

Award Application

Excellence in Safety



WFIA Washington Food
Industry Association

Washington Food Industry Association Excellence In Safety Application Form

Dear WFIA Retro Member:

The WFIA Retro Committee would like to introduce the **Excellence in Safety Award (EISA)** to all WFIA retro members. The EISA program was designed to identify, recognize and promote WFIA members who have established and maintained excellent safety performance.

WFIA members who are interested can apply by completing and submitting the enclosed **Excellence in Safety Award Application Form by the due date**. Once the application has been submitted, it will be reviewed by the program administrator. WFIA members who achieve a self-assessment minimum of 130 points / 90%+ score will be contacted for a formal program review to verify program elements have been achieved. Applicants who demonstrate and show they have achieved a minimum program score of 90%+ will be contacted to receive the **Excellence in Safety Award**. Please mail, email or fax completed applications to the contact information.

Robert Mitchell, Finance & Retro Manager
Washington Food Industry Association
P.O. Box 706
Olympia, WA 98507

If you have any questions, please contact Robert Mitchell at (360) 753-5177 Ext 102.

Sincerely,

Tammie Hetrick
WFIA President and CEO

EISA: EXCELLENCE IN SAFETY AWARD

Whether your safety program is in the early development phase, or your company is working to achieve a world-class safety program, the WFIA Excellence in Safety Award (EISA) will provide guidance to meet your safety goals. Participating in the WFIA EISA provides your company an opportunity to measure your safety program's performance and progress.

Benefits of EISA:

- Company recognition for your safety excellence and performance
- Proactive way to identify and reduce risk exposure
- Demonstrate that your management team is committed to worker safety
- Opportunity to “check under the hood” to ensure safety systems are operating at full potential
- Reduction of incident rate, lost workdays and insurance costs

EISA PROGRAM Q&A

- 1. I am a small business and/or company who is looking to improve our safety program and may not meet EISA criteria, can I still participate?** Yes, WFIA encourages all members to participate in the EISA program. The program can be used to identify gaps and areas of growth opportunity to improve overall safety program.
- 2. Who will be eligible to receive an Excellence in Safety Award?** Any WFIA retro establishment who meets the underwriting requirements of the WFIA retro program, has not been engaged with the WFIA Waiver Program in the last 2+ years, has achieved a performance score of 130+ and has been reviewed by the program administrator to ensure elements have been achieved.
- 3. Will completing this form prevent me from DOSH Compliance Citation?** No, EISA Program Achievement will not guarantee a citation free DOSH visit.
- 4. Who will review application forms and submissions?** Applications will be reviewed by the program administrator. Employers who meet a score of 130+ will be contacted to schedule an onsite review of program elements.
- 5. Who on our team should complete and submit the application form?** WFIA encourages each company to engage as many employees as possible into the process. Consider using operations, human resources, safety managers or safety committee members and employees in the process.
- 6. Will our Experience Modification Factor decrease if we achieve an EISA?** No, however companies who do achieve EISA program elements are more than likely to have lower insurance and workers' compensation costs.
- 7. Is the information submitted in the EISA Program application confidential?** Yes, the information contained in each EISA application form is viewed only by the program administrator and is kept confidential.
- 8. How does the EISA award work for companies with multiple establishments (i.e. - One L&I account, but ten locations)?** The company will perform an internal review of all establishments and submit one application for the best performing location.
- 9. How does the EISA award work for a company with ten individual locations and ten L&I accounts?** All ten L&I accounts are combined to make this employer fall into the “large” company category. The company will perform an internal review of locations and submit one application for the best performing store.
- 10. Do I need to have all program elements completed in the achievement performance scale box to receive credit for scoring?** You do not need to have all elements in the box to achieve the section score, however you must demonstrate why you chose the selected score during an onsite EISA audit.
- 11. My company won the EISA award last year, are we allowed to apply and win again?** EISA award winners can submit an application annually but will only be recognized and allowed to win a prize once every two years.

HOW TO COMPLETE EISA APPLICATION

SECTION 1: COMPANY INFORMATION

Enter your company name, address, contact information, CEO/Owner Name, NAICS Code, frequency rate, number of employees and total hours reported annually to Labor and Industries.

SECTION 2: PERFORMANCE DATA

Review each question and check yes / no.

SECTION 3: SELF EVALUATION EISA PERFORMANCE PROGRAM ELEMENTS

1. Review the 16 EISA Program Elements below using the enclosed self-assessment worksheet.
2. Click on the score which best reflects your current safety achievements.
Please note, you do not need to have all elements in the box to achieve the score, however you must demonstrate and prove through documentation that your location meets the requirement you have chosen.
3. Place your score into the self-assessment score sheet, Section 3.
4. Add all sections A through P and place total into the EISA TOTAL SCORE section.
5. Use WFIA EISA Achievement Performance Scale to calculate your Level of Achievement.
6. Submit evaluation, Sections 1, 2 and 3, to program administrator for review (pages 5 & 6 only).
7. EISA Performance Scores of 130+ will be contacted for a scheduled site audit to ensure program elements have been achieved.

| WFIA EISA Achievement Performance Scale | | |
|---|-----------|----------|
| Level of Achievement | Range | Score |
| Excellence in Safety Award (EISA) | 130 – 145 | 90%+ |
| Rising Excellence in Safety | 123 – 129 | 85 – 89% |
| Building Excellence in Safety | 109 – 122 | 75 – 84% |

Section 1: Company Information

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Type of Business: _____ # of Employees: _____

President/CEO: _____ Phone: _____

Site Manager: _____ Phone: _____

Safety Champion: _____ Phone: _____

Section 2: Safety Performance Data

Read the questions below and select your answer:

Have you been involved with the WFIA Waiver Program over the last 2 years? Yes No

Is your current experience modification factor (EMR) below the base rate of 1.0? Yes No

How many DOSH/OSHA citations has your company received in the last three (3) years?

0 1 2 3

If cited, please list citation:

Section 3: Excellence in Safety Award Program Elements

Use the enclosed self-assessment worksheet score card to calculate performance scores for each of the EISA Program Elements listed below. Calculate your companies total EISA score by adding program element scores A through P and placing the total into the EISA SCORE TOTAL below:

- | | | | |
|---------------------------|-------|-------------------------|-------|
| A. Leadership Commitment | _____ | I. Safety Rules | _____ |
| B. Responsibilities | _____ | J. Inspections | _____ |
| C. Strategic Planning | _____ | K. Job Hazard Analysis | _____ |
| D. Leading/Lagging | _____ | L. Safety Committee | _____ |
| E. Resource Allocation | _____ | M. New Hire Orientation | _____ |
| F. Operation Meetings | _____ | N. Incident Analysis | _____ |
| G. Employee Participation | _____ | O. Return to Work | _____ |
| H. Safety Training | _____ | P. Performance Review | _____ |

EISA SCORE TOTAL _____

A. Leadership Commitment

| 10 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|--|--|--|
| <ul style="list-style-type: none"> • CEO/store manager is engaged in the safety program. • Leadership is held accountable for safety in their departments. • Safety goals and objectives are tracked annually. • Safety is integrated into performance reviews. • Leadership is visible and plays an active role in safety program. • Leadership follows and enforces safety rules. • Leadership is aware of the WFIA retro program. | <ul style="list-style-type: none"> • Members of company management participate in safety program. • Personal accountability for safety expected, but little or no recourse. • Safety program has goals/objectives but does not track progress. • Periodically request feedback on safety performance. • Safety is expected but not included in job performance or annual reviews. • Leadership is aware of the expectations of the WFIA retro program. | <ul style="list-style-type: none"> • Employer wants and supports safety but does not actively engage. • Little personal accountability for safety – just “be safe”. • Leadership does not address and correct unsafe acts that are observed. • No annual safety goals or objectives are established. • Leadership has some understanding of the WFIA retro program. | <ul style="list-style-type: none"> • Employer not involved in safety program and demonstrates little interest in it. • Safety left to site supervisory personnel to handle “as needed” • No accountability for safety. • No annual safety goals or objectives are established. • Leadership does not engage or understand the expectations of the WFIA retro program. |

B. Responsibilities

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|--|---|--|
| <ul style="list-style-type: none"> • Responsibilities for safety are defined for all employees (ix. PPE utilization, incident reporting). • A policy to hold everyone accountable for safety is in place and is universally applied. | <ul style="list-style-type: none"> • Responsibility for safety defined for all employees in company. • Accountability for safety is not always universally applied to all employees. | <ul style="list-style-type: none"> • Responsibility for safety rests solely with designated safety coordinator or safety committee. • Little or no accountability for safety. | <ul style="list-style-type: none"> • Responsibility for safety has not been defined within company. • Little or no accountability for safety within company. |

C. Strategic Planning

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|---|--|--|
| <ul style="list-style-type: none"> • Safety is part of the annual strategic plan and goals and objectives are established and reviewed annually. • Action plans are developed, documented and communicated to assure goals are tracked and accomplished. | <ul style="list-style-type: none"> • Safety planning is established but is not formalized into an annual strategic plan meeting. Goals and objectives are not reviewed. • Action plan has been discussed but has not been documented. | <ul style="list-style-type: none"> • Informal or infrequent safety program goals are established. • No or little documentation/communication of goals. | <ul style="list-style-type: none"> • No process of safety program goal setting. |

D. Leading/Lagging Indicators

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|--|---|--|
| <ul style="list-style-type: none"> • Employer has internal means to track leading indicators (ix. near-misses, safety trainings, unsafe behaviors, safety inspections). • Employer uses leading indicators as part of communication with leadership and team members (ix. post metrics, newsletters, integrated into operation meetings). • Leadership team and safety committee are aware of lagging indicators and trends such as # of injuries in a injury types, costs, etc. | <ul style="list-style-type: none"> • Leadership team is familiar with key safety metrics such as frequency and severity rates. • Leadership team periodically communicates leading/lagging indicators during operations/managers meetings. | <ul style="list-style-type: none"> • Lagging safety metrics such as frequency and severity rates are measured internally, but leadership team is not familiar or communicated numbers. • Lagging indicators are the only safety measures that are tracked and are seldom reviewed by leadership team. | <ul style="list-style-type: none"> • Company does not measure safety performance internally. • Rely only on external communication for safety matrix on claims/frequency issues. |

E. Resource Allocation

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|---|---|--|
| <ul style="list-style-type: none"> Reasonable resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted or invested in safety and return on investment is tracked to evaluate effectiveness of resource allocation. | <ul style="list-style-type: none"> Reasonable resources are budgeted or invested in safety, however return on investment is not tracked. | <ul style="list-style-type: none"> Minimal investments are made safety | <ul style="list-style-type: none"> Money is taken from general fund to react to safety issues (ix. DOSH citations/fines). |

F. Operations/Leadership Meetings

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|---|---|---|
| <ul style="list-style-type: none"> Safety is part of agenda during each operation meeting. Discussion includes performance trends, incidents, training etc. | <ul style="list-style-type: none"> Safety is discussed at operation meetings periodically, but it is reactive not proactive. | <ul style="list-style-type: none"> Safety discussion only occurs after an event. | <ul style="list-style-type: none"> Safety is never on the agenda or discuss. |

G. Employee Participation

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|--|---|--|
| <ul style="list-style-type: none"> Conditions are established that allow employee participation in safety program. (ix safety newsletter, etc.) | <ul style="list-style-type: none"> Team members are encouraged to participate but no concerted efforts are made to engage them. | <ul style="list-style-type: none"> General team member safety participation outlet: "If you have questions or concerns, speak with your supervisor". | <ul style="list-style-type: none"> No opportunities for employee engagement or participation. |

H. Employee Safety Training

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|---|---|--|
| <ul style="list-style-type: none"> • Safety training is planned and developed annually and documented. • Employees participate in training. | <ul style="list-style-type: none"> • Safety training is planned according to the current needs at time and records are documented. | <ul style="list-style-type: none"> • Informal or on-the-job safety training arranged as needed. Limited or no training documentation kept. | <ul style="list-style-type: none"> • No formal safety training provided to employees. |

I. Safety Rules

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|--|---|--|
| <ul style="list-style-type: none"> • Rules are in writing and posted. • Explained to employees at time of new hire orientation. • Enforced equally among all employees. | <ul style="list-style-type: none"> • Rules are in writing and posted. • Explained to employees at time of new hire orientation. • Usually enforced equally among all employees. | <ul style="list-style-type: none"> • Rules that do exist are boilerplate and are not site specific to company's operations. • Not regularly enforced. | <ul style="list-style-type: none"> • No safety rules at facility. |

J. Inspections

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|---|---|---|
| <ul style="list-style-type: none"> • Weekly departmental safety inspections are conducted and documented. | <ul style="list-style-type: none"> • Monthly departmental safety inspections are conducted and documented. | <ul style="list-style-type: none"> • Informal departmental safety inspections are conducted some are documented. | <ul style="list-style-type: none"> • No departmental safety inspections conducted. |

K. Job Hazard Analysis

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|---|---|--|
| <ul style="list-style-type: none"> • Job hazard analysis (JHA) has been completed for all major positions with input from employees. • JHA are used to identify and mitigate risk and are used as a training tool for new hires and are updated annually to ensure hazards are identified. | <ul style="list-style-type: none"> • Job hazard analysis have been created for most positions within the establishment without employee involvement. • JHA are reviewed periodically by managers, but no scheduled process has been formalized. | <ul style="list-style-type: none"> • Job hazard analysis have not been established or created for most positions within establishment. | <ul style="list-style-type: none"> • No hazard analysis has been created for job positions. |

L. Safety Committee

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|---|--|---|
| <ul style="list-style-type: none"> • Safety committee is employee driven with leadership support. • Safety committee chair is elected and sets agenda. • Committee members are housed for each department and have established duties and meet monthly. Minutes are posted and documented. • Safety committee supports strategic plans goals and objectives. (ix. Creates tools to support strategic plan goals). | <ul style="list-style-type: none"> • Safety committees meet monthly, and minutes are documented and posted. • Committee members have established duties and meet monthly. Minutes are posted and documented. • Committee has representation from most departments. • Hazards and injuries are reviewed by committee and corrective actions are delegated and tracked. | <ul style="list-style-type: none"> • Safety committee meets periodically. • Minutes are documented and posted. • Hazards and injuries are reviewed and discussed. | <ul style="list-style-type: none"> • Safety committee meets infrequently, or no established committee meetings held. • No safety committee documentation. |

M. New Hire Orientation

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|---|--|--|
| <ul style="list-style-type: none"> • Site-specific safety orientation in place for all new hires. Orientation addresses most common injuries identified by strategic plan. Supervisors provide department specific orientation. • Safety committee, employees have role in onboarding process. | <ul style="list-style-type: none"> • Documented new member orientation is given to new employees. • Departmental supervisor may provide department review of safety hazards, but not always documented. | <ul style="list-style-type: none"> • Informal or on-the-job safety instructions given to new hires. • Supervisors are not part of on boarding process. • No documentation kept. | <ul style="list-style-type: none"> • No safety instruction or orientation is given. |

N. Incident Analysis

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|---|--|--|
| <ul style="list-style-type: none"> • Leadership is trained in incident analysis techniques. • Incident reports are completed for both employee injuries and near miss incidents. • Incidents forms are completed by supervisors and submitted to program administrator within 2-days of incident. • Team member incidents are reviewed to pro-actively identify risk and to mitigate future occurrences. Corrective actions are identified and tracked. | <ul style="list-style-type: none"> • Incident reports are completed by supervisors and documented. • Incident report forms are completed and submitted to program administrator within 2-days of incident. • Employer reviews all serious employee injuries and takes action to prevent future injuries. | <ul style="list-style-type: none"> • Incident reports not always completed by supervisors. • Incident report form are periodically submitted to program administrator within 2-days and some incidents are just reported via phone without incident report form. | <ul style="list-style-type: none"> • Incident report not completed for employee injuries. • Incident report not submitted to program administrator or lag days are over 7 days per incident. |

O. Return-To-Work

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|--|---|--|---|
| <ul style="list-style-type: none"> • Employer has identified an internal champion, contact to work with program administrator on claims management. • Employer has established procedures for returning employee back to work under light duty. • Employer has identified and works with local occupational medical clinic. • Employer has identified internal light duty tasks for employees with restrictions. • Employer contacts injured employee within 24hrs of incident to ensure they are going well. • Employer uses Kept on Salary (KOS) and light duty to prevent time loss. • Employer utilizes the Stay at Work (SAW) Program. | <ul style="list-style-type: none"> • Employer has identified an internal champion/contact to work with program administrator on claims management. • Employer has light duty identified and available for injured employees. • Employer submits light duty and activity prescription form to program administrator claims manager and are on file. • Employer has job offer letter that is used most of the time to bring back employee to light duty. • Supervisors understand the basic impact of time-loss and light duty. • Employer uses Kept on Salary (KOS) as a tool to bridge work restrictions and light duty to prevent time loss. | <ul style="list-style-type: none"> • Employer has not identified an internal champion/contact but does communicate and work with program administrator claims manager. • Employer has some light duty jobs but has not identified specific tasks (creates something when an injury occurs). • Supervisors are not aware of impact of time-loss or light duty. | <ul style="list-style-type: none"> • Employer does not have internal champion contact identified and communication with program administrator claims manager is sporadic. • Employer does not have light duty or KOS available. |

P. Performance Review

| 9 <input type="checkbox"/> | 6 <input type="checkbox"/> | 3 <input type="checkbox"/> | 0 <input type="checkbox"/> |
|---|--|---|--|
| <ul style="list-style-type: none"> • CEO/store manager reviews safety performance quarterly. • Emphasis of review is on whether program is producing expected results. • Defined criteria exist where performance is measured (ix, EMR, frequency rate, safety trainings inspections, etc.) • Results become part of safety evaluation process and are reviewed and discussed with staff. | <ul style="list-style-type: none"> • Owner/CEO is involved in an annual review of safety program to determine if it is producing expected results. • Some criteria exist against which performance is measured. • Results are discussed with staff and supervisors. | <ul style="list-style-type: none"> • Limited owner/CEO involvement. Mainly left to someone else (safety manager, insurance company). • Some criteria exist against which performance is measured. • Results may or may not be reviewed with staff and supervisors. | <ul style="list-style-type: none"> • No review of safety program performance. |