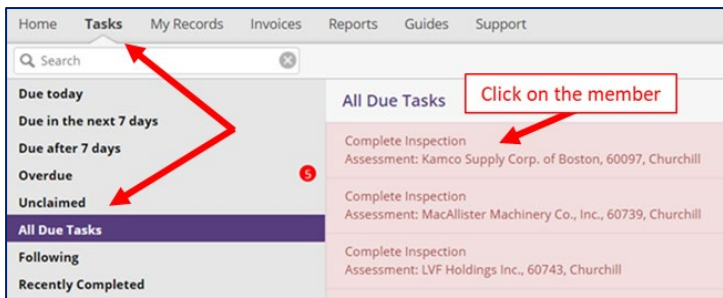
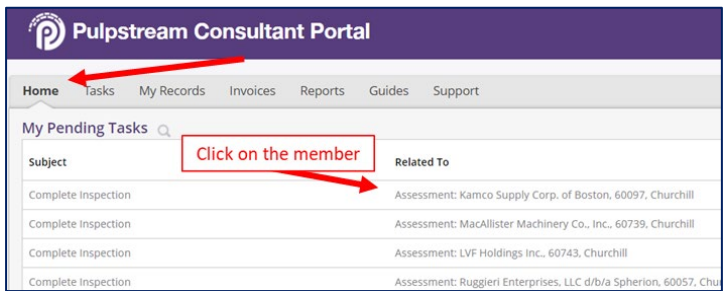


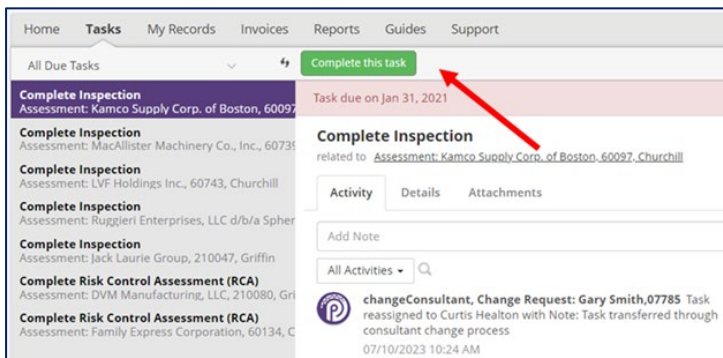
Focused Tips for completing the RCA in Pulpstream

Once you are logged into Pulpstream <https://us.pulpstream.com/vfr/index.html> you can find the member on either the **Home page** under “My Pending Tasks”, or you can go the **Tasks page** and select “All Due Tasks”

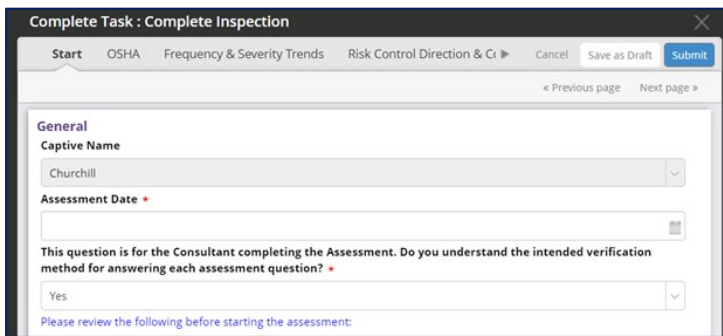
Where it says “Complete Inspection” for the member, Click on the member to begin the task



Click the “Complete Task” button to begin the assessment.



This will bring up the first page of the RCA.



The member will always have Worker’s Comp. coverage. **You can determine** if they have **General Liability (GL)** and/or **Auto Liability (AL)** by referencing the Enhanced Loss Analysis.

Supplement sections are determined by the members **operational exposure**. If you are not sure which Supplements sections apply to the member, you can get these from a previous RCA or discuss them with the member at the start of the RCA.

Always verify the Name, Title, and Email of the **Board Contact**, **Safety Contact**, and **Claims Contact** individuals.

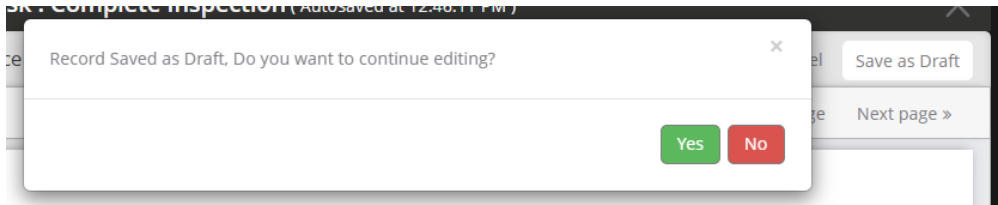
The member’s **OSHA** and **RTW** numbers will come from their **OSHA 300A forms** for the last 3 years.

Industry Averages come from the [Bureau of Labor Statistics](#), and are always a **calendar year behind**. So you would compare the **members 2022** Lost Workday Case Rate to the **BLS data for 2021**.

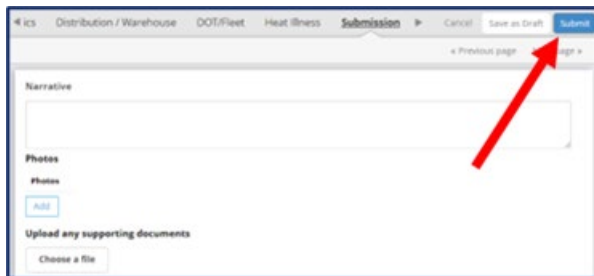
For the BLS industry average data, the **NAICS code** is found in **column B**, The Industry Average for the year’s **TRR** is found in **column C** and the **LWCR** is found in **column E**.

Industry ⁽²⁾	NAICS code ⁽³⁾	Total recordable cases	Total	Cases with days away from work ⁽⁴⁾
Bakeries and tortilla manufacturing	3118	3.9	3.0	1.8
Bread and bakery product manufacturing	31181	3.8	2.8	1.8
Retail bakeries	311811	2.0	1.0	0.9
Commercial bakeries	311812	4.6	3.6	2.2

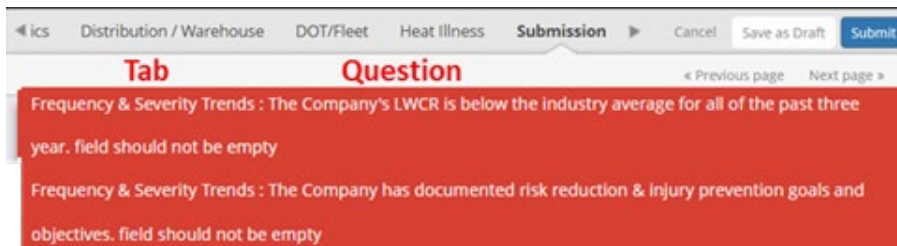
It is a good idea to click “Safe As Draft” every time you complete a tab, to reduce any risk of losing the data you have already input. It will ask you if you want to continue editing; you can quit now and come back to it later, or you can continue inputting their answers.



When you are finished, go to the “Submission tab and click on the “Submit” button.



If you have missed answering any of the questions, you will get an **error message** that identifies the question(s) missed. Go back to the tab identified and complete the question before trying to submit again.



Once your submission is complete, after it processes (which takes a few minutes), you will receive an email with a pdf of the assessment. Forward the pdf to your team coordinator so they can upload it into the GB Workload system; after that your member will be sent a copy of the assessment directly from GB. **Never send the PDF directly to the member!**

Churchill Risk Assessment

Assessment Date	06/10/2021
Member	Family Express Corporation
Location of Service	Vandalia, OH
NAICS Code	44711

Contacts	Name	Title	Email
Board	Mr. Kent Meyer		kmeyer@familyexpress.com
Safety	Mr. Brad Granger	Safety Manager	brgranger@familyexpress.com
Claims	Mr. Brad Granger	Safety Manager	brgranger@familyexpress.com

Instructions for completing this document		
<p>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.</p>		
Verification	Description	Examples of Verification
Written (W)	Verification is available in writing (hardcopy or electronic)	The Company's Safety Manual was verified by locating the documents on The Company's intranet.
Documented (D)	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.
Interview (I)	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.
Observed (O)	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