



SMP

SAFETY MANAGEMENT PROGRAM



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

The Loss Control Department of Workforce Safety & Insurance (WSI) believes every North Dakota employee deserves a safe work environment and every employer deserves to have healthy employees. 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, so you can become self-sufficient in creating and maintaining a safe workplace.

Art Thompson
WSI Director

Barry Schumacher
WSI Chief of Employer Services

Nick Jolliffe
WSI Loss Control Director

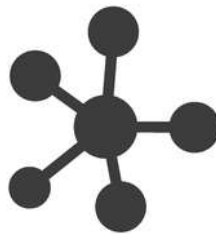
John Halvorson
WSI Chief Operating Officer





I. Safety Management Process Overview

1. Employers who elect to participate in the Safety Management Program (SMP) must complete an application online in myWSI, 30 days before the beginning of the policy 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. The action plan must be approved and acknowledged by the top-level company manager and the WSI Safety Consultant.
5. The employer will complete the action plan during the participation policy period. This will include correcting any identified hazards or program deficiencies in the action plan or identified during participation.
6. WSI audits the employer's Safety Management Program annually to determine compliance. WSI Safety Consultants will conduct audits by phone, mail, internet, or onsite visit. Audits must be completed by the 15th day of the last month of the policy period.
7. If the employer implements and/or maintains the Safety Management Program, the employer will be eligible for a 10% premium discount for the policy period of successful participation.

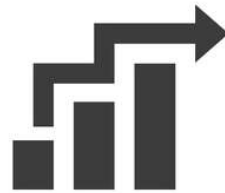




II. Employer's Responsibilities & Obligations

A. Management 's Commitment to Safety

1. 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.





II. Employer's Responsibilities & Obligations

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.
5. A documented annual performance evaluation of the employer's hazard recognition program conducted by the employer's safety coordinator.





II. Employer's Responsibilities & Obligations

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. A minimum of 4 employer conducted inspections of the entire workplace per policy year.
3. Relevance to 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 inspections and corrective action reports.
6. Timely implementation of corrective action(s) for identified safety hazards and system deficiencies.
7. A documented process used by upper management to monitor corrective action(s) and ensure the effectiveness and timeliness of their implementation.
8. A documented annual performance evaluation of the employer's hazard recognition program conducted by the employer's safety coordinator.
9. 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.





II. Employer's Responsibilities & Obligations

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 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 are required to be implemented with closure dates identified.
3. A documented process used by upper management to monitor corrective actions and ensure the effectiveness and timeliness of their implementation.
4. A documented annual performance evaluation of the employer's accident investigation program conducted by the employer's safety coordinator.
5. Documents must be available for review by WSI:
 - a. The written accident investigation program
 - b. Accident Investigation and near miss reports
 - c. Corrective actions identified and implemented.
 - d. 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 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.





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 10% premium discount for implementing and/or maintaining a 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.

V. Eligibility for Premium Discounts

WSI's eligibility requirements for participation in the SMP include:

- 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.
- Volunteer accounts are not eligible for participation.
- Participation is limited to those companies not participating in the large deductible program.

