

**WFIA** Washington Food  
Industry Association

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**WFIA**  
**Excellence**  
**In Safety**  
**Award**

## Introduction

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Dear WFIA Retro Member:

The Washington Food Industry Association (WFIA) would like to introduce the **WFIA Excellence in Safety Award**. The award was designed to identify and recognize WFIA members who have established and sustained exceptional safety performance.

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

If you have any questions about the **WFIA Excellence in Safety Award**, please contact ERNwest at [safety@ernwest.com](mailto:safety@ernwest.com) or 253-237-0812.

## WFIA Excellence in Safety Award

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Whether your company is building a foundation for safety excellence or your company is seeking recognition as an industry leader, the **WFIA Excellence in Safety 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 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, WFIA 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 WFIA Retro member who meets the underwriting requirements of the WFIA Retro program, has an Experience Modification Factor (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 Labor and Industries (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 WFIA 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 WFIA 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 WFIA Excellence in Safety Award?** Although you scored at a high level, you may not have 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. **Will completing the application prevent me from a DOSH Compliance Citation?** No, completing an application will not guarantee a citation-free DOSH visit.
7. **Who will review application forms and submissions?** The program administrator will review all applications forms.

8. **Who on our team should complete and submit the application form?** WFIA 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.
9. **Will our EMR 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.
10. **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.
11. **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.
12. **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, interviewing employee(s) and supervisor(s) on safety practices, and meeting with owner and performing a site walk-through of project or location.
13. **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 the place of employment and will be mentioned in WFIA communications and newsletters.
14. **What happens if there is a tie when reviewing company performance for GOLD?** Tie breakers will be determined by reviewing employer 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 L&I.

### 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	179 – 200	90%+
Silver	169 – 178	85 – 89%
Bronze	149 – 168	75 – 84%

## SECTION 1: Company Information

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Check here if applying for GOLD

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: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Safety Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION 2: Safety Performance Data

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What is your current Experience Modification Factor? _____	Yes	No
Do you hold employees accountable for safety violations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide documented new hire safety orientations for all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide active safety training for supervisors and employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written accident prevention program (APP)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have written job hazard analyses included in your accident prevention program?	<input type="checkbox"/>	<input type="checkbox"/>
Do you track internal safety measures and their effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee meetings are held at least once a quarter and are meeting minutes documented and available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had an in-patient hospitalization or fatality in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received any DOSH safety violations in the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>

## 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. 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.

Performance Goal 1: Leadership Commitment		(L) 10 pts	(A) 8 pts	(M) 5 pts	(P) 0 pts
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.				
<b>Totals</b>					

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

## Performance Goal (PG) Examples

### PG1: Leadership Commitment

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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>• 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 WFIA 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 WFIA 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 WFIA 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 WFIA retro program</li> </ul>



## PG2: New Hire Safety Orientation

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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> </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>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>

## PG3: Supervisor Safety

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<ul style="list-style-type: none"> <li>Supervisors hold weekly safety meetings that are documented with names, date, and topics</li> <li>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.)</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> </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</li> <li>Supervisors complete incident report form for workplace injury, but do not include corrective actions to prevent future injuries</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 limited knowledge of safety program</li> <li>Office administrator or other person may complete incident report form. Incident report is not properly completed</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors take hands off approach to safety</li> </ul>

## PG4: Safety Training

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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</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>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>

## PG5: Employee Participation

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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, safety mentoring, safety committees, etc.)</li> <li>Employees regularly report incidents to supervisors immediately after incident occurs.</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> <li>Employees infrequently report incidents to supervisors immediately after incident occurs.</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> <li>Employees do not report incidents to supervisors immediately after incident occurs.</li> </ul>	<ul style="list-style-type: none"> <li>There are no opportunities for employees to participate in the safety process</li> </ul>

## PG6: Incident Investigation

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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 openly across the company</li> </ul>	<ul style="list-style-type: none"> <li>• Incidents are not investigated or reviewed</li> </ul>

**PG7: Return to Work**

Leading (L)	Active (A)	Maintaining (M)	Passive (P)
<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 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 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 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>