



The following are the programs tiering criteria:

Item	Criterion Tier I
A.	The completed Resolve Form has been submitted to MMA
B.	Meets the required State of Maine Department of Labor (MDOL) compliance directives
C.	Agrees to respond within 30-days to Corrective Action Recommendations
D.	A Personal Protective Equipment (PPE) safety plan is implemented for all required departments
E.	Safety policies are reviewed and documented annually
F.	Key people have been assigned safety responsibilities
G.	A process to communicate safety concerns to all employees is in place
H.	Leadership is aware of and reviews accidents

Item	Criterion Tier II
A.	A slip, trip and fall safety policy is in place
B.	A lifting and back safety policy is in place
C.	An office ergonomics safety policy is in place
D.	A safety committee holds meetings at least quarterly and minutes are documented
E.	Incident reviews (i.e. accidents, near misses) are conducted to find root cause(s) of reported occurrences
F.	Facility self-inspection are completed annually and documented
G.	Preferred providers are used

SPECIAL NOTE: The preferred provider list is a useful tool, but not meant to be restrictive. Other options may be available to you. For more information contact Sherry Gaudet at sgaudet@memun.org.

Item	Criterion Tier III
A.	Employee training is documented
B.	A written incident review policy is in place
C.	A wellness program or similar alternative is offered to employees
D.	A return-to-work policy (light-duty) for all departments is in place
E.	Leadership attends/participates in Safety Committee meetings, trainings and other safety events

Special Note: If a member chooses to withdraw from participation in the program or is non-compliant with any of the tiering criterion then program credit will be removed or amended at the next renewal. Non-compliance means the member no longer meets all of the required tier criteria and they will be placed in the highest qualifying tier or removed from the program.