

## Safety Program Benefit Award – Gold Tier Certification Guide

### Benefit Award Certification Guide

Thank you for your interest in participating in the CSD Pool’s Safety Program Benefit Award, which offers members a chance to enhance their current safety program while earning coverage discounts and additional funding to us on Safety and Loss Prevention Grants.

If you haven’t done so already, please take the time to review the [Platinum Tier Overview](#) as well as the [Platinum Tier Checklist](#), which you will complete and submit with your documentation to the CSD Pool once you are ready for certification.

The CSD Pool’s Loss Control team is here to help you certify. If you have any questions during this process, want to request a meeting, or need a safety consultation, facility walkthrough, or policy review, reach out to our team at [safety@csdpool.org](mailto:safety@csdpool.org). **As a CSD Pool member, all services are free.**

### Implementation and Review

To qualify for the Platinum Tier, you must complete the Silver and Gold Tier Certifications and have a net loss ratio of under 50%.

Once you have achieved both of those pre-requisites, the implementation and review process consists of the following steps:

- Develop a safety program that addresses all the program components listed below in the “Safety Components” section
- Provide your Platinum Tier Checklist and Supporting documentation to the CSD Pool at [safety@csdpool.org](mailto:safety@csdpool.org)
- After the CSD Pool has reviewed, someone from our Loss Control Team will schedule a time to certify your benefits award either virtually or in person

### Safety Program Components

Documentation of the following three components is required for certification.

1. Investigate every accident or incident, providing documentation and corrective actions for each
2. Complete an annual risk assessment
3. Complete a safety improvement plan

The following sections provide a detailed description for each of the components above—as well as additional guidance, sample policies and documents, and best practices.

Our Loss Control Team is here to assist you as you develop your safety program. Don’t hesitate to reach out to us at [safety@csdpool.org](mailto:safety@csdpool.org).

### Component #1 – Incident Investigations with Corrective Actions

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For each accident or incident that resulted in a claim in the past 12 months, we require documentation showing an incident investigation occurred and corrective actions were applied. We also require your modified duty policy.

If you have not had any recent incidents, we require you to submit your Investigations Policy, which is a policy or procedure on what is supposed to happen in the event of an incident. If you would like to [view a template for investigations policy](#), or if you need support on how to properly document an incident investigation, visit our website or email [safety@csdpool.org](mailto:safety@csdpool.org).

### Component #2 – Risk Assessments

A risk assessment should be completed annually at your district. A risk assessment identifies, at minimum, the top five risks exposures your organization faces. Once risks have been identified, you will rank them on a scale of severity vs. frequency and then create a mitigation plan for reducing risk.

An example would be identifying slipping on ice as a high risk and then determining the frequency and severity of that risk occurring. Following these steps, you will develop corrective actions such as contracting with a third-party to remove ice before the workday begins. This process should be repeated for at least five risks.

The CSD Pool is available to assist with the development and completion of your risk assessment and can provide software at no cost to help you get started.

### Component #3 – Safety Improvement Plan

A safety improvement plan is a document that identifies at least three (3) improvements your district can make each year to reduce risk, hazards, and injuries. When determining which risks to focus on, you can use recommendations from your facility safety walkthrough, corrective actions from your incident investigations, or your risk assessments.

The main goal for this component is to have your recommendations for improvement clearly defined in this document. The document should include what the goal or improvement is, how your district plans to complete the improvement, and a timeline for completion.

### Preparing for Certification

Once you have completed all the components above, you are ready to submit for certification.

Please submit to [safety@csdpool.org](mailto:safety@csdpool.org) the following items:

- Platinum Tier Checklist
- Accidents Investigation and Correction Actions Documentation (or Investigations Policy if you have not had any claims in the past 12 months)
- Risk Assessment Documentation
- Safety Improvement Plan



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Once you have submitted, a member of the CSD Pool's Loss Control team will reach out to you to schedule an in-person or virtual meeting where we will review your submission. Upon certification, you will receive Platinum Tier status that is good for three years.