



**Catalyst Member Guide to Prepare  
for the Risk Management Program  
Evaluation (RMPE)**

Welcome to the Catalyst Member Guide to Prepare For the Risk Management Program Evaluation - otherwise known as the RMPE. The instrument we will be discussing was a collaborative effort between an 18-member voluntary panel of Catalyst members and Focus Management Associates. Our singular goal in creating the RMPE was to create the most relevant and concise safety audit tool that could be used to evaluate the Catalyst membership, while also identifying member safety program strengths and opportunities for improvement.

Though Catalyst is squarely centered on the healthcare industry, it's important to note that many members have derivative service offerings which may be unique to them (or just a few members of Catalyst). That is to say, this instrument should not be considered all encompassing, however it is our sincerest hope that you will find it to be a more targeted approach than previous Catalyst safety audits. In this guide we will discuss the methodology used to create the RMPE, the strategy members should consider when preparing for the Catalyst RMPE to be completed by the Focus consultant, and the expectations of the Focus consultant completing the RMPE with their members.

Special thanks to the following members of the voluntary panel for contributing their voices to the creation of the RMPE:

1. Deborah Roether, Advanced Medical Transport for Central Illinois
2. Jim Pixton, Am Van Inc
3. Christopher Vandenberg, Ambulance Transport, Inc.
4. Kory Ammons, AmeriCare Ambulance
5. Ned Bolle, Cataldo Ambulance
6. Grant Hargis, Cell Staff
7. Priscilla Burgi, Covalent Health (ProTransport-1)
8. Mike Thomas, Jan-Care Ambulance
9. Greg Thompson, Little Rock Ambulance
10. Carrie Steward, Little Rock Ambulance
11. Kim Mann, Medic One
12. Harris Hennig, NORCAL Ambulance
13. Maria Russell, Northeast Mobile Health Services
14. Clay Hobbs, Pafford Medical Services
15. Tanya Tracey, Preferred Healthcare
16. Charles Boone, Procare Ambulance of Maryland, Inc.
17. Sean Young, Royal Ambulance
18. Renee Hieb, Vasindas Around the Clock Care, Inc.

## Methodology

The Catalyst RMPE is broken into 12 potential sections, inclusive of 9 Core sections required of all members, as well as 3 Supplemental sections which are largely operational dependent. The maximum number of questions is 380 (Core assessment plus all Supplemental questions). The minimum number of questions is 346 (Core questions only). The actual question count, or more specifically, integration of additional Supplemental sections, will be a collaborative conversation with your risk control consultant and you. It will entail a review of your operations and claims history as identified through the Catalyst

claims reported and the Enhanced Loss Analysis completed with your consultant as part of the first visit of the 2022-2023 Loss Control Servicing Strategy.

There are **9** sections of the Core RCA, including:

1. Frequency & Severity Trends (22 points)
2. Cultural Operations - 2 Sections A & B (113 points)
3. Substance Abuse (16 points)
4. Incident Investigation & Analysis (60 points)
5. Ergonomics (50 points)
6. Loss Exposure & Compliance (58 Points)
7. Emergency Preparedness (36 points)
8. Auto Liability (61 points)

There are currently **3** Supplemental sections, including

1. Heat Illness (5 points)
2. Health Care Support Services (47 points)
3. Staffing (33 points)

Please note that as Catalyst grows, the RMPE will likely need to be adjusted to acknowledge any significant healthcare-related industries integrated into the Catalyst program that currently are not reflected.

### Member Preparation for RMPE

It is important to note that for the questions asked in the RMPE, the consultant is expected to **verify** client answers. That verification method is denoted on the cover page, as well as for each specific question in the document. The 4 verification methods are Written (W), Documented (D), Interview (I) and Observed (O). Please know this is not Catalyst specific, rather it is an expectation for all the commercial captives that Captive Resources works with. And as with most organizations that have some auditing responsibility, like OSHA or the Joint Commission, if documentation doesn't exist to support the answer, the question is marked No. Please understand this is an important component of the audit, as all members are held to the same standard and subjectivity is eliminated.

Consequently, it is important that in your preparation for the completion of the RMPE you keep these documentation qualifiers in mind. Your Focus Management Associates loss control consultant will remind you of this when s/he schedules your visit, and likely a few days ahead as well. Proper preparation should minimize the time required for the RMPE to under 2 hours in most cases. However, lack of member preparation before the visit could result in as much as 10 hours of completion time (and multiple visits), likely resulting in points lost along the way due to lack of documentation.

Please review the attached RMPE and note the necessity of the relevant items to be available from the list of 19 for your company, where they exist. Please also note - the existence of these programs is **not** a qualifier for membership in Catalyst, nor should any member feel they could lose their membership status for not having documents and programs in place. However, the absence of relevant loss-driving programs combined with member-experienced losses tied to that exposure, and an absence of action plans for the member to address the deficiency, could be construed as a questionable commitment to the collaborative

risk-sharing nature of Catalyst. The goal is cooperation and to uphold the responsibility that each member has to every other member.

Materials to have available for your loss control consultant as part of the RMPE process include:

1. Last 4 years of OSHA 300 and 300A logs (Section 1)
2. Safety Manual and New Employee Safety Onboarding Protocols (Sections 2 & 3)
3. Safety Committee Structure- past minutes / committee makeup (Sections 2 & 3)
4. Substance Abuse Program (Section 4)
5. Accident Reporting and Investigation Protocols (Section 5)
6. Return to Work Program (Section 5)
7. Employee Hazard Reporting Protocol (Section 5)
8. Ergonomic / Soft Tissue Injury Prevention Program (Section 6)
9. Personal Protective Equipment (PPE) Program (Section 7)
10. Bloodborne Pathogen Program (Section 7)
11. Emergency Response Program for corporate location/s (Section 8)
12. Fleet Safety Program (Section 9)
13. Heat Illness Prevention Training - where geographically or operationally relevant (Section 10 / Supplemental 1)
14. Safe Patient Handling Protocols (Section 11 / Supplemental 2)
15. Infectious Disease Program (Section 11 / Supplemental 2)
16. Workplace Violence Prevention / Response Program (Section 11 / Supplemental 2)
17. New Hire Interviewing Protocols (Section 12 / Supplemental 3)
18. Client Site Safety Evaluation (Section 12 / Supplemental 3)
19. New Employee On-Boarding Training at Client Site (Section 12 / Supplemental 3)

Please submit any relevant documentation from the list above at least 1 week before the RMPE is to be completed with your consultant. This lead time is important as the consultants are likely coordinating several Catalyst member RMPEs around the same time, and will need time to review the documentation submitted to complete as much of the RMPE before the meeting as possible, out of respect for your time.

### What to Expect the Day of RMPE Completion

Your consultant will begin the meeting by referencing the documentation that was received ahead of time, which they will have reviewed (again, assuming reasonable advance submission to them ahead of time). They will also have compiled a list of items/subsections that they will drill into for more information, either because the information provided ahead of time wasn't specific enough to be able to answer direct questions in the RMPE or because your losses with Catalyst are significantly higher in a particular area and may warrant further discussion and analysis.

Please remember, the consultant's job is to identify whether the data provided is sufficient enough for a Yes. For example, question #4 under Ergonomics states, *"If member has routine locations, they deploy employees to on a repeat basis (e.g., nursing facilities), work areas at those locations are assessed based on injuries and level of risk factors."* In this example, if you're a private ambulance company or a medical staffing company that has 5 care facilities your employees routinely visit, it's good practice to have a hazard assessment performed for those locations so employees understand what known hazards exist

(e.g., potentially violent patients) and where. If you've completed hazard assessments at 3 of the 5 facilities, then this question would be marked a No until the remaining 2 were assessed.

### Program Expectations of Focus Consultant Completion of RMPE

Your consultant will contact you and give you at least 4 weeks advanced notice of options for timing for the RMPE to be completed; there will be no "surprise audits." Your consultant will also give you at least 3 date and time options to choose from. If none of those work for your schedule, please let the consultant know a few options that do. Also, please choose counter-offer timing options of morning or early afternoon, as the time involvement can be significant depending on the amount of material that you, the member, provide ahead of the visit.

Before the visit takes place, your consultant will review your loss history to allow for a sharpened eye for areas of the RMPE that correlate closest to member-demonstrated losses tied to particular sections/questions in the RMPE. For example, a member with 90% of their Catalyst losses stemming from motor vehicle collisions can expect the consultant to review the Automobile Liability questions (Section 9) more finely than would a member with 5% of their losses associated with motor vehicle collisions.

### What to Expect After the Visit

Your consultant will create a report in accordance with Catalyst requirements, reflective of discussions during the visit. The visit will also include an update to the Catalyst Action Plan for your organization, as well as recommendations to address deficiencies noted during the RMPE process. We encourage you to review this report with your management team for consideration of integration of the recommendations into your operations. Recommendations are meant to help address deficiencies, with the idea that the more recommendations integrated/implemented, the fewer accidents that may occur.

### In Conclusion

It's the hope of Focus Management Associates that our strategic approach to the creation of the RMPE, and collaboration with the 18 members on the RMPE panel, have yielded an instrument that's both relevant and reasonable. Our primary goal is focused toward accident reduction and prevention, with positive cultural change a close second. We hope you find the document and process to be reflective of these goals and representative of our commitment to our relationship with Catalyst Casualty, Ltd.

If you have any questions, comments, or concerns, please feel free to contact Jen Huber, Assistant Program Coordinator ([jhuber@fcsmgmt.com](mailto:jhuber@fcsmgmt.com)), or Rick Grobart, Catalyst Program Coordinator ([rick@fcsmgmt.com](mailto:rick@fcsmgmt.com)).

#### **Attachments:**

RMPE (blank)

19 item - Document Preparation / Pre-Submission Checklist

# Catalyst Risk Management Program Evaluation

Assessment Date	11/15/2022
Member	Demo Member 1 (PS Support)
Location of Service	Test
NAICS Code	12345

Contacts	Name	Title	Email
Board	Testing Field 4	Testing Field	TestingField@test.com
Safety	Testing Field	Testing Field	TestingField@test.com
Claims	Testing Field	Testing Field	TestingField@test.com

## Instructions for completing this document

**Scoring:** The final score is computed using the total Earned Points divided by the Possible Points minus the Non-Applicable (N/A) Points. Items from the Supplemental Sections will only be reviewed with member companies having those operations. Each item requires one or more methods of verification.

Verification	Description	Examples of Verification
<b>Written (W)</b>	Verification is available in writing (hardcopy or electronic)	The Company's Safety Manual was verified by locating the documents on The Company's intranet.
<b>Documented (D)</b>	Verification must show actual use, completion, submission of form, checklist, survey, etc.	The Company's Safety Manual was last updated in 2013 by Joe Safety, Corporate Safety Manager per footnote in the manual.
<b>Interview (I)</b>	Verification must come from a verbal conversation with someone in the workplace to confirm an item, procedure, improvement, etc.	Joe Safety was interviewed to confirm his participation in the Safety Manual update.
<b>Observed (O)</b>	Visual verification must for a physical structure, layout, improvement, meeting, etc.	The Company's Safety Manual use and understanding was observed during a toolbox talk.

### Assessment Narrative

This Assessment was completed as a test for the new RCA.

## Assessment Section Scores

Core Sections	Possible Points	Earned Points / Percent	N/A Points
Frequency and Severity Trends	21.00	21.00 / 100.00%	0.00
Cultural Operations	113.00	113.00 / 100.00%	0.00
Substance Abuse	16.00	16.00 / 100.00%	0.00
Incident Investigation & Analysis	60.00	60.00 / 100.00%	0.00
Ergonomics	50.00	50.00 / 100.00%	0.00
Loss Exposure and Compliance	58.00	58.00 / 100.00%	0.00
Emergency Preparedness	36.00	36.00 / 100.00%	0.00
Auto Liability	61.00	61.00/100.00%	0.00
<b>Core Sub-Total</b>	<b>415.00</b>	<b>415.00</b>	<b>0.00</b>
<b>Core Section Score:</b>	<b>100.00%</b>		

Supplemental Section	Possible Points	Earned Points	N/A Points
Heat Illness	5.00	5.00 / 100.00%	0.00
Health Care Support Services	47.00	47.00 / 100.00%	0.00
Staffing	33.00	33.00 / 100.00%	0.00
Supplemental Sub-Total	85.00	85.00	0.00
<b>Supplemental Score</b>	<b>100.00%</b>		

Overall	Possible Points	Earned Points	N/A Points	Score
Overall totals	500.00	500.00	0.00	100.00%

# OSHA Recordkeeping

NAICS Code Used:  
Industry Description:  
Other NAICS Codes:

## Injury Rates

Year:	<i>2021, 2020, and 2019 OSHA 300A Information will be reflected in this area</i>
Total Man Hours Worked	<i>Please don't forget to submit the OSHA 300A data to your consultant ahead of time (with your written programs / policies and procedures referenced on page 3, and repeated as a checklist on page 25). Submitting the data ahead of time - one week in advance, preferred- will minimize the time needed the day the Risk Management Program Evaluation is completed with you.</i>
Total Number of Recordable Cases	
Total Recordable Case Rate	
Industry Average Total Recordable Case Rate	
Total Number of Lost Workday Cases	
Lost Workday Case Rate	<i>For questions regarding OSHA recordkeeping, please go to <a href="https://www.osha.gov/recordkeeping/">https://www.osha.gov/recordkeeping/</a></i>
Industry Average Lost Workday Case Rate	

## Return to Work



## Non-Compliant Questions

*Any Risk Management Program Evaluation questions and answers with points lost from your meeting with your Focus Management Associates consultant will appear in this area.*

*This is done to allow for convenient reference capabilities after the RMPE visit is completed.*

*This information is still reflected throughout the body of the RMPE on the following pages (once completed), however the non-compliant data (only) is aggregated into this area for your easy access.*

# Assessment

## 1. Frequency and Severity Trends

### Frequency and Severity Trends

1	Safe work procedures have been developed for potential high frequency and/or severity exposures. Pnts 1; (D)	Yes
2	Location surveys include a written focus on potential high frequency and/or severity exposures. When employees are returning to a location that has prior claim or accident history experience, (i.e. violent patient house, dog bite location, etc.), formal means exist and are used for communication to dispatched/assigned employees about previous hazard exposure. Pnts 1; (D)	Yes
3	A communication program has been implemented to provide more focus on these potential exposures. Pnts 1; (D)	Yes
4	The frequency of OSHA recordable cases is below the members NAICS code / BLS rate for the most recent calendar year. Pnts 1; (D)	Yes
5	The frequency of OSHA recordable cases is below the members NAICS code / BLS rate for the prior calendar year. Pnts 1; (D)	Yes
6	The member's TRCR is below the industry average for all of the past 3 years. (Total Recordable Case Rate = an OSHA recordkeeping statistic) Pnts 1; (I)	Yes
7	Lost workday case rate is below the members NAICS code / BLS rate for the most recent calendar year. Pnts 1; (D)	Yes
8	Lost workday case rate is below the members NAICS code / BLS rate for the prior calendar year. Pnts 1; (D)	Yes
9	The member's LWCR is below the industry average for all of the past three years. (Lost Workday Case Rate = an OSHA recordkeeping statistic) Pnts 1; (D)	Yes
10	The company has documented risk reduction & injury prevention goals and objectives. Pnts 1; (W)	Yes
11	The company has identified goals and objectives that address reducing or maintaining losses below industry average. Pnts 1; (W)	Yes
12	The company looks at leading indicators to establish risk reduction and injury prevention goals and objectives. Pnts 1; (D)	Yes
13	Management supports and monitors results throughout the year. Pnts 1; (I)	Yes
14	Results are compared to operational results and/or criteria other than OSHA frequency and severity information. Pnts 1; (D)	Yes
15	The company monitors loss information to the lowest possible level and formally completes an annual loss analysis of all locations, departments, etc.	Yes
16	The cost of Catalyst member losses are made known to the location or department involved. This information is shared with the location/department involved, with the communicated understanding that claim value is dynamic until the claim is closed. Pnts 1; (D)	Yes
17	The company has conducted a comprehensive analysis and has identified trends and problem areas in the last 12 months.	Yes
18	Trends and problem areas have been communicated to managers and supervisors. Pnts 1; (D)	Yes
19	Actions have been taken, in the past 12 months, to reduce the potential for loss in the problem areas. Pnts 1.5; (D)	Yes
20	Actions taken, in the past 12 months, have decreased the frequency of the incident trend. Pnts 1.5; (W)	Yes

## 2. 1A - Culture & Operations

### 1A - Culture & Operations

1	Leadership/Management takes an active role in Safety and Claims Management Pnts 1; (I)	Yes
2	The company has developed a formal new Employee Orientation Program to include time to review safety expectations. Pnts 2; (D)	Yes
3	Orientation covers general policies as well as job specific training. Pnts 1; (W)	Yes
4	The member completes criminal background checks for all employees as well as any applicable license/certification verification. Pnts 1; (D)	Yes
5	The company has a harassment prevention policy that includes documented employee training and is mandatory for all employees. Pnts 2; (D)	Yes
6	The company requires all employees to wear visible name badges. The company makes name badges available for all employees to wear, and displaying name badges is mandatory unless specifically prohibited (via written site-specific policy) for employee safety reasons. Pnts 1; (W)	Yes
7	The company has a designated Safety Professional (i.e. coordinator, manager, director, etc.). Pnts 2; (I)	Yes
8	The Safety Professional reports directly to the President, COO, CEO or the highest appropriate level within the organization. Pnts 2; (D)	Yes
9	The Safety Professional is empowered to stop work if unsafe conditions or work practices are observed. Pnts 1; (I)	Yes
10	The company has a Safety Policy Statement or equivalent. Pnts 2; (W)	Yes
11	The Safety Policy Statement is signed by Senior Management. Pnts 1; (W)	Yes
12	The Safety Policy Statement is provided to all employees. Pnts 2; (W)	Yes
13	The Safety Policy Statement is part of other safety documents and is properly posted in a prominent area for employees to easily view. Pnts 1; (D)	Yes
14	The Safety Policy Statement has been reviewed and redistributed within the past 12 months. Pnts 2; (D)	Yes
15	The company requires all new hires and temporary employees to review and sign the policy statement during orientation or when working on-site. Pnts 1; (W)	Yes
16	Management periodically demonstrates through verbal and written communication how safety is a core value. Pnts 2; (W)	Yes
17	Individual employees can demonstrate or articulate how safety is a "core value" within the company. Pnts 1; (O)	Yes
18	The company has an employee Safety Manual or equivalent. Pnts 2; (W)	Yes
19	The Safety Manual is up-to-date and employees know how/where to access the manual. Pnts 2; (W)	Yes
20	The Safety Manual contains levels of responsibility for management, supervisors and employees. Pnts 2; (D)	Yes
21	An analysis of a policy violation is made to determine the root cause of the violation and any general training or changes in work rules and regulations that may be needed. Pnts 2; (D)	Yes
22	The application of disciplinary action is consistent throughout the organization and there is evidence that it	Yes

	is not only applied post-incident. Pnts 1; (D)	
23	The company uses positive reinforcement to ensure safe actions and conditions are recognized. Pnts 2; (O)	Yes
24	There is evidence that the application of positive reinforcement is consistent throughout the organization and is used appropriately. Pnts 1; (D)	Yes
25	The Safety Manual is referenced in regular communications such as toolbox talks, department meetings, etc. Pnts 2; (D)	Yes
26	The company has written job descriptions which include the physical demands of each position. Pnts 1; (D)	Yes
27	The company utilizes a medical provider to evaluate potential employees based on the physical demands required. Pnts 2; (I)	Yes
28	All new hires, transfers and temporary employees are given a job specific safety orientation on their first week of work. For members who are installed at customer locations, documented safety training is completed by members' customers, with training content being verified by Catalyst member (also in the first week of work). Pnts 2; (D)	Yes
29	Employees are given a sufficient amount of time, and a minimum of 1 day is spent to review the safety handbook, rules, policies and procedures. This prevents employees from being directed to formally acknowledge understanding of content immediately after it is received, and before they've reviewed such content. Pnts 2; (I)	Yes
30	New hires are trained to recognize hazards, violations of regulatory standards, and facility practices. Pnts 2; (D)	Yes
31	Follow up with new hires is completed to confirm understanding within 30, 60, and 90 days of hire. Pnts 2; (D)	Yes
32	Supervisors, newly promoted or hired, receive additional training in their responsibilities and accountability for safety of themselves and the employees they supervise. Pnts 2; (I)	Yes
33	Periodic safety meetings are conducted with all employees to address a specific topic. Pnts 2; (D)	Yes
34	Annual refresher training (similar to new hire orientation) is conducted and documented. Pnts 1; (D)	Yes
35	The company has a retrievable recordkeeping system for appropriate retraining, makeup training, and modifications to training as a result of evaluations. Pnts 2; (D)	Yes
36	Training for all employees include topics required by regulatory standards, as well as job specific topics. Pnts 2; (D)	Yes
37	All "classroom" type training is followed up with "hands-on" training as needed. Pnts 1; (D)	Yes
38	Training programs are evaluated to ensure that it is effective and updated as needed. Pnts 1; (D)	Yes
39	Qualified persons conduct safety and health training that is scheduled, assessed, and documented. Pnts 1; (D)	Yes
40	Follow up with employees to confirm understanding is completed and documented. Pnts 2; (I)	Yes
41	Supervisors and managers attend training in all subjects provided to employees under their direction. Pnts 2; (D)	Yes
Comments: Testing Comment Box		

### 3. 2B - Culture & Operations

#### 2B - Culture & Operations

1	A system for hazard reporting exists and is used as needed. Pnts 2; (D)	Yes
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2	Supervisors have a procedure for evaluating and responding to hazard reports. Pnts 2; (D)	Yes
3	Employees receive periodic instruction in hazard identification and reporting. Pnts 1; (D)	Yes
4	Supervisors/employees conducts survey of employee observations of Unsafe Acts and Unsafe Conditions (UA/UC) to ensure the system is working properly. Pnts 1; (I)	Yes
5	Corrective action is scheduled and documentation of completion is maintained. Pnts 2; (I)	Yes
6	The company addresses hazards found during their hazard analyses with the most appropriate method (Engineering, Administrative, and/or PPE controls). Pnts 1; (D)	Yes
7	Management responds to reports of UA/UC within specified time frames in writing and/or in person. Pnts 2; (D)	Yes
8	The workforce readily identifies and self-corrects UA/UC. Pnts 1; (D)	Yes
9	The workforce is supported by management when they report UA/UC. Pnts 2; (I)	Yes
10	Supervisors have a job description with safety responsibilities displayed. Pnts 2; (D)	Yes
11	Supervisors are held accountable and sign an acknowledgement form. Pnts 2; (D)	Yes
12	Supervisors receive training on safety policy violations and disciplinary action. Pnts 1; (W)	Yes
13	Supervisors receive an annual performance review, including safety performance as part of salary increase or bonus. Pnts 2; (D)	Yes
14	Supervisors are aware of their responsibilities based on direct interview sampling. Pnts 1; (W)	Yes
15	The on-site safety professional (i.e. Safety Director/Manager, etc.) is involved in the safety evaluation of such performance reviews of each supervisor. Pnts 2; (D)	Yes
16	Employees have documented job safety responsibilities and accountabilities. Pnts 1; (D)	Yes
17	Employees sign an acknowledgement of their responsibilities and accountabilities on a form. Pnts 1; (D)	Yes
18	Employees clearly understand how to report unsafe acts and conditions. Pnts 1; (I)	Yes
19	Employees clearly understand what the disciplinary process is for violation of Safety Policies. Pnts 1; (I)	Yes
20	Employees are empowered to stop work if unsafe conditions or actions are identified. Pnts 1; (I)	Yes
21	Employees receive an annual performance review, including safety performance and promotion. Pnts 1; (D)	Yes
22	Employees are aware of their responsibilities based on direct interview sampling. Pnts 1; (I)	Yes
23	Employees can participate freely in safety and health activities at the workplace without fear of retaliation. Pnts 1; (I)	Yes
24	Employees are involved in inspection of their work area, and are permitted to observe monitoring and receive results. Pnts 1; (I)	Yes
25	Employee rights under the Occupational Safety and Health Act to refuse or stop work that they reasonably believe involves imminent danger are understood by workers and honored by management. Pnts 1; (I)	Yes
26	Employees have access to all pertinent health and safety information, including safety reports and audits. Pnts 1; (I)	Yes
27	Employees are informed of their right to refuse job assignments that pose serious hazard to themselves	Yes

28	The company has a formal Safety Committee that meets on regularly scheduled basis, but at least monthly. Pnts 2; (D)	Yes
29	The Safety Committee is comprised of line-level employees, supervisors and management to ensure an accurate pulse of the safety culture. Pnts 2; (D)	Yes
30	An established agenda is developed for each meeting. Pnts 1; (D)	Yes
31	Accidents and near misses are reviewed including direct interview of injured employees. Pnts 1; (D)	Yes
32	Senior management (owner, president, etc.) participation is clearly evident. Pnts 1; (D)	Yes
33	A policy/procedure for employees to report unsafe behavior or conditions at a client site is established and promoted within the organization. Pnts 1; (D)	Yes
34	Clients are formally encouraged to voice concerns to the organization regarding unsafe activities of the employees. Pnts 1; (D)	Yes
35	Company demonstrates proactive involvement in identifying and controlling exposures of customer safety activities. Pnts 1; (D)	Yes
36	Company has established protocol for handling customer site emergencies and incidents. Pnts 1; (D)	Yes
Comments: Testing Comment Box		

#### 4. Substance Abuse

##### Substance Abuse

1	The company has a written substance abuse prevention/control policy covering all employees. Pnts 2; (W)	Yes
2	The company has a written substance abuse prevention/control policy covering all employees with "safety sensitive" positions. Pnts 1; (W)	Yes
3	The policy has been communicated to all employees. Pnts 1; (I)	Yes
4	The Company has signed forms for each employee acknowledging receipt and understanding of the policy. Pnts 1; (D)	Yes
5	The policy includes pre-employment drug testing. Pnts 2; (W)	Yes
6	The policy includes post-incident drug and alcohol testing. (If post accident is used, all employees who may have contributed to the accident must be included, not solely the injured employee). Pnts 1; (W)	Yes
7	The policy includes random drug and alcohol testing. Pnts 1; (W)	Yes
8	The policy includes reasonable suspicion drug and alcohol testing. Pnts 2; (W)	Yes
9	The policy is reviewed/updated annually to reflect industry changes, laws, etc. Pnts 1; (D)	Yes
10	The company has procedures for reporting prescription drug use. Pnts 1; (W)	Yes
11	The company utilizes a Medical Review Officer (MRO) to review all test results. Pnts 1; (W)	Yes
12	The policy establishes step-by-step procedures for managers on how to intervene when responding to an employee that may have a drug or alcohol problem, how to conduct an inspection, as well as how to confiscate controlled substances. Pnts 2; (W)	Yes
Comments: Testing Comment Box		

## 5. Incident Investigation & Analysis

### Incident Investigation & Analysis

1	The company has a clearly defined process for reporting all workplace incident that results in injury and/or auto collision no matter the severity. Pnts 2; (D)	Yes
2	The company has a clearly defined process for reporting any workplace incident that has the potential to result in injury and/or auto collision (Near-Miss) Pnts 2; (W)	Yes
3	The company has trained all employees on the process, as well as the importance, for reporting all workplace incidents and near-misses. Pnts 2; (D)	Yes
4	All incidents, including near-misses, are reviewed on a regular basis, but no less than once per month. Pnts 2; (D)	Yes
5	Guidance for determining corrective/preventative action and establishing timelines are provided during incident reviews. Pnts 1; (D)	Yes
6	Supervisors have authority to immediately implement and monitor corrective actions. Pnts 1; (D)	Yes
7	Reviews are initialized within 3 business days after reports are filed by upper management. Pnts 2; (W)	Yes
8	All implemented corrective actions are evaluated for effectiveness. Pnts 1; (W)	Yes
9	The company reports claims within 24 hours or no more than 3 days after becoming aware of an employee injury or auto incident. Pnts 2; (W)	Yes
10	The company trains all employees on the importance of reporting claims within 24 hours or no more than 3 days after becoming aware of an employee injury or auto collision. Pnts 2; (W)	Yes
11	The company is aware of the definition of lag time. Pnts 1; (I)	Yes
12	The company is aware of their average lag time and how it compares to the captive average. Pnts 1; (I)	Yes
13	The company has implemented PC 365 Nurse Triage Services. Pnts 2; (D)	Yes
14	The company has trained all supervisors on this program and how to utilize its services. Pnts 1; (D)	Yes
15	The company has trained all employees on this program and how to utilize its services. Pnts 1; (D)	Yes
16	The company utilizes PC365 consistently for all non-emergency workplace injuries. Pnts 1; (D)	Yes
17	The company reviews provided reports regularly and develops an action plan for prevention and/or improved utilization. Pnts 1; (D)	Yes
18	The company has a written return to work program which is communicated to all employees. Pnts 1; (I)	Yes
19	All supervisors and managers understand the policy and are required to implement the policy unless approved by senior management. Pnts 1; (I)	Yes
20	Modified work tasks are available and the majority of injured workers can return to work. Pnts 1; (I)	Yes
21	A relationship with a third-party to help facilitate alternative RTW strategies has been established for workers that can not be returned to work. Pnts 1; (I)	Yes
22	There is a procedure for contacting employees while they are away from work. Pnts 1; (D)	Yes
23	The company has a written Incident Investigation Program.	Yes

	Pnts 1; (W)	
24	The company has a written Incident Investigation Program that also includes near-miss incidents. Pnts 1; (W)	Yes
25	The program clearly defines and assigns responsibility for conducting investigation of incidents and near-misses. Pnts 1; (W)	Yes
26	The company has a documented reporting system that is used by the supervisor(s) of the involved employee(s). Pnts 2; (D)	Yes
27	Supervisors have received training on the program and a review was conducted within the last two years. Pnts 1; (D)	Yes
28	The company conducts training with all employees on the program that includes the purpose and value of the investigation program. Pnts 2; (D)	Yes
29	The appropriate investigation forms are easily accessible by all employees assigned responsibility for conducting investigations. Pnts 1; (I)	Yes
30	The form contains a section for or there is separate documentation for interviewing witnesses. Pnts 1; (D)	Yes
31	The form contains a section for creating an action plan to prevent future incidents of this nature. Pnts 1; (D)	Yes
32	Investigation reports are completed and filed within 24 hours after the incident. Pnts 1; (D)	Yes
33	Investigation reports reviewed by Management and Safety Committee. Pnts 1; (I)	Yes
34	Investigation reports are reviewed by top executives as needed. Pnts 1; (I)	Yes
35	Incomplete or weak investigations are sent back to supervisor for more detail. Pnts 1; (I)	Yes
36	Management and/or Safety Committee follows-up on corrective action. Pnts 1; (I)	Yes
37	Corrective actions have been implemented as scheduled/documented. Pnts 1; (O)	Yes
38	Follow-up action is communicated to affected employees. Pnts 1; (I)	Yes
39	The company has a Claims Coordinator or designated individual for reporting and monitoring claims. Pnts 1; (I)	Yes
40	The Claims Coordinator or designated individual has a basic understanding of claims handling procedures. Pnts 1; (I)	Yes
41	The Claims Coordinator or designated individual has knowledge of special claims procedures (i.e., hot claims). Pnts 1; (I)	Yes
42	Procedures are in place for reporting "For Incident Only" or "For Record Only" cases. Pnts 1; (D)	Yes
43	The company utilizes the TPA on-line management system to monitor claims. Pnts 1; (I)	Yes
44	The Claims Coordinator or other designated individual(s) have on-line access and utilizes the system regularly. Pnts 1; (I)	Yes
45	A back-up individual is in place for the Claims Coordinator in the case of absence. Pnts 1; (I)	Yes
46	Evidence exists showing that the designated person has been in communication with their adjuster(s). Pnts 1; (D)	Yes
47	Loss information (LHA, loss runs, on-line) is reviewed monthly by management. Pnts 1; (I)	Yes
48	The Claims Coordinator evaluates all open claims. (Award full points if member has no open claims)	Yes



	Pnts 1; (I)	
49	The Claims Coordinator has on going dialog and good relationship with adjusters. (Award full points if member has no open claims) Pnts 1; (I)	Yes
50	The company schedules and participates in claims reviews.(Award full points if member has no open claims) Pnts 1; (D)	Yes
Comments: Test Comment Box		

## 6. Ergonomics

### Ergonomics

1	A written program or policy is established to address ergonomic issues within the company. Pnts 10; (W)	Yes
2	The company has implemented a formal ergonomics program that includes all employees. Pnts 5; (W)	Yes
3	All employees have been trained on basic ergonomic concepts. Pnts 3; (D)	Yes
4	If member has routine locations they deploy employees to on a repeat basis (i.e. nursing facilities), work areas at those locations are assessed based on injuries and level of risk factors. Pnts 3; (D)	Yes
5	All work areas are assessed after an associate complaint or when an injury or illness occurs. Pnts 3; (D)	Yes
6	Job tasks are prioritized for evaluation based on their relative risk factors. Pnts 1; (D)	Yes
7	The company has established and defined manual lifting and handling processes, including setting weight limits, for all appropriate operations. Pnts 3; (o)	Yes
8	Tasks, equipment, etc. have been identified as requiring two-person or equipment assisted lifts. Pnts 3; (D)	Yes
9	Equipment and materials in use are routinely reevaluated and alternatives are sought to limit ergonomic exposures. Pnts 2; (D)	Yes
10	Methods of handling equipment/patients are regularly reevaluated with consideration given to assistive devices/mechanical handling methods. Pnts 3; (D)	Yes
11	There are a number of successes in reducing ergonomic exposures from equipment/patient handling or repetitive tasks. Pnts 3; (D)	Yes
12	Employees are trained in safe lifting, material handling and out-of-position tasks annually. Pnts 3; (o)	Yes
13	The company encourages stretching by employees and provides information to influence behavior. Pnts 2; (o)	Yes
14	The company has implemented a formal flex and stretch program such as FitResponder. Pnts 1; (D)	Yes
15	General flex and stretch information is provided to employees. Pnts 1; (I)	Yes
16	The company allows time at the beginning of each work shift for stretch and flex by employees. Pnts 1; (I)	Yes
17	Stretch and Flex exercises are conducted by a designated leader (or information for self-stretching has been disseminated to allow it to take place) at the beginning of each shift. Pnts 1; (I)	Yes
18	Stretching is required by all employees in positions that have potential strain exposures. Pnts 1; (D)	Yes
19	Exercises have been developed according to fitness needs and injury exposures. Pnts 1; (D)	Yes
Comments: Testing Comment Box		

## 7. Loss Exposure & Compliance

### Loss Exposure & Compliance

1	New equipment is inspected before being placed in service. Pnts 3; (I)	Yes
2	Electrical rooms are posted Authorized Personnel Only and are secured. Pnts 3; (O)	Yes
3	The company has a personal protective program(PPE) that meets or exceeds all applicable standards. (OSHA or State Plan) Pnts 5; (O)	Yes
4	A PPE hazard assessment has been completed for all job tasks. Pnts 3; (D)	Yes
5	PPE requirements are defined in all job tasks. Pnts 3; (D)	Yes
6	Employees have been trained on the proper use and maintenance of PPE for their specific job tasks. Pnts 3; (D)	Yes
7	Appropriate PPE is provided to all affected employees at no cost. Pnts 3; (O)	Yes
8	Proper PPE use is strictly enforced by routine safety inspections and supervisor oversight. Pnts 3; (I)	Yes
9	Workers are offered different options on PPE items to ensure comfort and use. Pnts 2; (I)	Yes
10	Management and/or the Safety Committee reviews the current PPE selection, fit, and effectiveness, at least annually. Pnts 3; (I)	Yes
11	The company has a written Bloodborne Pathogens (BBP) Program and Exposure Control Plan (ECP) that meets or exceeds all applicable regulatory standards (OSHA or State Plan). Pnts 5; (D)	Yes
12	All employees have been trained on what bloodborne pathogens are, how they are transmitted, disease etiology, as well as possible exposures and prevention of transmission. Pnts 3; (D)	Yes
13	A BBP exposure evaluation has been completed and at-risk employees/tasks have been identified. Pnts 5; (D)	Yes
14	All employees routinely exposed to BBP have been trained per regulatory standards. Pnts 3; (D)	Yes
15	All employees covered by the BBP program are provided hepatitis B vaccination or sign declination statement. Pnts 3; (D)	Yes
16	All employees understand "Universal Precautions" as a standard protocol for all BBP exposures. Pnts 3; (I)	Yes
17	Provisions have been made for the collection and disposal of all materials contaminated with blood or other bodily fluids. Pnts 3; (W)	Yes
18	Procedures in place to address exposure evaluation, recordkeeping and medical records. Pnts 1; (D)	Yes
19	Post exposure evaluations are completed as required by applicable regulatory standards. Pnts 1; (D)	Yes
Comments: Testing Comment Box		

## 8. Emergency Preparedness

### Emergency Preparedness

1	A written Emergency Preparedness Plan has been developed for all anticipated emergencies. Pnts 5; (W)	Yes
2	The EPP includes but not limited to the following: Fire, Severe Weather (tornado, blizzard, hurricane, etc.), Medical Emergencies, Power Outages, Location specific emergencies (i.e. earthquake, nuclear or biological exposure, etc.)	Yes

	Pnts 2; (W)	
3	The EPP has been updated in the past 2 years. Pnts 2; (D)	Yes
4	Training is conducted annually for all employees on how to respond to severe weather and/or other location specific emergencies. Pnts 2; (D)	Yes
5	Responsibilities/Roles have been assigned for key emergency response activities (i.e. evacuation lead, first-aid responder, etc.) Pnts 2; (D)	Yes
6	Employees assigned responsibilities or roles for key activities have been communicated to and trained appropriately for their assignment. Pnts 1; (I)	Yes
7	Emergency routes are clearly marked and a designated evacuation meeting point has been identified. Pnts 2; (O)	Yes
8	Emergency routes, exits, emergency lighting, etc. are included in inspections and preventative maintenance. Pnts 2; (O)	Yes
9	The local fire department or other appropriate agencies are invited to participate in annual drills. Pnts 2; (D)	Yes
10	Weather radio or other alert system is available (at all applicable locations). Pnts 1; (O)	Yes
11	Means for communication has been established in the event of power loss. Pnts 1; (D)	Yes
12	Shut-down procedures have been established for machinery and equipment (i.e. electrical, HVAC, etc.) Pnts 1; (D)	Yes
13	Training is conducted annually for all employees on fire and life safety exposures and how to respond to associated emergencies. Pnts 2; (D)	Yes
14	Employees have been trained to recognize all signs of fire hazards including incipient (early stage) fires. Pnts 1; (I)	Yes
15	Employees have been trained on how and when to properly use a fire extinguisher. Pnts 1; (I)	Yes
16	Fire and life safety exposures are part of location hazard surveys. Pnts 1; (D)	Yes
17	Fire extinguishers are inspected monthly to ensure they are visible, fully charged, and in proper working condition. Pnts 1; (I)	Yes
18	Smoke detectors are used in conjunction with fire suppression systems per code. Pnts 1; (O)	Yes
19	Regular testing of smoke detectors and fire suppression systems are conducted. Pnts 1; (D)	Yes
20	Training is conducted annually for all employees on how to respond to medical emergencies. Pnts 2; (I)	Yes
21	First-Aid kits are available, fully stocked, with no expired products. Pnts 1; (O)	Yes

### **Infectious Disease Plan**

**The company has a written Infectious Disease Preparedness and Response Plan which includes;**

22	Employees are trained as to where, how, and what sources of infectious disease might workers be exposed to including general public, customers, coworkers, infected individuals or those at particularly high risk of infection. Pnts 1; (W)	Yes
23	All employees receive training on hazards, routes of exposure, and mitigation controls to prevent exposure and/or spread of infection. Pnts 1; (W)	Yes
Comments: Testing Comment Box		

## 9. Auto Liability

### Auto Liability

1	The company has a written Driver Selection Program that meets or exceeds all applicable regulatory standards. Pnts 5; (D)	Yes
2	The company has a documented driver road test program/procedure (behind the wheel) and motor vehicle safety policy in place for all employees who may operate a motor vehicle for company business. Pnts 2; (D)	Yes
3	The company has established a minimum age of drivers that meets or exceeds the industry/captive standards. Pnts 1; (D)	Yes
4	The company requires all drivers to have at least one year of verifiable experience. Pnts 1; (D)	Yes
5	Motor Vehicle Reports (MVRs) are ordered and reviewed for all workers who drive company vehicles, or drive personal vehicles on company business, at the time of hire and on an annual basis. Pnts 2; (D)	Yes
6	The company has an established process/procedure and criteria for objectively reviewing MVR reports. Pnts 1; (D)	Yes
7	The company has a formal driver training program that covers all elements of fleet safety program. Pnts 1; (D)	Yes
8	The company has policies and procedures in place to take corrective action on any driver with an unacceptable MVR report. Pnts 2; (D)	Yes
9	The number of moving violations accepted in the past three years is two or less. Pnts 1; (D)	Yes
10	The number of serious moving violations and/or DWI/DUIs accepted in the past five years is zero. Pnts 1; (D)	Yes
11	All preventable incidents accepted in a three year period is two or less. Pnts 1; (D)	Yes
12	The company has a documented periodic supervisory check ride program/procedure in place. Pnts 2; (D)	Yes
13	The orientation includes driver safety responsibilities and expectations. Pnts 1; (D)	Yes
14	All drivers receive defensive driver training upon hire and annually thereafter. Pnts 2; (D)	Yes
15	Supervisory and driver safety is included in employee performance evaluation. Pnts 1; (D)	Yes
16	A documented driver road test is included in employee performance evaluation. Pnts 1; (D)	Yes
17	The company has a formal documented safety orientation and on-going training for all drivers. Pnts 2; (D)	Yes
18	The driver improvement training includes at a minimum, the following topics: Backing, Intersections, Speed, Following Distance, Lane Change & Merging, Night Driving, Inclement Weather, Three Point Entry Technique. Pnts 1; (D)	Yes
19	The driver improvement training also includes policies and procedures for road rage. Pnts 1; (D)	Yes
20	The driver improvement training also includes policies and procedures for distraction and cell phone use. Pnts 1; (D)	Yes
21	The company has a formal defensive driving program and all drivers receive training. Pnts 2; (D)	Yes
22	The company has a formal defensive driving program for EMS and all applicable drivers receive training. Pnts 1; (D)	Yes
23	The company distributes training and/or awareness material for the drivers on a regular basis. Pnts 1; (D)	Yes
24	The company completes and shares the results of the annual documented driver performance evaluation.	Yes

	Pnts 1; (D)	
25	Driver training includes a regular schedule of topics to include driving principles and entering and exiting vehicles. Pnts 1; (D)	Yes
26	The training program includes supervisor monitoring of training effectiveness through supervisory check-rides performed by qualified individual possessing. Pnts 1; (D)	Yes
27	Drivers have been trained on incident reporting procedures and have a method readily available to take photos (camera/smart phone) for incident documentation purposes Pnts 1; (D)	Yes
28	A vehicle safety policy has been established and communicated to all drivers. Pnts 1; (D)	Yes
29	The company has a policy in place prohibiting the use of handheld mobile devices while driving. Pnts 1; (W)	Yes
30	The company has a policy in place prohibiting the use of any mobile communication device while driving. This includes prohibiting the use of hands-free devices. Pnts 1; (W)	Yes
31	A vehicle safety checklist has been established and communicated to employees. Pnts 1; (D)	Yes
32	There is a scheduled maintenance program for company vehicles that meets the vehicle manufacturers' maintenance schedule. Pnts 1; (D)	Yes
33	Incident reporting forms and proof of insurance cards are provided in all company vehicles. Pnts 1; (O)	Yes
34	Drivers are instructed on what photos to take (angles, damage, etc.) and what photos not to take post incident. Pnts 1; (I)	Yes
35	The company has a documented program/procedure for drivers to follow in case of vehicle breakdown including names of those to contact in case of a vehicle breakdown. Pnts 1; (W)	Yes
36	The company uses a driver monitoring program (i.e. Drive Cam, Road Safe, etc.) to improve driver behaviors Pnts 1; (O)	Yes
37	All auto incidents are reported within 24 hours and investigated as soon as possible. Pnts 1; (D)	Yes
38	All incidents are reviewed by a supervisor (or equivalent). Pnts 1; (D)	Yes
39	Senior Management reviews all auto incident reports. Pnts 1; (I)	Yes
40	Incident Reporting Kits are provided so drivers can begin documenting the incident immediately. Pnts 1; (O)	Yes
41	The Safety Committee reviews circumstances of all incidents and makes recommendations. Pnts 1; (I)	Yes
42	Drivers are held accountable for "preventable" incidents via chargebacks, progressive discipline, and performance appraisal. Pnts 1; (D)	Yes
43	The company has a documented process for ensuring all emergency equipment is functioning properly. Pnts 1; (D)	Yes
44	Lights, directionals, and emergency flashers function properly. Pnts 1; (O)	Yes
45	Handholds are provided for safe entry and exit. Pnts 1; (O)	Yes
46	Side view mirrors are in place and undamaged. Pnts 1; (O)	Yes
47	Seat belts are fully functional and appear to be used. Pnts 1; (O)	Yes
48	Housekeeping in cab is good.	Yes

	Pnts 1; (O)	
49	Cab is free from debris and clutter. Pnts 1; (O)	Yes
50	No loose articles in the cab that could hinder the driver's control. Pnts 1; (O)	Yes

## 10. Heat Illness

### Heat Illness

1	Training has been provided to all employees exposed to regarding the prevention of, and the signs and symptom of heat related illness Pnts 5; (D)	Yes
Comments: Testing Comment Box		

## 11. Health Care and Support Services

### Health Care and Support Services

1	Safe Patient/Resident Handling Program has been integrated into New Hire Orientation Pnts 5; (D)	Yes
2	Safe Patient/Resident Handling Return Demonstrations are completed upon hire and annually thereafter for: One Person Gait Belt Transfers, Two Person Gait Belt Transfers, Full Body Mechanical Lifts, Sit-to-Stand Lifts and Resident Repositioning Pnts 2; (D)	Yes
3	Organization has developed a means to clearly communicate patient/resident transfer status to all direct care employees Pnts 2; (D)	Yes
4	Employees are held accountable for unsafe acts or non-compliance to policy expectations on a regular basis Pnts 2; (D)	Yes
5	Organization has a footwear policy to include (at a minimum) closed toed, closed back, rubber soled shoes Pnts 1; (D)	Yes
6	Wet floor signs appear to be used regularly and are quickly taken down after the floor is dry Pnts 1; (O)	Yes
7	Walking/Working surfaces appear to be in good condition with no trip hazards Pnts 1; (O)	Yes
8	The company has a written Infectious Control Program that is updated annually. Pnts 5; (W)	Yes
9	Adequate glove supply has been provided to all staff members Pnts 2; (o)	Yes
10	Staff using syringes have been provided Sharp Safety Training to include no recapping of needles Pnts 2; (D)	Yes
11	All syringes are equipped with Safety Locking Devices Pnts 1; (O)	Yes
12	Sharp disposal containers have been provided and being used by staff with cut/laceration/puncture exposures Pnts 1; (O)	Yes
13	The company has developed appropriate communication to staff for patients/residents with isolation needs and identified/provided staff with appropriate personal protective equipment (i.e. gloves, gowns, masks, etc.) Pnts 1; (D)	Yes
14	Staff have been trained on how to deal with potential Workplace Violence situations Pnts 2; (D)	Yes
15	Staff have been given the authority to not enter or leave a situation where they feel uncomfortable Pnts 1; (I)	Yes
16	Staff have been trained on working with patient/residents diagnosed with Alzheimer's and/or Dementia Pnts 1; (D)	Yes
17	Staff have been trained on recognizing signs of anxiety and de-escalation techniques Pnts 1; (D)	Yes

18	The company has a documented Preventive Maintenance (PM) Program. Pnts 5; (D)	Yes
19	The PM Program includes Smoke Detectors and Sprinklers Pnts 1; (D)	Yes
20	The PM Program includes HVAC Units Pnts 1; (D)	Yes
21	The PM Program includes Mechanical Lifts Pnts 1; (D)	Yes
22	The PM Program includes also includes generators Pnts 1; (D)	Yes
23	A work order/repair process has been communicated to staff members Pnts 1; (I)	Yes
24	The company has a documented emergency evacuation plan Pnts 5; (D)	Yes
25	The company has arrangements with a nearby occupational health and hospital for injuries or emergencies Pnts 1; (D)	Yes
Comments: Testing Comment Box		

## 12. Staffing

### Staffing

Staff members are using all of the following resources to select a new employee:

1	Interview data Pnts 4; (D)	Yes
2	Work environment and dress code preferences Pnts 4; (D)	Yes
<b>The inspection consists of the following steps:</b>		
3	Exposure and hazards for employees Pnts 5; (D)	Yes
4	Site specific training is being performed by client. Pnts 5; (D)	Yes
5	Safety precautions, OSHA 300 log, GHS, etc. information shared with staffing agency. Pnts 5; (D)	Yes
6	Affected employees are involved in client training. Pnts 5; (D)	Yes
7	Orientation training has been provided for all employees. Pnts 5; (D)	Yes
Comments: Testing Comment Box		

## Photos



## Checklist

Please send your assigned loss control consultant as much of the relevant documents or materials that tie to the following 19 topics as have been created for your company. Doing this will make your time with your consultant much more efficient and shave hours off the meeting with them. If possible, please send these materials ***at least 7 days before you meet with your consultant***, as they will need time to review the content to get ahead for their meeting with you.

<input type="checkbox"/>	Last 4 years of OSHA 300 and 300A logs (Section 1)
<input type="checkbox"/>	Safety Manual and New Employee Safety Onboarding Protocols (Sections 2 & 3)
<input type="checkbox"/>	Safety Committee Structure- past minutes / committee makeup (Sections 2 & 3)
<input type="checkbox"/>	Substance Abuse Program (Section 4)
<input type="checkbox"/>	Accident Reporting and Investigation Protocols (Section 5)
<input type="checkbox"/>	Return to Work Program (Section 5)
<input type="checkbox"/>	Employee Hazard Reporting Protocol (Section 5)
<input type="checkbox"/>	Ergonomic / Soft Tissue Injury Prevention Program (Section 6)
<input type="checkbox"/>	Personal Protective Equipment (PPE) Program (Section 7)
<input type="checkbox"/>	Bloodborne Pathogen Program (Section 7)
<input type="checkbox"/>	Emergency Response Program for corporate location/s (Section 8)
<input type="checkbox"/>	Fleet Safety Program (Section 9)
<input type="checkbox"/>	Heat Illness Prevention Training - where geographically or operationally relevant (Section 10 / Supplemental 1)
<input type="checkbox"/>	Safe Patient Handling Protocols (Section 11 / Supplemental 2)
<input type="checkbox"/>	Infectious Disease Program (Section 11 / Supplemental 2)
<input type="checkbox"/>	Workplace Violence Prevention / Response Program (Section 11 / Supplemental 2)
<input type="checkbox"/>	New Hire Interviewing Protocols (Section 12 / Supplemental 3)
<input type="checkbox"/>	Client Site Safety Evaluation (Section 12 / Supplemental 3)
<input type="checkbox"/>	New Employee On-Boarding Training at Client Site (Section 12 / Supplemental 3)