

Grants & Scholarships

MMA's Risk Management Services is committed to assisting members of the Workers' Compensation Fund in their safety efforts. The Ed MacDonald Safety Grant Program is designed to provide funding for equipment or items that reduce the risk of injury to workers and to promote a safe and healthy workplace. This grant is awarded in Spring of each year. To be eligible for the Spring grant period, your application must be received **by close of business on April 15th**.



The Safety Scholarship Program is available year-round for training necessary to build safe work practices for your entity. For more information or to please select the link below:

Workers' Compensation Fund

[Ed MacDonald Safety Grant Program](#)

[Ed MacDonald Safety Scholarship Program](#)

OSHA 300

This is a reminder that your OSHA 300A Summary of Work-Related Injuries and Illnesses for calendar year 2023 is required to be posted in a conspicuous location or placed where employees frequent from February 1-April 30, 2024. A full analysis of the requirements of OSHA 300 logs as well as tools are contained within the Winter 2021 Municipal Risk Manager Page 2 select [OSHA 300](#) or contact the Risk Management Services Loss Control Team at: rmslosscontrol@memun.org



In Your Inbox

Members of the MMA Workers' Compensation (WC) Fund have received an email requesting your assistance with the completion of the 2023 WC Payroll Audit. The WC Payroll Audit compares the **estimated annual payroll** projections for 1/1/2023 – 12/31/2023 (which your entity provided to us the year prior) to the **actual annual payroll** totals at the end of the year. Therefore, if the payroll was overestimated you may receive a contribution credit returned to your entity or if the payroll was underestimated, an updated contribution invoice. The email contains the Audit Worksheet and instructions on how to complete and return the audit. Please note, most payroll programs have an automated report which calculates the requested data needed for the completion of the audit. The WC Payroll Audit process is important and with some planning can be completed with ease.

For more tools and information on WC Payroll Audits please refer to the following WC Payroll Audits please review our WC Payroll Audit Tools by selecting [Tools](#) or

contact us at: rmsunderwriting@memun.org

Updates - Coverage Changes – Property Requests & More

MMA Risk Management Services wants to ensure that we are always here for you when you need us. Therefore, we have created a dedicated email address that is constantly monitored during work hours. Whenever you wish to make a coverage change, request a certificate or add/remove property and equipment, we ask that you please send an email to rmsunderwriting@memun.org instead of emailing members of our Underwriting Team directly. That way, in the event that a team member is away, we are still here to help and address your requests promptly. As always, we enjoy hearing from you, and we hope that this new process will help you when you need us most!

This issue:

- Safety Incentive Grant & Scholarships
- OSHA 300 LOGS
- In Your Inbox – WC Payroll Audit
- Coverage Updates Request



MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES

60 Community Drive | PO Box 9109 | Augusta, ME 04330-9109

Important Reminder – Property & Casualty Pool

MMA Risk Management Services would like to take this opportunity to thank you in advance for taking the necessary steps to mitigate damages that occurred from the December storm. If your entity sustains damage, we ask that you please take all precautionary measures to protect your staff and facilities from any additional harm.



In the event that the catastrophic storm is designated a Federal Disaster, the Federal Emergency Management Agency (FEMA) as well as Maine Emergency Management Agency (MEMA) **will require** that you submit claims for a coverage decision before they are able to assist you with any damage. Therefore, to facilitate any claims you may have with FEMA and/or MEMA it is important that you **submit any and all claims** for damages to us as soon as possible, even if you believe there is no coverage. To file a claim please visit www.memun.org is hover your cursor over **Risk Management** at the top of the page and a drop-down window of options will appear. From that drop-down window, you have access to our Claims Portals.

[File Property & Casualty Claim](#)