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WSI

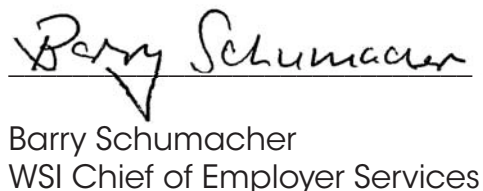
North Dakota Workforce
Safety & Insurance

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

The Loss Control Department of Workforce Safety & Insurance (WSI) believes that every North Dakota employee deserves a safe work environment and every employer deserves to have healthy employees on the job. 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 and become self-sufficient so you can create and maintain a safe workplace.


Bryan Klipfel
WSI Director


John Halvorson
WSI Chief Operating Officer

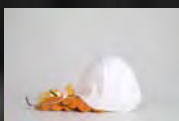

Barry Schumacher
WSI Chief of Employer Services


Nick Jolliffe
WSI Loss Control Director



I. Safety Management Process Overview

1. Employers who elect to participate in the Safety Management Program must complete an application online at www.workforcesafety.com before the beginning of the premium period or contact WSI at 701-328-3800 30 days prior to the beginning of the premium 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 findings. The action plan must be approved and signed by the top level company manager and the WSI Safety Consultant.
5. The employer will complete the action plan and correct within the premium period, any recognized safety hazards, or safety program deficiencies identified by the WSI Safety Consultant during the premium period of participation.
6. WSI will audit the employer's Safety Management Program annually to determine compliance. Audits will be performed at the discretion of the WSI Safety Consultant by phone, mail, internet, or onsite visit.
7. If the employer implements and/or maintains the Safety Management Program, the employer will be eligible for a ten percent (10%) premium discount for the premium period of successful participation.



II. Employer's Responsibilities & Obligations



A. Management's Commitment to Safety

1. The employer must 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.

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.

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Responsibilities & Obligations (cont.)

5. A documented annual performance evaluation of the employer's safety training program conducted by the employer's safety coordinator.
6. The following documents available for review by WSI:
 - a. The written training program with identified training needs.
 - b. Training materials.
 - c. Training records.
 - d. The performance evaluation report.

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. The employer must conduct a minimum of four inspections of the entire workplace per premium year.
3. Be applicable and encompass the 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 inspection and corrective action reports.
6. Timely implementation of corrective action(s) for identified safety hazards and system deficiencies.
7. A documented process by which upper level management monitors corrective action(s) to ensure both the effectiveness and timeliness of their implementation.



Responsibilities & Obligations (cont.)



8. A documented annual performance evaluation of the employer's hazard recognition program must be conducted by the employer's safety coordinator.
9. The following 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.

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 must be completed for all filed WSI claims. 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 by which upper level management monitors corrective actions to ensure both the effectiveness and timeliness of their implementation.
4. A documented annual performance evaluation of the employer's accident investigation program must be conducted by the employer's safety coordinator.



Responsibilities & Obligations (cont.)

5. The following documents must be available for review by WSI:
- a. The written accident investigation program
 - b. Accident Investigation and near miss reports
 - c. Root cause analysis for all filed claims
 - d. Corrective actions identified and implemented
 - e. 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 one safety or claims management seminar per premium period. The seminar may be attended in person or on-line. Attendee(s) certification document(s) must be available for WSI review.





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 ten percent (10%) premium discount for implementing and/or maintaining a Safety Management Program. The ten percent (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

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 for discounts under the Safety Management Program. Volunteer accounts are not eligible for participation in the Safety Management Program. Participation in the Safety Management Program is limited to those companies not participating in the retrospective rating or deductible, Program(s).

