

FREQUENTLY ASKED QUESTIONS

1. What is a Safe Workplace Program?

“Safe Workplace Program” means a program that an employer implements voluntarily to promote safety in the workplace. A certified program shall include a formal written safety policy developed by a safety committee made up of equal numbers of management representatives and employee representatives. All representatives must be elected by their peers and serve in a paid status. The safety committee must inspect the workplace at least once annually, conduct regular meetings with written records, and make recommendations to the employer that include: of ways to eliminate workplace hazards and unsafe work practices, appropriate training in hazard assessment and control, effective accident and incident identification, and the role of the federal and local Occupational Safety and Health Administration. Where there is a duty to bargain collectively, the employer shall collectively bargain the use and implementation of the safe workplace program.

2. What is a safety committee and who is on it?

A safety committee is comprised of an equal number of employer representatives and employee representatives. If there is a union, then there must be an equal number of union employee representatives. The safety committee: meets on a regular basis and takes minutes, gives recommendations to the employer to implement safety procedures, provides adequate safety gear where applicable, provides safety inspections and safety drills, utilizes proper safety equipment to prevent hazardous situations and performs other safety measures.

3. How do I get approved for a 5% premium reduction and how many times can I apply?

An application with all the required documents and notarized material where required must be submitted to the D.C. Office of Workers' Compensation, 4058 Minnesota Avenue NE, Suite 3500, Washington, DC 20019 and a copy to the insurance carrier for a 25 day review and comment period. If the application is in order and the Office does not receive any negative comments that would dissuade the Office from approving the request, then a written approval for certification will be issued. This certification, which will be issued by the D.C. Department of Employment Services, Office of Workers' Compensation, will be presented to the Department of Insurance, Securities, and Banking (DISB) for further scrutiny and approval of the 5% premium reduction.

4. Is this a one-time discount or can I reapply each year?

An employer may apply for certification for no more than four separate years. For the second year through the fourth year of certification, a complete application along with supporting documentation will be required.

5. When will the percentage discount become effective?

Please contact your insurance carrier for specific details once you have received certification from the D.C. Department of Employment Services, Office of Workers' Compensation.