



## **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. An AMLJIA loss control professional will review each order for program compliance.
- 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.
- This program has been set up with Matheson Tri-Gas (formerly Airgas), 907-563-6644, as a preferred vendor of safety equipment. Please contact Sharon Tunnell, AMLJIA, at 800-337-3682 if you need a catalog.
- Safety equipment may be purchased from other vendors also. Alaska Safety, 907-561-5661, is also a good resource for safety equipment. Once approved, the member may pay for the product and submit proof of purchase to the AMLJIA for reimbursement. The AMLJIA can also send payment directly to the vendor if requested.
- 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 from Airgas**

- A. Browse the Matheson product catalog.
- B. Complete the order form with safety related product(s) that your entity needs in order to benefit your safety program goals and that does not exceed the balance in your account. Keep in mind that shipping costs come out of your account as well.
- C. Fax your order to Matheson at 907-562-2090. The fax MUST include the following information:
  1. The item number
  2. 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, UPS, etc.
  6. Printed and signed name of person placing the order
  7. Shipping Address

Before Matheson prepares the item(s) for shipping, they will send a quote to the AMLJIA showing total charges for the order (shipping costs included). The AMLJIA will check your account balance to make sure there are sufficient funds and then direct Airgas to process the order. Matheson will ship your order directly to your organization. The AMLJIA can make payment directly to the Matheson.

### **Procedures for purchasing safety equipment from a vendor other than Matheson**

- A. Complete the 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 the AMLJIA at 907-279-3615. Please 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.

Finally, the AMLJIA can make payment directly to the vendor (please be sure to request direct vendor payment), or you can mail or fax a copy of the proof of purchase (i.e., paid invoice) to the AMLJIA at 907-279-3615 for reimbursement. We will send you a check and adjust your Safety Savings Account balance accordingly.