

## Safety Program Benefit Award – Silver 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 [Silver Tier Overview](#) as well as the [Silver 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

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 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 benefits award either virtually or in person

### Safety Program Components

Documentation of the following four components is required for certification.

1. Create a written safety policy and rules
2. Start a safety committee, or designate or designate a safety coordinator if your district has less than 10 employees
3. Have all employees attend one (1) safety training annually and provide attendance documentation
4. Create a policy for investigating incidents and near-misses

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 – Written Safety Policy and Rules

A written safety policy communicates three things: the district’s expectations for its employees, the reason “why” the rules in the policy are in place, and the rules for how an activity or task needs to be properly completed.

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The policy should be easy to read and understand and include a table of contents for easy reference. We recommend having a different section for each department at your district. Also, when writing the policy, avoid simple statements like “wear PPE as needed,” and focus more on specifics that leave little room for your employee to guess which tasks require PPE or not. Finally, if you have unwritten rules that your district employees follow, this is a good place to document them.

If you need assistance drafting your policy and rules, you can check out our [CSD Pool Sample Safety Policy](#), or reach out to our team at [safety@csdpool.org](mailto:safety@csdpool.org) for a meeting.

### Component #2 – Start a Safety Committee

If you don’t already have a safety committee in place, then one needs to be implemented. A safety committee is comprised of a small group of employees and meets regularly to discuss and implement safety practices and protocols. If you would like to learn more, review our webinar, “[Safety Committee Commitment](#),” on [csdpool.org/webinars](http://csdpool.org/webinars).

If you work for a small district that has 10 employees or less, we only require the designation of a Safety Coordinator, as opposed to starting a committee. This can be as simple as designating a manager and holding a special meeting or discussing safety as an agenda item at a preexisting meeting. Meetings should focus on discussing what can be done to improve safety, reviewing incidents, and talking about training needs.

In order to provide documentation for this step, we require a [sign in sheet](#) from a safety committee meeting, or a [meeting agenda](#) or minutes that shows safety was discussed. If you need to use either of our templates, they are available at [csdpool.org/safety-program](http://csdpool.org/safety-program).

### Component #3 – 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, annually.

### Component #4 – Incident Investigation Policy

An incident investigation policy should outline what your district does following an incident, accident, or near-miss. This should also explain how to document the incident, develop corrective actions, and then the steps and timeline for completing the corrective actions.

If you would like to view a template for an 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).

### Preparing for Certification



## **Safety Program Benefit Award – Silver Tier Certification Guide**

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:

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

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 Silver Tier status that is good for three years.