

How to Complete the Application

SECTION 1: Company Information

- Enter your company name, address, contact information, CEO/Owner Name, business category, number of employees and total hours reported annually to Labor and Industries.

SECTION 2: Safety Performance Data

- Review each performance question and check the box that best represents your company.

SECTION 3: Self Assessment Review

- Review the nine program goals using the enclosed self-assessment worksheet below.
- Identify and select the category which best represents your current level of safety performance.
- Place your total score into the TOTAL SCORE box found at the bottom of the page.
- Submit the completed self-evaluation form to the program administrator.
- Applicants who meet the underwriting criteria and have achieved a score of 179+ will be contacted for a scheduled site program review.

WFIA On Safety Excellence Performance Scale		
Level of Achievement	Range	Score
Gold	126 – 140	90%+
Silver	119 – 125	85 – 89%
Bronze	105 – 118	75 – 84%

SECTION 1: Company Information

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pick one industry that best describes your work:

Grocery: ☐ Warehouse: ☐ Manufacturing: ☐ Winery/Brewery: ☐ Other ☐

of Employees: _____ Number of Locations: _____

President/CEO/Upper Mgmt: _____ Phone: _____

Location Manager: _____ Phone: _____

Safety Contact: _____ Phone: _____

SECTION 2: Safety Performance Data

What is your current Experience Modification Factor? _____

Do you hold employees accountable for safety violations? Yes ☐ No ☐

Do you provide documented new hire safety orientations for all employees? Yes ☐ No ☐

Do you provide active safety training for supervisors and employees? Yes ☐ No ☐

Do you have a written accident prevention program (APP)? Yes ☐ No ☐

Do you have written job hazard analyses included in your accident prevention program? Yes ☐ No ☐

Do you track internal safety measures and their effectiveness? Yes ☐ No ☐

Are safety committee meetings held at least once a quarter and are meeting minutes documented and available to all employees? Yes ☐ No ☐

Have you had an in-patient hospitalization or fatality in the past 3 years? Yes ☐ No ☐

Have you received any DOSH safety violations in the past 3 years? Yes ☐ No ☐

SECTION 3: WFIA on Safety Excellence Self-Assessment Worksheet

The WFIA on Safety Excellence self-assessment performance goals are listed below. Use the self-assessment worksheet to identify the performance level which best represents your company. You must objectively demonstrate how you acquired the score. Examples of performance goals are found on the following pages to guide you in your evaluation.

Performance Goal 1: Leadership Commitment		L-10	A-8	M-5	P-0
1	Leadership is visible and an active participant in the safety program.				
2	Leadership holds supervisors and employees accountable for safety.				
3	Leadership provides opportunities for supervisors to attend advanced safety trainings. (supervising for safety, incident investigation, etc.)				
Performance Goal 2: New Hire Safety Orientation					
4	Employer has documented new hire safety orientations that are required for all new employees and communicated in a language they understand.				
Performance Goal 3: Supervisor Safety					
5	Supervisors actively participate in the safety program which include leading by example, correcting hazards, communicating expectations, and providing positive recognition to employees.				
6	Supervisors are actively engaged in the injury management process by completing supervisor section on incident report forms.				
7	Supervisors look for opportunities for corrective actions and communicates to team to prevent future incidents.				
Performance Goal 4: Employee Safety Training					
8	Supervisors and employees actively participate in safety training and training is documented.				
9	All state required safety training is completed and documented.				
Performance Goal 5: Employee Participation					
10	Employees actively participate in a safety program (i.e., safety committee, team member safety training, new-hire safety orientation, conduct a safety walk, etc.)				
11	Employees are encouraged to report incidents supervisors immediately.				
Performance Goal 6: Incident Investigation					
12	Incidents are reviewed and corrective actions are identified and communicated to all employees.				
13	Incident report forms are completed for all workplace injuries/near misses.				
Performance Goal 7: Return to Work					
14	Employer has an established Return to Work program.				

Total Score _____

Performance Goals

PG1: Leadership Commitment

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> CEO/Owner/top management actively participates in safety program (i.e., leads safety meetings, conducts site safety walks, recognizes employees for safety efforts, communications, etc.) Top management instills personal accountability for safety throughout company. (i.e. safety violation write-ups) Top management integrates safety into all facets of company operations. (i.e. newsletters, communication, minutes, training, etc.) Top management understands the requirements of the WFIA retro program. (i.e., understanding of expectations, training, etc.) 	<ul style="list-style-type: none"> Top management participates in safety program Personal accountability for safety is expected, but accountability/enforcement is inconsistently applied Top management provides the required safety resources for compliance Top management is familiar but does not understand requirements of the WFIA retro program 	<ul style="list-style-type: none"> Top management supports safety but does not actively participate in program Little personal accountability for safety just a "be safe" culture Top management provides limited resources for safety Top management has little or no understanding of the WFIA retro program 	<ul style="list-style-type: none"> Top management is not involved in safety process and demonstrates little interest Safety left to office administrator or site supervisory personnel to handle "as needed" No accountability for safety Little or no funding for safety activities Top management is not aware of WFIA retro program

P2: New Hire Safety Orientation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> Safety orientation is communicated in a language that is understood by all newly hired employees Safety orientation topics include but not limited to: <ul style="list-style-type: none"> Safety expectations and employer commitment to safety. Safety responsibilities and accountabilities. PPE requirements and expectations. Site specific safety hazards such as emergency procedures, reporting injuries, hazardous equipment, hazardous chemicals. New hire safety orientation is documented and made available on request with name, date and employee performing the orientation 	<ul style="list-style-type: none"> Safety orientation is given to new employees, but process has not been formalized Safety orientation topics include at minimum: <ul style="list-style-type: none"> Explanation on employer safety commitment and expectations. Basic safety rules that pertain to the job. Record of safety orientation with employee signature is maintained 	<ul style="list-style-type: none"> Informal or on the job safety instruction is given No uniform process, or list of topics to cover No documentation is maintained 	<ul style="list-style-type: none"> No orientation is given

PG3: Supervisor Safety

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> Supervisors hold weekly safety meetings that are documented with names, date, and topics Supervisors take proactive role in safety (i.e. address/discipline unsafe behaviors, frequently provides staff positive feedback/reinforcement, utilizes resources to fix hazards, follows-up with staff, safety protocol, review of serious injuries, near miss reporting.) Supervisors play critical role in the incident report process. Supervisor conducts analysis of incident/injury and follows up with corrective actions to prevent future injuries 	<ul style="list-style-type: none"> Supervisors hold safety meetings monthly that are documented with names, date and topics Supervisors encourage safety but are reactive in addressing issues. Serious injuries are generally reviewed Supervisors have general knowledge of safety program Supervisors complete incident report form for workplace injury, but do not include corrective actions to prevent future injuries 	<ul style="list-style-type: none"> Safety meetings are inconsistently held, without documentation Passive approach to safety. Does not address unsafe hazards or behaviors. Only follows up when serious injury occurs Supervisor has limited knowledge of safety program Office administrator or other person may complete incident report form. Incident report is not properly completed 	<ul style="list-style-type: none"> Supervisors take hands off approach to safety

PG4: Safety Training

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> Employee and supervisor safety trainings are planned in advanced and tracked (i.e. annual training calendar) Company has set annual training requirements Training is conducted by competent/qualified instructor Safety training is offered to all and employees are encouraged to participate/deliver training Employee training comprehension and understanding is verified and documented (i.e. skills assessment, tests) Training records are kept of all trainings – date, attendees, topic covered and trainer 	<ul style="list-style-type: none"> Safety training needs are determined, but a formal calendar / tracking system is not used Training is conducted by competent/qualified instructor Training documents are kept – date, attendees, topic covered and trainer 	<ul style="list-style-type: none"> Reactive training or on-the job safety training is arranged when required There is no established training calendar or tracking system Limited or no training documentation kept 	<ul style="list-style-type: none"> No formal safety training is provided

PG5: Employee Participation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> Employees are actively engaged in the safety process (i.e. safety inspections, hazard reporting, incident analysis, safety orientation, safety mentoring, safety committees, etc.) Employees regularly report incidents to supervisors immediately after incident occurs. 	<ul style="list-style-type: none"> Safety participation is encouraged, and opportunities are available, but safety activities are not specifically documented Employees infrequently report incidents to supervisors immediately after incident occurs. 	<ul style="list-style-type: none"> Employees are encouraged to participate in the safety process, but no concerted efforts are made to engage them Employees do not report incidents to supervisors immediately after incident occurs. 	<ul style="list-style-type: none"> There are no opportunities for employees to participate in the safety process

PG6: Incident Investigation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> • Employer reviews all incidents including near misses • Supervisors are trained in incident investigation • Incidents are investigated promptly by top management and safety/supervisors, and preliminary report is communicated within 2-days • Incident report forms are completed for all incidents • Corrective actions are identified, tracked, and documented • Incident findings are shared openly with teams and crews to improve overall safety performance 	<ul style="list-style-type: none"> • Supervisors receive a basic level of incident investigation training • Reports are completed for all employee incidents, but not near misses • Employer only reviews incident reports not near misses • Corrective actions are identified but are not tracked or followed up on • Incidents are sometimes shared with crews but not regularly 	<ul style="list-style-type: none"> • Supervisors receive little or no incident investigation training • Incident reports may or may not be completed by supervisor • Incident reports are not always completed • Little or no attempt to identify corrective actions • Lessons learned are not shared openly across the company 	<ul style="list-style-type: none"> • Incidents are not investigated or reviewed

PG7: Return to Work

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> • Employer has internal contact that works with program administrator on claims • Employer has established procedures for returning employees back to work • Employer proactively identified light duty tasks for employees with restrictions • Employer contacts injured employees within 24 hours of incident to ensure they are well • Employer utilizes the Washington State Stay At Work (SAW) program • Employer has attended workers compensation training in the last year 	<ul style="list-style-type: none"> • Employer has internal contact that works with program administrator on claims • Employer has basic understanding of return-to-work procedures • Employer has light duty available for injured employees • Employer utilizes the Washington State stay at work (SWA program) • Employer has attended workers compensation training in the last year 	<ul style="list-style-type: none"> • Employer has internal contact that works with program administrator on claims • Employer has limited understanding of return-to-work procedures • Employer has light duty available on a case-by-case basis. • Employer has not attended a workers compensation training in the past year 	<ul style="list-style-type: none"> • Little to no understanding of workers compensation or return to work