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.

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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

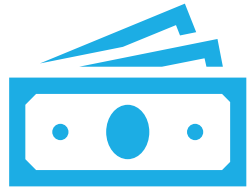
4-Month Program Overview

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.

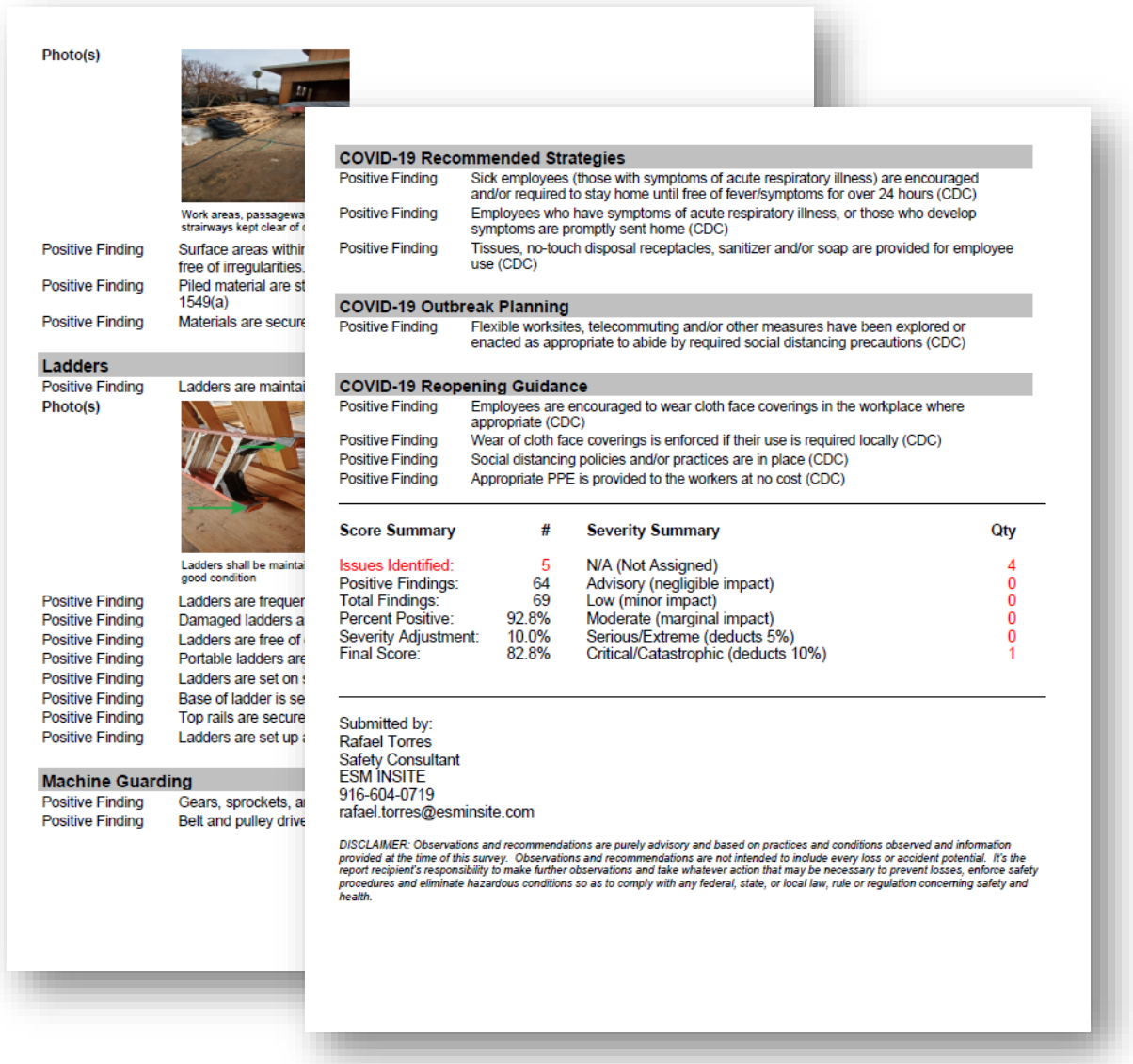
Site inspections provided insight into the natural workflows, risks and employee behaviors.

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, passagewa
strairways kept clear of

Positive Finding — Surface areas withir
free of irregularities.
Positive Finding — Piled material are st
1549(a)
Positive Finding — Materials are secure

Ladders

Positive Finding — Ladders are maintai
Photo(s)

Ladders shall be maintai
good condition

Positive Finding — Ladders are frequer
Positive Finding — Damaged ladders a
Positive Finding — Ladders are free of
Positive Finding — Portable ladders are
Positive Finding — Ladders are set on
Positive Finding — Base of ladder is se
Positive Finding — Top rails are secure
Positive Finding — Ladders are set up

Machine Guarding

Positive Finding — Gears, sprockets, a
Positive Finding — Belt and pulley drive

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

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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.

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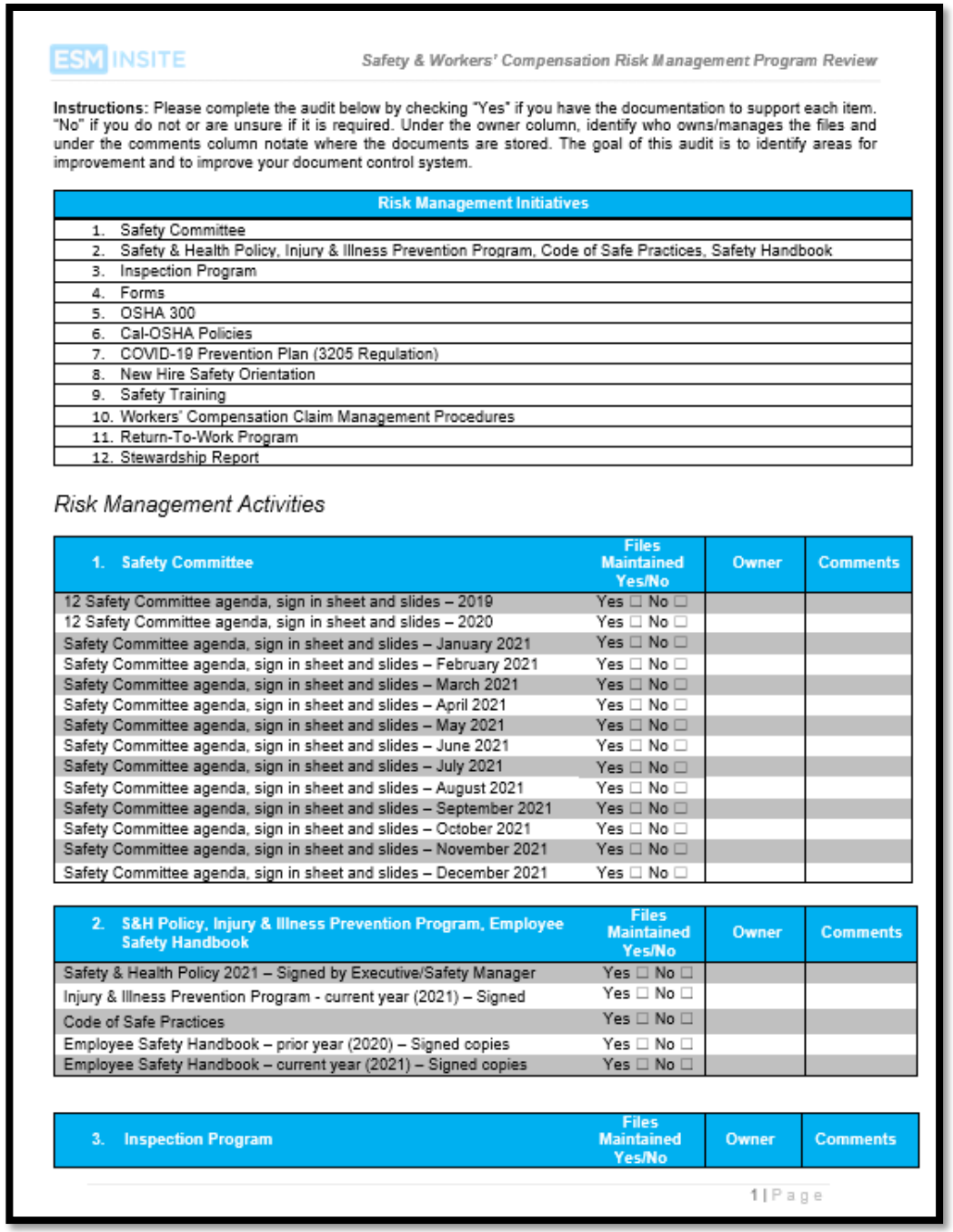
Step 2. Conduct a Safety Program Audit

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.

1. Complete a Risk Management Compliance Audit.
2. Identify gaps policies and recordkeeping techniques.
3. Prioritize policy development timeline and execute. Meet semi-monthly for task management.
4. Prepare training tools correlating with policies for awareness and satisfying OSHA training requirements.
5. Outline training schedule and implementation strategy



ESM INSITE — *Safety & Workers' Compensation Risk Management Program Review*

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 ☐ No ☐		
12 Safety Committee agenda, sign in sheet and slides – 2020	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – January 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – February 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – March 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – April 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – May 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – June 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – July 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – August 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – September 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – October 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – November 2021	Yes ☐ No ☐		
Safety Committee agenda, sign in sheet and slides – December 2021	Yes ☐ No ☐		

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 ☐ No ☐		
Injury & Illness Prevention Program - current year (2021) – Signed	Yes ☐ No ☐		
Code of Safe Practices	Yes ☐ No ☐		
Employee Safety Handbook – prior year (2020) – Signed copies	Yes ☐ No ☐		
Employee Safety Handbook – current year (2021) – Signed copies	Yes ☐ No ☐		

3. Inspection Program	Files Maintained Yes/No	Owner	Comments

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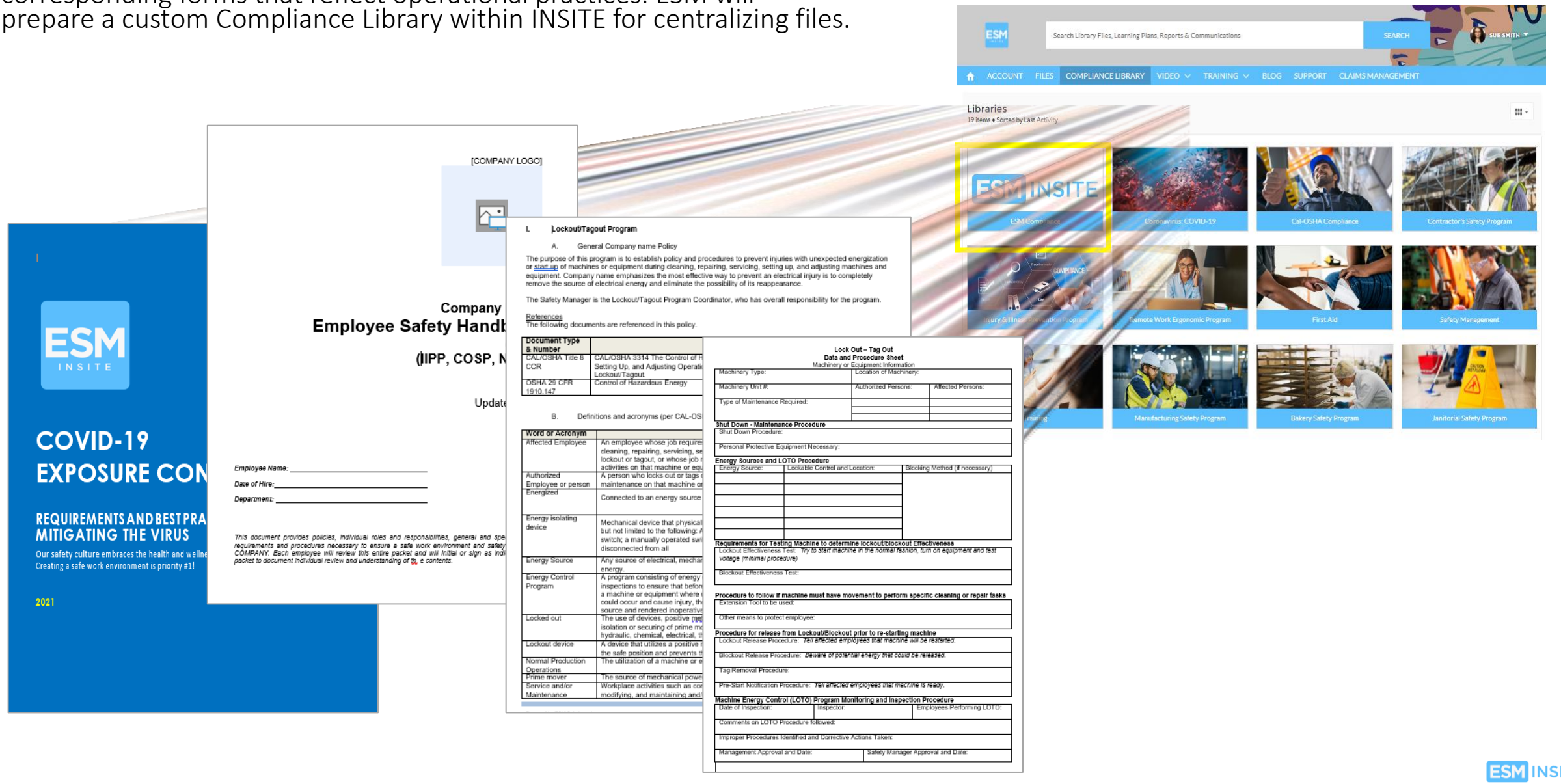
Step 3. Update / Develop Compliance Policies

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.



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

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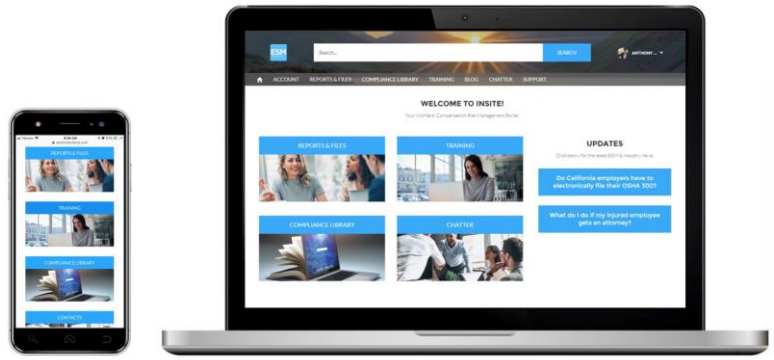
Step 5. Stewardship Report

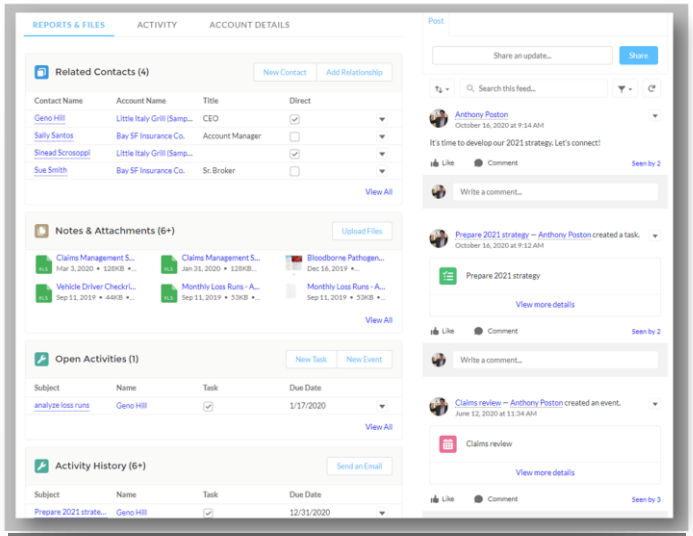
At the end of the project the ESM team will provide a Stewardship Report that will service as go-forward strategy and a leveraging tool for Workers' Compensation premium credits.

The project Stewardship Report will include:

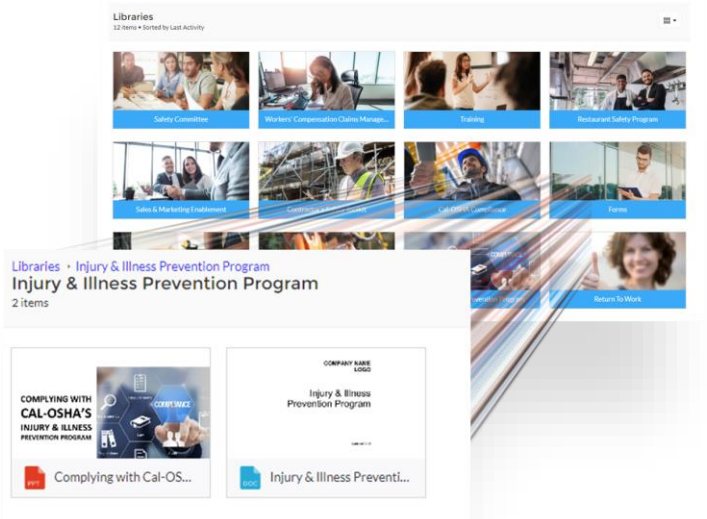
- Close out and summary of the project and results
- Go-forward safety strategy to execute
- Marketing tool for your broker to negotiate Workers' Compensation premium credits ***(minimizing the overall cost of this program)***
- As an INSITE portal member, you will have a team of experts on the sidelines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



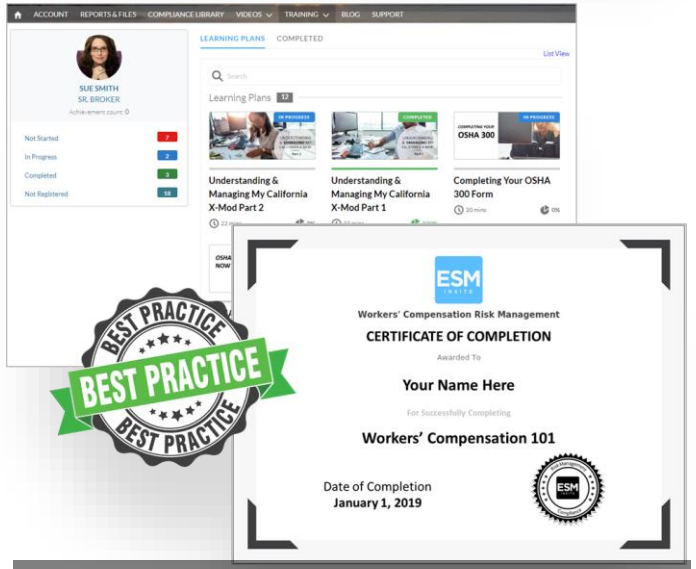
WEB & MOBILE FRIENDLY



REPORTS, TASKS & MESSAGE BOARD



COMPLIANCE LIBRARY 1,000+ TOOLS

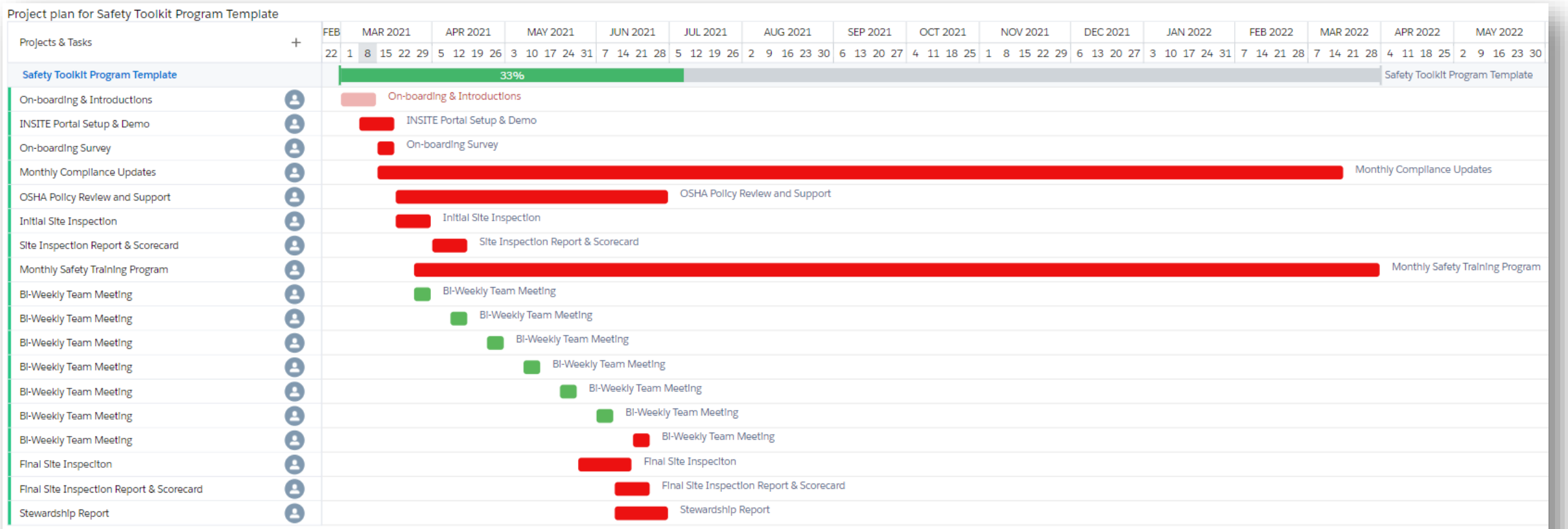


RISK MANAGEMENT LEARNING PLANS

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



Compliance Implementation Timelines & Management

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

(Schedule subject to change)

TASKRAY

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

Click below to
get started today.
CONTACT US
ESM INSITE

Your Partner For Success

Increase Compliance. Lower Risk. Reduce Cost.

That’s the ESM Difference.