

1. Is there a Safety Handbook / Manual in place?
2. Is New Employee Safety Training / Orientation conducted and documented for all departments that is specific to work tasks performed?
3. Are Formal Safety Expectations and Safety Accountability in place in all departments?
4. Does the city have confined spaces?
If the answer is yes:
 - a. Is the city performing confined space training?
 - b. Does the city have a written safety policy on confined spaces?
5. Does the city have a vehicle / fleet policy in place?
If the answer is yes:
 - a. Are you performing any type of distracted/driver training?
6. Is safety training completed by all departments at least monthly?
If the answer is yes:
 - a. Electrical Safety Training Conducted
 - b. Ladder Safety Training Conducted
 - c. Safe Lifting/Preventing Strains/Sprains Conducted
7. Was a loss prevention inspection performed by IMA during annual KMIT visit or by KDOL within the last 12 months?
8. Does the city utilize volunteers for work?
If the answer is yes:
 - a. Does the city have a volunteer policy or waiver in place that addresses injuries?
9. Does the city utilize contractors / vendors?
If the answer is yes:
 - a. Have you qualified the contractors / vendors to ensure they carry workers compensation and general liability insurance?
10. Are documented safety inspections conducted in all departments at least quarterly?
If the answer is yes:
 - a. On All Occupied City Bldgs?
 - b. On All City Vehicles and Equipment?
11. Are Accident Investigations performed on injuries to determine accident prevention methods?
12. Is the City's Experience Modification Rating Below 1.01?
13. Do you have formal Injury Reporting Guidelines developed?

14. Do you use a SPECIFIC designated medical provider?

15. Is a FORMAL written Return to Work policy in place that is consistently being followed?

16. Does the city have a drug and alcohol testing policy in place?

17. Is the city performing post-offer physicals or FCE's on all employees?

If the answer is yes:

- a. Physicals
- b. KMIT POET Program/Function Capacity Evaluation with Range of Motion