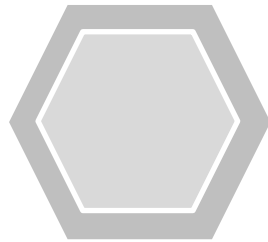


**GRIP**

A BETTER HANDLE  
ON WORKERS' COMP



**GRIP ON  
SAFETY**

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Excellence  
Award

## Introduction

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Dear GRIP Retro Member:

The GRIP Retro Committee would like to introduce the **GRIP on Safety Excellence Award**. The award was designed to identify and recognize GRIP members who have established and sustained exceptional safety performance.

GRIP members who are interested can apply by completing and submitting the attached **GRIP on Safety Excellence Award** application form by the required deadline. GRIP members who meet the program requirements and who submit a self-assessment minimum score of 90%+ will be contacted to conduct a site program review. Applicants who have objectively demonstrated they have achieved the program requirements will be recognized at a future Master Builders Association event.

If you have any questions about the **GRIP on Safety Excellence Award**, please contact ERNwest at [safety@ernwest.com](mailto:safety@ernwest.com) or 253.237.0812.

## GRIP on Safety Excellence Award

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Whether your company is building the foundation for safety excellence or your company is seeking recognition as an industry leader, the **GRIP on Safety Excellence Award** will provide direction on your journey. Participating provides your company an opportunity to measure and benchmark your safety program's performance and progress.

### Benefits

- Company recognition for your safety performance
- Proactive way to identify and mitigate risk
- Reduction of incident rate and lost workdays
- Reduce regulatory compliance exposure
- Lower company's insurance costs
- Higher productivity
- Higher employee morale

### Q&A

1. **I am a small business and/or company who is looking to improve our safety program and may not meet the criteria. Can I still participate?** Yes, GRIP encourages all members to participate in the program. The program can be used to identify performance gaps and improve your overall safety program.
2. **Who will be eligible to receive the GOLD award?** Any GRIP Retro member who meets the underwriting requirements of the GRIP retro program, has a total recordable incident rate (TRIR) 25% below the [Washington State](#) average based on NAICS Code for most current year, has an EMR at or below 0.8, has not had an employee in-patient hospitalization or fatality in the last three years or in application year, has not received a serious, willful or repeat L&I citation in the last three years or in application year, has achieved a performance score of 90%+ by deadline, and has been reviewed by the program administrator.
3. **Who will be eligible to receive the SILVER award?** Any GRIP Retro member actively enrolled and in good standing, has EMR at or below 0.8, has not had fatalities or in-patient hospitalizations companywide over the past two years or in application year, has not received a serious, willful or repeat L&I citation in the last two years, or in application year, and has submitted an application form with a score of 85% or greater by the application deadline.
4. **Who will be eligible to receive the BRONZE award?** Any GRIP member actively enrolled and in standing, has an EMR at or below 0.9, has not had a fatality or in-patient hospitalizations companywide over the past year, or in application year, has not received a serious, willful or repeat, L&I citation in the last year or in application year, and has submitted an application form with a score of 75% or greater by the application deadline.
5. **I have a score greater than 90%. Why did I not qualify for the GRIP on Safety Excellence Award?** Although you scored at a high level, you may have not met all the underwriting requirements for GOLD level. For example, your EMR may have been higher than what is required for the GOLD level, or another company was chosen because they performed better during the review process.
6. **What should I do if I do not know my North American Industrial Classification Code System (NAICS) code or do not see my Industry listed?** Contact ERNwest at [safety@ernwest.com](mailto:safety@ernwest.com), who can assist.

7. **How do I calculate my frequency rate?** Frequency rate can be calculated by the # of OSHA recordable injuries x 200,000/total manhours worked or click [here](#) to go to the BLS incident rate calculator and comparison tool.
8. **Will completing the application prevent me from DOSH Compliance Citation?** No, completing an application will not guarantee a citation-free DOSH visit.
9. **Who will review application forms and submissions?** The program administrator will review all applications forms.
10. **Who on our team should complete and submit the application form?** GRIP encourages each company to engage as many employees as possible in the process. Consider using operations, human resources, safety managers, or safety committee members and employees in the process.
11. **Will our Experience Modification Factor decrease if we complete an application?** No, however companies who do actively participate are more than likely to have lower insurance and workers' compensation costs.
12. **Is the information submitted in the application confidential?** Yes, the information contained in each application form is viewed only by the program administrator and is kept confidential.
13. **What will the program administrator review if I meet the criteria?** Companies who achieve the highest self-performance score will be contacted by the program administrator for a comprehensive onsite program review of their safety program.
14. **If I meet the gold level criteria, what will a safety review of my company look like?** A safety review will only be scheduled for companies who meet the GOLD level criteria. Those that do meet the highest standard, will be asked to schedule a date for a formal safety program review. The review will include, checking and verifying documentation to objectively confirm elements are in place, employee and supervisor interviews on safety practices, meeting with owner and site walk-through of project or location.
15. **What if I do not meet the GOLD level, will my company still be recognized?** Yes, all companies who submit application forms that meet the specific program criteria outlined at a minimum will receive a certificate for participating and achieving their safety status level that can be posted at your place of employment and will be mentioned in GRIP communications and newsletters.
16. **What happens if there is a tie when reviewing company performance for GOLD?** Tie breakers will be determined by reviewing the employers' workers compensation 3-year loss ratio. The company with the best overall loss ratio for that period will be chosen.

## How to Complete the Application

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### SECTION 1: Company Information

- *If applying for the GOLD Award, make sure to check the box on the top of the application form.*
- 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

- Use your OSHA 300A Summary Reports to input the number of Days Away/Restricted/Transfer Cases, the number of OSHA Total Recordable Cases and total labor hours for the past 3-years. **NOTE:** *If you are exempted from OSHA 300 recordkeeping due to company size, enter N/A into fields.*
- 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.

GRIP On Safety Excellence Performance Scale		
Level of Achievement	Range	Score
Gold	179 – 200	90%+
Silver	169 – 178	85 – 89%
Bronze	149 – 168	75 – 84%



## SECTION 1: Company Information

Check here if applying for GOLD

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pick one category that best describes the work you primarily do:

General Contractor:  Sub-Contractor (roofing, electrical, etc.):  Other:

Pick one industry that best describes your work: Commercial:  Residential:  Manufacturing:  Other:

Type of Business: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Number of Locations: \_\_\_\_\_ Annual Labor Hours: \_\_\_\_\_ NAICS Code: \_\_\_\_\_

President/CEO: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Safety Champion: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION 2: Safety Performance Data

### OSHA 300A Summary Data

Last 3 Years of OSHA 300 Summary Data	Total # of Days Away / Restricted / Transfer Cases	Total # of OSHA Recordable Cases	Total hours worked by all employees
2020 (EXAMPLE)	1	3	54841
2021			
2022			
2023			

What is your current Experience Modification Factor? \_\_\_\_\_

Frequency of toolbox meetings: Daily  Weekly  Bi-weekly  Monthly

Do you hold employees accountable for safety violations? Yes  No

Do you provide documented site-specific safety orientations for all employees, including sub-contractors? Yes  No

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

Do you conduct Job Hazard Analyses (JHA) / Job Safety Analysis (JSA) prior to task? Yes  No

Do you have a written accident prevention program (APP)? 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: GRIP on Safety Excellence Self-Assessment Worksheet

The GRIP 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. To receive gold level status, 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.

<b>Performance Goal 1: Leadership Commitment</b>		<b>L-10</b>	<b>A-8</b>	<b>M-5</b>	<b>P-0</b>
1	Leadership is visible and an active participant in the safety program.				
2	Leadership holds supervisors and employees accountable for safety.				
3	Commits resources such as money, training, personnel, equipment, supplies, etc.				
4	Safety is integrated into company operations and performance reviews.				
<b>Performance Goal 2: Pre-Planning</b>					
5	Project safety plans are updated throughout the project and communicated.				
6	Job-hazard analysis or safety plans are created prior to job activities to identify potential hazards, training needs, PPE requirements, etc.				
<b>Performance Goal 3: New Hire Safety Orientation</b>					
7	Employer has documented new hire safety orientations that are required for all new employees and communicated in a language they understand.				
<b>Performance Goal 4: Supervisor Safety</b>					
8	Supervisors actively participate in the safety program which include leading by example, correcting hazards, communicating expectations, and providing positive recognition to employees.				
9	Supervisors lead weekly safety meetings.				
10	Supervisors know what safety documentation is required for projects (i.e., fall protection work plan, site specific safety plan.)				
11	Supervisors are actively engaged in the injury management process by completing supervisor incident report forms. Supervisors looks for opportunities for corrective actions and communicates to team to prevent future incidents.				
<b>Performance Goal 5: Employee Safety Training</b>					
12	Supervisors and employees actively participate in safety training.				
<b>Performance Goal 6: Employee Participation</b>					
13	Employees actively participate in a safety program (i.e., safety committee, toolbox meeting, team member safety training, new-hire safety orientation, conduct a safety walk, assist with job hazard analysis, stretch and flex program, etc.)				
14	Employees are encouraged to report incidents and near-miss incidents to supervisors.				
<b>Performance Goal 7: Resource Allocation</b>					
15	Reasonable resources, time, personnel, equipment supplies, etc., are budgeted for safety.				
<b>Performance Goal 8: Incident Investigation</b>					
16	Supervisors are trained on incident investigation techniques.				
17	Incidents are reviewed and corrective actions are identified and communicated to crews.				
18	Incident report forms are completed for all workplace injuries/near misses.				
<b>Performance Goal 9: Return to Work</b>					
19	Employer has an established Return to Work program.				
20	Employer has attended a workers' compensation training in the past year.				

**Total Score** \_\_\_\_\_

## Performance Goals

### PG1: Leadership Commitment

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



## PG2: Pre-Planning

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> <li>Safety pre-planning is required prior to start of project. (i.e. pre-planning documents such as job hazard analysis, safety checklist, etc.)</li> <li>Safety resources are allocated based on pre-planning risk hazard assessment</li> <li>On-site job hazard analyses are updated and hazards are communicated to employees as project changes. (i.e. onsite job hazard analysis form, fall protection work plan, completed by supervisor)</li> </ul>	<ul style="list-style-type: none"> <li>Safety pre-planning is recommended, but not required prior to start of the project</li> <li>Onsite job hazard analysis are kept, but not always communicated to crews.</li> </ul>	<ul style="list-style-type: none"> <li>There is no established procedure for project safety pre-planning, but some planning is done</li> <li>Safety resources are provided only after problems or needs have been encountered</li> </ul>	<ul style="list-style-type: none"> <li>No safety pre-planning is done</li> </ul>

## PG3: New Hire Safety Orientation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> <li>Safety orientation is communicated in a language that is understood for all new hired employees</li> <li>Safety orientation topics include but not limited to:               <ul style="list-style-type: none"> <li>Safety expectations and employer commitment to safety.</li> <li>Safety responsibilities and accountabilities.</li> <li>PPE requirements and expectations.</li> <li>Site specific safety hazards such as emergency procedures, reporting injuries, hazardous equipment, hazardous chemicals.</li> </ul> </li> <li>New hire safety orientation is documented and made available on request with name, date and employee performing the orientation</li> <li>Performance evaluations provide feedback 30-days after hire</li> </ul>	<ul style="list-style-type: none"> <li>Safety orientation is given to new employees, but process has not been formalized</li> <li>Safety orientation topics include at minimum:               <ul style="list-style-type: none"> <li>Explanation on employer safety commitment and expectations.</li> <li>Basic safety rules that pertain to the job.</li> </ul> </li> <li>There is no new hire performance evaluation process</li> <li>Record of safety orientation with employee signature is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Informal or on the job safety instruction is given</li> <li>No uniform process, or list of topics to cover</li> <li>No documentation is maintained</li> </ul>	<ul style="list-style-type: none"> <li>No orientation is given</li> </ul>

## PG4: Supervisor Safety

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> <li>Supervisors lead weekly toolbox talks and encourages participation from the crew. Toolbox talks are documented with names, date and topic</li> <li>Supervisors take proactive role in safety (i.e. address/discipline unsafe behaviors, frequently provides crew positive feedback/reinforcement, leads stretch program, utilizes resources to fix hazards, follows-up with crew, wears required PPE and follows safety protocol, lessons learned, review of serious injuries, pre-planning discussion, near miss reporting.)</li> <li>Supervisors know and understand which safety documentations are required on the project (i.e. fall protection plan, site specific safety plan, weekly inspections, toolbox meetings, training records, Safety Data Sheets, updated 1<sup>st</sup> aid certification)</li> <li>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</li> <li>Annual safety training is provided and documented for supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors hold safety meetings monthly that are documented with names, date and topics</li> <li>Supervisors encourage safety but are reactive in addressing issues. Serious injuries are generally reviewed</li> <li>Supervisors have general knowledge of safety program and has documentation for the project</li> <li>Supervisors complete incident report form for workplace injury, but does not include corrective actions to prevent future injuries</li> <li>Supervisors have required 1<sup>st</sup> Aid safety training certifications</li> </ul>	<ul style="list-style-type: none"> <li>Safety meetings are inconsistently held, without documentation</li> <li>Passive approach to safety. Does not address unsafe hazards or behaviors. Only follows up when serious injury occurs</li> <li>Supervisor has general knowledge of safety program but does not have documentation for the project</li> <li>Office administrator or other person may complete incident report form. Incident report is not properly completed</li> <li>Supervisors have required 1<sup>st</sup>-aid safety training certifications</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors take hands off approach to safety</li> <li>No 1<sup>st</sup> Aid certifications or program on site</li> </ul>

## PG5: Safety Training

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

## PG6: Employee Participation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> <li>Employees are actively engaged in the safety process (i.e. safety inspections, hazard reporting, incident analysis, safety orientation, toolbox meetings, program development, safety mentoring, safety committees, job hazard analysis development, pre-planning phase, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Safety participation is encouraged, and opportunities are available, but safety activities are not specifically documented</li> </ul>	<ul style="list-style-type: none"> <li>Employees are encouraged to participate in the safety process, but no concerted efforts are made to engage them</li> </ul>	<ul style="list-style-type: none"> <li>There are no opportunities for employees to participate in the safety process</li> </ul>

## PG7: Resource Allocation

Leading	Active	Maintaining	Passive
<ul style="list-style-type: none"> <li>All safety resources (funds, time, personnel, equipment, supplies, etc.) are regularly budgeted</li> <li>Resource funding and expectations are explained to supervisory personnel (i.e. budget for fall protection equipment, training, work-boots, gloves, 1<sup>st</sup> Aid Kits, safety glasses, gloves, respirators, vests, power tools, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Reasonable resources are budgeted for safety</li> <li>Supervisory personnel are generally aware of the company resources available</li> </ul>	<ul style="list-style-type: none"> <li>Minimal investments are made in safety</li> <li>Money is taken from general fund as needed to react to safety needs (i.e., L&amp;I citations, GC mandates, accidents)</li> </ul>	<ul style="list-style-type: none"> <li>Resources are not made available for safety</li> </ul>

## PG8: Incident Investigation

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

## PG9: Return to Work

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