Safety Program Review (SPRS) Instruction Guide

The Safety Program Review (SPRS) is used to evaluate your safety program/manual. We ask that you have your safety manual/program in Portable Document Format (PDF) and that you upload it as one PDF document to your record in the CCS Certification Program. (For instructions on how to convert a Word document to PDF, go to http://office.microsoft.com/en-us/word-help/save-as-pdf-HA010354239.aspx)

The CCS Certification Program has a set of criteria that must be found in your safety program/manual. Some criteria are based on the type of work you do and how you answered the questionnaire on the certification program application. *Please note that it is not enough to say that you have these policies or procedures.* You must have them written in your safety program/manual.

We strongly recommend that a safety professional, not an admin, complete the SPRS to ensure that it is completed properly.

<u>**Referencing:**</u> In order for the reviewer to score your program, they need to be able to find the described policy items in your written safety program/manual, so we ask that you provide a page number in the designated page number box for each item along with a more detailed description if necessary. *For example, Page 6 - section 2, paragraph 3.* **Please use the PDF page number as the reference (not what is listed on the actual page if it differs from the PDF).** This is to ensure that reviewers can easily find your references to confirm that each policy is written in your safety program/manual.

Please be advised that any policies or procedures that you reference will also be required as part of a program audit should you attain "Certified" or "Qualified" status.

<u>**Mandatory Criteria:**</u> In order to attain "Certified" or "Qualified" status, you must have all of the mandatory criteria in your safety program/manual. If you do not have one of these items, please put a "0" in the page number box; otherwise, the

program will not consider your SPRS complete. Please be advised that missing even one of these mandatory items will prevent your company from being eligible to be "Certified" or "Qualified."

Best Practices: You will also notice that there are "best practices" items in each category. If you have these policies in your safety program, please reference them. If you do not, you will not be penalized.

In order to reach "Certified" status, you must have at least 50% of the best practices on the SPRS in addition to passing all of the mandatory criteria.

Clarification of Policy Criteria: As you navigate through the SPRS, you will see a question mark (?) next to many of the criteria. If you hover over the question mark, you will see an explanation of what the reviewer is looking for in regard to that policy in your safety program/manual.

Saving Your References: You will have the option to save your work at any time as you navigate through the SPRS. We recommend that you save your work often to ensure that you don't lose it. Please be sure to hit "save" any time you leave the SPRS.

Progress Bar: On the SPRS legend page, you will see a progress bar which shows which sections have been started (yellow), completed (green) or not started (red). This will help you to be sure that you complete all sections of the SPRS. *Please note that the progress bar will show completed (green) once all of the mandatory items in a section have been referenced. If you wish to reference any best practice items, you will need to verify that you have completed them as the program only verifies for mandatory items.*

Submitting Your SPRS: Once you have completed all of your referencing on the SPRS and you are ready to have it reviewed, you will need to click on the "submit" button. You will not be able to submit if there are any mandatory items that do not have a page number listed in the page number box. If you do not have a mandatory policy, please put a "0" in the page number box in order to able to submit your program for review.

Please be advised that once you hit "submit" you will no longer be able to make changes or additions to your SPRS.

Note: If you have not submitted your SPRS within ninety (90) days of payment, your SPRS will be automatically submitted and scored as "failed" due to incomplete data.

On Hold: Should your reviewer not be able to find some of the policies that you referenced on the SPRS, he or she may choose to put your record "on hold" which allows you one chance to make corrections to the SPRS. The reviewer will "flag" any items that are in question. You will have 30 days to reference those policies. If you have not completed the SPRS within 30 days, the reviewer will score the program as originally submitted.

Please note that you will only have access to mandatory items, you will not be able to change best practices items unless the reviewer has "flagged" the reference.

Please be sure to re-reference all items in question *prior* to submitting the SPRS again as the reviewer will score that program as it has been submitted. You will only receive one opportunity to make corrections before receiving your final evaluation score.

Questions: If you have questions during the SPRS process, please feel free to call the CCS Office at (317) 686-2665.