

INSTRUCTIONS

The Office of Workers' Compensation has provided a brief explanation of the instructions for applying to the Safe Workplace Program.

1. Print or type all information on the application.
2. Indicate if the application is an initial or renewal request.
3. Ensure all attachments are enclosed and notarized, where required.
4. For safety committee meeting minutes, list the dates of the meetings, attendees, and brief summation of subject matter. At minimum, the safety committee must have met at least once in a calendar quarter and written minutes must be attached.
5. For certified professionals delivering the training and/or worksite safety inspections, list the complete name and address, credentials and affiliations to any related safety groups.
6. For the Safe Workplace Program, attach all details of the plan and timelines for safety inspections. Indicate the effective date the plan was implemented or the anticipated date for implementation. Please list all participants involved in the planning phase.
7. In the case of collective bargaining, attach a copy of the collective bargaining agreement which pertains to the safety committee and implementation of the safety plan.
8. Submit the originals to the D.C. Office of Workers' Compensation, 4058 Minnesota Avenue NE, Suite 3802, Washington, DC 20019 and a copy to the insurance carrier. The carrier has 25 days from submission to express any concerns or comments on the materials submitted.

If there are any questions or further clarification, please contact the Safe Workplace Program Analyst at (202) 671-1000.