



# Safety Benefits Inc.

May 2023

## Celebrate your success!

### 2023 Safety & Loss Control Recognition Awards

*Awards to be presented at the County Convention in September.*

Safety Benefits, Inc., on behalf of the SDML Workers' Compensation Fund and the South Dakota Public Assurance Alliance, is pleased to share the criteria for the 2022 Safety and Loss Control Recognition Awards.

The purpose of these awards is to promote loss control and safety awareness and recognize the many Pool Members who work very hard in these areas.

**There are three levels of achievement:** bronze, silver and gold. As in the past, individual County Departments can apply for an award. For example, if all County Departments have not met the criteria for an award level but the County Highway Department has, the County Highway Department can apply for an award.

In addition to the bronze, silver and gold award levels, the platinum level will be awarded again this year. No application is submitted for this award. Rather, it is given to Members earning the gold award and having a combined loss ratio (3 years; all lines of coverage) of less than 60% for each risk sharing pool to which the Member belongs.

Members can apply to receive any level award for which they feel criteria has been met, but bronze is a good place to start. Remember, this is not a competition against other Members. Every Member meeting the qualifications for a level will receive an award. The same award level can be earned in consecutive years.

Attached are applications for each level of safety and loss control award - bronze, silver, and gold. Please consider participating in the 2023 Safety and Loss Control Recognition Awards Program!

### DETAILS

- Completed applications must be received by **FRIDAY, AUGUST 18, 2023**
- Send to: Safety Benefits Inc., 602 E. State St., Plankinton SD 57368; OR
- Email to: Shana Mueller at [smueller@safety-benefits.com](mailto:smueller@safety-benefits.com)
- Include your email address on the application for easy communication
- Contact Safety Benefits, Inc. at 888-313-0839 with questions



# 2023 Safety and Loss Control Recognition Awards Application

Entity: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ **Due Date: 08/18/2023**

## BRONZE LEVEL

To achieve a Bronze Level award, your entity must comply with each of the following items. Please answer yes or no and attach the appropriate documentation as requested.

<p>1. Has your entity adopted a Safety Manual? If yes, please attach a copy of the governing board minutes to show when it was adopted. If a copy was submitted last year, a new one only need be submitted if the manual was revised. Please note if information was submitted previously. <b>Revision Date:</b> _____</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>2. Has your entity adopted a Personnel Policies and Procedures Manual that addresses hiring, termination, discipline, sexual harassment and workplace violence? If yes, please provide a copy of the table of contents including date(s) adopted/updated. If a copy was submitted last year, a new one only need be submitted if the manual was revised. Please note if information was submitted previously. <b>Revision Date:</b> _____</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>3. Has a representative(s) of your entity attended at least one of the safety training or defensive driving courses provided by SBI or another organization? (SBI, MSHA, MMUA, SD Safety Council, etc., or online course) If yes, please attach a list of attendees, course date(s) and course title.</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>4. If SBI conducted a formal survey for your entity in the past 36 months, have you responded to the recommendations made as a result of the survey?</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>5. Are first-aid kits installed in each occupied building?</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>6. Are first-aid kits installed in all <b>primary</b> vehicles?</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>7. Are fire extinguishers installed in all buildings so no one must travel more than 75 feet (Class A fires) or 50 feet (Class B &amp; C fires) to reach one?</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>8. Are fire extinguishers installed in all primary vehicles and pieces of equipment?</p> <p><b>Comments:</b> _____</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>9. Have fire extinguishers been serviced by a certified technician (usually an outside vendor) in the past 12 months?</p> <p><b>Comments:</b> _____</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p>10. Have employees received training on the proper use of fire extinguishers in the past 2 years (<i>online training is acceptable</i>)? If yes, please attach a list of attendees, course date(s) and name of trainer.</p> <p><b>Comments:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>



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Address: _____	
Phone: _____	Email Address: _____
<b>Due Date: 08/18/2023</b>	

### SILVER LEVEL

To achieve a Silver Level award, an entity must comply with all Bronze Level items and each of the following Silver Level items. Please answer yes or no and attach the appropriate documentation as requested.

<b>11.</b> Has your entity developed a formal Safety Committee and/or appointed a Safety Coordinator? If yes, please attach information on your committee and/or safety coordinator. Please include date formed/appointed, number of members, duties, and date of last meeting, etc. Please include copies of minutes from Safety Committee meetings for the past 12 months.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>12.</b> Does your entity obtain Certificates of Insurance, additional insured endorsements and hold harmless agreements from contractors? (Liability and Worker's Comp) If yes, please attach some samples.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>13.</b> Has your entity adopted a formal accident/incident investigation and evaluation program? If yes, please include any written policies or submit an explanation of how the program works. If a copy was submitted last year, a new one only need be submitted if the policy/program was revised. Please note if information was submitted previously. <b>Revision Date:</b> _____  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>14.</b> Does your entity document complaints of potential liability issues from citizens? (i.e.: signs down, bad roads, bad sidewalks, obstructed view intersections) If yes, please include a sample of the form used. If a copy was submitted last year, a new one only need be submitted if the program was revised. Please note if information was submitted previously. <b>Revision Date:</b> _____  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>15.</b> If your entity has a law enforcement agency covered by the SDPAA: Has the agency adopted policies and procedures in the 12 critical tasks as recommended by the SDPAA? <b>AND</b> Is annual training on these policies and procedures provided to officers/deputies? If yes to <b>each</b> , please attach a copy of the Table of Contents page.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>16.</b> Has your entity provided back injury prevention/safe lift training for employees in the past 12 months ( <i>online training is acceptable</i> )? If yes, please attach a roster with attendee names, training date(s) and training topic.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>17.</b> Has your entity provided slip, trip and fall prevention training in the past 12 months ( <i>online training is acceptable</i> )? If yes, please attach a roster with attendee names, training date(s) and training topic.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>18.</b> Did a representative(s) of your entity attend the 2022 Safety and Loss Control Training Conference in November in Pierre? If yes, please note who attended.  <b>Comments:</b>	<b>Yes</b>	<b>No</b>
<b>19.</b> Does your entity have a personal protective equipment (PPE) program for employees? If yes, please attach information outlining your program. If information was submitted last year, new information only need be submitted if the program was revised. Please note on application if information was submitted previously. <b>Revision Date:</b> _____  <b>Comments:</b>	<b>Yes</b>	<b>No</b>



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### GOLD LEVEL

To achieve a Gold Level award, an entity must comply with all Bronze and Silver Level items and each of the following Gold Level items. Please answer yes or no and attach appropriate documentation as requested after certain items.

<p><b>20.</b> Within the past 36 months, has your entity:</p> <ul style="list-style-type: none"> <li>• provided a defensive driving course (SBI, MSHA, MMUA, SD Safety Council, etc., or online course) for your employees; <b>AND</b></li> <li>• devoted <u>at least one</u> safety meeting (tailgate and/or toolbox meetings are acceptable) to a safe driving topic (i.e. distracted driving, use of cell phones, winter driving, etc.)?</li> </ul> <p>If yes, for <b>each</b> of the above please attach a roster showing attendees, training/meeting date(s), and specific training topic. For the On-line Defensive Driving Class, please submit a copy of the printed certificate(s) received after successful completion of the course.</p> <p><b>Comments:</b></p>	<b>Yes</b>	<b>No</b>
<p><b>21.</b> Does your entity provide safety meetings for your employees? If yes, please include training records for the past 12 months indicating meeting frequency and safety training topics covered.</p> <p><b>Comments:</b></p>	<b>Yes</b>	<b>No</b>
<p><b>22.</b> Does your entity conduct documented self-inspections of buildings and properties on a regular basis? Self-inspections consist of a walk through where the person(s) conducting the audit looks for potential hazards. Written recommendations are then given to management for elimination or mitigation of hazards identified. Self-inspections may be of buildings such as shops, playgrounds, sidewalks, parking lots, etc. If yes, please include copies of some audits conducted within the past 12 months.</p> <p><b>Comments:</b></p>	<b>Yes</b>	<b>No</b>
<p><b>23.</b> Does your entity comply with the Loss Control Checklists (where applicable) provided by SBI for:</p> <ul style="list-style-type: none"> <li>a) Administrative</li> <li>b) Conservation District</li> <li>c) Emergency Management</li> <li>d) Emergency Medical Services</li> <li>e) Fire Services</li> <li>f) Jail</li> <li>g) Law Enforcement</li> <li>h) Library</li> <li>i) Maintenance/Custodial</li> <li>j) Parks and Recreation</li> <li>k) Streets and Highways</li> <li>l) Swimming Pools</li> <li>m) Utilities</li> <li>n) Water and Wastewater</li> <li>o) Weed District</li> </ul> <p><b>To obtain copies of checklists, email Shana Mueller at <a href="mailto:smueller@safety-benefits.com">smueller@safety-benefits.com</a> or call Safety Benefits at (888) 313-0839</b></p> <p><b>Comments:</b></p>	<b>Yes</b>	<b>No</b>