



## 2019 Certified Safety Program Document Checklist

Below are the items and/or documents your ATACF Risk Manager will need to review during the Certified Safety Program review. Please have these documents printed or ready before your appointment time. Your Risk Manager will provide the number of New Hire files or Work Comp files they would like to view prior to the visit.

Completed		Document Review Items	
<b>Hiring Practices</b>			
<input type="checkbox"/>		Completed New Hire File(s). This should include the DQF, HR and Medical File. We will be looking at/for the following: FMCSA Pre-Employment Screening Program, Post Job Offer Medical Questionnaire, Pre-Employment Drug Screen, Medical Card FMCSA Verification, Post Employment Agility Testing Documents, Safety Manual Sign Off & New Hire Orientation Schedule Documentation	
<input type="checkbox"/>		Written Hiring Requirements	
<input type="checkbox"/>		Written Job Descriptions	
<input type="checkbox"/>		Written Safety Manual with Sign-Off & the Following Policies in Place if Applicable: Seat Belts, Speeding, 3 Points of Contact, Required Safe Lifting, Pushing and Pulling Techniques, No Jumping Off Trailers, Loading Dock, Out of Trucks, Etc., Harnessed or Netted in Bunk Area, No Cell Phone Usage While Driving, 5 <sup>th</sup> Wheel Pin Puller, & Ergonomic Binder Policy	
<b>Claims Reported</b>			
<input type="checkbox"/>		Complete Work Comp Claim File(s). We will be looking at/for the following: All claims are reported within two (2) business days, Post Injury Drug Screen, Post Injury Follow-Up Call Documentation	
<b>Safety Investments</b>			
<input type="checkbox"/>		In Cab Cameras – Forward Facing and/or Rear Facing	
<input type="checkbox"/>		Injury Prevention Safety Incentive Plan Documentation	
<b>Training &amp; Inspections</b>			
<input type="checkbox"/>		Quarterly Safety Meetings Completed w/Documentation. Examples if Applicable Include: Forklift Training, OSHA Training, Safe Work Methods Training, Flatbed Training	
<input type="checkbox"/>		Monthly Shop Inspections Documentation	
<b>New Hire Presidents Call/Mentoring Program</b>			
<input type="checkbox"/>		New-Hire President/Executive Calls Documentation	