

Risk and Safety Improvement Self-Assessment

FLORIDA MUNICIPAL INSURANCE TRUST
Safety Excellence Initiative

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Disclaimer and Limitation of Liability

The Florida Municipal Insurance Trust (FMIT) Safety Excellence Initiative (SEI) Assessment is intended solely as a voluntary risk management and continuous improvement tool. The assessment evaluates selected safety management practices, policies, procedures, documentation, and operational controls that were available and observed at the time of the review. The results, recommendations, scores, and accreditation status are based upon information provided by the participating organization and do not constitute a guarantee of compliance with any federal, state, or local law, regulation, standard, accreditation requirement, or industry best practice.

Participation in the SEI program and successful completion of an assessment do not guarantee the absence of injuries, illnesses, claims, losses, liability exposures, regulatory violations, or other adverse events. The assessment is not a comprehensive audit of all operations, hazards, or management practices and should not be relied upon as legal, regulatory, engineering, or professional advice.

The participating organization retains sole responsibility for maintaining a safe work environment, complying with applicable laws and regulations, implementing corrective actions, and managing its operations. FMIT reserves the right to modify assessment criteria, scoring methodologies, accreditation requirements, and program benefits at any time.

SEI accreditation signifies that the organization demonstrated implementation of applicable safety management elements at the time of assessment and is intended to recognize commitment to safety excellence and continual improvement. Accreditation does not constitute certification of regulatory compliance, operational safety, or freedom from risk.

FMIT Safety Excellence Initiative

The Florida Municipal Insurance Trust (FMIT) Safety Excellence Initiative (SEI) is a voluntary accreditation program designed to help FMIT Members develop, implement, and sustain effective safety and risk management systems. The program is founded on the principle that organizations that proactively identify hazards, manage risk, train employees, investigate incidents, and promote leadership accountability experience fewer injuries, illnesses, vehicle crashes, workers' compensation claims, liability exposures, and other preventable losses. The purpose of the FMIT Safety Excellence Initiative is to provide participating organizations with practical guidance, assessment tools, sample resources, and best practices that support continuous improvement in employee safety, organizational readiness, and risk management. By participating in the program, agencies can strengthen their safety culture, improve operational performance, reduce losses, and better protect both employees and the communities they serve.

Voluntary Safety Accreditation Program

Participation in the FMIT Safety Excellence Initiative is completely voluntary and available to all eligible FMIT members. Organizations that successfully demonstrate implementation of the safety and risk management practices outlined in this assessment may earn a Certificate of Safety Excellence. Accreditation is based on demonstrated implementation and effectiveness, not simply the existence of policies or stated intentions. During the assessment process, organizations are evaluated on documented evidence of safety management practices, leadership involvement, employee participation, training programs, operational controls, inspections, corrective action processes, and continuous improvement efforts.

Sample Resources

Sample resources are provided to assist you in implementing and strengthening its safety and risk management programs. These resources are intended to serve as practical examples and may be adopted, modified, or customized to meet your organizations specific operational needs.

Safety Excellence Levels

The FMIT Safety Excellence Initiative recognizes organizations at three progressive levels of achievement. Each level reflects the maturity and effectiveness of the organizations safety and risk management system.

Level 1: Safety Foundations

- **Focus:** Establishing the fundamental components of an effective safety management system.
- Level 1 recognizes agencies that have implemented many of the foundational elements necessary to manage risk and promote employee safety. Leadership has demonstrated a commitment to safety, core policies and procedures are in place, required training is being conducted, and hazards are being identified and addressed. Agencies achieving Level 1 have established a structured framework for safety management and are actively working toward continuous improvement.
- To achieve Level 1, the agency must:
    - Achieve an overall assessment score of 70% or greater
    - Achieve a minimum score of 60% in every applicable assessment section
    - Meet all applicable Level 1 criteria

Level 2: Advanced Safety Management

- **Focus:** Consistent implementation, accountability, and program oversight.
- Level 2 recognizes agencies that have moved beyond basic safety compliance and have integrated safety management into their daily operations. Safety policies are actively followed, inspections and reviews are conducted regularly, supervisors are engaged in risk management activities, and corrective actions are documented and tracked to completion. Agencies achieving Level 2 can demonstrate that safety is an operational priority rather than simply a written program.
- To achieve Level 2, the agency must:
    - Achieve an overall assessment score of 80% or greater
    - Achieve a minimum score of 70% in every applicable assessment section
    - Meet all applicable Level 1 and Level 2 criteria

Level 3: Safety Excellence

- **Focus:** Organizational excellence and continuous improvement.
- Level 3 represents the highest level of recognition within the FMIT Safety Excellence Initiative. Organizations achieving this level have established a mature and highly effective safety management system that is fully integrated into organizational operations. Leadership actively promotes safety and risk management, employee participation is encouraged and supported, performance metrics are tracked and analyzed, and data is used to drive continual improvement. These organizations demonstrate strong organizational accountability and a sustained commitment to reducing injuries, illnesses, losses, and liability exposures.
- To achieve Level 3, the agency must:
    - Achieve an overall assessment score of 90% or greater
    - Achieve a minimum score of 80% in every applicable assessment section
    - Meet all applicable Level 1, Level 2, and Level 3 criteria

Self-Assessment Instructions

Step 1: Complete the Safety and Risk Management Assessment

Conduct a thorough assessment of your safety and risk management system using the questions contained in this document. The assessment is organized into thirteen (13) sections covering critical areas of risk management, emergency preparedness, and operational readiness.

Each question is worth one point. A point should only be awarded when objective, observable, and measurable evidence demonstrates that the requirement has been implemented.

Important: Credit should not be awarded based solely on verbal confirmation that a process exists or is being performed.

Not Applicable (N/A) Questions

Certain questions may not apply to every organization. If a question is determined to be Not Applicable (N/A):

- Do not award the point.
- Remove the question from the section's total possible points.
- Recalculate the section score using only applicable questions.

This approach ensures organizations are evaluated fairly based on the services, programs, and operations they perform.

Step 2: Complete the Scoring Summary

After completing all sections, transfer the results to the Scoring Summary below and calculate:

1. Total points earned for each section.
2. Total applicable points for each section.
3. Individual section percentages.
4. Overall assessment percentage.

Once the calculations are complete, compare the results to the accreditation requirements for Levels 1, 2, and 3. Because accreditation requires both an overall score and minimum scores within each section, organizations should review both measurements when determining eligibility. A high overall score alone does not guarantee accreditation if one or more sections fail to meet the required minimum threshold.

Next Steps

If your organization meets or exceeds the requirements for the desired level, contact the FMIT to schedule a formal Safety Improvement Assessment and verification review. If you do not meet the minimum accreditation requirements, use the recommendations, sample policies, forms, procedures, checklists, and other resources referenced throughout this document to address identified gaps. Once improvements have been implemented, you may repeat the self-assessment and pursue a formal assessment later. The primary purpose of this self-assessment is not simply to determine accreditation eligibility, but to provide a structured roadmap for continuously improving safety, reducing organizational risk, enhancing operational readiness, and strengthening overall safety performance.

Self-Assessment Score Summary:

Section	Points Earned	Applicable Points	Section %	Meets Level 1 (60%+)	Meets Level 2 (70%+)	Meets Level 3 (80%+)
Section 1: Leadership, Accountability & Safety Management			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 2: Performance Measurement & Program Administration			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 3: Employee Orientation, Training & Communication			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 4: Hazard Identification, Inspections & Corrective Action			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 5: Incident, Claims & Return-to-Work Management			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 6: Emergency Planning & Continuity of Operations			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 7: Fleet, Driving & Mobile Equipment Safety			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 8: Occupational Safety Programs			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 9: Facilities, Property & Public-Facing Exposures			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 10: Contract & Vendor Risk Management			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 11: Employment Practices Risk Management			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 12: AI, Cybersecurity & Information Protection			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Section 13: ADA, Public Governance, Records & Financial Controls			%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Overall Score Calculation

Calculation Item	Score
Total Points Earned	
Total Applicable Points	
Overall Percentage (Points Earned ÷ Applicable Points × 100)	%

Safety Excellence Level Determination

Requirement	Level 1	Level 2	Level 3
Minimum Score Required in Every Section	60% ☐ Yes ☐ No	70% ☐ Yes ☐ No	80% ☐ Yes ☐ No
Overall Score Requirement	70% or greater ☐ Yes ☐ No	80% or greater ☐ Yes ☐ No	90% or greater ☐ Yes ☐ No
Level-Specific Criteria Met	Level 1: Safety Foundations ☐ Yes ☐ No	Level 2: Advanced Safety Management ☐ Yes ☐ No	Level 3: Safety Excellence ☐ Yes ☐ No

Section 1: Leadership, Accountability & Safety Management

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
1.	Has the organization established a written commitment to employee safety, public safety, loss prevention, and organizational risk management?				**Level 1: Safety Foundations** • Written safety and risk management policy or commitment statement. • Approved or endorsed by senior leadership. • Addresses employee safety and injury prevention. • Recognizes public safety and loss prevention responsibilities. • Establishes employee responsibility for following safety requirements. • Communicated to employees through orientation, handbook, intranet, postings, or meetings. **Level 2 and Level 3: Safety Excellence** • Policy is periodically reviewed and updated. • Leadership communicates safety expectations on a recurring basis. • Safety and risk management are incorporated into organizational or departmental goals.	
2.	Are safety and risk-management responsibilities assigned to executive leadership, department directors, supervisors, and employees?				**Level 1: Safety Foundations** • General safety responsibilities are documented in a policy, handbook, or safety program. • Executive leadership has overall responsibility for organizational safety. • Supervisors are responsible for enforcing safety rules and addressing hazards. • Employees are responsible for following safety procedures and reporting hazards, incidents, and injuries. • Responsibilities are communicated through orientation, training, policies, or meetings. **Level 2: Advanced Safety Management** • Responsibilities are clearly defined for each level of the organization. • Department directors are accountable for safety performance within their operations. • Supervisors conduct or participate in inspections, training, incident investigations, and corrective actions. • Employees participate in hazard identification and incident/near-miss reporting.	

					• Responsibilities are incorporated into job descriptions, procedures, or management expectations. • Designated staff coordinate organization-wide safety and risk-management activities. **Level 3: Safety Excellence** • Leadership routinely reviews safety performance, claims, incidents, and unresolved hazards. • Managers and supervisors are held accountable for completing assigned safety responsibilities. • Corrective actions have assigned owners and completion dates. • Safety responsibilities are incorporated into operational planning and management decisions. • Effectiveness of assigned responsibilities is periodically evaluated.	
3.	Has a person been assigned responsibility for coordinating the organization wide safety and risk-management process?				**Level 1: Safety Foundations** • A specific person or position is designated. • Basic responsibilities are defined. **Level 2: Advanced Safety Management** • Coordinates safety activities across departments. • Tracks incidents, hazards, and corrective actions. • Coordinates training, inspections, and safety communications. • Has access to leadership for significant concerns. **Level 3: Safety Excellence** • Analyzes incident, claim, and loss trends. • Regularly reports safety performance to leadership. • Leads improvement efforts and tracks corrective actions to completion.	
4.	Are organization wide safety requirements implemented by applicable departments?				**Level 1: Safety Foundations** • Departments receive applicable organization-wide safety requirements. • Supervisors communicate requirements to employees. • Basic safety procedures are implemented within applicable operations. **Level 2: Advanced Safety Management** • Departments incorporate requirements into procedures, training, and daily operations. • Supervisors monitor compliance and address deficiencies.	

					• Department-specific hazards are addressed within the broader safety program. • Implementation is periodically reviewed. **Level 3: Safety Excellence** • Inspections, audits, or assessments verify compliance. • Gaps are documented and corrective actions tracked to completion. • Lessons learned and best practices are shared across departments.	
5.	Are department directors and supervisors expected to address safety performance and correct unsafe conditions or practices?				**Level 1: Safety Foundations** • Unsafe conditions and practices are expected to be promptly addressed. • Employees know how to report safety concerns. **Level 2 and Level 3: Safety Excellence** • Safety performance is routinely discussed with employees. • Hazards and unsafe practices are documented and corrected. • Significant issues are escalated when they cannot be immediately resolved. • Corrective actions are assigned and tracked. • Lessons learned are used to prevent similar issues elsewhere.	
6.	Are employees provided opportunities to report concerns, recommend improvements, and participate in safety activities?				**Level 1: Safety Foundations** • Employees are encouraged to report hazards and safety concerns. • A clear reporting method is available. • Employees may recommend safety improvements. **Level 2: Advanced Safety Management** • Employees participate in safety meetings, inspections, committees, or training. • Reported concerns are reviewed and addressed. • Employees receive feedback on significant concerns. **Level 3: Safety Excellence** • Near-miss and proactive hazard reporting are encouraged. • Employee recommendations are tracked and considered for implementation. • Employee input is used to improve safety programs and practices.	

7.	Does executive leadership periodically review safety performance, significant incidents, open corrective actions, and program needs?				**Level 1: Safety Foundations** • Leadership is informed of significant incidents and safety concerns. • Major corrective actions are communicated to leadership. **Level 2 and Level 3: Safety Excellence** • Leadership reviews safety performance on a scheduled basis. • Incident and claim trends are reviewed. • Open corrective actions are monitored. • Training, equipment, staffing, or program needs are evaluated. • Review findings are used to establish safety priorities and allocate resources.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 2: Performance Measurement & Program Administration

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
8.	Does the organization maintain a schedule, matrix, or calendar for recurring safety and risk-management activities?				**Level 1: Safety Foundations** • Recurring safety activities are identified. • Basic schedule, calendar, or matrix is maintained. • Schedule covers training, inspections, reviews, and other required activities. • Due dates and responsible parties are assigned. • Completion of scheduled activities is documented. • Missed activities are identified and rescheduled. **Level 2 and Level 3: Safety Excellence** • Leadership periodically reviews completion and overdue activities. • Schedule is updated based on incidents, trends, regulatory changes, and operational needs. • Results are used to improve future safety activities.	

9.	Does the schedule identify responsible departments or individuals and applicable completion dates?				**Level 1: Safety Foundations** • Responsible department or individual is identified. • Required activities have established completion dates. • Schedule is accessible to responsible personnel. **Level 2 and Level 3: Safety Excellence** • Responsibilities and due dates are clearly documented. • Accountability is reassigned when responsibilities or operations change. • Completion status is tracked. • Overdue activities are identified and followed up. • Leadership reviews significant overdue items. • Completion trends are used to improve planning and accountability.	
10.	Does the organization monitor practical safety performance indicators such as incidents, claims, inspections, training, reported hazards, and corrective-action completion?				**Level 1: Safety Foundations** • Basic incident and claim information is tracked. • Required training and inspections are documented. • Reported hazards and corrective actions are recorded. **Level 2 and Level 3: Safety Excellence** • Multiple safety indicators are routinely monitored. • Leading and lagging indicators are analyzed together. • Trends and recurring issues are identified. • Corrective-action completion is tracked. • Results are periodically reviewed by management. • Departments use results to establish safety priorities. • Trends are used to guide training, resources, and prevention efforts.	
11.	Does the organization periodically evaluate its safety-management system and identify improvement priorities?				**Level 1: Safety Foundations** • Safety management system is periodically reviewed. • Significant gaps or deficiencies are identified. • Improvement priorities are established. **Level 2: Advanced Safety Management** • Formal assessment is completed periodically. • Incidents, claims, inspections, training, and hazards are considered. • Improvement actions are assigned and tracked. • Results are reviewed with leadership.	

					Level 3: Safety Excellence • Progress toward improvement priorities is measured. • Trends and previous findings are used to evaluate effectiveness. • Results drive future safety goals, resources, and initiatives.	

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Section 3: Employee Orientation, Training & Communication

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
12.	Does the organization use a documented new-hire orientation process?				**Level 1: Safety Foundations** • A documented orientation checklist or process is used. • Basic safety rules and reporting procedures are covered. • Employee completion is documented. **Level 2: Advanced Safety Management** • Orientation includes job- and department-specific hazards. • Required PPE, emergency procedures, and safe-work practices are reviewed. • Supervisors verify required training before independent work. • Records of orientation and training are maintained. **Level 3: Safety Excellence** • Follow-up training or competency checks are conducted as appropriate. • Orientation content is updated based on incidents, hazards, and operational changes.	
13.	Do departments provide job-specific instruction before new employees perform hazardous or unfamiliar work?				**Level 1: Safety Foundations** • Job-specific hazards and safe-work practices are reviewed. • Required PPE and equipment use are explained. • Training occurs before independent work begins.	

					Level 2 and Level 3: Safety Excellence • Hands-on instruction is provided for hazardous tasks. • Supervisors verify employee understanding or competency. • Job-specific training is documented. • Retraining occurs when duties, equipment, or hazards change. • Supervisors routinely reinforce safe-work practices.	
14.	Are new employees assigned appropriate supervision, mentoring, or experienced employee support during their initial training period?				**Level 1: Safety Foundations** • New employees receive appropriate supervision during initial training. • An experienced employee, supervisor, or mentor provides guidance. • Employees are not assigned unfamiliar hazardous work without support. **Level 2: Advanced Safety Management** • Mentoring or supervisory expectations are clearly defined. • Supervisors monitor progress and reinforce safe-work practices. • Readiness for independent work is verified. **Level 3: Safety Excellence** • Progress or competency is documented for higher-risk positions. • Additional coaching or training is provided when needed. • Incidents and feedback are used to improve the onboarding process.	
15.	Does the organization identify required safety training by position, task, department, or exposure?				**Level 1: Safety Foundations** • Required safety training is identified for applicable employees. • Training considers job duties, tasks, and workplace hazards. **Level 2: Advanced Safety Management** • A training matrix or equivalent system identifies requirements by position or department. • Initial and recurring training frequencies are defined. • Supervisors monitor training completion and address gaps. • Training records are maintained. **Level 3: Safety Excellence** • Training needs are updated when jobs, equipment, or hazards change. • Incidents, near misses, and inspection findings are used to identify additional training.	

					• Training effectiveness or employee competency is periodically evaluated.	
16.	Are employee safety-training records maintained and reasonably accessible?				**Level 1: Safety Foundations** • Training completion records are maintained. • Records identify the employee, training, and completion date. • Records can be retrieved when needed. **Level 2 and Level 3: Safety Excellence** • Training records are maintained in a consistent system. • Required certifications and expiration dates are tracked. • Supervisors can identify missing or overdue training. • Records are retained according to applicable requirements.	
17.	Do supervisors periodically discuss relevant incidents, hazards, procedures, seasonal issues, or lessons learned with employees?				**Level 1: Safety Foundations** • Supervisors conduct periodic safety discussions. • Topics reflect current hazards, procedures, or seasonal concerns. • Significant incidents or lessons learned are shared when appropriate. **Level 2 and Level 3: Safety Excellence** • Safety discussions occur on a routine basis. • Topics are relevant to departmental operations and recent trends. • Employee participation and hazard reporting are encouraged. • Discussions are documented when appropriate.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 4: Hazard Identification, Inspections & Corrective Action

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
18.	Can employees report unsafe conditions, work practices, incidents, and near misses without unnecessary barriers?				**Level 1: Safety Foundations** • Employees have a clear method for reporting safety concerns. • Reporting procedures are communicated to employees. • Employees can report concerns without fear of retaliation. **Level 2: Advanced Safety Management** • Multiple practical reporting methods are available. • Near-miss reporting is encouraged. • Reports are reviewed and addressed promptly. • Significant corrective actions are documented and tracked. **Level 3: Safety Excellence** • Reporting is actively encouraged as part of the safety culture. • Reporting trends are periodically reviewed and analyzed. • Employees receive feedback on reported concerns and actions taken. • Lessons learned are shared across applicable departments. • Reporting data is used to identify prevention and improvement priorities.	
19.	Is a hazard assessment or pre-job planning process used before nonroutine, complex, or higher-risk work?				**Level 1: Safety Foundations** • Employees identify hazards before higher-risk or unfamiliar work. • Required PPE, equipment, and basic controls are reviewed. • Employees understand when pre-job planning is required. **Level 2: Advanced Safety Management** • A documented process such as a JHA/JSA or pre-job briefing is used. • Hazards, controls, responsibilities, and emergency needs are addressed. • Affected employees participate in the assessment. • Assessment is updated when conditions or work scope change. **Level 3: Safety Excellence** • Pre-job planning is consistently used for applicable high-risk work. • Supervisors verify controls before work begins.	

					• Employees have authority to stop and reassess work when conditions change.	
20.	Are organization buildings and work areas periodically inspected using appropriate checklists or equivalent documentation?				**Level 1: Safety Foundations** • Buildings and work areas receive periodic safety inspections. • Basic inspection checklists or equivalent documentation are used. • Identified hazards are reported for correction. **Level 2: Advanced Safety Management** • Inspection frequency is established based on hazards and operations. • Checklists are appropriate for the facility or work area. • Findings and corrective actions are documented and tracked. • Responsible departments or individuals are assigned. **Level 3: Safety Excellence** • Inspection results are analyzed for recurring hazards or trends. • Significant corrective actions are tracked through completion. • Inspection findings are used to improve procedures, training, and prevention efforts.	
21.	Are applicable vehicles, heavy equipment, tools, machines, and safety devices inspected before use or on an appropriate schedule?				**Level 1: Safety Foundations** • Applicable equipment receives basic pre-use or periodic inspections. • Employees know what conditions or defects to check. • Unsafe equipment is removed from service or reported promptly. **Level 2 and Level 3: Safety Excellence** • Inspection requirements are established. • Appropriate checklists or inspection records are used. • Deficiencies and needed repairs are documented and tracked.	
22.	Are applicable parks, playgrounds, sidewalks, trees, roads, public buildings, and other public-facing properties inspected based on exposure?				**Level 1: Safety Foundations** • Public-facing properties receive periodic inspections. • Inspection frequency considers use, condition, and potential hazards. • Identified hazards are reported and addressed. **Level 2: Advanced Safety Management** • Inspection schedules and responsibilities are established. • Appropriate checklists or documentation are used.	

					• Deficiencies and corrective actions are documented and tracked. • Higher-risk locations receive more frequent attention. **Level 3: Safety Excellence** • Inspection trends and recurring hazards are analyzed. • Significant corrective actions are tracked through completion. • Findings are used to prioritize maintenance, repairs, and capital improvements. • Claims, incidents, and public complaints are used to adjust inspection priorities.	
23.	Are imminent or serious hazards controlled promptly through repair, removal from service, barricading, shutdown, or other temporary measures?				**Level 1: Safety Foundations** • Employees are expected to report serious hazards immediately. • Immediate steps are taken to protect employees and the public. • Unsafe equipment or areas are removed from service or access restricted. **Level 2 and Level 3: Safety Excellence** • Serious hazards are tracked through permanent correction and verification. • Supervisors verify controls are effective before work or access resumes. • Recurring hazards are analyzed to identify underlying causes. • Lessons learned are used to prevent similar hazards elsewhere.	
24.	Are significant hazards and recommendations assigned, prioritized, and tracked through completion?				**Level 1: Safety Foundations** • Significant hazards and recommendations are documented. • Responsibility for corrective action is assigned. • Higher-risk hazards receive priority. **Level 2: Advanced Safety Management** • Corrective actions have assigned owners and target completion dates. • Priority is based on hazard severity and exposure. • Open and overdue actions are periodically reviewed. • Completion is documented. **Level 3: Safety Excellence** • Corrective actions are tracked through verified completion. • Effectiveness of significant corrective actions is evaluated. • Recurring or overdue issues are escalated to leadership.	

					• Trends are used to identify broader prevention opportunities.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 5: Incident, Claims & Return-to-Work Management

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
25.	Does the organization maintain procedures for reporting employee injuries, vehicle collisions, property damage, liability incidents, near misses, and other potential claims?				**Level 1: Safety Foundations** • Basic incident and claim-reporting procedures are documented. • Employees know what types of incidents must be reported. • Reporting responsibilities and notification methods are identified. **Level 2: Advanced Safety Management** • Procedures address all applicable incident and claim types. • Supervisors understand their reporting responsibilities. • Required reports and supporting documentation are maintained. **Level 3: Safety Excellence** • Reporting trends, delays, and recurring issues are monitored. • Near misses and potential claims are proactively reported. • Findings are used to improve training and prevention efforts.	
26.	Has responsibility for reporting and coordinating claims with FMIT been assigned to specific personnel?				**Level 1: Safety Foundations** • A specific person or position is designated for claim reporting. • Departments know who to contact when a potential claim occurs. • Basic claim-reporting responsibilities are defined. **Level 2 and Level 3: Safety Excellence** • Primary and backup claim coordinators are identified. • Responsibilities include timely reporting and providing supporting documentation. • Significant claim issues are communicated to appropriate leadership. • Claim coordinators monitor open claims and follow-up needs.	

					• Claim trends and significant losses are periodically reviewed.	
27.	Are incidents documented with appropriate reports, photographs, witness information, video preservation, and other available evidence?				**Level 1: Safety Foundations** • An incident report is completed when appropriate. • Basic facts, involved persons, and conditions are documented. • Available photographs and witness information are collected. **Level 2: Advanced Safety Management** • Documentation requirements are clearly established. • Photos, witness statements, video, and other relevant evidence are preserved. • Supervisors verify reports are complete and timely. • Records are maintained and provided for claim handling when needed. **Level 3: Safety Excellence** • Evidence-preservation practices are consistently applied. • Significant incidents receive enhanced documentation and review. • Documentation quality is periodically evaluated. • Lessons learned are used to improve reporting and investigation practices.	
28.	Are significant incidents reviewed to identify contributing factors and prevention opportunities?				**Level 1: Safety Foundations** • Significant incidents receive a basic review. • Immediate causes and contributing factors are identified. • Simple contributing-factor review such as 5 Whys. • Corrective actions are recommended when appropriate. **Level 2: Advanced Safety Management** • A consistent incident-review process is used. • Reviews consider equipment, procedures, training, supervision, and work conditions. • Corrective actions are assigned and tracked to completion. • Findings are shared with affected personnel. **Level 3: Safety Excellence** • Root or systemic causes are evaluated when appropriate. • Similar incidents and trends are reviewed for recurring factors. • Lessons learned are applied across relevant departments.	

					• Findings drive improvements to training, procedures, equipment, or operations.	
29.	Are incident-related corrective actions tracked and relevant lessons communicated to other affected departments?				**Level 1: Safety Foundations** • Corrective actions are documented and assigned. • Significant lessons are communicated to affected employees or departments. • Completion of corrective actions is documented. **Level 2 and Level 3: Safety Excellence** • Corrective actions have assigned owners and target dates. • Open actions are tracked through completion. • Supervisors verify corrective actions are implemented. • Effectiveness of significant corrective actions is evaluated. • Recurring issues and trends are analyzed. • Lessons learned are incorporated into training, procedures, or operations. • Organization-wide improvements are implemented when appropriate.	
30.	Does the organization maintain a process for coordinating medical restrictions, transitional duty, employee communication, and return-to-work?				**Level 1: Safety Foundations** • A basic return-to-work process is established. • Medical restrictions are documented and communicated appropriately. • Employees are informed of return-to-work expectations. **Level 2: Advanced Safety Management** • Transitional-duty opportunities are considered when appropriate. • HR, supervisors, the employee, and claims personnel coordinate restrictions and work status. • Employee progress and changing restrictions are monitored. • Return-to-work activities are documented. **Level 3: Safety Excellence** • Return-to-work cases are actively monitored through resolution. • Transitional-duty assignments are matched to documented restrictions. • Delays or barriers to return-to-work are identified and addressed. • Program results are periodically reviewed to identify improvement opportunities.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 6: Emergency Planning & Continuity of Operations

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
31.	Does the organization maintain emergency procedures addressing credible hazards and operational disruptions?				**Level 1: Safety Foundations** • Basic emergency procedures are documented. • Procedures address credible hazards such as fires, severe weather, and workplace emergencies. • Employees know basic evacuation, notification, and emergency-response expectations. **Level 2: Advanced Safety Management** • Procedures address department- and facility-specific hazards. • Roles, responsibilities, communication, evacuation, and continuity needs are defined. • Employees receive applicable emergency training. • Procedures are periodically reviewed and updated. **Level 3: Safety Excellence** • Emergency procedures are periodically tested through drills or exercises. • Results and lessons learned are documented. • Identified deficiencies are assigned and corrected. • Procedures are updated following exercises, incidents, or significant operational changes.	
32.	Do applicable facilities maintain evacuation routes, assembly locations, shelter areas, and methods for accounting for employees?				**Level 1: Safety Foundations** • Evacuation routes and exits are identified. • Assembly or shelter locations are designated. • Employees receive emergency instructions. • A method exists to account for employees. **Level 2 and Level 3: Safety Excellence**	

					• Procedures address employees, visitors, and individuals needing assistance. • Information is reviewed and updated when facility conditions change. • Evacuation and shelter procedures are periodically tested through drills. • Problems identified during drills are documented and corrected. • Procedures are updated based on lessons learned.	
33.	Does the organization maintain hurricane and severe-weather procedures addressing employee responsibilities, facilities, vehicles, records, communications, and recovery?				**Level 1: Safety Foundations** • Basic hurricane and severe-weather procedures are documented. • Employee roles and responsibilities are identified. • Procedures address facilities, vehicles, records, and communications. • Employees know basic preparedness and response expectations. **Level 2: Advanced Safety Management** • Department-specific responsibilities are established. • Procedures address pre-storm preparation, response, and recovery. • Critical facilities, vehicles, equipment, and records are protected. • Employee communication and staffing procedures are defined. **Level 3: Safety Excellence** • Procedures are reviewed and updated before hurricane season. • Continuity and post-storm recovery priorities are established. • Plans are tested through drills, exercises, or pre-season reviews. • Lessons learned from storms and exercises are incorporated into future planning.	
34.	Does the organization establish procedures for obtaining emergency medical assistance and directing injured employees to authorized treatment?				**Level 1: Safety Foundations** • Procedures for obtaining emergency medical assistance are established. • Employees know how to report work-related injuries. • Injured employees are directed to appropriate authorized treatment. **Level 2 and Level 3: Safety Excellence** • Emergency medical and treatment procedures are periodically reviewed. • Supervisors receive periodic guidance on injury-response responsibilities. • Treatment delays or recurring issues are identified and corrected. • Procedures are updated based on incidents and lessons learned.	

35.	Are first aid supplies accessible and checked on an established schedule?				**Level 1: Safety Foundations** • First-aid supplies are readily accessible. • Supplies are appropriate for the work environment. • Employees know where supplies are located. **Level 2: Advanced Safety Management** • First-aid kits are inspected on an established schedule. • Used, expired, or missing supplies are replaced. • Responsibility for inspections and restocking is assigned. • Inspections are documented. **Level 3: Safety Excellence** • Inspection completion is routinely monitored. • First-aid supplies are adjusted based on workplace hazards and experience. • Recurring deficiencies are identified and corrected. • Additional first-aid resources are provided for higher-risk or remote operations (i.e. stop the bleed kits)	
36.	Where AEDs are provided, are they checked at least monthly and maintained in operable condition?				**Level 1: Safety Foundations** • AEDs are readily accessible and clearly identified. • AEDs receive at least monthly operational checks. • Pads and batteries are replaced before expiration. **Level 2 and Level 3: Safety Excellence** • Monthly inspections are documented. • Responsibility for AED inspections is assigned. • Deficiencies are promptly corrected. • AED maintenance follows manufacturer recommendations. • AED locations and coverage are periodically evaluated.	
37.	Has the organization identified essential functions and established plans for continuing or restoring them following a disruption?				**Level 1: Safety Foundations** • Essential functions and critical services are identified. • Basic continuity and recovery procedures are documented. • Key personnel and responsibilities are identified. **Level 2: Advanced Safety Management**	

					• Continuity plans address staffing, facilities, technology, records, and communications. • Recovery priorities and responsible personnel are established. • Backup resources or alternate operating methods are identified. • Plans are periodically reviewed and updated. **Level 3: Safety Excellence** • Continuity plans are periodically tested through exercises or actual events. • Recovery capabilities and dependencies are evaluated. • Identified gaps are documented and corrected. • Lessons learned are incorporated into updated continuity plans.	
38.	Has the organization established and maintained a current disaster response plan that identifies contracted disaster recovery resources, points of contact, activation procedures, and coordination responsibilities before an emergency occurs?				**Level 1: Safety Foundations** • A basic disaster response plan is documented. • Available disaster recovery resources and vendors are identified. • Current emergency contact information is maintained. • Basic activation and coordination responsibilities are assigned. **Level 2 and Level 3: Safety Excellence** • Contracted recovery resources and services are documented. • Primary and backup contacts are identified. • Procedures explain when and how resources are activated. • Plan and contact information are reviewed periodically. • Lessons learned from disasters or exercises are incorporated into the plan.	
39.	Are emergency and continuity procedures periodically reviewed, discussed, tested, or exercised, with needed improvements documented?				**Level 1: Safety Foundations** • Emergency and continuity procedures are periodically reviewed. • Key responsibilities are discussed with applicable personnel. • Needed updates or improvements are documented. **Level 2: Advanced Safety Management** • Drills, tabletop exercises, or other tests are conducted periodically. • Employee and department responsibilities are evaluated. • Identified deficiencies are assigned for corrective action. • Plans are updated based on exercise results. **Level 3: Safety Excellence**	

					• Exercises include realistic disruptions or multiple departments. • Corrective actions are tracked through completion. • Lessons learned are incorporated into training and procedures. • Leadership reviews significant gaps and improvement priorities.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 7: Fleet, Driving & Mobile Equipment Safety

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
40.	Does the organization maintain driver and vehicle-safety requirements appropriate to its fleet and business-driving exposure?				**Level 1: Safety Foundations** • Basic driver and vehicle-safety requirements are documented. • Authorized drivers have appropriate licenses for assigned vehicles. • Seat-belt, distracted-driving, and safe-driving expectations are established. • Vehicle defects and collisions must be promptly reported. **Level 2: Advanced Safety Management** • Driver qualification and motor vehicle record requirements are established. • Vehicle inspection and preventive-maintenance requirements are defined. • Driver training is provided based on vehicle type and exposure. • Requirements address specialized vehicles or equipment when applicable. **Level 3: Safety Excellence** • Vehicle collisions and driver trends are periodically reviewed. • Higher-risk drivers or activities receive additional training or oversight. • Preventable collisions are reviewed for corrective action. • Fleet data and loss experience are used to improve driver-safety practices.	

41.	Are drivers appropriately authorized through license verification, motor-vehicle record review, training, or other risk-based controls?				**Level 1: Safety Foundations** • Drivers hold a valid, appropriate driver's license. • Basic safe-driving expectations are communicated. • License restrictions or adverse driving records are addressed. **Level 2 and Level 3: Safety Excellence** • Driver eligibility standards are established. • Motor-vehicle records are reviewed periodically. • Training is provided based on vehicle type and driving exposure. • Driver eligibility and MVR results are routinely monitored. • Higher-risk drivers receive additional training or oversight. • Driver controls are adjusted based on loss trends and risk exposure.	
42.	Are organization vehicles inspected and maintained on documented schedules?				**Level 1: Safety Foundations** • Vehicles receive routine safety inspections. • Preventive maintenance is performed on an established schedule. • Vehicle defects are reported and corrected. **Level 2: Advanced Safety Management** • Pre-use inspections are required where appropriate. • Inspection and maintenance schedules are documented. • Maintenance and repair records are retained. • Unsafe vehicles are removed from service until repaired. **Level 3: Safety Excellence** • Inspection and maintenance completion is routinely monitored. • Recurring defects and maintenance trends are reviewed. • Fleet data is used to guide repair and replacement decisions. • Supervisors periodically verify inspection and maintenance requirements are followed.	
43.	Do organization vehicles contain or provide access to collision-reporting instructions, forms, and required contact information?				**Level 1: Safety Foundations** • Drivers have access to collision-reporting instructions. • Required reporting forms are available. • Appropriate emergency and organizational contact information is provided. **Level 2 and Level 3: Safety Excellence**	

					• Collision-reporting packets or electronic resources are standardized. • Instructions address photographs, witness information, and evidence collection. • FMIT claim-reporting information is readily available. • Materials are periodically reviewed and updated.	
44.	Are collisions reviewed and appropriate corrective action taken?				**Level 1: Safety Foundations** • Collisions are reported and reviewed. • Basic contributing factors are identified. • Corrective action is taken when appropriate. **Level 2: Advanced Safety Management** • A consistent collision-review process is used. • Reviews consider driver actions, vehicle condition, environment, and procedures. • Corrective actions are documented and tracked. • Additional training or coaching is provided when needed. **Level 3: Safety Excellence** • Collision trends and recurring causes are analyzed. • Corrective actions are tracked through completion. • Lessons learned are shared with applicable drivers and departments. • Findings are used to improve training, policies, and fleet-safety practices.	
45.	Do written requirements address seat-belt use, mobile devices, distracted driving, and other significant driving behaviors?				**Level 1: Safety Foundations** • Written safe-driving requirements are established. • Seat-belt use is required. • Distracted-driving expectations are addressed. • Drivers are informed of these requirements. **Level 2 and Level 3: Safety Excellence** • Supervisors actively reinforce safe-driving expectations. • Compliance and collision trends are periodically reviewed. • Recurring unsafe behaviors result in targeted training or corrective action. • Policies are updated based on incidents, trends, and changing exposures.	

46.	Has the organization established procedures to ensure employees who tow trailers are properly trained and that trailers, towing vehicles, hitches, loads, and safety equipment are inspected and used safely?				**Level 1: Safety Foundations** • Only authorized employees tow organization trailers. • Employees receive basic instruction before towing. • Tow vehicle, trailer, hitch, lights, tires, and safety chains are checked before use. • Loads are properly secured. **Level 2 and Level 3: Safety Excellence** • Pre-trip inspections are documented when appropriate. • Towing competency is verified for applicable employees. • Spotters or ground guides are used for higher-risk backing when appropriate. • Trailer incidents and recurring deficiencies are reviewed to improve training and procedures.	
47.	Has the organization established procedures to prevent vehicle and equipment backing incidents, including requirements for safe backing practices and the use of trained spotters/ground guides when appropriate?				**Level 1: Safety Foundations** • Safe-backing expectations are established. • Drivers check the area before backing. • Backing is minimized when practical. • Spotters are used when visibility or conditions warrant. **Level 2: Advanced Safety Management** • Drivers and spotters receive appropriate backing-safety training. • Standard hand signals or communication methods are established. • Drivers stop immediately if visual contact with the spotter is lost. • Higher-risk backing situations require a spotter when available. **Level 3: Safety Excellence** • Backing incidents and near misses are periodically reviewed. • Higher-risk vehicles or operations receive additional controls or training. • Supervisors periodically observe and reinforce backing practices. • Lessons learned are incorporated into procedures and training.	
48.	Where applicable, does the organization manage CDL qualification, drug and alcohol testing, driver files, and other DOT requirements?				**Level 1, Level 2, and Level 3: Safety Excellence** • Employees required to hold a CDL are identified. • Appropriate CDL class and endorsements are verified. • Medical qualification, driving records, and applicable training requirements are monitored.	

					• Applicable DOT drug and alcohol testing requirements are followed.	

49.	Are heavy-equipment operators trained and evaluated, and are spotters or ground guides used for difficult backing or limited-visibility operations?
	
	List all that apply:
	
	• Aerial Lift
	• Backhoe Loader
	• Bucket Truck
	• Chain Saw
	• Dump Truck
	• Forklift
	• Front End Loader
	• Gradeall Excavator
	• Mini-Excavator
	• Off Road Forklift
	• Skid Steer
	• Street Sweeper
	• Truck Crane
	• Utility Vehicle
	• Light Tower
	• Vac Truck
	• Overhead Crane
	• Mowers
	• Garbage/Refuse Truck:
	  ○ Front loader
	  ○ Side loader
	  ○ Rear loader
	  ○ Roll off container truck
	  ○ Grappler truck
					Level 1: Safety Foundations
					
					• Operators receive training before using heavy equipment.
					• Equipment is inspected before use.
					• Basic operator competency is verified.
					• Spotters are used when visibility or conditions warrant.
					
					Level 2: Advanced Safety Management
					
					• Operator training and authorization are documented.
					• Training addresses equipment-specific hazards and safe operation.
					• Operators and spotters understand standard signals and communication.
					
					Level 3: Safety Excellence
					
					• Operator competency is periodically reassessed.
					• Supervisors observe and reinforce safe operating practices.
					• Incidents and near misses are reviewed for improvement opportunities.
					• Findings are incorporated into training and operating procedures.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 8: Occupational Safety Programs

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
50.	Has the organization implemented a pre-shift warm-up or "Stretch & Flex" program for employees performing physically demanding work?				**Level 1: Safety Foundations** • Physically demanding jobs or departments are identified. • Employees are encouraged to perform pre-shift warm-up activities. • Basic guidance on safe stretching and movement is provided. **Level 2: Advanced Safety Management** • A structured Stretch & Flex program is used for applicable employees. • Supervisors or trained employees lead or support the program. • Exercises reflect common job demands and injury exposures. • Participation is routinely encouraged. **Level 3: Safety Excellence** • Participation and effectiveness are periodically evaluated. • Exercises are adjusted based on job demands, injury trends, or employee feedback. • Supervisors consistently reinforce participation.	
51.	Has the organization assessed applicable PPE needs and provided employees with appropriate equipment, instruction, and replacement?				**Level 1: Safety Foundations** • PPE needs are identified based on job hazards. • Required PPE is provided to applicable employees. • Employees receive instruction on proper PPE use. • Damaged or worn PPE is replaced. **Level 2 and Level 3: Safety Excellence** • PPE requirements are incorporated into procedures or training. • PPE needs are periodically reassessed as hazards or operations change. • Supervisors routinely reinforce proper selection and use. • Findings are used to improve PPE selection, training, and availability.	
52.	Where respirators are required, does the organization address medical evaluation, fit				**Level 1: Safety Foundations** • A written respiratory-protection program is maintained. • Required respirator use and respiratory hazards are identified. • Appropriate respirators are selected and provided.	

	testing, training, selection, inspection, and maintenance?				• Medical evaluations are completed before required respirator use. • Employees receive basic respirator training. **Level 2 and Level 3: Safety Excellence** • Procedures address inspection, cleaning, storage, and maintenance. • Training and required evaluations are kept current. • Program effectiveness is periodically evaluated. • Respirator selection is reassessed when hazards or exposures change. • Training, fit testing, and medical-evaluation records are routinely monitored.	
53.	Where employees may experience hazardous noise, has the organization evaluated exposure and implemented appropriate hearing-conservation controls?				**Level 1: Safety Foundations** • Jobs or areas with potentially hazardous noise are identified. • Employees receive appropriate hearing protection. • Basic instruction on noise hazards and hearing protection is provided. **Level 2 and Level 3: Safety Excellence** • Noise exposure is evaluated or monitored where appropriate. • Employees exposed at or above applicable thresholds are included in a hearing-conservation program. OSHA uses 85 dBA as an 8-hour TWA as the general-industry action level. • Required hearing protection, training, and audiometric testing are provided. • Audiometric results and noise trends are reviewed for concerns. • Findings are used to improve controls, hearing protection, and training.	
54.	Where chemicals are used, does the organization maintain chemical inventories, labels, safety data sheets, written procedures, and employee training?				**Level 1: Safety Foundations** • Hazardous chemicals are identified and inventoried. • Chemical containers are appropriately labeled. • Safety Data Sheets (SDSs) are accessible to employees. • Employees receive basic chemical-hazard training. **Level 2 and Level 3: Safety Excellence** • A written Hazard Communication program is maintained. • Chemical inventories and SDSs are kept current. • Employees are trained on hazards, labels, SDSs, and protective measures. • Procedures address safe handling, storage, and emergency response.	

55.	Where occupational bloodborne pathogen exposure exists, does the organization maintain appropriate exposure-control procedures, training, protective equipment, and vaccination practices?				**Level 1: Safety Foundations** • A written Exposure Control Plan is maintained. • Positions with occupational exposure are identified. • Appropriate PPE and safe-work practices are provided. • Employees receive bloodborne-pathogen training. • Hepatitis B vaccination is offered to eligible employees. • Exposure incidents are promptly reported and addressed. **Level 2 and Level 3: Safety Excellence** • Exposure Control Plan is reviewed and updated at least annually. • Procedures address exposure response, cleanup, sharps, and contaminated materials. • Exposure incidents and trends are evaluated for prevention opportunities. • Findings are used to improve PPE, procedures, and training.	
56.	For outdoor or hot-environment work, does the organization address acclimatization, hydration, rest, emergency response, training, and supervisory monitoring?				**Level 1: Safety Foundations** • Employees receive basic heat-illness prevention training. • Drinking water and appropriate rest opportunities are provided. • Employees know the signs and symptoms of heat illness. • Emergency response procedures are established. **Level 2 and Level 3: Safety Excellence** • New and returning employees follow an acclimatization process. • Supervisors monitor weather, workload, and employee conditions. • Water, rest, and cooler/shaded recovery areas are provided. • Heat-related incidents and near misses are reviewed. • Findings are used to improve training, work practices, and controls.	
57.	Where electrical work is performed, does the organization establish qualification, energized-work, lockout, PPE, labeling, training, and NFPA 70E requirements appropriate to the exposure?				**Level 1: Safety Foundations** • Electrical work is limited to appropriately trained and qualified employees. • Electrical hazards and basic safe-work requirements are identified. • Appropriate electrical PPE and protective equipment are provided. • Employees understand applicable de-energization and lockout requirements. **Level 2: Advanced Safety Management** • Electrical safety procedures incorporate applicable NFPA 70E practices.	

					• Qualified and unqualified employee requirements are defined. • De-energization is the expected practice unless energized work is justified. • Appropriate arc-flash labeling, PPE, approach boundaries, and training are addressed. • Electrical safety training and qualifications are documented. **Level 3: Safety Excellence** • NFPA 70E electrical-safety practices are periodically reviewed for continued compliance. • Electrical risk and arc-flash assessments are maintained and updated as appropriate. • Employee qualifications and required retraining are periodically verified. • Electrical incidents and near misses are reviewed and used to improve procedures, PPE, and training.	
58.	Where employees service equipment with hazardous energy, does the organization maintain lockout/ tagout/energy-control procedures, training, inspections, and authorized-employee requirements?				**Level 1: Safety Foundations** • Equipment with hazardous energy is identified. • Basic lockout/tagout procedures are established. • Only authorized employees perform lockout/tagout. • Appropriate locks, tags, and energy-control devices are provided. **Level 2 and Level 3: Safety Excellence** • Written equipment-specific energy-control procedures are maintained. • Authorized, affected, and other employees receive appropriate training. • Procedures address stored energy and verification of isolation. • Periodic inspections of energy-control procedures are completed. • Incidents, near misses, and procedural changes are used to improve the program.	
59.	Where confined spaces exist, are spaces identified and are entry, atmospheric testing, ventilation, non-entry rescue, permitting, and training requirements established?				**Level 1: Safety Foundations** • Confined spaces are identified and evaluated. • Permit-required spaces are marked or otherwise controlled. • Employees are trained to recognize confined-space hazards. • Unauthorized entry is prohibited. **Level 2: Advanced Safety Management** • A written permit-required confined-space program is maintained. • Entry procedures address permits, atmospheric testing, ventilation, and hazard controls.	

					• Entrants, attendants, and entry supervisors are appropriately trained. • Non-entry rescue and retrieval procedures are established where applicable. **Level 3: Safety Excellence** • Entry procedures and permits are periodically reviewed for effectiveness. • Rescue capabilities and equipment are periodically evaluated or practiced. • Confined-space incidents, near misses, and deficiencies are reviewed. • Findings are incorporated into procedures, training, and hazard controls.	
60.	Where employees work at heights, does the organization address fall prevention, equipment selection, inspection, training, rescue, and safe work practices?				**Level 1: Safety Foundations** • Fall hazards are identified. • Appropriate fall-prevention or fall-protection equipment is provided. • Equipment is inspected before use. • Employees receive training before exposure to fall hazards. **Level 2 and Level 3: Safety Excellence** • Written fall-protection procedures address applicable work-at-height activities. • Equipment selection, anchorage, tie-off, inspection, and storage requirements are established. • Employees are trained in proper use and inspection of fall-protection systems. • Rescue procedures are established where fall-arrest systems are used.	
61.	Where ladders or scaffolds are used, are appropriate selection, inspection, setup, use, and training requirements established?				**Level 1: Safety Foundations** • Appropriate ladders or scaffolds are selected for the work. • Equipment is inspected before use. • Defective equipment is removed from service. • Employees receive basic safe-use training. • Procedures address selection, setup, access, use, and inspection. **Level 2 and Level 3: Safety Excellence** • Scaffolds are inspected by a designated competent person as applicable.	

					• Supervisors periodically verify safe ladder and scaffold practices. • Inspection and training deficiencies are documented and corrected. • Higher-risk scaffold work receives additional planning and oversight. • Incidents and near misses are used to improve procedures and training.	
62.	For hand and Power tools, are employees provided appropriate tools, inspections, guarding, safe work practices, and training?				**Level 1: Safety Foundations** • Appropriate tools are provided for assigned tasks. • Employees inspect tools before use. • Damaged or defective tools are removed from service. • Required guards and safety devices are maintained. **Level 2: Advanced Safety Management** • Employees receive training on applicable tool hazards and safe use. • Procedures address inspection, guarding, PPE, and proper tool selection. • Unauthorized modification or removal of guards is prohibited. • Higher-risk tools receive additional training or authorization. **Level 3: Safety Excellence** • Supervisors periodically verify safe tool practices. • Tool-related incidents and near misses are reviewed. • Recurring equipment deficiencies are identified and corrected. • Findings are used to improve tool selection, maintenance, and training.	
63.	Where hot work is performed outside designated as hot work areas, does the organization address authorization, permits, fire prevention, ventilation, protective equipment, and fire watch requirements?				**Level 1: Safety Foundations** • Hot work is authorized before work begins in non-designated areas. • Combustibles are removed, protected, or isolated. • Appropriate PPE and fire-extinguishing equipment are available. • Fire watches are provided when conditions require them. **Level 2 and Level 3: Safety Excellence** • A documented hot-work permit process is used. • Permits address fire hazards, ventilation, PPE, and area preparation. • Fire-watch responsibilities and duration are established. • Employees performing or authorizing hot work are appropriately trained.	
64.	Where excavation work is performed, does the organization address competent-person oversight,				**Level 1: Safety Foundations** • A competent person oversees applicable excavation work.	

	protective systems, underground utilities, access, inspections, and atmospheric hazards?				• Underground utilities are located before excavation begins. • Safe access and egress are provided. • Required sloping, shoring, shielding, or other protective systems are used. • Procedures address utilities, water accumulation, access, equipment, and spoil placement. • Excavations are inspected by a competent person as required. **Level 2 and Level 3: Safety Excellence** • Competent-person qualifications and responsibilities are documented. • Excavation planning occurs before higher-risk work begins. • Inspection findings and deficiencies are documented and corrected. • Incidents, near misses, and changing site conditions are used to improve excavation practices.	
65.	Has the organization established procedures for the safe storage, handling, transportation, and use of compressed gas cylinders and flammable liquids?				**Level 1: Safety Foundations** • Written procedures address storage, handling, transportation, and use. • Cylinders are properly secured, protected, and segregated based on hazards. • Appropriate flammable-liquid containers, cabinets, and storage areas are used. **Level 2 and Level 3: Safety Excellence** • Storage areas and cylinders are periodically inspected. • Deficiencies are documented and promptly corrected. • Employees handling higher-hazard materials receive additional training. • Incidents, leaks, spills, and inspection findings are used to improve procedures and controls.	
66.	Where Hazardous and Universal Waste wastes are generated, does the organization address characterization, labeling, storage, inspection, shipment, manifests, records, spill response, and employee training?				**Level 1, Level 2 and Level 3: Safety Excellence** • Hazardous and universal wastes are identified and properly characterized. • Containers are appropriately labeled and stored. • Employees receive basic waste-handling and spill-response instruction. • Appropriate disposal or recycling methods are used. • Applicable manifests, shipping records, and disposal documentation are maintained. • Written procedures address accumulation, labeling, storage, inspection, and emergency response.	

67.	Where employees work on or near roadways, does the organization provide appropriate temporary traffic-control procedures, training, equipment, and work-zone oversight?				**Level 1: Safety Foundations** • Roadway and traffic hazards are identified before work begins. • Appropriate signs, cones, barriers, high-visibility apparel, and other traffic-control devices are provided. • Temporary Traffic Control (TTC/MOT) procedures or plans are used when appropriate. • Employees receive FDOT Temporary Traffic Control training appropriate to their assigned duties. **Level 2 and Level 3: Safety Excellence** • Work zones are periodically inspected and adjusted as conditions change. • TTC/MOT qualifications and certifications are routinely monitored for applicable personnel. • Higher-risk roadway work receives additional planning and supervisory oversight. • Incidents, near misses, and work-zone deficiencies are used to improve procedures, equipment, and training.	
68.	Where employees operate boats or work near water, does the organization address operator qualification, flotation devices, weather, communications, emergency response, and vessel inspection?				**Level 1: Safety Foundations** • Boat operators are appropriately trained and authorized. • Required flotation and emergency equipment is provided. • Employees consider weather and water conditions before operations. • Vessels receive basic pre-use safety inspections. **Level 2 and Level 3: Safety Excellence** • Procedures address vessel operation, communications, weather, emergencies, and man-overboard response. • Required vessel safety equipment is inspected and maintained. • Higher-risk operations include appropriate float plans or communication protocols. • Vessel inspections and preventive maintenance are documented. • Incidents, near misses, and equipment deficiencies are used to improve procedures and training.	
69.	Where Unmanned Aircraft Systems (drones) are operated, does the organization address authorization, FAA requirements, pilot qualification, flight planning, privacy, maintenance, records, and incident reporting?				**Level 1: Safety Foundations** • Drone operations are authorized by the organization. • Pilots hold applicable FAA Part 107 qualifications and aircraft registrations. • Basic preflight inspections and flight planning are completed.	

					• Privacy and appropriate-use expectations are established. **Level 2: Advanced Safety Management** • Written UAS procedures address pilot qualifications, airspace, weather, flight planning, and emergency procedures. • Aircraft registration, Remote ID, and applicable airspace authorization requirements are addressed. FAA UAS • Maintenance, flight, pilot, and authorization records are maintained. • Incidents and equipment damage are documented and reported as required. **Level 3: Safety Excellence** • Pilot qualifications and UAS records are periodically reviewed. • Higher-risk missions receive documented preflight risk assessments. • Maintenance and aircraft condition are proactively tracked. • Incidents and near misses are reviewed to improve procedures and training. • Reportable safety events are submitted to the FAA within applicable timeframes. 14 CFR §107.9 requires certain events to be reported within 10 calendar days.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 9: Facilities, Property & Public-Facing Exposures

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
70.	Are applicable extinguishers, alarms, exit signs, emergency lighting, sprinkler systems, and fire doors inspected and maintained?				**Level 1, Level 2 and Level 3: Safety Excellence** • Required fire and life-safety equipment is provided and accessible. • Exit routes, signs, and emergency lighting are maintained. • Obvious deficiencies are promptly reported and corrected. • Fire doors and exits are kept unobstructed and operable. • Required inspection, testing, and maintenance records are maintained. • Qualified personnel or contractors perform required system servicing. • Identified deficiencies are documented and corrected.	

71.	Does the organization maintain preventive-maintenance schedules for facilities and safety-critical systems such as generators, air handlers, and other essential equipment?				**Level 1: Safety Foundations** • Safety-critical facility systems and equipment are identified. • Basic preventive-maintenance schedules are established. • Maintenance and repairs are documented. • Significant deficiencies are promptly addressed. **Level 2: Advanced Safety Management** • Maintenance frequencies follow manufacturer or applicable requirements. • Responsible personnel or contractors are assigned. • Inspections, testing, servicing, and repairs are documented. • Overdue or unresolved maintenance is tracked. **Level 3: Safety Excellence** • Preventive-maintenance completion is routinely monitored. • Recurring failures and maintenance trends are reviewed. • Critical equipment reliability is considered in continuity planning. • Results are used to guide repair, replacement, and capital-improvement priorities.	
72.	Where parks and playgrounds are maintained, does the organization use documented inspections, maintenance, hazard response, and equipment-removal procedures?				**Level 1: Safety Foundations** • Parks and playgrounds receive periodic documented inspections. • Employees identify obvious equipment, surfacing, and site hazards. • Significant hazards are promptly repaired, isolated, or reported. • Unsafe equipment is removed from service when necessary. **Level 2: Advanced Safety Management** • Inspection frequencies and responsibilities are established. • Standard inspection checklists or equivalent documentation are used. • Maintenance and corrective actions are documented and tracked. • Playground inspections consider applicable CPSC Public Playground Safety Handbook and ASTM guidance. **Level 3: Safety Excellence** • Qualified personnel periodically conduct comprehensive playground assessments. • Significant hazards are prioritized and tracked through completion. • Recurring deficiencies, incidents, and public complaints are reviewed for trends.	

					• Findings are used to guide maintenance, replacement, and capital-improvement priorities.	
73.	Where the organization maintains sidewalks, does it use a consistent process for inspection, prioritization, temporary controls, repair, and documentation?				**Level 1: Safety Foundations** • Sidewalk hazards are identified through inspections or reported concerns. • Significant trip, displacement, or deterioration hazards are documented. • Temporary controls are used when immediate repair is not possible. • Repairs are completed based on hazard severity. **Level 2: Advanced Safety Management** • A consistent inspection and documentation process is used. • Hazards are prioritized based on severity, pedestrian exposure, and location. • Work orders or corrective actions are tracked through completion. • Repairs and inspections are documented. **Level 3: Safety Excellence** • Inspection frequencies consider pedestrian volume, claims, condition, and higher-risk locations. • Recurring hazards and sidewalk-related incidents are analyzed. • Repair completion and outstanding hazards are routinely monitored. • Findings are used to prioritize maintenance and capital-improvement projects.	
74.	Where public trees are maintained, does the organization identify, inspect, prioritize, and address hazardous trees or limbs?				**Level 1: Safety Foundations** • Employees report visibly hazardous trees or limbs. • High-use areas such as parks, sidewalks, roads, and buildings receive periodic observation. • Imminent hazards are promptly isolated, pruned, or removed. • Tree concerns and corrective actions are documented. **Level 2: Advanced Safety Management** • A documented tree-inspection process is established. • Inspection frequency considers tree condition and exposure to people or property. • Qualified personnel evaluate significant tree hazards. • Corrective actions are prioritized based on likelihood of failure and potential consequences. ISA Tree Risk Assessment	

					Level 3: Safety Excellence • Higher-risk trees receive documented assessments using recognized practices such as ISA Tree Risk Assessment Qualification (TRAQ). • Significant recommendations are tracked through completion. • Tree failures, complaints, and recurring conditions are reviewed for trends. • Findings are used to prioritize pruning, removal, monitoring, and budget needs.	
75.	Are athletic facilities, bleachers, courts, trails, splash pads, swimming pools and similar public areas inspected and maintained according to their exposure?				**Level 1: Safety Foundations** • Public-use facilities receive periodic inspections. • Obvious hazards and damaged equipment are identified. • Serious hazards are promptly repaired, restricted, or removed from service. • Inspection and maintenance activities are documented. **Level 2: Advanced Safety Management** • Inspection frequencies reflect facility type, use, condition, and public exposure. • Appropriate facility-specific checklists are used. • Deficiencies are prioritized and tracked through completion. • Preventive maintenance is scheduled for applicable facilities and equipment. **Level 3: Safety Excellence** • Higher-use or higher-risk facilities receive more frequent inspections. • Incidents, complaints, and recurring deficiencies are analyzed. • Significant corrective actions are verified for completion. • Findings are used to prioritize maintenance, replacement, and capital improvements.	
76.	Can residents, employees, and contractors report unsafe property conditions through an accessible and trackable process?				**Level 1: Safety Foundations** • A clear method exists for reporting unsafe property conditions. • Reporting information is available to employees and the public. • Reports are directed to the appropriate department. • Serious hazards receive prompt attention. **Level 2: Advanced Safety Management**	

					• Reports are documented in a work-order, service-request, or similar tracking system. • Responsibility and priority are assigned based on risk. • Corrective actions and completion dates are documented. • Reporters can receive status information when appropriate. **Level 3: Safety Excellence** • Open and overdue reports are routinely monitored. • Recurring hazards and complaint trends are analyzed. • Response and completion performance is periodically reviewed. • Findings are used to improve inspections, maintenance, and capital priorities.	
77.	Are reported property hazards evaluated, temporarily controlled and when necessary, assigned, and documented through closure?				**Level 1: Safety Foundations** • Reported hazards are evaluated promptly. • Serious hazards receive temporary controls when immediate repair is not possible. • Responsibility for corrective action is assigned. • Completed corrections are documented. **Level 2: Advanced Safety Management** • Hazards are prioritized based on severity and public exposure. • Corrective actions have assigned owners and target dates. • Open and overdue hazards are tracked. • Closure includes documentation of the completed action. **Level 3: Safety Excellence** • Significant hazards are tracked through verified closure. • Effectiveness of temporary and permanent controls is evaluated. • Recurring or overdue hazards are escalated to leadership. • Trends are used to improve inspections, maintenance, and prevention efforts.	
78.	Has the organization established a formal planning and risk management process for parades, festivals, community events, and other special events held on or affecting public property?				**Level 1: Safety Foundations** • Special events receive basic pre-event planning and review. • Event-specific hazards and public-safety concerns are identified. • Responsible departments and event contacts are identified. • Emergency response, traffic, crowd, and weather considerations are addressed.	

					Level 2: Advanced Safety Management • A documented special-event planning or permitting process is used. • A risk assessment is completed based on event size, activities, location, and exposures. • Police, fire/EMS, public works, emergency management, and other applicable departments participate in planning. • Traffic control, security, medical response, weather, vendors, and emergency procedures are addressed. **Level 3: Safety Excellence** • Higher-risk events receive formal multi-agency planning and documented operational or contingency plans. • Incident Command System principles are incorporated where appropriate. • Significant events include pre-event briefings and post-event reviews. • Incidents, near misses, and lessons learned are used to improve future event planning.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 10: Contract & Vendor Risk Management

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
79.	Does the organization use a consistent, risk-based process for selecting and approving significant vendors and contractors including written contracts, purchase orders, scopes of work, or service agreements?				**Level 1: Safety Foundations** • Significant vendor and contractor relationships are documented in writing. • Contracts, purchase orders, scopes of work, or service agreements clearly describe the work. • Required licenses, qualifications, and insurance are verified. • Responsibilities of the organization and contractor are defined. **Level 2: Advanced Safety Management** • A consistent vendor/contractor review and approval process is used. • Higher-risk services receive additional review before work begins.	

					• Agreements address insurance, indemnification, responsibilities, and risk transfer as appropriate. • Contracts and supporting documentation are maintained and accessible. **Level 3: Safety Excellence** • Vendors and contractors are evaluated based on the risk of the services provided. • Higher-risk contracts receive enhanced legal, insurance, safety, or risk-management review. • Contract requirements and insurance coverage are monitored through the service period. • Vendor incidents, claims, and performance issues are considered in renewal or future selection.	
80.	Are significant or higher-risk agreements reviewed by appropriate management, procurement, legal, insurance, or risk-management personnel before execution?				**Level 1: Safety Foundations** • Significant agreements receive appropriate review before execution. • Required management or purchasing approvals are obtained. • Insurance and basic risk requirements are considered. • Review and approval are documented. **Level 2: Advanced Safety Management** • A consistent contract-review process is established. • Higher-risk agreements are routed to appropriate legal, insurance, procurement, or risk-management personnel. • Indemnification, insurance, scope, and responsibility provisions are reviewed. • Exceptions or significant concerns are resolved before execution. **Level 3: Safety Excellence** • Agreements are risk-classified to determine the level of review required. • Contract-review thresholds and approval authority are clearly defined. • Unusual or high-risk provisions receive enhanced review. • Lessons from claims, disputes, and vendor issues are used to improve future contract requirements.	
81.	Are contractor insurance requirements based upon the work and exposure and does the organization obtain, review, and monitor				**Level 1: Safety Foundations** • Contractors provide evidence of insurance before work begins. • Required coverage reflects the type of work being performed.	

	certificates of insurance and required endorsements?				• Certificates of Insurance (COIs) are maintained. • Expired or missing coverage is addressed. **Level 2: Advanced Safety Management** • Insurance limits and coverage types are based on contractor risk and exposure. • Required endorsements are obtained and reviewed where appropriate. • COIs and policy expiration dates are tracked. • Higher-risk contracts receive additional insurance or risk-management review. **Level 3: Safety Excellence** • Contractor insurance requirements are standardized by risk category. • COIs and endorsements are monitored throughout the contract period. • Coverage deficiencies or cancellations are addressed before work continues. • Claims and contractor loss experience are used to refine future insurance requirements.	
82.	Does the organization verify that significant contractors perform required safety, inspection, maintenance, reporting, licensing, and insurance responsibilities?				**Level 1: Safety Foundations** • Contractor responsibilities are clearly defined. • Required licenses and insurance are verified. • Significant safety or performance deficiencies are addressed. • Required contractor records are maintained. **Level 2: Advanced Safety Management** • Contractor compliance is periodically monitored. • Required inspections, maintenance, and safety activities are documented. • Insurance and licensing are monitored for expiration. • Incidents, deficiencies, and required corrective actions are tracked. **Level 3: Safety Excellence** • Higher-risk contractors receive enhanced oversight. • Contractor performance is periodically reviewed and documented. • Recurring deficiencies or incidents affect continued use or renewal. • Findings are used to improve future contract requirements and contractor selection.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 11: Employment Practices Risk Management

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
83.	Does the organization maintain current personnel policies appropriate to its workforce and actual employment practices?				**Level 1: Safety Foundations** • Written personnel policies are maintained. • Policies address key employment practices and employee expectations. • Employees receive or have access to applicable policies. • Policy acknowledgment is documented where appropriate. **Level 2 and Level 3: Safety Excellence** • Personnel policies are periodically reviewed and updated. • Supervisors receive guidance on consistent policy application. • Significant policy changes are communicated to employees. • Policies receive periodic HR and employment-law review. • Complaints, claims, and legal developments are used to identify needed policy improvements.	
84.	Do policies prohibit discrimination, harassment, and retaliation and provide multiple reporting options?				**Level 1: Safety Foundations** • Written policies prohibit discrimination, harassment, and retaliation. • Employees are informed of prohibited conduct. • A clear complaint-reporting process is provided. • Employees are protected from retaliation for good-faith reporting. **Level 2: Advanced Safety Management** • Multiple reporting options are available, including alternatives to the employee's immediate supervisor. • Supervisors understand their responsibilities when receiving complaints. • Complaints are promptly referred for appropriate review or investigation. • Policies and reporting procedures are periodically communicated to employees.	

					Level 3: Safety Excellence • Supervisors receive periodic discrimination, harassment, and retaliation training. • Complaint procedures are periodically reviewed for effectiveness. • Findings and legal developments are used to improve policies, training, and practices.	
85.	Are supervisors provided practical instruction on documentation, discipline, complaints, accommodations, leave, retaliation, and escalation?				**Level 1: Safety Foundations** • Supervisors receive basic HR and employment-practices guidance. • Expectations for employee documentation and discipline are explained. • Supervisors know when complaints or employee concerns must be escalated. • HR or management assistance is readily available. **Level 2 and Level 3: Safety Excellence** • Supervisor training addresses documentation, discipline, complaints, accommodations, leave, and retaliation. • Supervisors are instructed to involve HR before significant employment actions. • Supervisors receive updates when policies or employment requirements change.	
86.	Are significant hiring, promotion, performance, disciplinary, accommodation, leave, layoff, and termination decisions appropriately documented?				**Level 1: Safety Foundations** • Significant employment decisions are documented. • Records identify the decision, reason, and relevant supporting information. • Documentation is maintained in appropriate personnel or HR records. **Level 2: Advanced Safety Management** • Consistent documentation practices are used across departments. • Significant employment actions receive appropriate HR or management review. • Supporting records are retained and reasonably accessible. • Documentation reflects applicable policies and the basis for the decision. **Level 3: Safety Excellence** • Higher-risk decisions receive HR, legal, or appropriate leadership review before action.	

					• Documentation is periodically reviewed for consistency and completeness. • Recurring issues are used to improve supervisor training and HR practices. • Records support consistent treatment of similarly situated employees.	
87.	Does the organization seek qualified HR or legal guidance before potentially high-risk employment decisions, including use of the FMIT Employment Law Advisor Program when eligible?				**Level 1, Level 2 and Level 3: Safety Excellence** • High-risk actions have a documented review or escalation checkpoint HR/legal consultation occurs early, before significant decisions become claims, consistent with FMIT guidance. • Eligible FMIT members use the FMIT Employment Law Advisor (ELA) Program when appropriate. The program provides members with Employment Practices Liability coverage access to a Florida-based employment attorney at no additional cost. • Recurring employment issues are used to improve policies and supervisor training.	

(1) Total Points Possible for Level	*(2) Points Not Applicable (NA)*	*(3) Applicable Points For section: Subtract (2) from (1)*	*(4) Total Points Scored: Add All*	*(5) Section Percentage: Divide (4) from (3) = %*

Section 12: AI, Cybersecurity & Information Protection

Criteria		Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
88.	Has the organization established governance practices for the responsible, secure, and appropriate use of artificial intelligence (AI) by employees?				**Level 1: Safety Foundations** • Written AI policy or employee-use guidance is established. • Employees are prohibited from entering confidential or sensitive information into unauthorized AI systems. • Protected information includes personnel, law enforcement, health, legal, financial, and other restricted data. • Employees understand basic expectations for responsible AI use. **Level 2: Advanced Safety Management** • Approved AI tools and acceptable uses are identified. • Employees receive AI-use training or awareness. • Responsibility for reviewing AI risks is assigned.	

					• Privacy, cybersecurity, records retention, accuracy, and legal risks are considered. **Level 3: Safety Excellence** • A formal AI governance program is maintained. • AI risks and higher-risk uses are periodically assessed. • Higher-risk AI applications require documented review or approval. • Human oversight is required for consequential or significant decisions. • AI incidents, concerns, or unintended outcomes are reported and reviewed. • Governance practices are periodically updated based on emerging risks and technology.	
89.	Has the organization assigned internal responsibility for cybersecurity and oversight of outsourced technology providers?				**Level 1: Safety Foundations** • Written cybersecurity responsibilities are established. • Responsibility is assigned to appropriate personnel. • Basic cybersecurity procedures are documented. • Records demonstrate the procedures are being followed. **Level 2: Advanced Safety Management** • Cybersecurity responsibilities are consistently implemented across applicable departments. • Employees receive appropriate cybersecurity training. • Cybersecurity activities are periodically reviewed or monitored. • Identified deficiencies are documented and tracked. **Level 3: Safety Excellence** • Cybersecurity risks are managed using a formal, risk-based approach. • Measurable cybersecurity performance indicators are monitored. • Periodic audits, assessments, or exercises are conducted. • Trends and recurring vulnerabilities are analyzed. • Corrective actions are documented and tracked through completion. • Leadership periodically reviews cybersecurity performance and program effectiveness	
90.	Are individual accounts, multifactor authentication, least-privilege access, screen locks, and prompt offboarding used for important systems?				**Level 1: Safety Foundations** • Individual user accounts are required. • MFA is used for key systems. • Automatic screen locks are enabled.	

					• Access is promptly removed when employment ends. **Level 2 and Level 3: Safety Excellence** • Least-privilege access is applied based on job responsibilities. • User access is periodically reviewed. • Administrative and privileged accounts receive additional controls. • Onboarding, transfers, and offboarding follow a documented access process.	
91.	Do employees receive periodic training addressing phishing, fraudulent payments, passwords, suspicious attachments, and incident reporting?				**Level 1: Safety Foundations** • Responsibility for awareness training is assigned. • Employees receive basic training on phishing, passwords, MFA, and safe data handling. • Training or participation records are maintained. **Level 2: Advanced Safety Management** • Cybersecurity-awareness training is provided on a scheduled basis. • Phishing simulations or similar awareness activities are conducted. • Training completion and identified deficiencies are tracked. **Level 3: Safety Excellence** • Cybersecurity awareness is managed using a risk-based approach. • Training and phishing-simulation results are measured and analyzed. • Higher-risk users or departments receive targeted training. • Trends and recurring weaknesses are monitored. • Corrective actions are documented and tracked. • Leadership periodically reviews awareness-program effectiveness.	
92.	Are critical data and systems backed up, protected, and periodically tested for restoration?				**Level 1: Safety Foundations** • Critical systems and data are regularly backed up. • Responsibility for backup management is assigned. • Backup completion is periodically verified. • Basic recovery procedures are documented. **Level 2: Advanced Safety Management** • Protected, offline, or immutable backup copies are maintained. • Backup frequency and retention standards are established. • Restore tests are performed and documented.	

					• Backup failures or deficiencies are tracked and corrected. **Level 3: Safety Excellence** • Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs) are established. • Critical applications are prioritized by recovery tier. • Recovery scenarios and full restore capabilities are periodically tested. • Third-party and cloud backup capabilities are validated. • Test results, recovery gaps, and corrective actions are documented and tracked through completion.	
93.	Does the organization maintain a cyber-incident response process addressing escalation, containment, evidence preservation, legal guidance, insurance reporting, and continuity?				**Level 1: Safety Foundations** • A written cybersecurity incident-response procedure is maintained. • Key internal and emergency contacts are identified. • Basic containment and system-isolation steps are defined. • Procedures address FMIT/insurance notification and incident reporting. **Level 2: Advanced Safety Management** • Incident-response responsibilities are defined for IT, leadership, legal, communications, records, and continuity. • Escalation and notification procedures are documented. • Critical external contacts and resources are maintained. • A cybersecurity tabletop exercise is conducted at least annually. **Level 3: Safety Excellence** • Procedures address forensic evidence collection and preservation. • External cybersecurity, legal, insurance, and response partners are identified. • Decision playbooks are maintained for significant cyber incidents. • Response capabilities are periodically tested through realistic exercises. • Lessons learned and corrective actions are documented and tracked. • Response-readiness metrics are monitored and reviewed by leadership.	
94.	Do contracts with critical technology vendors address security, privacy, backup, incident notification, data return, business continuity, and cyber insurance?				**Level 1: Safety Foundations** • Basic technology-vendor requirements are documented. • Responsibility for vendor oversight is assigned. • Vendor access, security, and data-handling expectations are defined. • Records demonstrate the process is being followed.	

					Level 2: Advanced Safety Management • Technology vendors are consistently reviewed before and during service. • Cybersecurity, data access, privacy, and incident-reporting requirements are addressed. • Higher-risk vendors receive additional oversight. • Identified deficiencies are documented and tracked. **Level 3: Safety Excellence** • Technology vendors are managed using a risk-based approach. • Critical vendors are periodically reassessed or audited. • Vendor security incidents and performance trends are monitored. • Corrective actions are documented and tracked through completion. • Leadership periodically reviews significant third-party technology risks.	

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Section 13: ADA, Public Governance, Records & Financial Controls

	Criteria	Points Awarded Level 1	Points Awarded Level 2	Points Awarded Level 3	Objective Verification	Notes:
95.	Has the organization designated an ADA Coordinator and established responsibility for coordinating ADA compliance, accommodation requests, grievances, and accessibility issues?				**Level 1: Safety Foundations** • An ADA Coordinator or responsible individual is identified. • Basic ADA responsibilities are documented. • Employees know where to direct accommodation requests and accessibility concerns. • Coordinator contact information is available to employees and the public. **Level 2: Advanced Safety Management** • Coordinator oversees grievances, accommodations, accessibility, and compliance activities. • A written ADA grievance procedure is maintained. • Coordinator contact and grievance information are publicly available. • Applicable staff receive ADA awareness training.	

					Level 3: Safety Excellence • ADA compliance activities are periodically reviewed across departments. • Accommodation requests, grievances, and accessibility deficiencies are tracked. • ADA training is periodically refreshed. • Leadership receives updates on significant accessibility issues and improvement needs.	
96.	Has the organization evaluated its programs, services, activities, and facilities for accessibility and established a current ADA Transition Plan where applicable?				**Level 1: Safety Foundations** • Programs, services, and facilities have been evaluated for accessibility. • Significant physical and programmatic barriers are identified. • Responsibility for addressing identified barriers is assigned. • Basic corrective actions are documented. **Level 2: Advanced Safety Management** • A documented self-evaluation and Transition Plan are maintained where applicable. • Plan identifies barriers, corrective actions, responsible departments, and timelines. • Improvements are prioritized based on public use, exposure, and accessibility needs. • Progress is periodically reviewed and documented. **Level 3: Safety Excellence** • Transition Plan progress is routinely monitored. • Completed improvements and remaining barriers are tracked. • Plan is periodically updated as facilities, programs, and priorities change. • Accessibility needs are incorporated into capital and operational planning.	
97.	Does the organization maintain controls to ensure its websites, mobile applications, electronic documents, and digital services are accessible to individuals with disabilities?				**Level 1: Safety Foundations** • Responsibility for digital accessibility is assigned. • Basic website and document accessibility requirements are established. • Employees responsible for digital content receive accessibility guidance. • A method exists for reporting digital accessibility problems. **Level 2: Advanced Safety Management**	

					• Website and digital content are periodically evaluated for accessibility. • Staff receive training on accessible Word, PDF, PowerPoint, web, and multimedia content. • New or substantially updated content is reviewed for accessibility. • Identified deficiencies are documented and remediated. **Level 3: Safety Excellence** • Digital accessibility is routinely monitored using automated and manual testing. • Higher-use services, portals, forms, and documents receive priority. • Vendor-provided digital services are included in accessibility review. • Accessibility performance and remediation progress are periodically reviewed.	
98.	Does the organization evaluate public facilities and programs for accessibility and address identified physical or programmatic barriers?				**Level 1: Safety Foundations** • Public facilities and programs are reviewed for accessibility. • Significant barriers are documented. • Immediate accessibility concerns are addressed when practical. • Employees know how to respond when a person encounters an accessibility barrier. **Level 2: Advanced Safety Management** • Facility accessibility inspections or assessments are documented. • Corrective actions are prioritized and assigned. • New construction and alterations are reviewed for applicable accessibility requirements. • Alternative methods of providing program access are used when appropriate. **Level 3: Safety Excellence** • Accessibility deficiencies are centrally tracked through completion. • Higher-use facilities and programs receive priority. • Accessibility is incorporated into renovation and capital-planning decisions. • Complaints, accommodation requests, and inspection findings are used to identify improvement priorities.	
99.	Does the organization provide accessible public meetings, notices, materials, communications,				**Level 1: Safety Foundations** • Public meetings are held in accessible locations. • Meeting notices provide accommodation-request information.	

	and reasonable accommodations for individuals with disabilities?				• A clear process exists for requesting disability-related accommodations. • Employees know how to route and respond to requests. **Level 2: Advanced Safety Management** • Procedures address interpreters, captioning, assistive listening devices, and accessible materials when needed. • Agendas, presentations, and public-facing meeting documents are provided in accessible formats when applicable. • Accommodation requests and responses are documented. • Staff responsible for meetings receive accessibility guidance. **Level 3: Safety Excellence** • Meeting accessibility is periodically reviewed. • Virtual and hybrid meeting accessibility is addressed. • Recurring barriers or accommodation issues are tracked and corrected. • Feedback from individuals with disabilities is used to improve public participation and accessibility.	
100.	Does the organization maintain a process for receiving, routing, searching, retaining, reviewing, and responding to public-records requests?				**Level 1: Safety Foundations** • A designated records custodian or responsible person is identified. • A clear process exists for receiving public-records requests. • Basic records-retention guidance is provided. • Requests and responses are documented or tracked. **Level 2: Advanced Safety Management** • A consistent process is used to search, review, and produce responsive records. • Employees receive applicable public-records and retention training. • Procedures address records on personal devices and with contractors. • Complex, sensitive, or disputed requests are escalated for legal review. • Response status and deadlines are tracked. **Level 3: Safety Excellence** • Response times and completion metrics are monitored. • Significant responses receive appropriate quality review. • Legal-hold and records-preservation procedures are established. • Technology-assisted search and eDiscovery tools are used when appropriate. • Request trends and recurring issues are analyzed.	

					• Findings are used to improve records management, training, and response processes.	
101.	Does the organization maintain administrative controls for notices, agendas, accessibility, minutes, records, and governing-body actions?				**Level 1: Safety Foundations** • Responsibility for required administrative activities is assigned. • Governing-body actions and supporting records are documented. • Basic deadlines and requirements are tracked. **Level 2: Advanced Safety Management** • Deadlines and responsible personnel are clearly established. • Standard templates and procedures are used. • Staff and governing-body members receive appropriate orientation. • Unusual or higher-risk matters are escalated for legal review. **Level 3: Safety Excellence** • Calendars or tracking systems monitor key deadlines and requirements. • Significant notices, agendas, minutes, and actions receive quality review. • Contingency procedures address missed deadlines or administrative disruptions. • Periodic audits or reviews evaluate compliance. • Errors, legal changes, and lessons learned are used to improve procedures.	
102.	Are applicable officials and employees provided information concerning ethics, conflicts of interest, gifts, disclosures, and related responsibilities?				**Level 1: Safety Foundations** • Basic ethics and conflict-of-interest requirements are documented. • Responsibility for ethics oversight or guidance is assigned. • Employees and officials know how to report or disclose potential conflicts. • Required disclosures or related records are maintained. **Level 2 and Level 3: Safety Excellence** • Ethics and conflict requirements are consistently implemented. • Applicable employees and officials receive periodic training or guidance. • Potential conflicts are documented, reviewed, and addressed. • Identified deficiencies are tracked and corrected. • Leadership periodically reviews program effectiveness and improvement needs.	

103.	Does the organization maintain controls over purchasing, payments, credit cards, bank accounts, electronic transactions, reconciliations, and financial-system access?				**Level 1: Safety Foundations** • Purchasing and payment approval requirements are documented. • Bank and credit-card activity is routinely reconciled. • Financial-system access is limited to authorized personnel. • Supporting records are maintained for transactions. **Level 2 and Level 3: Safety Excellence** • Duties are appropriately segregated or compensating review controls are used. • Dual approval is required for higher-risk transactions. • Financial-system access is periodically reviewed. • Exceptions and unusual transactions are documented and tracked. • Changes to banking or payment information require independent verification.	
104.	Are vendor-payment changes and electronic transfers independently verified using known contact information and appropriate approval controls?				**Level 1: Safety Foundations** • Vendor payment changes are independently verified using known contact information. • Call-back verification is used before changing banking information. • Electronic transfers and payment changes require dual approval. • Verification and approvals are documented. **Level 2 and Level 3: Safety Excellence** • Written out-of-band verification procedures are established. • Payment-system access is restricted to authorized personnel. • Payment changes, approvals, and electronic transfers are logged. • Employees receive training on payment fraud, phishing, and business-email compromise.	

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