



Your Safety Compliance Program

4-Month Accelerator





ESM's Safety Compliance Program

For over a year, employers have been hyper-focused on COVID-19 compliance and mitigation practices.

As employees return to work, OSHA's authority and regulations expand, and Workers' Compensation insurance rates increase, it is imperative that employers take action to enhance their compliance programs and take a proactive approach towards safety.

ESM has developed a Compliance Toolkit to:

1. Provide risk management compliance experts that audit your current safety program.
2. Accelerate an employer's compliance needs within 4 months.
3. Outline a go-forward training program.
4. Provide ongoing monthly updates and resources.
5. Provide your insurance broker with a stewardship report to negotiate Workers' Compensation premium credits.
6. Educate employers via monthly webinars, regulatory updates, new learning plans, content and much more.

Now is the time to invest in safety and revamp your compliance program.

Customer Needs



EMPLOYER

- Compliance audit and analysis
- OSHA Compliance policies that reflect operational practices
- Safety Training schedule and job aids for elevating awareness, compliance and standardization.
- Go forward plan to remain in compliance while minimizing exposures, injuries and ultimately Workers' Compensation premiums.



Compliance Solution



BENEFITS

- Subject Matter Experts with compliance tools and strategies
- 4-month accelerator plan
- Semi-monthly meetings to review deliverables and upcoming tasks and policies, managed via TaskRay within INSITE
- Compliance library with over 1,000+ risk management tools
- Technology portal (INSITE) for ongoing risk management
- Webinars and case studies to enhance the administration of a company's workers' comp risk management program
- Confidence in your safety program and compliance efforts

4-Month Program Overview



Site
Inspections



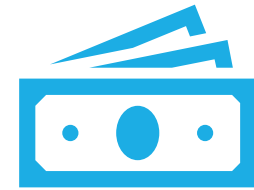
Safety
compliance
audit and
development
of policies



Safety
training tools
and annual
schedule



INSITE portal
and access to
monthly
webinars,
case studies
and more



Stewardship
report for
negotiating
Work Comp
premium
credits

Step 1: Site Inspections

Conduct pre and post program worksite inspections to understand the exposures, current practices and compliance requirements.

Site inspections provided insight into the natural workflows, risks and employee behaviors.


As part of the program initiation, ESM's Safety Consultants will conduct an onsite inspection to gather intel and begin to understand the worksite/jobsite practices. Each inspection will include a score as a gauge for compliance.

This information will be used to either:

1. Compare against existing policies in order to identify gaps
2. Used to develop new policies that accurately reflect operational practices.

Upon completion of the program, ESM's Safety Consultants will conduct an additional inspection to identify areas for improvement as well as to teach client's leads how to properly conduct an inspection.

Photo(s)



Work areas, passageway strainways kept clear of clutter.

Positive Finding Surface areas within free of irregularities.


Positive Finding Piled material are stored 1549(a)

Positive Finding Materials are secured.

Ladders

Positive Finding Ladders are maintained in good condition.

Photo(s)



Ladders shall be maintained in good condition.

Positive Finding Ladders are frequently inspected.

Positive Finding Damaged ladders are removed from service.

Positive Finding Ladders are free of clutter.

Positive Finding Portable ladders are used properly.

Positive Finding Ladders are set on level ground.

Positive Finding Base of ladder is secured.

Positive Finding Top rails are secured.

Positive Finding Ladders are set up properly.

Machine Guarding

Positive Finding Gears, sprockets, and pulleys are guarded.

Positive Finding Belt and pulley drives are guarded.

COVID-19 Recommended Strategies

Positive Finding Sick employees (those with symptoms of acute respiratory illness) are encouraged and/or required to stay home until free of fever/symptoms for over 24 hours (CDC)

Positive Finding Employees who have symptoms of acute respiratory illness, or those who develop symptoms are promptly sent home (CDC)

Positive Finding Tissues, no-touch disposal receptacles, sanitizer and/or soap are provided for employee use (CDC)

COVID-19 Outbreak Planning

Positive Finding Flexible worksites, telecommuting and/or other measures have been explored or enacted as appropriate to abide by required social distancing precautions (CDC)

COVID-19 Reopening Guidance

Positive Finding Employees are encouraged to wear cloth face coverings in the workplace where appropriate (CDC)

Positive Finding Wear of cloth face coverings is enforced if their use is required locally (CDC)

Positive Finding Social distancing policies and/or practices are in place (CDC)

Positive Finding Appropriate PPE is provided to the workers at no cost (CDC)

Score Summary	#	Severity Summary	Qty
Issues Identified:	5	N/A (Not Assigned)	4
Positive Findings:	64	Advisory (negligible impact)	0
Total Findings:	69	Low (minor impact)	0
Percent Positive:	92.8%	Moderate (marginal impact)	0
Severity Adjustment:	10.0%	Serious/Extreme (deducts 5%)	0
Final Score:	82.8%	Critical/Catastrophic (deducts 10%)	1

Submitted by:
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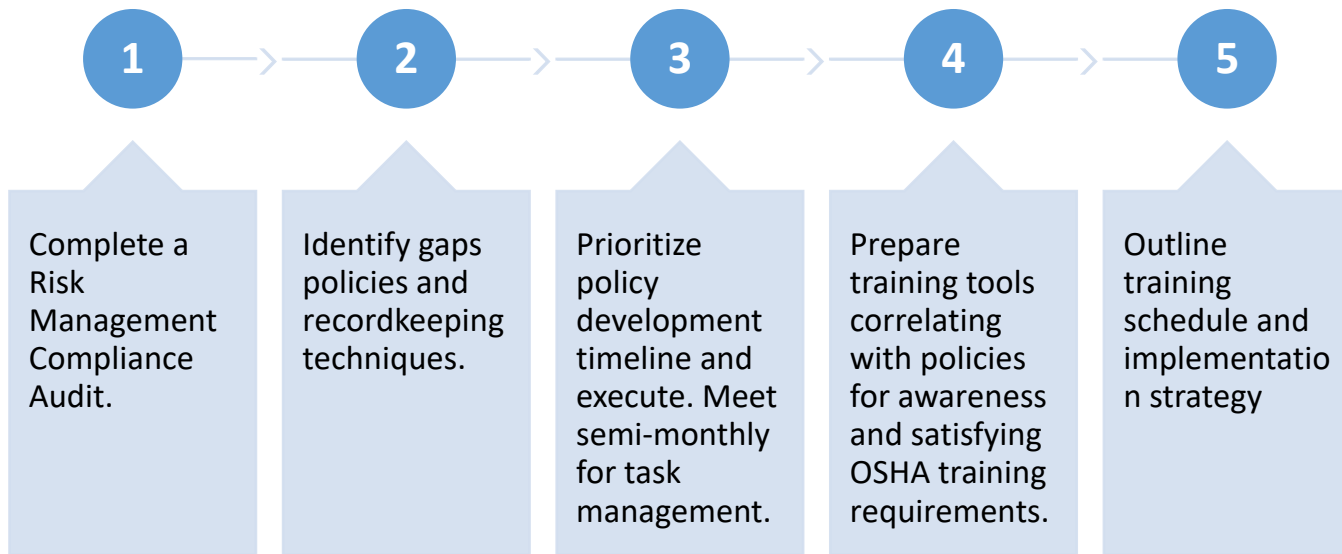
DISCLAIMER: Observations and recommendations are purely advisory and based on practices and conditions observed and information provided at the time of this survey. Observations and recommendations are not intended to include every loss or accident potential. It's the report recipient's responsibility to make further observations and take whatever action that may be necessary to prevent losses, enforce safety procedures and eliminate hazardous conditions so as to comply with any federal, state, or local law, rule or regulation concerning safety and health.

Step 2. Conduct a Safety Program Audit

Complete the safety audit worksheet to identify existing and missing programs as well as the documents control system in place.

Compliance is a critical component to an employer's safety program. It serves as the basis for establishing standardization from which employers can manage.

Reducing variation, reduces risk and it starts with a foundation of safety policies and procedures aligned to the organization's exposures and compliance requirements. The following program audit steps will be taken.



Instructions: Please complete the audit below by checking "Yes" if you have the documentation to support each item. "No" if you do not or are unsure if it is required. Under the owner column, identify who owns/manages the files and under the comments column notate where the documents are stored. The goal of this audit is to identify areas for improvement and to improve your document control system.

Risk Management Initiatives	
1. Safety Committee	
2. Safety & Health Policy, Injury & Illness Prevention Program, Code of Safe Practices, Safety Handbook	
3. Inspection Program	
4. Forms	
5. OSHA 300	
6. Cal-OSHA Policies	
7. COVID-19 Prevention Plan (3205 Regulation)	
8. New Hire Safety Orientation	
9. Safety Training	
10. Workers' Compensation Claim Management Procedures	
11. Return-To-Work Program	
12. Stewardship Report	

Risk Management Activities

1. Safety Committee	Files Maintained Yes/No	Owner	Comments
12 Safety Committee agenda, sign in sheet and slides – 2019	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12 Safety Committee agenda, sign in sheet and slides – 2020	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – January 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – February 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – March 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – April 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – May 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – June 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – July 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – August 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – September 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – October 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – November 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Safety Committee agenda, sign in sheet and slides – December 2021	Yes <input type="checkbox"/> No <input type="checkbox"/>		

2. S&H Policy, Injury & Illness Prevention Program, Employee Safety Handbook	Files Maintained Yes/No	Owner	Comments
Safety & Health Policy 2021 – Signed by Executive/Safety Manager	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Injury & Illness Prevention Program - current year (2021) – Signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Code of Safe Practices	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employee Safety Handbook – prior year (2020) – Signed copies	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employee Safety Handbook – current year (2021) – Signed copies	Yes <input type="checkbox"/> No <input type="checkbox"/>		

3. Inspection Program	Files Maintained Yes/No	Owner	Comments
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Step 3. Update / Develop Compliance Policies

Meet semi-monthly to prepare/review OSHA compliance policies and corresponding forms that reflect operational practices. ESM will prepare a custom Compliance Library within INSITE for centralizing files.



COVID-19 EXPOSURE CONTROL

REQUIREMENTS AND BEST PRACTICES FOR MITIGATING THE VIRUS

Our safety culture embraces the health and wellbeing of our employees. Creating a safe work environment is priority #1!

2021

[COMPANY LOGO]

Company Employee Safety Handbook
(IIPP, COSP, NIOSH)

Update

Employee Name: _____
Date of Hire: _____
Department: _____

This document provides policies, individual roles and responsibilities, general and specific requirements and procedures necessary to ensure a safe work environment and safety for all employees. Each employee will review this entire packet and will initial or sign as proof of understanding of the contents.

I. Lockout/Tagout Program

A. General Company name Policy

The purpose of this program is to establish policy and procedures to prevent injuries with unexpected energization or start-up of machines or equipment during cleaning, repairing, servicing, setting up, and adjusting machines and equipment. Company name emphasizes the most effective way to prevent an electrical injury is to completely remove the source of electrical energy and eliminate the possibility of its reappearance.

The Safety Manager is the Lockout/Tagout Program Coordinator, who has overall responsibility for the program.

References
The following documents are referenced in this policy.

Document Title & Number	Document Description
CAL/OSHA Title 8 CCR	CAL/OSHA 3314 The Control of Hazardous Energy
OSHA 29 CFR 1910.147	Control of Hazardous Energy

B. Definitions and acronyms (per CAL-OSHA)

Word or Acronym	Definition
Affected Employee	An employee whose job requires cleaning, repairing, servicing, setting up, or whose job requires activities on that machine or equipment.
Authorized Employee or person Energized	A person who locks out or tags out machines or equipment to perform maintenance or repair on that machine or equipment.
Energy isolating device	Mechanical device that physically disconnects or prevents the flow of energy to a machine or equipment.
Energy Source	Any source of electrical, mechanical, hydraulic, pneumatic, chemical, or other energy.
Energy Control Program	A program consisting of energy control procedures to ensure that before a machine or equipment where an employee could be exposed to unexpected energization or start-up, the energy is isolated, locked out, and tagged out, and that no one is permitted to work on the machine or equipment until the energy is released and the machine or equipment is restarted.
Locked out	The use of devices, positive means of isolation or securing of prime movers, hydraulic, chemical, electrical, or other energy.
Lockout device	A device that utilizes a positive means of blocking or restraining movement to the safe position and prevents the utilization of a machine or equipment.
Normal Production Operations	The utilization of a machine or equipment.
Prime mover	The source of mechanical power.
Service and/or Maintenance	Workplace activities such as cleaning, modifying, and maintaining and

Lock Out - Tag Out Data and Procedure Sheet

Machinery Type: _____ Location of Machinery: _____

Machinery Unit #: _____ Authorized Persons: _____ Affected Persons: _____

Type of Maintenance Required: _____

Shut Down - Maintenance Procedure

Shut Down Procedure: _____

Personal Protective Equipment Necessary: _____

Energy Sources and LOTO Procedure

Energy Source	Lockable Control and Location	Blocking Method (if necessary)

Requirements for Testing Machine to determine lockout/blockout Effectiveness

Lockout Effectiveness Test: Try to start machine in the normal fashion, turn on equipment and test voltage (minimal procedure)

Blockout Effectiveness Test: _____

Procedure to follow if machine must have movement to perform specific cleaning or repair tasks

Extension Tool to be used: _____

Other means to protect employee: _____

Procedure for release from Lockout/Blockout prior to re-starting machine

Lockout Release Procedure: Tell affected employees that machine will be restarted.

Blockout Release Procedure: Beware of potential energy that could be released.

Tag Removal Procedure: _____

Pre-Start Notification Procedure: Tell affected employees that machine is ready.

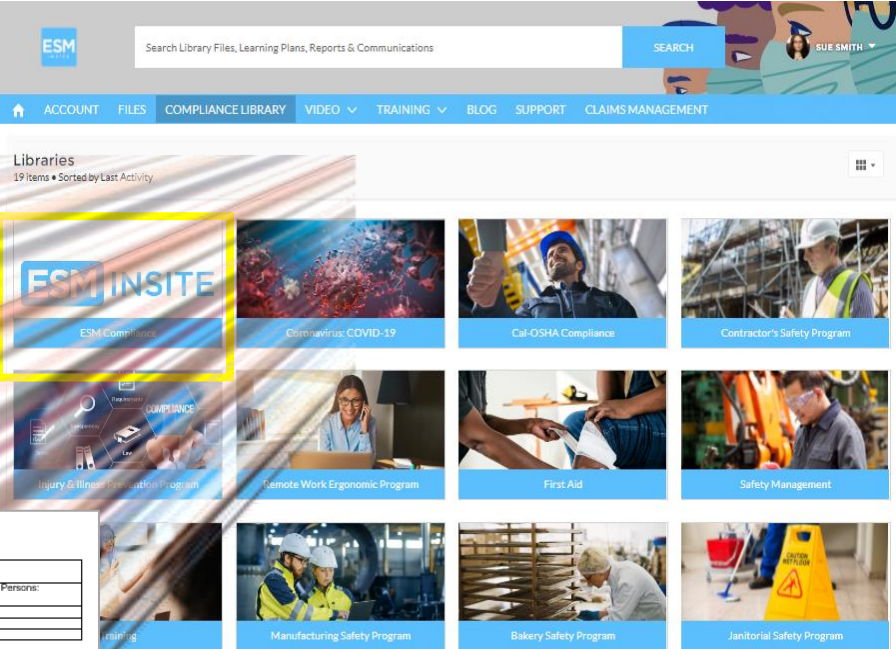
Machine Energy Control (LOTO) Program Monitoring and Inspection Procedure

Date of Inspection: _____ Inspector: _____ Employees Performing LOTO: _____

Comments on LOTO Procedure followed: _____

Improper Procedures Identified and Corrective Actions Taken: _____

Management Approval and Date: _____ Safety Manager Approval and Date: _____



ESM INSITE

Search Library Files, Learning Plans, Reports & Communications

ACCOUNT FILES COMPLIANCE LIBRARY VIDEO TRAINING BLOG SUPPORT CLAIMS MANAGEMENT

Libraries
19 Items • Sorted by Last Activity

- ESM Compliance
- Coronavirus: COVID-19
- Cal-OSHA Compliance
- Contractor's Safety Program
- Injury & Illness Prevention Program
- Remote Work Ergonomic Program
- First Aid
- Safety Management
- Manufacturing Safety Program
- Bakery Safety Program
- Janitorial Safety Program

Step 4. Monthly Safety Training Program

After policies are developed, a monthly (or semi-monthly) training program and safety tips will be prepared for supervisors. Training is a critical implementation practice that ensure compliance with company policies and satisfies Cal-OSHA's IIPP.

Month	Training (example)
January	Employee Safety Handbook
February	Personal Protective Equipment
March	Housekeeping
April	COVID-19
May	Slips, Trips & Falls
June	Heat Illness
July	Hand & Power Tools
August	Ladder Safety
September	Back Safety / Material Handling
October	First Aid
November	Safety Data Sheets/HazCom
December	Lockout Tagout

RESPONSIBILITIES

Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the company's Safety IIPP.

All employees are directly responsible for the observance of all safe operations and processes. Each person working for the organization is expected to follow established safety rules as part of their expected job performance.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment as well as preventing injuries.

Violations of the IIPP will not be tolerated and may be subject to disciplinary action.

PHYSICAL DISTANCING

...be coverings. If an employee forgets or
...vide disposable face coverings at no cost.
...em over the nose and mouth when indoors,
...six feet away from another person,
...wing are exceptions to this rule:
...a room.
...the workplace, provided employees are at
...a air supply to the area, if indoors, has been
...ble.
...ace coverings due to a medical or mental
...if who are hearing-impaired or
...impaired person. Alternatives will be
...basis.
...bility be performed with a face covering,
...at least six feet apart
...transmission of COVID-19 at our worksites
...physical distancing strategies.
...osters at or near entry doors.
...may be placed on the ground to identify
...may be used to reduce congestion
...o use separate doors for entry and exit.
...not be used, and chairs may be removed.
...is in common areas at any one time.
...o bring food from home and not to use
...prepping utensils and refrigerators.

SAFETY DATA SHEETS

Hazard Communication gives workers the right to know about the chemicals they handle. The HazCom standard was...

PHYSICAL DISTANCING

...for safe handling and storage.
...n, lists OSHA's Permissible Exposure
...LVs) and personal protective
...chemical characteristics
...ty and possibility of hazardous
...risks of exposure, related symptoms
...toxicity
...OSHA)
...OSHA)
...SHA)
...SHA)
...OSHA)
...ration or last revision)

SAFETY DATA SHEETS

...for protection from splashes, sprays
...hazards during handling
...working in areas where hazardous
...essent
...in (hazmat suits) to guard skin
...sive materials

PHYSICAL DISTANCING

PHYSICAL DISTANCING

...vacuum hoses, bay guns, wash selector
...hand tools, service equipment, etc.
...o workers and guests throughout the
...supplies are frequently replenished.
...ughout the worksite.
...nd equipment after usage, can include:
...es, kitchen, bathrooms, common rooms.
...rooms including toilets, sink faucet
...les and dispensers.
...als for discarding.
...nces and utensils.

PHYSICAL DISTANCING

...for protection from splashes, sprays
...hazards during handling
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...sive materials

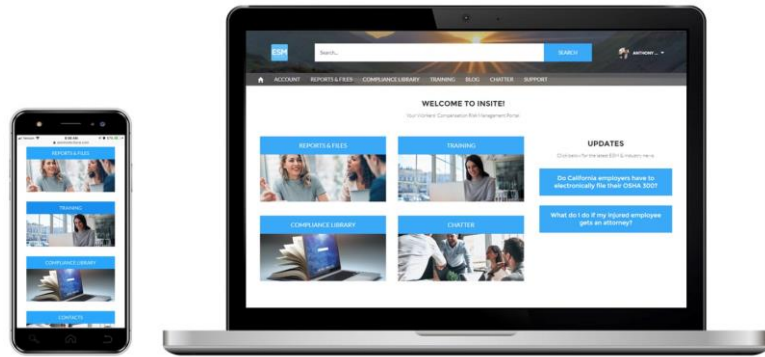
Step 5. Stewardship Report

At the end of the project the ESM team will provide a Stewardship Report that will service as go-forward strategy and a leveraging tool for Workers' Compensation premium credits.

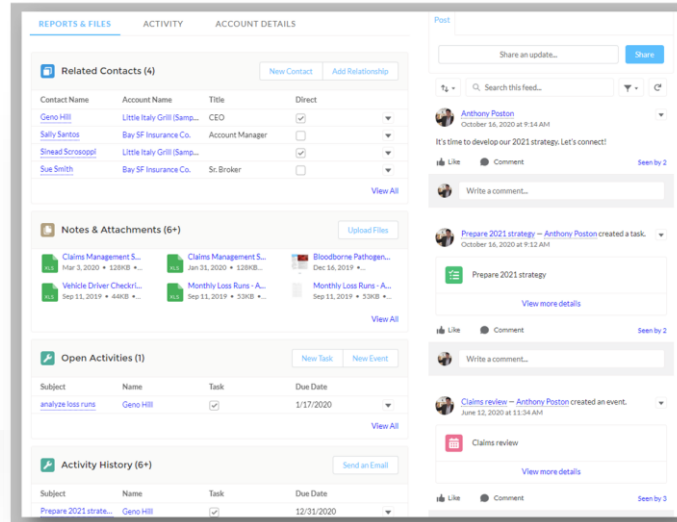
The project Stewardship Report will include:

- Close out and summary of the project and results
- Go-forward safety strategy to execute
- Marketing tool for your broker to negotiate Workers' Compensation premium credits (***minimizing the overall cost of this program***)
- As an INSITE portal member, you will have a team of experts on the sidelines ready to support your needs.

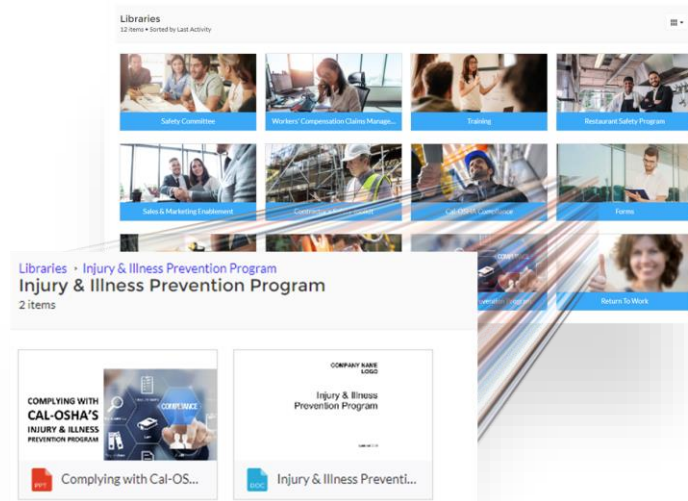




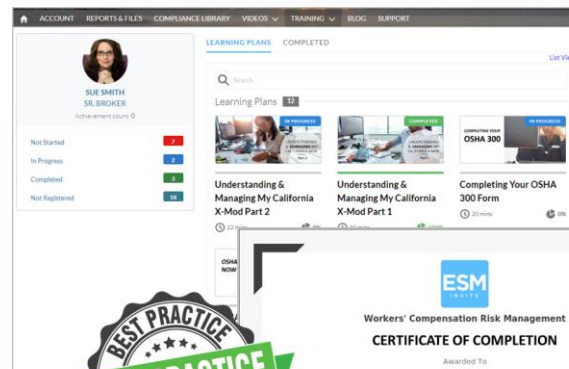
WEB & MOBILE FRIENDLY



REPORTS, TASKS & MESSAGE BOARD



COMPLIANCE LIBRARY 1,000+ TOOLS



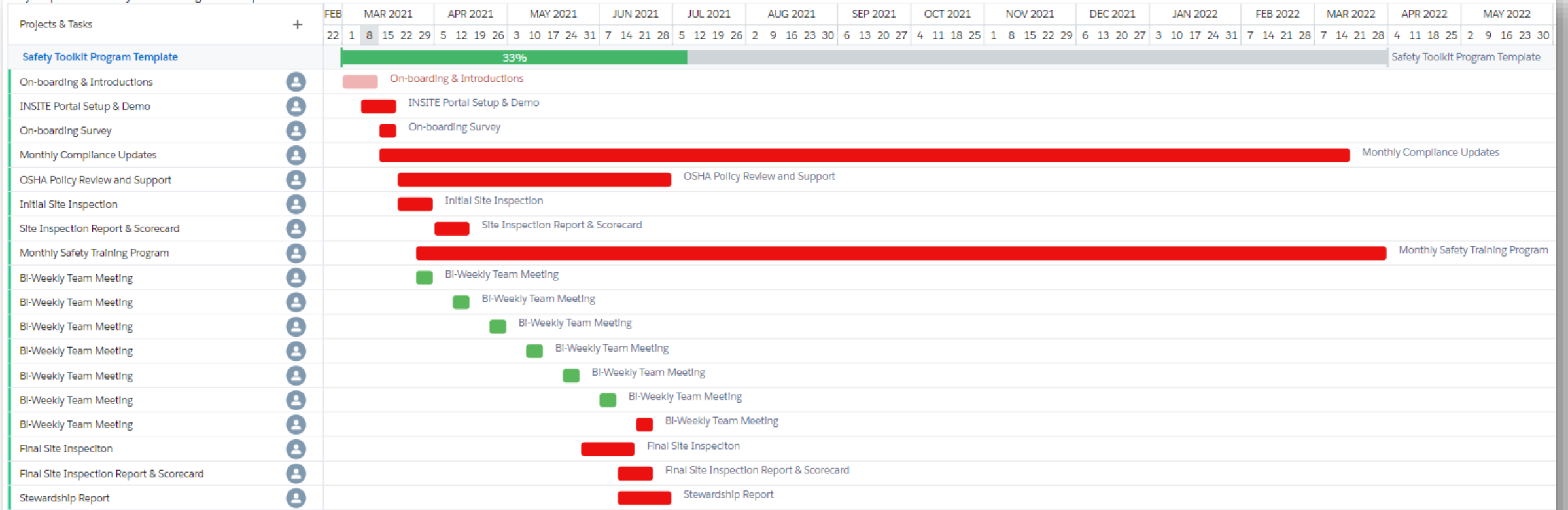
RISK MANAGEMENT LEARNING PLANS

INSITE

As part of the Compliance program, your INSITE annual subscription includes:

- Dedicated compliance library
- Monthly updates on new content and features
- Access to monthly webinars and new learning plans
- Customer Success team to help you on your risk management journey

Project plan for Safety Toolkit Program Template



Compliance Implementation Timelines & Management

All tasks and deliverables will be project managed via TaskRay, visible within INSITE.

(Schedule subject to change)



Safety Compliance Toolkit Pricing (4-month Program)



Compliance Service Plan

Site Inspection (2)

Included

- Conduct (2) on-site inspections
- Inspection report(s) and safety scorecard(s)
- Identify Safety Policies to develop per audit

Safety Program Review & Development

Included

- Establish development schedule (TaskRay)
- Semi-monthly meeting to review developed policies and confirm upcoming policies to be developed
- Develop training / job aids to coincide with policies developed

Safety Training Program

Included

- Provide annual training schedule using policies and developed training

INSITE Portal

Annual license Included

- INSITE license and dedicated compliance library (1 year)
- Access to monthly webinars and certificates of completion
- Monthly updates on new tools in INSITE and compliance updates

Renewal: \$960/year

Program Management & Customer Success

Included

- Stewardship report for broker to negotiate work comp premium credits

Total Fee (Monthly Fee)

\$12,000 (\$3,000/mo)

Agency Partner Customer's Discount (Monthly Fee)

\$9,850 (\$2,500/mo)

A la Carte Services

Additional job site inspection (travel, onsite, report, debrief on findings and corrective action)

TBD

Spanish translation

TBD

Safety committee establishment or attendance

TBD

Onsite OSHA Trainings (English & Spanish): Forklift Certification, Hazard Communication/SDS (GHS), Bloodborne Pathogens, Personal Protective Equipment, COVID-19 Prevention, Emergency Action Plan/Fire Safety, Injury Illness Prevention Program, Accident Investigation, Heat Illness, Hand & Power Tools, Ladder Safety, Lock Out Tag Out, Machine Guarding, Warehouse Safety, Wildfire Smoke Protection, etc.

TBD

First 14-Day Engagement Strategy

1

SCOPE OF
WORK VIA
DOCUSIGN

2

INSITE ON-
BOARDING

3

PROJECT
KICK-OFF
CALL

4

SITE
INSPECTION

5

COMPLIANCE
AUDIT
SCHEDULE

A man with a beard and glasses, wearing a blue button-down shirt, is sitting at a desk in an office. He has his arms raised behind his head, smiling and looking towards the right. The background shows a wooden wall and a bulletin board with papers. In the foreground, there is a desk with a laptop, a keyboard, and some papers.

Click below to
get started today.

[CONTACT US](#)

Your Partner For Success

Increase Compliance. Lower Risk. Reduce Cost.



That's the ESM Difference.

