SAFETY INCENTIVE PROGRAM AUDIT PREPARATION CHECKLIST

(10/2028)

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This checklist highlights some of the main components of the Safety Management Program and Safety Action Menu programs. In addition to this checklist, please refer to the SMP/SAM guidelines on WSI's website when preparing for the year-end audit with your WSI Safety Consultant. The items below should be documented and available for WSI to review.

Safety Management Program (SMP) and Safety Action Menu Program (SAM) and Process
☐ Provide a Safety Contact - Must be an active, knowledgeable member of the organization with authority to influence safety practices, responsible for overseeing the safety program and serving as the primary contact for WSI safety incentive requirements
☐ Provide a Safety Executive - A leader who has the authority to provide direction, resources and accountability for the organization's safety program
☐ WSI Safety Inspection Report with corrective actions completed for 1st year participants
☐ WSI SMP-SAM Action Plan with employer action taken documented

Safety Management Program (SMP)
☐ Company safety policy signed, dated and communicated by top leadership. The policy should include safety responsibilities for managers, supervisors, and employees
☐ Safety and health program review (employee safety perception survey, key performance measures, etc)
☐ Measurable safety goals and progress for the year
☐ Safety coaching and enforcement evidence
☐ Resources provided for safety management program (personnel and financial resources provided to manage safety)
☐ Top management involvement though worksite safety activities (Leading safety meetings, workplace audits)
☐ Meaningful ways to involve employees in safety (safety committee, PPE selection, hazard identification activities, lead safety meetings)
☐ Safety training for employees to recognize hazards specific to their tasks and work areas and controls to prevent exposure to the hazard (topics, attendees, trainer, date, etc.)
☐ Training for supervisors on coaching, enforcing safe work practices and responding to reported concerns
☐ Training provided for new equipment, processes, or when job duties are introduced or changed
☐ Emergency procedures training
☐ New employee safety orientation process
☐ Four completed workplace hazard inspections (more inspections for frequently changing work environments). Record of corrective actions and management sign-off on inspections
☐ A list of hazards for routine, non-routine tasks, new equipment and emergencies, an evaluation of the risk of injury from hazard, a plan to prioritize and correct hazards based on risk
☐ Company specific incident review (accident investigation) program with completed incident review/root cause and corrective actions for WSI claims as well as management sign-off
☐ Annual safety professional development

Safety Action Menu (SAM) – Certified Safety Management Systems
☐ Certificate for OSHA Safety and Health Recognition Program (SHARP)
☐ Recognition of OSHA Voluntary Protection Program (VPP)
☐ Certification for ISO 45001 Occupational Health and Safety
☐ Rural Electric Safety Accreditation Program (RESAP)
☐ Associated Building Contractors (ABC) – Gold or higher recognition for Safety Training Evaluation Process (STEP)

SAM – Learning Management System (LMS)
☐ Bismarck office will verify course completions meet the guidelines. Review completed LMS courses for each department and determine whether the training appropriately addresses the hazards associated with the department's specific work activities.

☐ Provide a list of course completions to review training applicable to the hazards of the work area.

SAM – Safety Committee Program
☐ A safety committee policy/charter that outlines the committee's purpose, roles, responsibilities, membership, operating rules and training. Each committee member has reviewed and signed or acknowledged the policy/charter annually
☐ Safety Committee meets at least monthly to identify and address safety concerns
☐ Committee is composed of labor and management representatives from all work activities, with management representation not exceeding labor representation
☐ Agenda and meeting minutes for monthly meetings
☐ Meeting minutes are made available to all employees (posting them physically or electronically)
☐ Committee members must receive training specific to roles and responsibilities within the safety committee. (Some examples of additional training for committee members can include safety conference attendance, OSHA 10/30, incident investigations etc.)
☐ Completion of WSI Safety Committee first online course (1st year participants have 90 days to complete)

SAM – Safe Driver Program
☐ Safe vehicle operational policy that meets program guidelines
☐ Completed pre-trip vehicle inspection(s)
☐ Periodic and scheduled maintenance documentation
☐ Documentation of vehicle withdrawal from service when safety or mechanical problems are noticed before or during an inspection
☐ Copy of driver list with certifications for completion of 1 of the following (completion required every three years): • National Safety Council Defensive Driving (DDC) 4-hour course • ND Emergency Vehicle Operator Course (EVOC) • Smith Systems Advanced Driver Training Program 4-hour course • TrainND defensive Driving with Commentary – 3-hour classroom and 20-min commentary • Veriforce 4-hour Defensive Driving Program • WSI LMS safety driver completion certificate
☐ Completion of WSI Safe Driver Program online course (1st year participants have 90 days to complete)

SAM – Body Factors First Program (replaces Safe Lift SAM)
☐ A policy that includes adherence to all company safety rules, implementation of ergonomic aids and equipment, roles and responsibilities, training and education, coaching for ergonomic improvements, etc.
☐ Body Factors First team that includes a team champion, documentation of initial training to team members and completion of the initial risk assessment. Review hazards annually for continuous improvement opportunities. Semi-annual reviews to monitor progress and address ongoing or new concerns relating to hazards and controls
☐ Completion of a risk assessment that identifies 3–5 of the most significant hazards and work tasks that can cause or contribute to a musculoskeletal injury conducted within the first three months of the policy period
☐ Plan that identifies the controls to prevent each hazard and a written description of how the controls will be implemented. Written approval from management to implement the plan. Employee training associated with the controls. Corrective actions should be completed within 10 months of the eligible policy period
☐ Ergonomic training for new hires and all employees annually (Training should cover ergonomic principles and how to recognize, troubleshoot and report early symptoms. Training should be a minimum of 30 minutes
☐ Completion of WSI Body Factors First online course (1st year participants have 90 days to complete)

SAM – Drug Free Workplace Program
☐ Drug free workplace policy signed by management and meets requirements in SAM guidelines to include methods of monitoring the workplace for employee impairment
☐ Reasonable Suspicion and other drug testing method(s)
☐ Annual drug and alcohol training for all employees (no later than the 15th of the last month of premium period)
☐ Annual supervisor responsibilities training (no later than the 15th of the last month of premium period)

☐ Training for individuals identified to respond to reasonable suspicion detection and impairment.
☐ List of resources available to employees regarding substance abuse, such as an Employee Assistance Program
☐ Completion of WSI Drug Free Workplace Program online course (1st year participants have 90 days to complete)

SAM – Safety Orientation System
☐Provide new-hire safety orientation policy
☐ Identification and list of known workplace hazards
☐Safety training documentation provided to all new hires
☐ List of new employees and assigned safety mentors
☐ A safety mentoring process
☐ Documented feedback from both mentor and mentee on a quarterly basis for the first year
☐ Completion of WSI Safety Orientation System online course (1st year participants have 90 days to complete)

SAM – Return-to-Work/Designated Medical Provider Program (RTW/DMP)
☐ Designated Medical Provider Selection form (P18 – annual requirement)
☐ Letter/agreement to DMP stating they have been selected (one time per DMP requirement)
☐ Written Return-to-work program
☐ Essential functional job descriptions
☐ Sample transitional job offer letter
☐ Annual RTW/DMP 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 (LMS)

SAM – Slips, trips, and falls prevention
☐ Risk assessment of STF exposures, list of STF hazards and controls
☐ Quarterly documented inspections of STF hazards and controls
☐ STF risk reduction plan and updates for changing conditions
☐ Incident investigation for STF incidents and corrective action taken to prevent a recurrence
☐ Documentation of annual slip/trip/fall prevention training
☐ Completion of WSI slips/trips/falls prevention program online course/webinar (for 1st year participant)