

SAFETY COUNSELLING, INC.

NEW MEXICO SELF-INSURERS' FUND

To: NMSIF Members

From: Brock Carter, President, Safety Counselling, Inc.

Date: Tuesday, December 20, 2016

Re: NMSIF - Annual Safety Program Audit 2016

It's that time of the year again! As a member of the New Mexico Self-Insurers' Fund, you are required to complete an Annual Safety Program Audit. As part of the risk management team, Safety Counselling, Inc., will be reviewing the audits to identify areas to assist members in improving their safety program.

Please send **COPIES (no originals please)** of the following information to Safety Counselling, Inc., at 3207 Matthew Ave. NE, Albuquerque, NM 87107, **no later than Tuesday, February 28th, 2017:**

1. Completed Annual Safety Program Audit Form (**with all questions answered**)
2. Table of Contents of your Safety Program & Safety Policy
3. Table of Contents of your Emergency Response Plan
4. Three (3) Safety Inspections you performed within the past fiscal year (**January 2016 – December 2016**)
(DO NOT include inspections conducted by Safety Counselling, Inc.)
5. Three (3) In-house Safety Meetings conducted within the past fiscal year (**January 2016 – December 2016**)
(DO NOT include meetings that Safety Counselling, Inc. presented.)
6. Job Hazard Analysis Form used by your departments
7. Three (3) Accident / Incident / Claim Investigations within the past calendar year (General Liability / Workers Compensation) (**January 2016 – December 2016**)
8. OSHA 300 Log (**the calendar year for 2016**)

After receipt of these documents, we will follow up with you to review the results. We appreciate your cooperation in this matter. Please have these documents returned to Safety Counselling, Inc., at the above address by **Tuesday, February 28th, 2017**. Or you can also e-mail the documents to diana@safetycounselling.com. Please contact Brock or Diana at (505) 881-1112 or (800) 640-0724 should you have any questions or comments regarding the Annual Safety Program Audit and the related forms. Thank you.