

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 [Gold Tier Overview](#) as well as the [Gold 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. **As a CSD Pool member, all services are free.**

Implementation and Review

To qualify for the Gold Tier, you must complete the Silver Tier Certification 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 Program Components" section below
- Provide your Gold Tier Checklist and Supporting documentation to the CSD Pool at 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. Complete a facility safety walkthrough
2. Document attendance of at least one safety training each month
3. Document discussion of risk management at one Board Meeting annually

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.

Component #1 – Facility Safety Walkthrough

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A facility walkthrough is required at least once every two years. The purpose of a walkthrough is to locate and identify hazards, improve worker safety, and reduce risk exposure in the workplace. The walkthrough can be completed by the CSD Pool at no-cost, or by a third-party that is pre-approved by the CSD Pool.

The walkthrough must include a formal, written report that identifies issues and suggests corrective actions. In addition, if any severe issues are found, they must be corrected or be in the process of correction in order to receive credit for this component.

Component #2 – Monthly Employee Safety Training

Safety training is an important component to any district's normal operations or onboarding processes. For in person trainings such as toolbox talks, required district training, or a third-party training, we require a documented [sign-in sheet](#) that includes the name of the training, the date, and who was in attendance. If you are having staff perform training online, such as with Vector Solutions, we will need to see a completions report demonstrating that staff have taken the training. For this component, you are only required to hold or have staff take one training, monthly.

Component #3 – Risk Management Discussion

Every district is exposed to risks from employee injury, driving vehicles, and more. In order to fulfill your fiduciary responsibilities to the district, you must be able to plan and manage these risks. As a result, risk management should be addressed continually, and at all levels of an organization.

To fulfill this requirement, you must make risk management an agenda topic at one meeting of the Board of Directors, annually. The discussion must be noted in the meeting minutes, which will serve as documentation for this component.

As a best practice, possible conversation topics can include:

- What are our top exposures?
- What are we currently doing to mitigate these risks?
- What do we need to do to take our risk management capabilities to the next level?

In addition, the CSD Pool is also available to attend a district's Board Meeting, which would also fulfill this requirement.

Preparing for Certification

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

Please submit to safety@csdpool.org the following items:

- Gold Tier Checklist
- Facility Safety Walkthrough Documentation
- Monthly Employee Safety Training Documentation or Completions Reports



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- Meeting Minutes from Board of Directors Meeting

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 Gold Tier status that is good for three years.