



## Certification Program Policies

**Not Current Status:** The purpose of the CCS Certification Program is to maintain a current and accurate database of companies in the program. There are several reasons that a company may be in “Not Current” status.

1. Application not completed – if a company starts the application process, but fails to complete the application or the Safety Program Review (SPRS) within sixty (60) days of when a company starts the process, the record will automatically move to “Not Current” status. If a company fails to complete the SPRS within ninety (90) days of when it starts the process, the SPRS will be automatically submitted and scored as failed due to incomplete data.
2. Safety program/manual and/or required documentation not uploaded – if a company fails to upload its safety program/manual and/or required documentation within fourteen (14) days of submitting the SPRS, the company will move to “Not Current” status.
3. Annual statistics not provided – each January, companies in the Certification Program are asked to provide their previous year’s OSHA statistics and upload the previous year’s OSHA 300A log. Companies have until January 31 to provide the annual statistics. On February 1, any company that has not updated the OSHA statistics and not uploaded their OSHA 300A log will be moved to “Not Current” status until the task is completed.
4. Annual renewal not completed – if a company does not begin its annual renewal (which is based on the company’s worker’s compensation policy expiration date) by thirty (30) days after the renewal date, the company will be moved to “Not Current” status until the renewal is completed and scored. If a company begins the renewal but fails to submit within sixty (60) days, the record will move to “Not Current” status until it is completed and scored. In addition, if a company does not submit its SPRS within ninety (90) days of renewal payment, the SPRS will be automatically submitted and scored as failed due to incomplete data.
5. Annual renewal fees not paid – if you do not pay your annual renewal fee by thirty (30) days after your renewal date, your record will move to “Not Current” status until the fee is paid.

**Application Fee Payment:** If you do not pay your application fee within sixty (60) days of applying, your application will be rejected.

**OSHA Statistics Requirement:** All companies are required to provide OSHA 300A Log information for the three most recent years. This information is mandatory for the CCS Certification Program as part of the evaluation process even if you are not required by OSHA to complete these forms. We also require that you upload the 300A Logs for the three most recent years.

Companies that are not required by OSHA to complete 300A logs are still required to complete them to participate in the CCS Certification Program.

Any company that does not have three years of data can still go through the safety program evaluation process, but their status will be “participant.”

To access the forms, click the link below:

<https://www.osha.gov/recordkeeping/new-osha300form1-1-04.xls>

**Deactivation:** A company’s record will be deactivated after being in “Not Current” status for one year (365 days). A company can also request to be deactivated if they no longer wish to be in the CCS Certification Program. *Please note: once a record is deactivated a company wishing to participate in the program must start a new application.*

**Refunds:** A company may request a refund up until they submit their SPRS. Once an SPRS is submitted, we cannot issue a refund as we incur costs at that point. If a refund is issued, the company’s record will be deleted from the Program.

**Home Office Audit:** A company that meets either the “Certified” or “Qualified” criteria is required to pass a Home Office Audit (HOA) in order to achieve the specified status. Companies in “Certified” or “Qualified” status are required to pass a HOA every three years.

A company must have 12 months’ worth of data and documentation in order to pass a HOA. Companies who do not have 12 months’ worth of data/documentation at the time their audit is due will fail and be designated as not having 12 months’ worth of documentation.

*Any company who fails its HOA or refuses a HOA will be moved to “Participant” status. If a company fails an audit, they must wait a minimum of six (6) months before scheduling another audit. If a company wishes to schedule a HOA between annual renewal periods, it will be considered a resubmission and will be subject to additional fees.*

**Fatalities/OSHA Violations:** For a company to be eligible to achieve and/or maintain “Certified” or “Qualified” status:

1. The company must not have a record of any final order OSHA citations of a willful, repeat serious, or failure to abate classification in the last three (3) years and,
2. Have no fatal incidents, within the last three (3) years, that resulted in a serious, willful, repeat serious or failure to abate citations that have subsequently become a final order of the Commission of Labor or the Indiana Board of Safety Review.

### **Rate Calculations:**

1. Annual rates are calculated by the formula  $(N/EH) \times 200,000$  where:

N = sum of the number of recordable injuries and illnesses in the year.  
For the TRIR, use the total number of injuries plus illnesses.

For the DART rate, use injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer.

EH = total number of hours worked by all employees in the year.

200,000 = equivalent of 100 full-time workers working 40 hours per week, 50 weeks per year.

2. To calculate 3-year TRIR, add the number of all recordable injuries and illnesses for the past three (3) years and divide by total hours worked for those years. Multiply result by 200,000.

$$\frac{[(\#inj + \#ill) + (\#inj + \#ill) + (\#inj + \#ill)]}{[hours + hours + hours]} \times 200,000$$

3. To calculate 3-year DART rate, use the same formula as #2 above, except add the number of all recordable injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer for the past three (3) years.

$$\frac{[(\#DART inj + ill) + (\#DART inj + ill) + (\#DART inj + ill)]}{[hours + hours + hours]} \times 200,000$$

4. Rounding Instructions: You must round the rates to the nearest tenth following traditional mathematical rounding rules. For example, round 5.88 up to 5.9; round 5.82 down to 5.8; round 5.85 up to 5.9.