

S.A.M.

Safety Action Menu



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

The Loss Control Department at 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, 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 and become self-sufficient so you can create and maintain a safe workplace.



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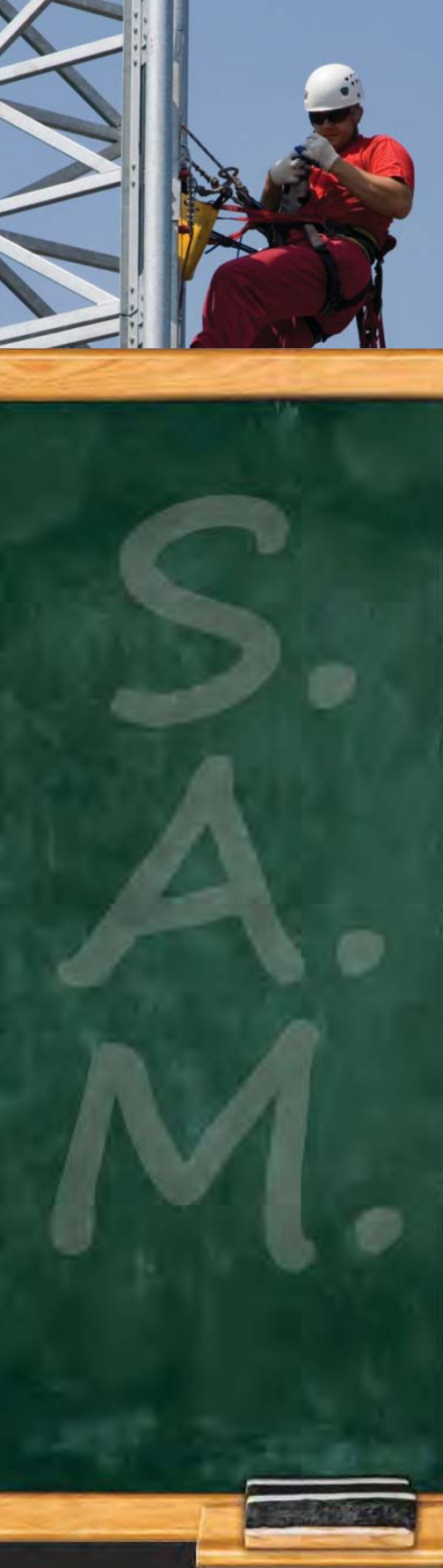
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Safety Action Menu Program Eligibility

Reviewed(10/2018)

1. Employers who elect to participate in the Safety Action Menu Programs (SAM) must complete an application online at www.workforcesafety.com, 30 days before 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. Participation in the 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 Action Menu program.
 - Volunteer accounts are not eligible for participation in the programs.
 - Employers participating in the retrospective rating or large deductible programs 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.
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.



Certified Safety Management Systems

Reviewed (10/2018)

A. Certified Safety Management Systems

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 (OHSAS 18001) must submit a third party signed certificate. The certifying third party auditor must be registered with Exemplar Global and be certified in auditing safety management systems.
4. Employers that become accredited through the Rural Electric Safety Accreditation Program (RESAP).
5. Associated Builders and Contractors, Inc., GOLD or higher Safety Training Evaluation Process (STEP).

Drug-Free Workplace Program

Reviewed (10/2018)

Program Requirements:

A. The employer must implement a written Drug-Free Workplace Policy which includes, at a minimum the following elements:

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. This policy shall be approved and signed/dated by a top management representative and the HR representative.

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

B. Required Testing

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



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 no later than the 15th day of the last month of the employer's premium 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 no later than the 15th day of the last month of the employer's premium 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 premium period.
 - a. To take the course online through WSI's Learning Management System, contact LaVal Eberhart at leberhart@nd.gov.



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.



Learning Management System

Revised (10/2018)

(WSI) offers a free online Learning Management System. 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 allow student self-registration within selected courses or learning plans set by administrators.
4. Web-based tracking and reporting features to 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:

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



Employee participation levels will be based on the average number of employees reported for the previous premium 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 LaVal at leberhardt@nd.gov for any questions relating to the (LMS).



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

Reviewed (10/2018)

A. The Employer is required to:

1. Make DMP selection.
2. Inform the provider, in writing, that they have been selected as a DMP and that 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. Inform WSI of the DMP(s) selection in writing annually
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 the following elements:
 - a. Clear description of company's commitment to accommodating injured workers with temporary transitional duties.
 - b. Identify 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.
2. Develop guide on how claims are handled from the time of injury until the employee is fully back to work.
3. Outline the tracking/monitoring of program.
4. Develop transitional duties so the DMP knows transitional work is available.
 - a. Statement of confidentiality



C. Forms Required

1. Transitional job offer letter
2. DMP acknowledgement form

D. Employee Training to Work

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. Inform employees of the 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.).

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 LaVal Eberhart at leberhart@nd.gov.



Safe Driver Program

Revised (10/2018)

Program Requirements:

A. The Employer is required to:

1. The employer must 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. The employer shall 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 one of the following driver safety training programs listed below:
 - 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. Driving University LLC Defensive Driving Course (DDC) 4 hours in length.
 - d. Smith Systems Advanced Driver Training Program.
 - i. Initial training and re-training must be a minimum of 4 hours in length.



- e. TrainND - Defensive Driving with Commentary
3 hour classroom training and a minimum
twenty minute commentary drive per
individual.
- f. Effective 1-1-2019 the following WSL LMS online
safety courses must be successfully completed:
 - i. Small or Large Vehicles:
 - 1. Vision Zero (new as of 1/1/2019)
 - 2. Avoiding Rear End Collisions
 - 3. Defensive Driving
 - 4. Distracted Driver
 - 5. Driver Fatigue
 - 6. Extreme Driving Conditions
 - 7. Hazards of Changing Lanes
 - 8. Hazards of Speeding
 - 9. Hazards of Tailgating
 - 10. Road Rage
 - 11. Safe Backing and Turning
 - 12. Stop Signs and Signals (new as of 1/1/2019)
 - ii. Please contact LaVal at
leberhart@nd.gov. for any questions
relating to the (LMS).
- g. 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 premium period. Please
contact Jane at 701-328-7227 for
pre-approval consideration.**

NOTE: Credit will be provided for WSI approved training completed in the current premium period and the previous two premium periods. WSI approved training requires drivers to be recertified every three years.

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 the WSI's Safe Driver Program online course within the first 90 days of their eligible premium period.
 - a. To take the course online through WSI's Learning Management System, contact LaVal Eberhart at **leberhart@nd.gov.**

Safe Lift Program

Reviewed (10/2018)

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 premium 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 premium 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 three.
5. Develop an action plan to include information obtained in steps three and four 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.

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 the 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 Learning Management System, contact LaVal Eberhart at leberhart@nd.gov.

Safety Committee Program

Reviewed (10/2018)

Program Requirements:

A. The Safety Committee shall:

1. Be composed of labor and management representatives, management representation should not 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 premium 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 premium 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 one 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.
2. Establish a written Safety Committee Charter that identifies the following:
 - 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 premium period.
 - a. To take the course online through WSI's Learning Management System, contact LaVal Eberhart at leberhart@nd.gov.



Safety Orientation System

Reviewed (10/2018)

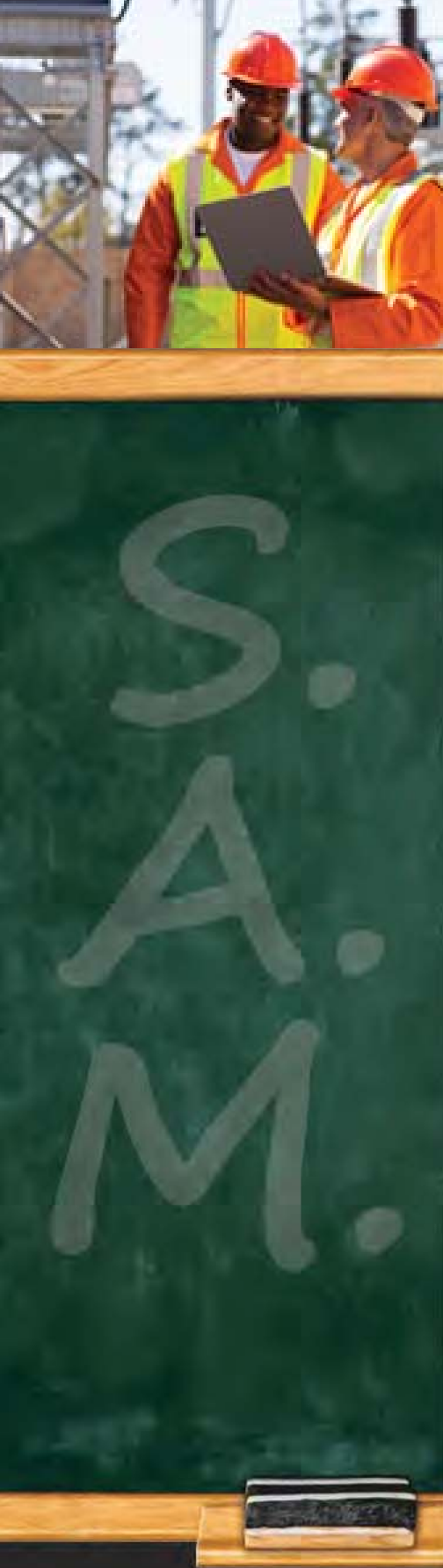
The employer will implement a new hire Safety Orientation System (SOS) that covers new employees and any employee that has a change in position or duty. The Safety Orientation System is required to be documented.

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. 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. The employer's Return-to-Work Program. If applicable, the employer will provide information about the employer's return-to-work program.
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 to provide ongoing knowledge transfer achieved through a developmental partnership through which one person shares knowledge, skills, information, and perspective to foster the personal and professional growth of someone else. Mentors facilitate this growth by sharing the knowledge and insights that have been learned through the years. 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.

Program Requirements:

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 three months.

C. Training

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

1. The Safety Coordinator and other employees involved in the implementation must take the WSI's Safety Orientation System Program online course within the first 90 days of their eligible premium renewal.
 - a. To take the course online through WSI's Learning Management System, contact LaVal Eberhart at leberhart@nd.gov.

Slips, Trips and Falls Prevention (STF) Program

NEW (Available 1/1/2019)

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 three documented workplace evaluations during the premium 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.

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 firsttime:

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 first90daysoftheireligiblepremium 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 LaVal Eberhart at leberhart@nd.gov.



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