

TEN STEPS TO PROTECT YOUR EMPLOYEES AND INCREASE YOUR PROFITABILITY

- 1. ESTABLISH A MANAGEMENT SAFETY POLICY:** Develop, sign, distribute and post your written commitment to safety and safe work practices with accountability for supervisors and employees.
- 2. ASSIGN KEY EMPLOYEES RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY:** Assign supervisors the responsibility and authority to develop safe work procedures, recognize and correct physical hazards, train employees, and enforce safety rules.
- 3. IDENTIFY, ELIMINATE, OR CONTROL HAZARDS:** Conduct regular self-inspections to identify, eliminate, or control physical hazards and unsafe work procedures. Follow up to ensure corrections are made.
- 4. REPORT AND INVESTIGATE ALL “NEAR MISS”, PROPERTY DAMAGE, AND INJURY SITUATIONS:** Ensure staff report all incidents promptly and supervisors conduct thorough and objective investigations to identify causes, recommend or make corrections, and capture accurate information. Keep records for follow-up and reference.
- 5. TRAIN SUPERVISORS AND EMPLOYEES IN SAFE WORK PROCEDURES AND JOB HAZARDS:** Ensure staff members understand how to recognize safe work practices, perform step-by-step job safety analysis, detect hazardous exposures, and operate specialized or sophisticated equipment.
- 6. SCHEDULE SAFETY MEETINGS OR GROUP SAFETY TRAINING AND ENCOURAGE WORKER PARTICIPATION:** Involve supervisors and employees in safety planning and use scheduled meetings as a forum for suggestions and discussions to improve safety and operational procedures.
- 7. ESTABLISH A CLAIMS MANAGEMENT AND EARLY RETURN TO WORK PROGRAM:** Select a Designated Medical Provider, develop a plan to monitor claim activity, communicate with injured employees and the Claims Examiner, and identify appropriate modified duty assignments whenever possible.
- 8. MAKE SAFETY A PERFORMANCE ISSUE:** Use the safety activities outlined in your safety program to make Safety a specific performance area addressed in your written and verbal employee evaluations.
- 9. MAINTAIN ACCURATE, UP-TO-DATE RECORDS:** Maintain records to meet statutory reporting requirements, measure loss prevention progress and document employee training.
- 10. REVIEW, ASSESS, AND COMMUNICATE OUTCOMES:** Provide regular reports of activities and results to all staffing levels. Celebrate successes, acknowledge opportunities for improvement, encourage involvement, and determine future steps.

The State Insurance Fund’s professional Loss Control Consultants offer owners and managers assistance in establishing and implementing these Ten Steps. We can help you in:

- **DEVELOPING A MANAGEMENT SAFETY POLICY STATEMENT**
- **ESTABLISHING**
 - **ACCIDENT REPORTING PROCEDURES**
 - **A DESIGNATED MEDICAL PROVIDER PROGRAM**
 - **A RETURN-TO-WORK/LIGHT DUTY PROGRAM**
- **ASSISTING WITH EMPLOYEE SAFETY TRAINING**
- **CONDUCTING SUPERVISOR SAFETY TRAINING**
(only after adoption of a written management safety policy statement)
- **ON-SITE VISITS**
- **WORK OBSERVATIONS**

For more information on these and other services, please contact the State Insurance Fund directly at 208-332-2100 or 800-334-2370 (toll-free in Idaho) or email at LossControlIM@idahosisif.org.