RISK MANAGEMENT WORKERS COMPENSATION PREMIUM DISCOUNT APPLICATION

STATE OF NORTH DAKOTA

SFN 53425 (4-2009)

SUBMISSION DEADLINE JUNE 30

Report of Activity for Current Fiscal Year
(July 1 - June 30)

Agency/Facility	% of Discount
1. Provide documentation of your agency workplace safety policies. Describe, with supporting documentation, how these policies are communicated to employees at least annually and at the time of hire for new employees.	1
2. Describe all tasks and functions performed as part of your agency operations, together with the written safety guidelines, developed to address recognizable hazards associated with those tasks and agency functions.	1
3. Provide documentation of at least annual inspections of all worksites for workplace safety issues.	1
4. Identify all job categories or classifications within your agency. Identify or provide documentation of all essential job functions within each identified category or classification.	1
5. Describe in detail, with supporting documentation if applicable, all programs established to train and educate employees on general safety rules, safe operating procedures, ergonomics, and claims management principles.	1
6. Describe your agency workers compensation claims management program, together with the identification of your designated medical provider and those policies, directives, and practices that address transitional duty.	1
7. Provide a copy of any written policy or directives communicated to staff that all Workers Compensation incidents must be reported on-line to the Risk Management Division within 24 hours. Describe, with supporting documentation, how these requirements are communicated to staff. **NOTE**: Agencies with less than 90% of incidents being reported on-line within 24 hours are not eligible for a discount.	1
8. Provide a copy of any written policy, directives, or written reminders communicated to staff that all Workers Compensation claims must be filed on-line with Workforce Safety & Insurance within 24 hours of a work-related injury. **NOTE**: Agencies with less than 90% of incidents being reported on-line within 24 hours are not eligible for a discount.	1
9. Provide a copy of any written policy, procedures, or written directives for reviewing all workplace accidents, incidents/near misses.	1
10. Describe in detail, with supporting documentation, your agency ergonomic action plan or program.	1
TOTAL POTENTIAL DISCOUNT	10%

NOTE:

- Participation in the RMWCP discount program is limited to those agencies implementing and maintaining all ten (10) criteria/provisions of the discount application.
- Documentation can be provided to Risk Management either electronically or by paper copy.
- Audits may be performed a the discretion of Risk Management by phone, mail, Internet, or on-site visit.

Comments

Signed	Date
Please Print Name	Telephone Number