

SECTION 1 – Safety Management Program (SMP)

- ☐ Company written safety policy signed and dated
- ☐ Progress report of documented proactive safety goals
- ☐ List of company resources allocated to safety
- ☐ Safety performance measurements and analysis against Workforce Safety & Insurance (WSI) claims
- ☐ Safety policy enforcement evidence
- ☐ Safety coordinator designation and job description
- ☐ Workers' compensation coordinator designation and job description
- ☐ Company specific and regulatory safety training program topics covered
- ☐ Safety training documented records (topics, attendees, etc.)
- ☐ New employee documented safety orientation process
- ☐ Performance evaluation of safety training program
- ☐ Company specific hazard recognition program
- ☐ Four completed documented workplace hazard inspections
- ☐ Record of corrective actions and management sign-off on inspections
- ☐ Performance evaluation of hazard recognition program
- ☐ Company specific accident investigation program
- ☐ Completed accident investigation/root cause analysis for WSI claims
- ☐ Record of corrective actions and management sign-off on investigations
- ☐ Performance evaluation of accident investigation program
- ☐ Safety and/or claims management seminar attendance
- ☐ WSI Safety Inspection Report with corrective actions completed for 1st year participants
- ☐ WSI SMP-SAM Action Plan with employer action taken documented

SECTION 2 – Safety Action Menu (SAM) – Certified Safety Management Systems

- ☐ OSHA Safety and Health Recognition Program (SHARP)
- ☐ OSHA Voluntary Protection Program (VPP)
- ☐ Occupational Health and Safety Assessment Series 18001 (OHSAS)
- ☐ Rural Electric Safety Accreditation Program (RESAP)
- ☐ Associated Building Contractors (ABC) – Safety Training Evaluation Process (STEP)

SECTION 3 – SAM – Learning Management System (LMS)

If you are enrolled in the LMS (as a SAM option) the audit will be completed separately.

SECTION 4 – SAM – Safety Committee Program

- ☐ List of safety committee members and job titles
- ☐ List of safety committee meeting dates and times (monthly) (1st year participants have 90 days to hold first meeting)
- ☐ Safety committee documented meeting agendas
- ☐ Safety committee documented meeting minutes
- ☐ Safety committee charter showing management signature(s)
- ☐ Proof of safety training provided to safety committee members
- ☐ Completion of WSI Safety Committee Program online course (1st year participants have 90 days to complete)

SECTION 5 – SAM – Safe Driver Program

- ☐ Safe vehicle operational policy
- ☐ Completed vehicle inspection(s)
- ☐ Vehicle maintenance schedule and completed maintenance
- ☐ Copy of driver certifications for completion of 1 of the following:
 - National Safety Council Defensive Driving (DDC) 4-hour course
 - ND Emergency Vehicle Operator Course (EVOC)
 - Driving University Defensive Driving Course (DDC) 4-hour course
 - Smith Systems Advanced Driver Training Program 4-hour course
 - WSI LMS online vehicle safety courses
- ☐ Completion of WSI Safe Driver Program online course (1st year participants have 90 days to complete)

SECTION 6 – SAM – Safe Lift Program

- ☐ List of safe lift committee members and job titles
- ☐ List of safe lift committee dates and times (monthly) (1st year participants have 90 days to hold first meeting)
- ☐ Safe lift committee documented meeting agendas
- ☐ Safe lift committee documented meeting minutes
- ☐ Documented facility wide audit completed by safe lift committee
- ☐ Documented action plan implemented for risk areas identified in audit
- ☐ Documented safe lift success measurement and/or story
- ☐ Completion of WSI Safe Lift Program online course (1st year participants have 90 days to complete)

SECTION 7 – SAM – Drug Free Workplace Program

- ☐ Documented drug free workplace policy
- ☐ Mandatory drug testing method(s)
- ☐ Proof of annual training provided to supervisors (no later than the 15th of the last month of premium period)
- ☐ Proof of annual training provided to employees (no later than the 15th of the last month of premium period)
- ☐ Completion of WSI Drug Free Workplace Program online course (1st year participants have 90 days to complete)
- ☐ List of resources available to employees regarding substance abuse problems, such as an Employee Assistance Program

SECTION 8 – SAM – Safety Orientation System

- ☐ Proof of initial orientation provided to all new hires
- ☐ List of assigned mentors and mentees
- ☐ Documentation of mentoring process
- ☐ Documented feedback from both mentor and mentee (at least 90 days from date of hire)
- ☐ Completion of WSI Safety Orientation System online course (1st year participants have 90 days to complete)

SECTION 9 – SAM – Return-to-Work/Designated Medical Provider Program (DMP)

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| ☐ Designated Medical Provider Selection form |
| ☐ Letter/agreement to DMP stating they have been selected |
| ☐ Written Return-to-work program |
| ☐ Essential functional job descriptions |
| ☐ Sample transitional job offer letter |
| ☐ Training roster (include name, signature, date of training, topics covered) for all employees or signed acknowledgement forms |
| ☐ Safety contact/claims coordinator participated in WSI's return to work program training (WebEx or LMS) |

SECTION 10 – SAM – Slips, trips, and falls prevention

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| ☐ Historical claims/industry trends review |
| ☐ Three documented workplace evaluations that include slips, trips, and falls |
| ☐ Documentation of risk control and reduction efforts |
| ☐ Documented incident investigation for slip/trip/fall incidents |
| ☐ Documentation of annual general awareness slip/trip/fall prevention training |
| ☐ Completion of WSI slips/trips/falls prevention program online course/webinar (for 1 st year participant) |