

WSI

North Dakota Workforce
Safety & Insurance



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SAFETY MANAGEMENT PROGRAM

Committing to Workplace Safety



Safety Management Program (SMP)

Thank you for your interest in the North Dakota Workforce Safety & Insurance Safety Management Program (SMP).

The Loss Control Department of North Dakota Workforce Safety & Insurance (WSI) is committed to making North Dakota workplaces among the safest in the nation. We believe every employee deserves a safe environment, and every employer benefits from a healthy workforce. By valuing safety, you protect your employees and lower workers' compensation costs. Success in safety depends on an employer's commitment, involvement and support. Our goal is to equip you with the knowledge, tools, and skills needed to prevent injuries, empowering you to sustain a safe workplace independently.

Art Thompson
Director

Jane Wick
Director of Loss Control



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SMP Overview

Employers must complete the SMP application online at least 30 days before the policy period begins.

- WSI will confirm participation and assign a safety consultant.
- The safety consultant will schedule an initial safety assessment and inspection.

Based on this assessment, the consultant and employer may create an action plan, to be approved and acknowledged by upper-level management.

- Employers must implement the action plan within the policy period, correcting any hazards identified.

WSI will audit the program annually for compliance by phone, email, online, or onsite. Audits must be completed by the 15th of the last month in the policy period.

- Employers implementing and maintaining the Safety Management Program are eligible for a 10% premium discount for the policy period of successful participation.

Employer's Responsibilities & Obligations

Management's Commitment to Safety

1. Develop a written safety policy approved and signed by the upper-level company manager. The policy must identify and define the safety responsibilities of all employees at every level within the organization and be communicated to all employees.
2. Set proactive safety goals for the company.
3. Provide company resources necessary to implement the SMP.



Examples of resources include:

- Establish a safety budget.
- Provide materials, equipment, or other assets to conduct safety training.
- Form a functional safety committee.
- Correct recognized safety hazards and safety program deficiencies.
- Assess safety performance using both preventive and post-incident metrics.
- Document enforcement of safety policies and procedures.

Employer's Responsibilities & Obligations (cont.)

Safety Training

The employer shall develop and implement a written safety training program for all employee levels.

The safety training program should include:

1. Training for site-specific hazards.
2. Training that meets federal and state regulatory training requirements for the employer's operations.
3. Documentation of safety related training.
4. A new employee safety orientation process.
5. A documented annual performance evaluation of the hazard recognition program.
6. Documents available for WSI review:
 - a. The written training program with identified training needs.
 - b. Training materials.
 - c. Training records.
 - d. The performance evaluation report.

Hazard Recognition Program

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

The hazard recognition program should include:

1. Procedures for implementing hazard controls.
2. At least 4 employer-conducted inspections of the entire workplace per policy year.
3. A focus on hazards relevant to the employer's operations.
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 corrective action reports.
6. Timely implementation of corrective action(s) for identified safety hazards and system deficiencies.
7. A documented process for upper management to monitor corrective action(s) and ensure their effective and timely implementation.
8. A documented annual performance evaluation of the program conducted by the employer.
9. Documents available for WSI review:
 - a. The written hazard recognition program.
 - b. Completed inspection documents.
 - c. Corrective actions identified and implemented.
 - d. The performance evaluation report.

Employers commit to building a strong safety culture ensuring a safer, more productive workplace where employees can thrive.



Accident Investigation Program

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

The accident investigation program must include:

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 must be implemented with closure dates identified.
3. A documented process upper management uses to monitor corrective actions for effectiveness and timely implementation.
4. A documented annual performance evaluation of the employer's accident investigation program by the employer.
5. Documents available for WSI review:
 - 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.

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.



Premium Discount

For Successful Implementation and Maintenance

10%

Premium
Discount

The employer will receive a 10% premium discount for implementing and/or maintaining the 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.

Eligibility

Participation in the SMP is at the discretion of WSI.

Accounts not eligible to participate:

- Employer accounts that are delinquent, uninsured, or not in good standing.
- Employers participating in the large deductible program.
- Volunteer accounts.



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Main Office: 1600 E Century Ave, Ste 1, Bismarck, ND 58503-0644

Mailing Address: PO Box 5585, Bismarck, ND 58506-5585

workforcesafety.com | **Toll-Free:** 800-777-5033 | **Fax:** 888-786-8695