

Through 2009, more than 8,400 PA employers have saved more than \$350 million.

That's because they set up state-certified workplace safety committees, which SAVE each of them 5% on their workers' compensation insurance premiums.

That's \$350 million that companies are using to buy new equipment, hire more workers, expand their businesses, and even pay bonuses to employees – money they used to spend on insurance premiums!

C/G Electrodes, located in Elk County, makes graphite electrodes used in the electric arc furnaces steelmaking process.

"From 2005 to 2008, C/G Electrodes reduced its incident rate by more than 85%, and workers' compensation costs declined by 66%."

- C. Steven Gerg, C/G Electrodes

Just ask Steve Gerg, safety coordinator for C/G electrodes in St. Marys. "The safety committee at C/G Electrodes has been the key to encouraging employee participation in the safety program. Committee members receive safety issues from their fellow team members who prioritize and react to the issues. The active participation of management in the safety meetings and the correction of safety issues has shown team members the commitment of the safety committee and management," Gerg said.

## Getting Started Checklist

- Ask!** Call 717-772-1635 and ask for your free state-certified workplace safety committee startup packet.
- Assess!** Examine incident trends and rates for your industry, as well as the rates and types of accidents and illnesses your workplace is experiencing.
- Assemble!** Assemble your committee members to establish safety goals and procedures for your workplace.
- Act!** Once you've determined the safety needs and goals of your workplace, implement them into your business practices.
- Apply!**

For more information, contact:

Health & Safety Division  
Bureau of Workers' Compensation  
PA Department of Labor & Industry  
1171 S. Cameron St., Room 324  
Harrisburg, PA 17104  
Phone: 717-772-1635  
Fax: 717-772-1639  
E-mail: ra-li-bwc-safety@state.pa.us

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## State-Certified Workplace Safety Committee Program



*Fewer Injuries  
More Savings*



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF WORKERS' COMPENSATION

*Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program*

## How can I start saving now?

First, establish a workplace safety committee that meets the requirements listed below. Then, after six months of operation, complete a committee certification application and submit it to the PA Bureau of Workers' Compensation for approval.

## What are the basic requirements?

Committees must have a minimum of two employer and two employee representatives, meet monthly and be in operation for at least six full months prior to submitting an application.

ALL committee members must be trained annually by qualified trainers on the following three topics: safety committee operation, hazard inspection and accident investigation.

Committees must record and maintain membership lists, meeting agendas, attendance lists and meeting minutes. Go to [www.dli.state.pa.us](http://www.dli.state.pa.us) and select Workers' Compensation, then Health and Safety Division for more information about the program and requirements. From that page, you can also file your application electronically by clicking Online Filing Using HandS.

## What happens when I get approved?

You'll receive written notification from the PA Bureau of Workers'

Compensation to provide to your insurance carrier. The 5% discount will be calculated and applied at the next policy renewal date following certification.

## Can my application be turned down?

You'll be notified by phone or in writing of reasons your application is being disapproved, and we'll provide technical assistance to make corrections. If all of the corrections are made, certification approval will be granted.

## Do I have to repeat this whole process to qualify for the discount in the future?

No. In the years following initial certification, a renewal application will be sent to your HandS user account approximately 90 days in advance of your annual workers' compensation policy renewal date. Updating information, submitting and signing the form is all that's required. By signing the form you are attesting that the committee continues to operate and meet all certification requirements. For employers who have not elected to use HandS, paper renewal forms will continue to be sent out approximately 60 - 90 days in advance of policy renewal dates. However, we anticipate that electronic filing will be mandatory in the future.

## How long can I receive the 5% discount?

As long as you continue to follow the state's workplace safety committee requirements and regulations, you are eligible for the 5% discount.

## Still not sure?

Receiving the 5% discount is just the beginning.

The National Safety Council estimates that for every \$1 of direct costs (medical and workers' compensation) of a lost-time injury, between \$4 and \$8 is spent on indirect costs – things like lost or spoiled production, damaged equipment, worker retraining, accident investigation, etc.

So, for every injury you prevent, you could save time, business costs and manpower. That 5% discount is starting to look more and more like icing on the cake.

Besides, you wouldn't want your competitors to be the only ones doing a good job of improving safety, preventing accidents, and saving money they can then spend on expansion, advertising, hiring and customer incentives, would you?

We didn't think so.

**Call 717-772-1635 today  
to request your packet  
and start saving!**