

## Safety Program Benefit Award – Silver Tier Checklist

When you are ready to request certification for the Silver Tier, send your completed checklist and required documentation to [safety@csdpool.org](mailto:safety@csdpool.org). A member of our team will reach out to review your documentation. This can be done in person or virtually.

### Program Implementation and Review Process

- Develop a safety program that addresses all required program components (see “Safety Program Components” section below).
- Provide your completed Silver 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 Safety Program Benefit Award. This can be done in person or virtually

### Safety Program Components

- A written safety policy that includes safety rules
- A safety committee (or designated safety coordinator for members with less than 10 employees)
- Documented attendance at one safety training, annually
- A policy for investigating incidents and near-misses

### Required Documentation

- Silver Tier Checklist
- District Safety Policy
- District Incident Investigation Policy
- Safety Committee Meeting Sign-In Sheet (or Team Meeting Agenda/Minutes for districts with less than 10 employees)
- Employee Safety Training Documentation or Completions Report

District Name: \_\_\_\_\_

District Contact: \_\_\_\_\_

Verified By: \_\_\_\_\_

Review Date: \_\_\_\_\_