



Click on the program name below for more information

S.A.M. SAFETE ACTION MENU

Safety Action Menu Program Eligibility (Pg. 2)

Certified Safety Management Systems (Pg. 3)

Drug-Free Workplace Program (Pg. 4 & 5)

Learning Management System (Pg. 6 & 7)

Safe Driver Program (Pg. 8 & 9)

Safe Lift Program (Pg. 10)

Safety Committee Program (Pg. 11)

Application Form (Pg. 12)

Safety Action Menu Program Eligibility

Revised July 1, 2010

Employers must select and complete an application before the beginning of their premium period to participate in the Safety Action Menu Programs

II. Eligibility for Premium Discounts

Participation in the Safety Action Menu Programs 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 Programs. Volunteer accounts are not eligible for participation in the Safety Action Menu Programs. Participation in the Safety Action Menu Programs is limited to those employers not participating in the retrospective rating, deductible, Risk Management Program Plus, or Safety Outreach Program(s).

III. Criteria for WSI Approval

WSI will notify the employer 45 days prior to the end of the premium period to request information that the requirements for this program have been successfully completed. The employer will be required to submit the information form and supporting documentation to WSI no later than the 15th day of the last month of the employer's premium period.

VI. Premium Discount for Successful Implementation and Maintenance

Employers who successfully implement, maintain, and fulfill all program requirements as listed in Section 1 may receive a five percent (5%) premium discount. The five percent (5%) discount will be applied to the premium after any experience rating adjustments for the year of participation. The maximum discount for successfully implementing Safety Action Menu program(s) may not exceed 15%. Any discounts awarded under this program may not reduce the charged premium amount below the statutory minimum premium.

WSI may audit each program annually to determine compliance. Audits may be performed at the discretion of WSI by phone, mail, internet, or onsite visit.



Certified Safety Management Systems

Revised June 1, 2010

A. Certified Safety Management Systems

1. Employers that achieve the Occupational Safety and Health Administration's Safety and Health Recognition Program (SHARP) certification must submit a current copy of the certification document(s) no later than the 15th day of the last month of the employer's premium period.
2. Employers that achieve the Occupational Safety and Health Administration's Voluntary Protection Program (VPP) Merit or Star certification must submit a current copy of the certification document(s) no later than the 15th day of the last month of the employer's premium period.
3. Employers that achieve the Occupational Health and Safety Assessment Series Certification (OHSAS 18001) must submit a third party signed certificate no later than the 15th day of the last month of the employer's premium period. The certifying third party auditor must be registered with RABQSA International, Inc. (Registrar Accreditation Board and The Quality Society of Australasia International) and be certified in auditing safety management systems.
4. Employers that become accredited through the Rural Electric Safety Accreditation Program (RESAP) must submit a current copy of the certification document(s) no later than the 15th day of the last month of the employer's premium period.
5. Employers that achieve the Associated Builders and Contractors, Inc., GOLD or higher Safety Training Evaluation Process (STEP) Certification must submit a current copy of the certification document(s) no later than the 15th day of the last month of the employer's premium period.

Employers who achieve or maintain certification in any of the five Safety Action Menu - Certified Safety Management Systems outlined above will receive a discount for the premium year selected.

[Back to Home Page](#)



Drug-Free Workplace Program

Revised January 1, 2010

A. Written Drug-Free Workplace Policy

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 company'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 good practice to have your human resource department and attorney review your policy to ensure compliance with applicable law.

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).

- 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.)
- 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).

- 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.)
- All employee training must be completed no later than the 15th day of the last month of the employer's premium period.

E. 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. Be sure to inform employees of any out-of-pocket costs they may incur, if applicable.



Learning Management System

Revised January 1, 2010

Workforce Safety & Insurance (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:

- LMS access to your users and administrators via user ID and password protection.
- 200 plus online safety courses available to all users.
- LMS registration system to allow student self-registration within selected courses or learning plans set by administrators.
- Web-based tracking and reporting features to generate detailed course statistics, test information and student proficiency metrics with the click of a mouse.
- The ability to print completion certificates as well as user transcripts.


I. Learning Management System Requirements

A. The employer is required to:

1. Attend a LMS "Train the Trainer" workshop. Workshops will be provided by WSI and conducted at statewide locations.
2. Follow the administrator guidelines.
3. Provide a "learning plan" of courses prior to uploading the users. The learning plans may either mass assign courses to users or utilize the learning plan feature. The learning plan shall incorporate courses dealing with business need, but may also contain courses based on findings from the Loss Control Trend Analysis.
4. Implement the LMS within the first quarter of the premium period.
5. Require employees to complete a minimum of one course per quarter following the implementation of the LMS.
6. 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.

[Back to Home Page](#)





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 “trainer-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 defined as all full or part-time employees identified in the payroll report submitted to WSI for the selected premium period.

Please contact LaVal at 701-328-3858 or Jane at 701-328-7227 for any questions relating to the Learning Management System (LMS).



Safe Driver Program

Revised January 1, 2010

I. Safe Driver Program Requirements

- A. 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.
1. The policy shall be approved and signed/dated by a top management representative and the HR representative.
- B. The employer shall implement a comprehensive vehicle maintenance program for all vehicles used for company business which includes at a minimum the following:
1. Pre-trip vehicle inspections for key potential problem areas.
 2. Immediate withdrawal from service any vehicle with mechanical problems.
 3. Periodic withdrawal from service for comprehensive inspection and scheduled vehicle maintenance.
- C. 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:
1. The National Safety Council Defensive Driving Course (DDC) four hour course:
<http://www.ndsc.org/Training/Default.aspx>
 2. ND Emergency Vehicle Operator Course (EVOC)
 3. Smith Systems Advanced Driver Training Program
 - a. Initial Training & re-training must be a minimum of 4 hours in length.
 4. The following WSI, LMS online safety courses must be successfully completed:
 - a. Large Vehicles:**
 1. Avoiding Rear End Collisions
 2. Hazards of Changing Lanes
 3. Defensive Driving
 4. Distracted Driver
 5. Extreme Driving Conditions
 6. Hazards of Speeding
 7. Road Rage
 8. Safe Backing and Turning
 9. Tailgating
 10. Driver Fatigue





b. Small Vehicles:

1. Avoiding Rear End Collisions
2. Hazards of Changing Lanes
3. Defensive Driving
4. Distracted Driver
5. Extreme Driving Conditions
6. Hazards of Speeding
7. Road Rage
8. Safe Backing and Turning
9. Tailgating
10. Driver Fatigue

Please contact LaVal at 701-328-3858 or Jane at 701-328-7227 for any questions relating to the Learning Management System (LMS)..

5. Other North Dakota Workforce Safety & Insurance (WSI) pre approved driver safety training courses
 - a. **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.**

All driver safety training must be completed no later than the 15th day of the last month of the employer's premium period. Credit will be provided for training completed in the current premium period and the previous two premium periods.



Safe Lift Program

Revised July 1, 2010

I. Safe Lift 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.
 - document corrective actions for identified tasks.
5. Develop an action plan to include information obtained in steps three and four and prioritize corrective actions.
 - develop a written action plan.
6. Secure written top level management approval to implement an action plan.
7. Measure success of the Safe Lift Program.

B. Workforce Safety & Insurance (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.



Safety Committee Program

Revised July 1, 2010

Employers must select and complete an application before the beginning of their premium period to participate in the Safety Action Menu - Safety Committee Program.

I. Safety Committee Program Requirements

A. The Safety Committee shall:

1. Be composed of labor and management representatives where as, management representation shall 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 per 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:
 - i. Purpose
 - ii. Responsibilities
 - iii. Membership
 - iv. Duties
 - v. Operating rules for the committee

This charter shall be approved signed and dated by a top management representative and the safety committee chairperson.





**North Dakota
Workforce Safety
& Insurance**
Putting Safety to Work

**APPLICATION FORM:
SAFETY ACTION
MENU**
WORKFORCE SAFETY &
INSURANCE
LOSS CONTROL DIVISION
SFN 59007
(Revised July 1, 2010)

1600 EAST CENTURY AVENUE, SUITE 1
PO BOX 5585
BISMARCK ND 58506-5585
TELEPHONE NUMBER (701) 328-3800
TOLL FREE FAX NUMBER 1-888-786-8695
TDD NUMBER (for the hearing impaired only)
(701) 328-3786
www.WorkforceSafety.com

Employers must select and make application **before the beginning of the premium period** to participate in the NDWSI Safety Action Menu. Employers who successfully implement and maintain the selected Safety Action Menu items will receive up to a **maximum** of fifteen percent discount for the premium year selected. (An employer may apply for many Safety Action Menu items but only be eligible for a maximum 15% premium discount.

- Application for 5% Safety Action Menu - Certified Safety Management Systems
- Application for 5% Safety Action Menu - Learning Management System
- Application for 5% Safety Action Menu - Safety Committee Program
- Application for 5% Safety Action Menu - Safe Driver Program
- Application for 5% Safety Action Menu - Safe Lift Program
- Application for 5% Safety Action Menu - Drug Free Workplace Program

Company Name:

Premium Period: Employer Account Number:

Address:

City/State: Zip Code:

Phone Number: Fax Number:

Contact Name:

Title: Date:

E-mail:

By my signature, I acknowledge and understand the outlined criteria/conditions of the program. NDWSI may audit each program annually to determine compliance. Audits may be performed at the discretion of NDWSI by phone, mail, internet, or onsite visit. I also understand that participation in any NDWSI Safety Action Menu Safety Incentive Program is limited to those companies not participating in Retrospective Rating or High Deductible Programs.

Signature: Date

Please retain a copy of this document for your records and mail or fax the original to:

North Dakota Workforce Safety & Insurance
Attn: Loss Control Department
Po Box 5585
Bismarck ND 58506-5585
Fax - 701-328-6028