



SILBA MEMBERSHIP SAFETY CHECKLIST 2021

SILBA Member: _____ Date Completed: _____

1. Mission Statement	Actual Points	Possible Points
▪ Written Mission Statement		2
▪ Statement refers to safety and health issues		2

2. Safety Committee & Management Interest	Actual Points	Possible Points
▪ Possible Points/Active Safety Committee is in place and reports to top level management (if they are not directly involved in the committee on a regular basis)		2
▪ Safety Committee meets at least quarterly		2
▪ Provide documentation of meeting minutes and/or agendas		2
▪ Provide financial resources needed for safety (<i>Bonus</i>)		1

3. Formal Compliance Guidelines	Actual Points	Possible Points
▪ Distribution of written Safety Manual/Policy		2
▪ Demonstrates compliance with all DOT applicable rules and regulations as it pertains to your company		2

<ul style="list-style-type: none"> ▪ Demonstrated compliance with all OSHA applicable rules and regulations as it pertains to your company 		2
<ul style="list-style-type: none"> ▪ Demonstrated compliance with all Mass Hoisting Licensing requirements. 		2
<ul style="list-style-type: none"> ▪ Safety Manual/Policy and applicable rules are updated/reviewed annually, updated as necessary and communicated to all employees and made available at all times. 		2

4. Safety Goals Reviewed & Monitored	Actual Points	Possible Points
<ul style="list-style-type: none"> ▪ Establish new safety performance goals with a written plan of action on an annual basis 		2
<ul style="list-style-type: none"> ▪ Safety Goals clearly communicated to Safety Committee and progress monitored by Committee and Top Management 		2
<ul style="list-style-type: none"> ▪ Safety Goals achieved from previous year (<i>Bonus</i>) 		1
<ul style="list-style-type: none"> ▪ Recognition Program/Behavioral Recognition Program Possible Points (<i>Bonus</i>) 		1
<ul style="list-style-type: none"> ▪ Goes above and beyond to sustain their Safety Culture (<i>Bonus</i>). <ul style="list-style-type: none"> ○ Bonus training ○ Innovative Return to Work Programs 		1

5. Tracking Losses/Exposure Analysis	Actual Points	Possible Points
<ul style="list-style-type: none"> ▪ Monthly review of losses associated with company's operations (Safety Committee) 		2
<ul style="list-style-type: none"> ▪ Maintain accurate OSHA record keeping in accordance with current regulations (OSHA 300) 		2

<ul style="list-style-type: none"> Post Required Occupational injuries & illnesses (OSHA 300A report) 		2
--	--	---

6. Performs Accident Investigations	Actual Points	Possible Points
<ul style="list-style-type: none"> Develop an accident investigation form to include at least root cause of incident and corrective actions to prevent reoccurrence 		2
<ul style="list-style-type: none"> Written Accident Investigation Policy, outline responsibilities, reporting procedures, and defining follow up actions. 		2
<ul style="list-style-type: none"> Thorough investigations by supervisors/safety competent Individual, for all reported accidents within 24 hours of incident 		2
<ul style="list-style-type: none"> Supervisors and or designated individuals trained in accident investigations 		2
<ul style="list-style-type: none"> Accident reports reviewed by top Management 		2
<ul style="list-style-type: none"> Investigate and document near misses and unsafe acts (<i>Bonus</i>) 		1

7. Safety Education and Training	Actual Points	Possible Points
<ul style="list-style-type: none"> Written safety training plan in place at the beginning of each year 		2
<ul style="list-style-type: none"> Formal new employee safety orientation training checklist, signed and dated by employee and responsible Supervisor 		2
<ul style="list-style-type: none"> Refresher safety training, toolbox talks or equivalent to be held on regular basis 		2

▪ Retrain affected employees following an accident		2
▪ Formal training on ergonomic issues (<i>Bonus</i>)		1

8. Performs Regular Worksite Inspections	Actual Points	Possible Points
▪ Monthly documented safety inspections of facilities		2
▪ Designate a competent person for each site to do safety inspection		2
▪ Job Hazard identification and corrective actions		2

9. Disciplinary Program	Actual Points	Possible Points
▪ Written progressive disciplinary policy that includes safety behavior		2
▪ Verbally communicate to all employees		2
▪ Document warnings		2
▪ Follow up training/counseling after warning is issued		2

10. Employee Wellness & Proactive Prevention	Actual Points	Possible Points
▪ Establish a written Alternative/Return to Work Program		2
▪ Establish a Preferred Medical Provider		2
▪ Applications and reference checks for all new hires		2
▪ Pre-Placement physicals		2

▪ Pre-Placement drug tests		2
▪ Reasonable Suspicion Drug & Alcohol Program <i>(Bonus)</i>		1
▪ Stretch and Flex Program <i>(Bonus)</i>		1

11. Safety Competent Individual	Actual Points	Possible Points
▪ Identify a competent Safety Representative		2
▪ Written accountability, responsibility and authority clearly defined for Safety Representative		2
▪ Safety Coordinator has additional certified training <i>(Bonus)</i>		1

12. BONUS - Loss Ratio	Actual Points	Possible Points
▪ Loss Ratio under 50% (prior fund year) 2020 Loss Ratio - Claims = Estimated Premium =		1
▪ Loss Ratio under 40% (prior fund year) See Above		2
▪ Loss Ratio under 30% (prior fund year) See Above		3
▪ Loss Ratio under 20% (prior fund year) See Above		4
▪ Loss Ratio under 10% (prior fund year) See Above		5