SAM

SAFETY ACTION MENU

enter

Thank you for your interest in the Workforce Safety & Insurance Safety Incentive Programs.

The Loss Control Department at Workforce Safety & Insurance (WSI) believes every North Dakota employee deserves a safe work environment and every employer deserves to have healthy employees. That is why WSI is dedicated to "Putting Safety to Work", ultimately making North Dakota workplaces some of the safest in the nation. By improving safety and preventing incidents, you can protect your workforce while reducing your workers' compensation costs. The success of any safety effort depends on the employer's commitment, involvement and support. Making the commitment to employee safety a part of your overall business operation will reinforce the efforts of our Loss Control Team. Our goal is to provide you with the knowledge, tools, and skills you need to prevent workplace injuries and illnesses, so you can become self-sufficient in creating and maintaining a safe workplace.

Safety Action Menu Program Eligibility

Certified Safety Management Systems

Drug-Free Workplace Program

Learning Management System

Return-to-Work (RTW) / Designated Medical Provider (DMP) Program

Safe Driver Program

Safe Lift Program

Safety Committee Program

Safety Orientation System

Slips, Trips and Falls Prevention (STF) Program

Safety Action Menu Program Eligibility

Revised (1/2021)

1. Employers who elect to participate in the Safety Action Menu Programs (SAM) must complete an application online in myWSI, 30 days before the beginning of the policy period.
2. WSI will process the application, notify the employer of their election to participate, and assign a WSI Safety Consultant.
3. Employer accounts that are delinquent, uninsured, or not in good standing may not be eligible for discounts under the Safety Action Menu program.
    - Volunteer accounts are not eligible for participation in the programs.
    - Employers participating in the large deductible program are not eligible for participation in the program.
4. WSI will audit the employer's Program items annually to determine compliance. Audits will be performed at the discretion of the WSI Loss Control Department by phone, mail, internet, or onsite visit. Audits must be completed by the 15th day of the last month of the policy period.
5. If the employer implements and/or maintains program requirements, the employer will be eligible for up to a 15% premium discount for the premium period of successful participation. Employers may participate in as many Safety Action Menu Program items as they choose (each is eligible for a 5% discount) for a maximum of a 15% premium discount. Any discounts awarded under this program may not reduce the charged premium amount below the statutory minimum premium.

Back to Table of Contents

Certified Safety Management Systems

Revised (1/2021)

Employers that achieve one of the Certified Safety Management Systems will need to provide a current copy of the certification document(s) at the time of the final audit.

1. Occupational Safety and Health Administration's Safety and Health Recognition Program (SHARP).
2. Occupational Safety and Health Administration's Voluntary Protection Program (VPP) Merit or Star.
3. Occupational Health and Safety Assessment Series Certification (OHSAS18001).
4. ISO 45001 Occupational Health and Safety.
5. Employers that become accredited through the Rural Electric Safety Accreditation Program (RESAP).
6. Associated Builders and Contractors, Inc., GOLD or higher Safety Training Evaluation Process (STEP).

Back to Table of Contents

Drug-Free Workplace Program

Revised (1/2021)

Program Requirements

A. Policy Requirements

1. A clear explanation of consequences for those who violate the policy.
2. A clear description of the employer's stand on substance abuse issues.
3. An explanation of why the employer is implementing a program.
4. A signed statement of acknowledgement from each employee, stating they understand and agree to comply with the policy.
5. A signed/dated approval of this policy by a top management representative and the Human Resource (HR) representative.

NOTE: It is a good practice to have your HR Department and attorney review your policy to ensure compliance with applicable law(s).

B. Required Testing

Compliance with the Drug-Free Workplace Program requires 1 method of mandatory drug and alcohol testing. The method must include all employees in the eligible population. It is the responsibility of the employer to develop and implement the mandatory drug and alcohol testing method(s) used.
The various methods of mandatory drug and alcohol testing may include:

1. <u>Pre-employment</u>
   Testing of candidates prior to employment.
2. <u>Random</u>
   Unannounced testing - Employer sets a certain percentage of random employees to be tested each quarter.
3. <u>Post injury/accident</u>
   Drug and alcohol testing done immediately following an accident requiring medical attention.
4. <u>Reasonable cause</u>
   An employee exhibiting signs or symptoms of being under the influence of drugs or alcohol.

Continued on Next Page

Drug-Free Workplace Program

Revised (1/2021)

C. Supervisor Training

All supervisors must be trained annually on the employer's written Drug-Free Workplace Policy and mandatory testing method(s).

1. All training must include the roles and responsibilities of the supervisor as it pertains specifically to the employer's Drug-Free Workplace Policy.
2. All training must be clearly documented to include training topic, supervisor name, date of training, etc. (Examples of acceptable documentation are roster sheets, policy acknowledgment forms, etc.).
3. All supervisor training must be completed by the end of the 11th month of the employer policy period.

D. Employee Training

All employees must be trained annually on the employer's written Drug-Free Workplace Policy and mandatory testing method(s).

1. All training must be clearly documented to include training topic, employee name, date of training, etc. (Examples of acceptable documentation are roster sheets, policy acknowledgment forms, etc.).
2. All employee training must be completed by the end of the 11th month of the employer policy period.

E. Training

For employers who are selecting the Drug-Free Workplace menu item for the first time:

1. The Safety Coordinator and other employees involved in the implementation must take WSI's Drug-Free Workplace Program online course within the first 90 days of their eligible policy period.
    a. To take the course online through WSI's Learning Management System, contact wsilmshelp@nd.gov.

Continued on Next Page

Drug-Free Workplace Program

Revised (1/2021)

F. Employee Assistance Program (EAP)
Employers participating in the Drug-Free Workplace Program must determine what level of formalized EAP they will offer their employees. The minimum requirement is to advise employees of the resources available in evaluating and resolving substance abuse problems, including the names, addresses, and telephone numbers of counseling and treatment providers. Employers may elect to cover the costs associated with EAP assistance or substance abuse treatment; however, they are not required to do so. Employers should also inform employees of any out-of-pocket costs they may incur, if applicable.

Back to Table of Contents

Learning Management System (LMS)

Revised (1/2021)

WSI offers a free online Learning Management System (LMS). This e-learning system enables your organization to provide free web-based learning via the Internet. The learning site includes:

1. LMS access to your users and administrators via user ID and password protection.
2. 600 plus online safety courses available to all users.
3. LMS registration system to allows student self-registration or learning plans set by administrators.
4. Web-based tracking and reporting features generate detailed course statistics, test information, and student proficiency metrics with the click of a mouse.
5. The ability to print completion certificates as well as user transcripts.

Program Requirements

A. The employer is required to

- Attend a LMS “Train the Trainer” workshop.
- Follow the administrator guidelines.
- Implement the LMS within the first quarter of the premium period.
- Require employees to complete a minimum of 1 course per quarter following the implementation of the LMS.
- Participate at the following applicable levels:
  - o 50% employee participation for employers with 1 - 100 employees.
  - o 40% employee participation for employers with 101 - 250 employees.
  - o 30% employee participation for employers with 251 - 400 employees.
  - o 20% employee participation for employers with 401 - 550 employees.
  - o 10% employee participation for employers with 551+ employees.

Continued on Next Page

Learning Management System (LMS)

Revised (1/2021)

- Complete employee training for the 4th quarter of the employer policy period within the first 2 months of the quarter.

Employee participation levels will be based on the average number of employees reported for the previous policy period.

Upon receipt of your application for the LMS menu item, a WSI representative will contact you to schedule the “train-the-trainer” workshop as well as provide you with a “Monthly Employee Totals” form, which will need to be completed by your HR department. Based on the information submitted on this form, WSI will provide you with participation levels you must meet to receive the discount.

Note: An employee is defined as all full or part-time employee identified in the payroll report submitted to WSI for the selected premium period.

Please contact wsilmshelp@nd.gov for any questions relating to the LMS.

Back to Table of Contents

Return to Work (RTW) / Designated Medical Provider (DMP) Provider

Revised (1/2021)

Program Requirements

A. The Employer is required to:

1. Make DMP selection.
2. Have been selected as a DMP, and you have a transitional work program.
3. Display the DMP selection and the "Important Notice to Workers" poster in a conspicuous manner at all worksites.
4. Complete the annual DMP renewal form on myWSI.
5. Inform all employees of initial DMP selection and/or any changes in your DMP selection.

B. Written Return-to-Work Policy

1. The employer must implement a written Return to Work policy which includes at a minimum,
   a. Clear description of company's commitment to accommodating injured employees with temporary transitional duties.
   b. Identification of the roles and responsibilities of the following individuals:
      1. Management
      2. Safety Coordinator/Director
      3. Supervisors
      4. Employees
      5. Return-to-Work Coordinator/Team
      6. Designated Medical Provider
   c. Work-related incident (accident/illness) procedure.
   d. Transitional duty procedure.

Continued on Next Page

Return to Work (RTW) / Designated Medical Provider (DMP) Provider

Revised (12/2020)

2. The employer must develop guidelines on how claims are handled from the time of the injury until the employee is fully back at work.
3. The employer must outline the tracking/ monitoring of the program.
4. The employer must develop transitional duties so the DMP knows transitional work is available.

C. Forms Required

1. Transitional job offer letter
2. DMP acknowledgement form

D. Employee Training

1. All employees must be trained at the time of hire, annually or if any changes are made on the following:
   a. Purpose and benefits of the Designated Medical Provider and Return-to-Work Program.
   b. Roles and responsibilities.
   c. DMP selection and their options.
2. All training must be clearly documented to include training topic, employee name and signature, date of training, etc. (Examples of acceptable documentation are roster sheets, policy acknowledgement forms, etc.). Training must be completed by the end of the 11th month of the employer policy period.

Continued on Next Page

Return to Work (RTW) / Designated Medical Provider (DMP) Provider

Revised (1/2021)

E. Training

For employers who are selecting the RTW/DMP Program for the first time:

1. The Safety Coordinator and other employees involved in the implementation must participate in the WSI sponsored Return-to-Work/Designated Medical Provider Program webinar (WebEx or recorded version in LMS) within the first 90 days of their eligible premium period.
   a. To register for the live webinar go to the calendar at www.workforcesafety.com and participate in the live WebEx.
   b. To take the course online through WSI's Learning Management System, contact wsilmshelp@nd.gov.

Back to Table of Contents

Safe Driver Program

Revised (10/2021)

Program Requirements

A. The Employer is required to:

1. Establish, implement, and enforce a written Safe Vehicle Operational Policy. The policy must require the use of seatbelts and compliance with company safety rules for vehicle operation.
    a. The policy shall be approved and signed/ dated by a top management representative and the HR representative.
2. Implement a comprehensive vehicle maintenance program for all vehicles used for company business which includes at a minimum the following:
    a. Pre-trip vehicle inspections for key potential problem areas.
    b. Immediate withdrawal from service any vehicle with mechanical problems.
    c. Periodic withdrawal from service for comprehensive inspection and scheduled vehicle maintenance.

B. Employee Training

1. The Safe Driver Program requires those employees who operate company or personal vehicles, for business purposes on at least a monthly basis, to successfully complete 1 of the following driver safety training programs:
    a. The National Safety Council Defensive Driving Course (DDC- 4) - 4 hour course: online or classroom training.
    b. ND Emergency Vehicle Operator Course (EVOC).
    c. Smith Systems Advanced Driver Training Program.
        i. Initial training and re-training must be a minimum of 4 hours in length.

Continued on Next Page

Safe Driver Program

Revised (10/2021)

d. TrainND - THINK Defensive Driving

e. WSI's LMS online safety courses must be successfully completed:

   i. Small or Large Vehicles:

      1. Avoiding Rear End Collisions
      2. Defensive Driving
      3. Distracted Driver
      4. Driver Fatigue
      5. Extreme Driving Conditions
      6. Hazards of Changing Lanes
      7. Hazards of Speeding
      8. Hazards of Tailgating
      9. Road Rage
      10. Safe Backing and Turning
      11. Stop Signs and Signals
      12. Vision Zero

   ii. Contact wsilmshelp@nd.gov for any questions relating to the LMS.

f. Other WSI pre-approved driver safety training courses.

   i. Courses must be pre-approved by WSI within 90 days from the beginning of the employer's policy period. Please contact the Loss Control/Special Programs supervisor at 701-328-7227 for pre-approval consideration.

2. Driver Training Recertification

   a. All authorized drivers must complete 1 of the approved WSI training methods above every 3 years.

NOTE:

- Driver training must be completed by the end of the 11th month of the employer policy period.
- Credit will be provided for WSI approved training completed in the current policy period and the previous 2 policy periods.

Continued on Next Page

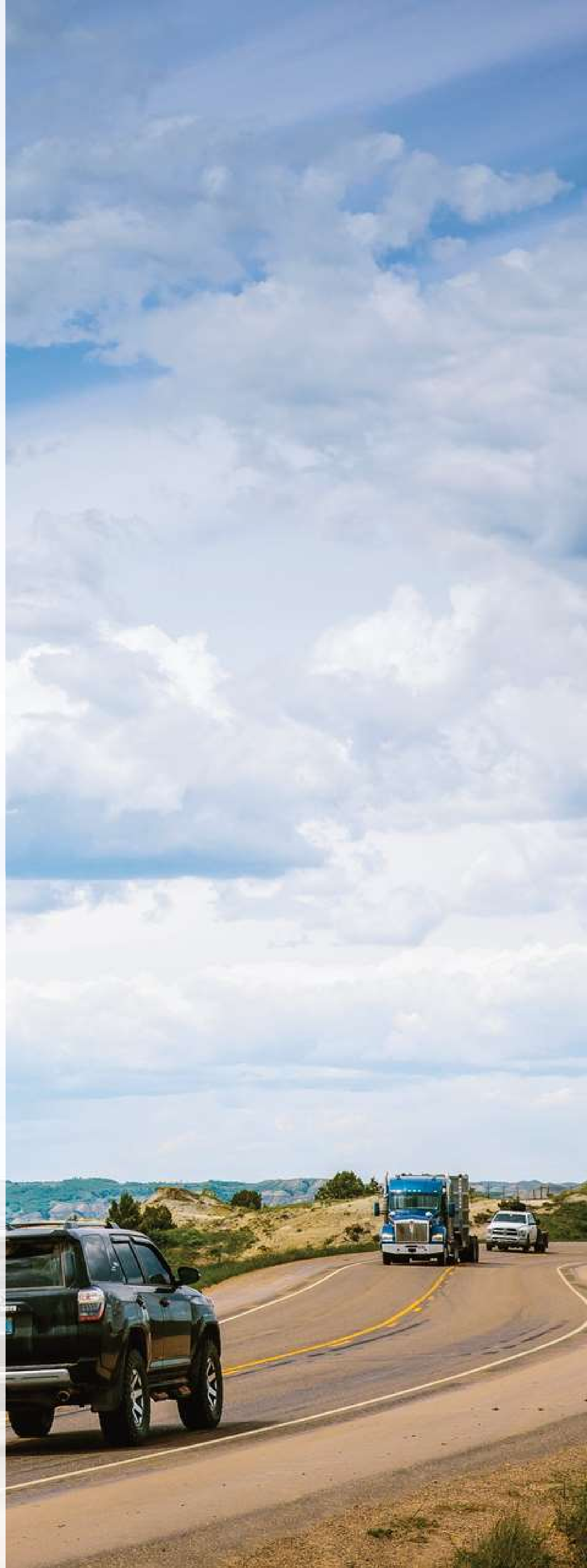
Safe Driver Program

Revised (10/2021)

C. Training

For employers who are selecting the Safe Driver Program for the first time:

1. The Safety Coordinator and other employees involved in the implementation must take WSI's Safe Driver Program online course within the first 90 days of their eligible policy period.
    a. To take the course online through WSI's LMS, contact wsilmshelp@nd.gov.



Back to Table of Contents

Safe Lift Program

Revised (1/2021)

Program Requirements

A. The Employer is required to:

1. Implement a Safe Lift Committee that meets at least monthly to facilitate the Safe Lift Program.
    a. For employers who are re-applying for the Safe Lift Program, the Safe Lift Committee meetings must be held monthly from the beginning of the employer's policy period.
    b. For employers who are selecting the Safe Lift Program for the first time, the Safe Lift Committee must be in place, and the first meeting must occur within the first 90 days from the beginning of the employer's policy period.
2. Review loss history as it relates to lifting injuries.
3. Conduct a facility-wide audit and identify work tasks that could cause or contribute to a lift-related injury. Document all findings from the audit.
4. Identify corrective actions to reduce risk of injury for tasks identified in step 3.
5. Develop an action plan to include information obtained in steps 3 and 4 and prioritize corrective actions.
6. Secure written top-level management approval to implement an action plan.
7. Measure success of the Safe Lift Program.

B. WSI timeframe for implementation:

1. Steps 1 through 3 - completed within 3 months of the employer selecting this menu option.
2. Steps 4 and 5 - completed within 5 months.
3. Steps 6 and 7 - completed within 10 months.

Continued on Next Page

Safe Lift Program

Revised (1/2021)

C. Training

For employers who are selecting the Safe Lift Program for the first time:

1. The Safety Coordinator and other employees involved in the implementation must take WSI's Safe Lift Program online course within the first 90 days of their eligible premium period.
    a. To take the course online through WSI's LMS, contact wsilmshelp@nd.gov.

Back to Table of Contents

Safety Committee Program

Revised (1/2021)

Program Requirements

A. The Safety Committee shall:

1. Be composed of labor and management representatives with management representation not to exceed labor representation.
    a. For employers who are re-applying for the Safety Committee Program, the Safety Committee meetings must be held monthly from the start of the employer's policy period.
    b. For employers who are selecting the Safety Committee Program for the first time, the Safety Committee must be in place, and the first meeting must occur within the first 90 days from the beginning of the employer's policy period.
2. Make all decisions by majority vote.
3. Meet as a group at least once a month.
4. Develop a written agenda for each meeting.
5. Maintain minutes for each meeting.

B. Safety Committee Employee Representatives shall:

1. Take reasonable time away from work to perform committee duties without loss of pay or benefits.
2. Serve a continuous term of at least 1 year.
3. Be a reasonable representative of the major work activities of the employer.

C. The Employer must:

1. Provide applicable safety training for all committee members. The safety training will include general and specific safety information on accident and illness prevention related to the employer's business.

Continued on Next Page

Safety Committee Program

Revised (1/2021)

2. Establish a written safety committee charter that identifies:
    a. Purpose
    b. Responsibilities
    c. Membership
    d. Duties
    e. Operating rules for the committee

This charter must be approved, signed, and dated by a top management representative and the safety committee chairperson.

D. Training

For employers who are selecting the Safety Committee Program for the first time:

1. The Safety Coordinator and other employees involved in the implementation must take the WSI's Safety Committee Program online course within the first 90 days of their eligible policy period.
    a. To take the course online through WSI's LMS, contact **wsilmshelp@nd.gov**.

Back to Table of Contents

Safety Orientation Program

Revised (1/2021)

The employer will implement a new hire Safety Orientation System (SOS) that covers new employees and any employee that has a change in position or duty. The Safety Orientation System is required to be documented.

Program Requirements

A. Initial Orientation

The employer will provide, at a minimum, the following training for new employees:

1. Information about hazards in the workplace. The employer will share information about the potential hazards and the processes and controls in place to reduce the risk of injury.
2. Controls used to prevent exposure to safety and health hazards. The employer will explain the specific policies and procedures to reduce the risks to an acceptable level.
3. Information on reporting safety concerns, hazards, and near-misses. The employer will provide information on how to report safety issues or concerns, potential hazards, and close calls or near-misses.
4. Incident and injury reporting. The employer will provide information about how to report incidences and employee injuries including first aid events.
5. Emergency Response Procedures. The employer will provide information that may include evacuations, rally points, head count procedures, lock downs, shelter-in-place, first aid kits, alarms, spill response, fire, fire extinguisher, and bloodborne pathogens.
6. WSI Information found on the "WSI Important Notice to Workers" poster. The employer will post and discuss the content.
7. If applicable, the employer will provide information about the employer's return-to-work program.

Continued on Next Page

Safety Orientation Program

Revised (1/2021)

8. Regulatory required safety training. The employer will provide all required OSHA and/or MSHA training that are applicable for the position or tasks conducted.

B. Safety Mentoring

Safety Mentoring is a process in which mentors share knowledge, skills, information and perspective to foster the personal and professional growth of someone else. There are many terms used to describe a safety mentoring process. The key objective for new employees is to gain the necessary knowledge, skills, and behaviors to become effective in the organization through mentoring interaction.

1. The employer will provide mentoring to each new employee. The employer will maintain a list of new employees and assigned mentors.
2. The employer will document the safety mentoring process.
3. The employer will seek and document feedback from new employees and mentors on the mentoring process.
4. New employees will participate for a minimum of 3 months.

C. Training

For employers who are selecting the SOS Program for the first time:

1. The Safety Coordinator and other employees involved in the implementation must take the WSI's SOS Program online course within the first 90 days of their eligible policy renewal.
   a. To take the course online through WSI's LMS, contact **wsilmshelp@nd.gov.**

Back to Table of Contents

Slips, Trips and Falls Prevention (STF) Program

Revised (1/2021)

Program Requirements

A. Employer Requirements

1. Review historical claims data and incident investigations with a WSI Safety Consultant to gain insight into the nature and trends of slip/trip/fall (STF) incidents.
    a. WSI safety consultant will provide information about what STF exposures are common in the industry for employers without STF history or near miss data.
2. Conduct a documented workplace evaluation with WSI safety consultant to identify potential STF exposures, including snow and ice, and evaluate the adequacy of current engineering, administrative, and personal protective equipment (PPE) controls.
3. Identify, develop, and prioritize risk reduction actions using a systems-based approach to control STF exposures using loss data and results from the workplace evaluation.
4. Conduct 3 documented workplace evaluations during the policy period. Update STF controls as necessary to meet changing conditions, non-routine tasks and scope of operations. Monitor the workplace for changing conditions as warranted.
5. Provide the resources necessary to implement, improve, and maintain the STF program. Documented risk control and reduction efforts in the STF program must be made for successful participation.
6. Investigate STF incidents, near misses, etc. to determine if additional engineering, administrative, and PPE controls or training may be needed.

Continued on Next Page

Slips, Trips and Falls Prevention (STF) Program

Revised (1/2021)

B. Employee Requirements

1. All employees must be trained at the time of hire, annually, or if changes to workplace arise. Training should include:
   a. General awareness training on STF hazards specific to their workplace and job duties.

C. Training

For employers who are selecting the STF SAM menu item for the first time:

1. The Safety Coordinator and other employees involved in the implementation must participate in the WSI sponsored STF Program webinar (WebEx or recorded version on the LMS) within the first 90 days of their eligible policy period.
   a. To register for the live webinar go to the calendar at www.workforcesafety.com and participate in the live WebEx.
   b. To take the course online through WSI's Learning Management System, contact **wsilmshelp@nd.gov**.

Back to Table of Contents

SMP

SAFETY MANAGEMENT PROGRAM

Click Here to Enter

III. ANNUAL AUDIT

I. PROCESS OVERVIEW

II. EMPLOYER'S RESPONSIBILITIES & OBLIGATIONS

Thank you for your interest in the Workforce Safety & Insurance Safety Incentive Programs.

The Loss Control Department of Workforce Safety & Insurance (WSI) believes every North Dakota employee deserves a safe work environment and every employer deserves to have healthy employees. That is why WSI is dedicated to “Putting Safety to Work”, ultimately making North Dakota workplaces some of the safest in the nation. By improving safety and preventing incidents, you can protect your work force while reducing your workers' compensation costs. The success of any safety effort depends on the employer’s commitment, involvement, and support. Making the commitment to employee safety as a part of your overall business operation will reinforce the efforts of our Loss Control Team. Our goal is to provide you with the knowledge, tools, and skills you need to prevent workplace injuries and illnesses, so you can become self-sufficient in creating and maintaining a safe workplace.

Bryan Klipflel
WSI Director

John Halvorson
WSI Chief Operating Officer

Barry Schumacher
WSI Chief of Employer Services

Nick Jolliffe
WSI Loss Control Director

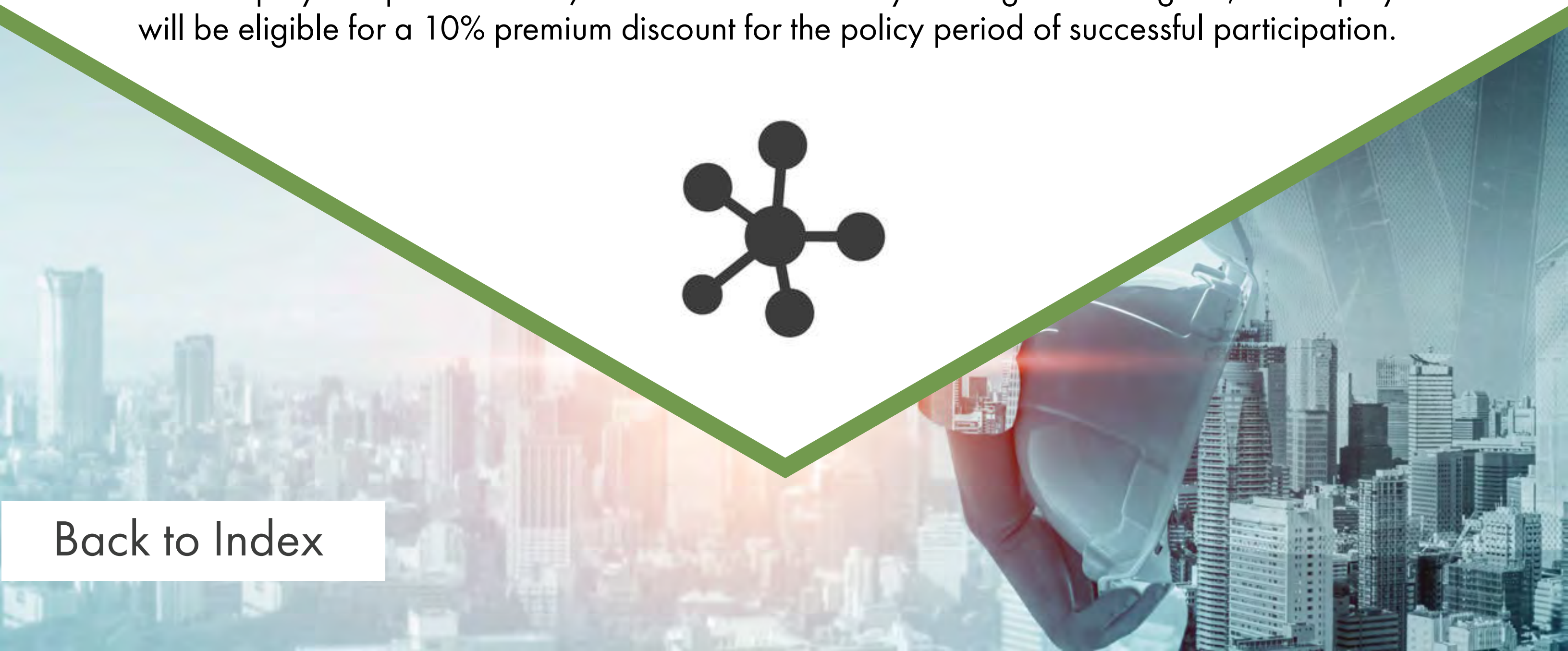
VI. PREMIUM DISCOUNT

V. ELIGIBLITY

Click on Incentive Programs

I.
Safety Management Process Overview

1. Employers who elect to participate in the Safety Management Program (SMP) must complete an application online in **myWSI**, 30 days before the beginning of the policy period.
2. WSI will process the application, notify the employer of their election to participate, and assign a WSI Safety Consultant.
3. The WSI Safety Consultant will contact the employer to arrange a time to conduct the initial safety assessment and safety inspection(s).
4. The WSI Safety Consultant and the employer may develop an action plan based on the assessment. The action plan must be approved and acknowledged by the top-level company manager and the WSI Safety Consultant.
5. The employer will complete the action plan during the participation policy period. This will include correcting any identified hazards or program deficiencies in the action plan or identified during participation.
6. WSI audits the employer's Safety Management Program annually to determine compliance. WSI Safety Consultants will conduct audits by phone, mail, internet, or onsite visit. Audits must be completed by the 15th day of the last month of the policy period.
7. If the employer implements and/or maintains the Safety Management Program, the employer will be eligible for a 10% premium discount for the policy period of successful participation.



Back to Index

II.
Employer's Responsibilities & Obligations

A. Management 's Commitment to Safety

1. Develop a written safety policy approved and signed by the top-level company manager. The policy must identify and define the safety responsibilities of all employees at every level within the organization.
2. Identify proactive safety goals for the company.
3. Provide company resources necessary to implement the Safety Management Program. Examples of resources include:
   a. Establishing a safety budget.
   b. Providing materials, equipment, or other assets to conduct safety training.
   c. Creation of a functional safety committee.
   d. Correcting recognized safety hazards and correcting safety program deficiencies.
4. Analyze safety performance through the use of leading indicators which measure activities and processes implemented to prevent injuries and trailing indicators which measure post-injury data.
5. Provide evidence supporting the enforcement of safety policies, rules, and procedures.
6. Assign an employer safety coordinator.
7. Assign an employer workers' compensation claims coordinator.

II. Continued

II.
Employer's Responsibilities & Obligations

B. Safety Training

The employer shall develop and implement a safety training program for all levels of employees that identifies safety training needs and provides employees with adequate knowledge to avoid safety hazards.

The safety training program must be written and include these key components:

1. Safety training for site-specific hazards.
2. Safety training that meets federal and state regulatory training requirements for the employer's specific operations.
3. Documentation of all safety related training.
4. A new employee safety orientation process.
5. A documented annual performance evaluation of the employer's training program conducted by the employer's safety coordinator.

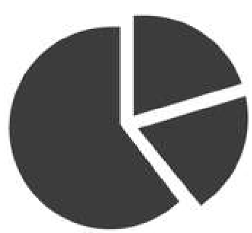
II. Employer's Responsibilities & Obligations

C. Hazard Recognition Program

The employer shall develop and implement a hazard recognition program that identifies, corrects, and controls physical hazards and safety system deficiencies.

The hazard recognition program must be written and include these key components:

1. Procedures that outline the implementation of the program.
2. A minimum of 4 employer conducted inspections of the entire workplace per policy year.
3. Relevance to hazards associated with the employer's operation and workplace.
4. Documentation of the inspections, including the corrective action(s) taken and the name(s) of the individual(s) conducting the inspections.
5. A review and signoff process by upper level management on all inspections and correctiveaction reports.
6. Timely implementation of corrective action(s) for identified safety hazards and system deficiencies.
7. A documented process used by upper management to monitor corrective action(s) and ensure the effectiveness and timeliness of their implementation.
8. A documented annual performance evaluation of the employer's hazard recognition program conducted by the employer's safety coordinator.
9. Documents must be available for review by WSI:
    a. The written hazard recognition program.
    b. Completed inspection documents.
    c. Corrective actions identified and implemented.
    d. The performance evaluation report.



II. Employer's Responsibilities & Obligations

D. Accident Investigation Program

The employer shall develop an accident investigation program that identifies root causes, safety system deficiencies, and actions implemented to avoid recurrence.

The written accident investigation program must include these key components:

1. Accident investigation reports, including an initial report of an accident or near miss, signed by all employees involved.
2. An accident investigation completed for all WSI claims filed. The accident investigation must be documented and include a root cause analysis that identifies corrective action(s). Corrective actions are required to be implemented with closure dates identified.
3. A documented process used by upper management to monitor corrective actions and ensure the effectiveness and timeliness of their implementation.
4. A documented annual performance evaluation of the employer's accident investigation program conducted by the employer's safety coordinator.
5. Documents must be available for review by WSI:
    a. The written accident investigation program
    b. Accident Investigation and near miss reports
    c. Corrective actions identified and implemented.
    d. The performance evaluation report.

E. Annual Safety and/or Claims Management Seminar

The employer's upper level management representative, safety coordinator, and the claims coordinator shall attend at least 1 safety or claims management seminar during the policy period. The seminar may be attended in person or on-line. Attendee(s) certification document(s) must be available for WSI review.

Back to Index

III. Annual Audit

WSI will audit the employer's Safety Management Program annually to determine compliance. WSI's audit may be performed by phone, mail, internet, or onsite visit at the discretion of the WSI Safety Consultant.

IV. Premium Discount for Successful Implementation and Maintenance

The employer will receive a 10% premium discount for implementing and/or maintaining a Safety Management Program. The 10% discount will be applied to the premium after any experience rating adjustments for the year of participation. Any discounts awarded under this program may not reduce the charged premium amount below the statutory minimum premium.

V. Eligibility for Premium Discounts

WSI's eligibility requirements for participation in the SMP include:

- Participation in the Safety Management Program is at the discretion of WSI. Employer accounts that are delinquent, uninsured, or not in good standing may not be eligible.
- Volunteer accounts are not eligible for participation.
- Participation is limited to those companies not participating in the large deductible program.

Back to Index