

# Quick Guide

## Cost Containment Certification

Cost Containment Certification requires **one full year** of documentation demonstrating that a safety program is in place and is effective. Be sure to make copies of all the materials you submit for Cost Containment Certification. Keep these copies on file.

**Signed and dated documentation** required for the Premium Cost Containment Certification Program:

### Step 1

#### Formal Declaration of Companywide Safety Policy

- The policy reflects the philosophy of top management.
- The policy addresses that the safety and health of all employees are a top priority.
- The policy contains employer and employee responsibilities with regard to safety.

### Step 2

#### Formal Designation of a Safety Coordinator or Safety Committee

- Your safety coordinator or safety committee responsibilities document clearly defines the tasks and objectives.
- If you have a safety committee, provide meeting agendas and meeting minutes.

### Step 3

#### Clearly Defined Safety Rules

Hazards are identified and safety rules — general and job specific — are documented and clearly communicated.

- Safety rules are enforced consistently throughout the organization.
- Additional documentation that is not required but you may include for this step is as follows:
  - Job hazard analyses that you've conducted.
  - Copies of your organization's enforcement policy.
  - A copy of a completed safety rule violation form if one was issued.

### Step 4

#### Safety Awareness and Training

- Documented new-employee safety orientation occurs upon hire.
- Supervisors provide and document individual job/task safety training.
- At a minimum, quarterly ongoing safety meetings are held for all employees, and attendance is documented with employee signatures.

### Step 5

#### Written Designation of Medical Providers

- The employer designates at least four **SelectNet** medical providers for work-related injuries.
- These designated medical providers are clearly identified and communicated to your employees. This includes:
  - Signed and dated New-Employee Designated Provider Notification letters.
  - If a workplace injury has occurred, copies of The Designated Provider List Notification Letter for an Injured Worker.

### Step 6

#### Written Policies and Procedures for Claims Management

- Claims management policies and procedures are documented for your organization.
- The employer investigates all accidents in order to identify hazards and implements corrective actions. Enclose completed accident investigation forms.
- Employer, when practicable, institutes a modified duty program (enclose documentation).

For Steps 7 and 8, please refer to the Request for Certification application provided by the Division of Workers' Compensation.