SAFETY COMMITMENT COMPONENT

Safety Commitment

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Workers' Compensation Insurance Coverage Employee Notice is not posted in the workplace. Written Safety Program and accident-prevention plans are not developed, reviewed, or enforced. Safety Action Plans are not utilized. Job Safety Analyses are not utilized. Emergency Action Plan is not developed, utilized, reviewed, or practiced. Does not participate in State Safety Group Meetings. Safety Committee(s) is not formed and does not meet quarterly. Agency does not maintain records of any safety policy violations. Agency does not respond to Department of Labor & Industry inspections.	Workers' Compensation Insurance Coverage Employee Notice is posted at all appropriate locations, but not in visible site. Written Safety Program and accident-prevention plans are developed but are not reviewed or enforced. Safety Action Plans drive some corrective action(s). Job Safety Analyses are sometimes utilized. Emergency Action Plan is developed and reviewed but not utilized or practiced. Participates in some State Safety Group Meetings. Safety Committee(s) is formed, has effective representation of the employer and employees' interests, but does not meet quarterly. Maintains records of some safety policy violations. Agency responds to some Department of Labor & Industry inspections.	Workers' Compensation Insurance Coverage Employee Notice is posted and in visible site at all appropriate locations. Written Safety Program and accident-prevention plans are developed and in full effect. Safety Action Plans drive all corrective action(s). Job Safety Analyses are always utilized. Emergency Action Plan is developed, reviewed and practiced at least annually. Participates in all State Safety Group Meetings. Safety committee(s) is formed, has effective representation of the employer and employees' interests, and meets at least quarterly. Maintains records of all safety program violations. Agency responds to all Department of Labor & Industry inspections.	
Possible Points: 0	*Possible Points: 27*	*Possible Points: 45*	**Total:**

Occupational Health Commitment

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not have an established Occupational Health Program. Office safety inspection checklists are never utilized. Agency does not conduct annual audits at worksites. Agency does not maintain or complete any recordable incidents for the OSHA 300A form.	Agency has a semi-established Occupational Health Program, addressing topics such as hearing conservation, respiratory safety, ergonomics, industrial hygiene sampling, etc. Office safety inspection checklists are sometimes utilized. Conducts annual audits at some worksites to evaluate environments, equipment, and best practices. Agency intermittently maintains and completes some recordable incidents for the OSHA 300A form.	Agency has a written Occupational Health Program, addressing topics such as hearing conservation, respiratory safety, ergonomics, industrial hygiene sampling, etc. Office safety inspection checklists are always utilized. Conducts annual audits of all worksites and workplaces to evaluate environments, equipment, and best practices. Agency continuously maintains and completes all recordable incidents for the OSHA 300A form.	
Possible Points: 0	*Possible Points: 12*	*Possible Points: 20*	**Total:**

MANAGEMENT COMMITMENT COMPONENT

Management Commitment

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not have a written statement of top management commitment to safety and health programs. Agency does not have written nor updated program goals focusing on specific actions that will improve workplace safety and health. Management does not provide recognition for employees meeting or exceeding safety and health goals aimed at preventing injury and illness. Management does not allocate resources to implement safety and health programs, pursue program goals, or address shortcomings.	Agency is committed to safety and health programs, but it is not documented. Agency has written program goals focusing on specific actions that will improve workplace safety and health, but it is not updated routinely. Management provides positive recognition for some employees meeting or exceeding safety and health goals aimed at preventing injury and illness. Management allocates the minimal resources needed to implement safety and health programs, pursue program goals, and address shortcomings.	Agency has a written statement of top management commitment to safety and health programs. Agency has updated, written program goals focusing on specific actions that will improve workplace safety and health. Management provides positive recognition for all employees meeting or exceeding safety and health goals aimed at preventing injury and illness. Management allocates the maximum resources needed to implement safety and health programs, pursue program goals, and address shortcomings.	
Possible Points: 0	*Possible Points: 12*	*Possible Points: 20*	**Total:**

INCIDENT MANAGEMENT COMPONENT

FROI Management

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not complete and submit FROI's within 6-days after notice of an on-the-job accident, injury, or occupational disease. FROI's are completed online, nor submitted electronically. FROIs do not identify or document any critical information about the incident.	Agency completes and submits some FROI's within 6-days after notice of every on-the-job accident, injury, or occupational disease. Some FROI's are completed online and submitted electronically. FROIs identify and document some critical information about the incident.	Agency completes and submits every FROI within 6-days after notice of an on-the-job accident, injury, or occupational disease. All FROI's are completed online and submitted electronically. All FROIs identify and document all critical information about the incident.	
Possible Points: 0	*Possible Points: 9*	*Possible Points: 15*	**Total:**

Incident Management

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
A written Incident Management Program has not been developed nor implemented. Written strategies for early hazard identification and reporting are not implemented. Agency has not established an Incident Investigation Program. Incidents are not investigated or documented. Injured employees are not involved in any part of the incident review process.	A written Incident Management Program has been developed but not implemented. Written strategies for early hazard identification and reporting are partially implemented. Agency has an established, written Incident Investigation Program; however, the program focuses on a behavioral safety approach, rather than a systemic one. Some incidents are investigated and documented. Injured employees are involved in some steps of the incident review process.	A written Incident Management Program has been developed and implemented. Written strategies for early hazard identification and reporting are fully implemented. Agency has an established, systems-based approach Incident Investigation Program. All incidents, regardless of size or impact are investigated and documented. Injured employees are involved in every step of the incident review process.	
Possible Points: 0	*Possible Points: 15*	*Possible Points: 25*	**Total:**

WCMB Collaboration

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not initiate any dialogue on claim-related matters. The WCMB does not receive communication from Agency's Safety or HR Professionals on claim-related matters. Agency does not communicate any return-to-work plans to the WCMB. The WCMB is not notified of claims involving fatalities, hospitalizations, amputations, strange circumstances, or when there are valid reasons to question a claim.	The WCMB must initiate dialogue on claim-related matters. The WCMB receives delayed communication from Agency's Safety or HR Professionals on claim-related matters. Agency communicates some return-to-work plans to the WCMB, but the WCMB largely initiates the discussion. The WCMB is slow to receive notification of claims involving fatalities, hospitalizations, amputations, strange circumstances, or when there are valid reasons to question a claim.	Agency is proactive in initiating dialogue with the WCMB on claim-related matters. The WCMB receives timely communication from Agency's Safety or HR Professionals on claim-related matters. Agency is proactive in communicating all return-to-work plans to the WCMB. The WCMB is immediately notified of claims involving fatalities, hospitalizations, amputations, strange circumstances, or when there are valid reasons to question a claim.	
Possible Points: 0	*Possible Points: 12*	*Possible Points: 20*	**Total:**

RETURN-TO-WORK MANAGEMENT COMPONENT

Transitional Duty & Return-to-Work Management

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency has not written, developed or implemented a Return-to-Work Program. Agency does not require injured employees to provide an explanatory letter of their agency's Return-to-Work Program to their medical provider. Agency does not have a written workplace accommodation program. Agency has no designated individuals to monitor transitional and return-to-work activities. Transitional Employment Plans are not developed nor maintained for any employee. Injured employees are not involved in the initial transitional duty meeting. Contact Logs showing frequent contact with injured employees are not maintained. Temporary, transitional jobs are not identified or designated for any employees.	Agency has written and developed but not implemented a Return-to-Work Program. Agency requires some injured employees to provide an explanatory letter of their agency's Return-to- Work Program to their medical provider. Agency has a written workplace accommodation program; however, it is not posted in visible site at all appropriate workplace locations. Agency has numerous individuals monitoring transitional and return-to-work activities. Transitional Employment Plans are developed and maintained for some employees. Some injured employees are involved in the initial transitional duty meeting. Contact logs showing frequent contact with injured employees are maintained for some employees. Temporary, transitional jobs are only identified and designated for some employees.	Agency has developed and implemented a written Return-to -Work Program. Agency requires every employee to provide an explanatory letter of their agency's Return-to-Work Program to their medical provider. Agency has a written workplace accommodation program, and it is posted in visible site at all locations. Agency has designated individuals to monitor all transitional and return-to-work activities. Transitional Employment Plans are developed and maintained for every employee. Injured employees are involved in the initial transitional duty meeting. Contact logs are maintained showing frequent contact with all injured employees. Temporary, transitional jobs are identified and designated for all employees.	
Possible Points: 0	*Possible Points: 24*	*Possible Points: 40*	**Total:**

Work Status Management

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not require employees to provide a copy of a medical release prior to returning to work. Agency does not require injured employees to provide updated medical status forms after every office visit. Employees on transitional duty are not managed to ensure they aren't working beyond their mandated, physical restrictions.	Agency allows some employees to return to work without a medical release. Agency only requires some employees to provide updated medical status forms after every office visit. Some employees on transitional duty are managed to ensure they aren't working beyond their mandated, physical restrictions.	Agency requires all employees obtain a copy of a medical release prior to employee returning to work. Agency requires injured employees to provide updated medical status forms after every office visit. All employees on transitional duty are managed to ensure they aren't working beyond their mandated, physical restrictions.	
Possible Points: 0	*Possible Points: 9*	*Possible Points: 15*	**Total:**

TRAINING & AWARENESS COMPONENT

Training & Awareness

No Implementation	Partial Implementation	Full Implementation	Evidence of Implementation
Agency does not maintain records and minutes of safety committee meetings. Building Emergency Action Team (BEAT) Programs are not developed. Agency does not develop, conduct, or maintain records of enterprise-level safety training programs. Safety Orientation is not required, documented, or maintained for new employees. New employees are not trained on agency's Return-to-Work and Transitional Duty Programs. Employees are not trained on incident response and event reporting procedures. Employees are not re-trained in any changes made because of an incident.	Agency maintains records and minutes of some safety committee meetings. Building Emergency Action Team (BEAT) Programs are implemented but only meet annually. Agency develops and conducts but does not maintain records of enterprise-level safety training programs. Safety Orientation is required, documented, and maintained for some new employes. Some new employees are trained on agency's Return-to-Work and Transitional Duty Programs. Some employees have been trained on incident response and event reporting procedures. Some employees are re-trained in any changes made because of an incident.	Agency maintains records and minutes of all safety committee meetings. Building Emergency Action Team (BEAT) Programs are fully implemented and meet at least bi-annually. Agency develops, conducts, and maintains records of all enterprise-level safety training programs. Safety Orientation is required, documented, and maintained for all new employees. Every new employee is trained on agency's Return-to-Work and Transitional Duty Programs. All employees have been trained on incident response and event reporting procedures. All employees are re-trained in any changes made because of an incident.	
Possible Points: 0	*Possible Points: 12*	*Possible Points: 20*	**Total:**

OVERALL PERFORMANCE

Final Baseline Points: _____

Total possible points: 220

Key Insights

Opportunities for Growth	Performance Wins