the workplace, administration owes all employees an urgent, fair and confidential investigation. Should faults be found, discipline must be administered. When a non-employee is the perpetrator, administration must find a path forward for accountability, and notifying applicable staff who might interact with that person in the future should be considered. →

Review Your Training and Safety Processes (cont.)

School district safety committees offer an excellent opportunity for administration and staff to convene on safety issues and concerns, both within a specific school building and on a district-wide basis. The goal of an effective safety committee is to address safety concerns, identify ways to prevent recurrence of prior accidents, and remove hazards. It is not to assign blame or become involved in disciplinary matters, but to address these concerns, and build a positive safety culture throughout the school district. The meeting members should discuss routine and special efforts to ensure safety awareness and that safety rules are followed by all district departments.

Your committees should include relevant department heads, staff interested in participation, student involvement, and potentially community members too. Then run them routinely, on schedule, limit their timeframe, and keep minutes. Assign responsibilities for special follow-up topics and focus the meetings on improvement in various school safety areas.

When your school district has a solid focus on training programs for staff to improve their understanding of vital policies, the staff will not only behave in a professional manner but raise expectations of all who enter the school to also behave to high standards. The same can be said for active, focused safety committees. Staff will raise expectations within themselves and for school administration to provide a workplace where everyone feels comfortable.

Upcoming Conferences

OCTOBER 19-21, 2026

We enjoyed seeing those who attended the NYCOM Fall Training School! We'll meet you in Lake Placid for Public Works Training School.

Upcoming Conferences (cont.)

SEPTEMBER 22-23, 2026

The Comp Alliance is a proud sponsor of the inaugural NYAOT Legislative Conference this September. The conference will be held at the Albany Hilton in Albany, New York. Additional details can be at nytowns.org. We look forward to seeing you there!

We'll also be seeing you at these conferences. Be sure to check out our booth! Take a look at the Events page on our website to stay up-to-date on where we're headed next.

10/13 Potsdam Local Government Conference - Potsdam, NY

11/16 - 11/19 ASBO New York SBMW - Saratoga Springs, NY

Upcoming Training Seminars

The Comp Alliance has several live video conference trainings scheduled for members throughout the year. We'll cover PESH-mandated topics, including Workplace Violence, Right-to-Know, and Bloodborne Pathogens. Visit https://compalliance.org/events for our full calendar.

HAZWOPER
Monday, 10/5, 8:00 - 8:30 am
Monday, 11/30, 8:00 - 8:30 am

Upcoming Virtual Trainings

- Monday, 9/21: 10 AM - 12 PM
- Monday, 9/28: 10 AM - 12 PM
- Monday, 10/5: 10 AM - 12 PM
- Monday, 10/12: 10 AM - 12 PM
- Monday, 10/19: 10 AM - 12 PM
- Thursday, 10/22: 5 PM - 7 PM
- Monday, 10/26: 10 AM - 12 PM

Welcoming New Members

Kiryas Joel Fire and Emergency Services District
Town of Fayette
Town of Lodi
Village of Asharoken
Village of Belle Terre
Village of Mamaroneck
Elmira Water Board
Town of Alden
Marcellus Central School District
Onondaga Central School District