



State of Wyoming
Department of Workforce Services
DIVISION OF WORKERS' COMPENSATION
SAFETY & RISK



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Workers' Compensation Safety & Risk Visit

INTRODUCTION CONFERENCE: When the Safety Specialist arrives at the worksite for a scheduled visit, he or she will meet with the employer in an introduction conference to briefly review the Safety Specialist's role and the employer's obligations. The employer is encouraged to have as many employees as possible participate in the introduction conference.

WALK-THROUGH: The employer and the Safety Specialist will examine workplace conditions together. The Safety Specialist will inspect the entire workplace. The Safety Specialist will discuss the safety and health standards that apply to any hazards identified during the visit. A comprehensive inspection includes an appraisal of all mechanical and environmental hazards, i.e. noise levels and/or air quality, physical work practices, as well as an appraisal of the employer's existing safety and health program. If the employer does not have a written safety and health program, the Safety Specialist can assist the employer in creating one.

WCSR strongly encourages maximum employee participation in the walk-through, as employees provide invaluable insight, which allows the Safety Specialist to identify and judge the nature and extent of specific hazards. Further, the Safety Specialist may suggest other measures, such as self-inspection checklists and/or safety and health training, which employers and employees can implement to prevent future hazardous situations.

EXIT CONFERENCE: The Safety Specialist will review detailed findings with the employer in an exit conference. The Safety Specialist will discuss the employer's safety and health strengths and identify the weaknesses that require improvement. At that time, the employer can discuss problems, possible solutions, and an abatement period to eliminate or control any serious hazards identified during the walk-

through. Additionally, the Safety Specialist will discuss discount programs that may be available. These programs can help reduce the employer's workers' compensation premiums.

WRITTEN REPORT AND ABATEMENT: Following the exit conference, the Safety Specialist will prepare a detailed written report explaining the findings and confirm agreed upon abatement periods, if any. The Safety Specialist can do a follow up visit, upon the employer's request. **Ultimately, WCSR expects that all hazards will be abated in a timely manner, thereby achieving Workers' Compensation Safety & Risk's objective: [collaborating with employers to provide safe and healthy workplaces.](#)**

BENEFITS: Knowledge of workplace hazards and ways to eliminate them will improve the employer's operations and business management. The employer will get professional advice and assistance on the correction of workplace hazards. The employer and the employees will benefit from onsite training and assistance provided by the Safety Specialist. The Safety Specialist can help establish or strengthen a safety and health program, making safety and health activities routine considerations, rather than crisis-oriented responses. **Additionally, the Safety Specialist will assist the employer in applying to all discount programs for which the employer is eligible, if interested.**

IN SUMMARY,

An on-site visit with a WCSR Safety Specialist WILL:

- Help you **recognize hazards** in your workplace;
- Suggest general approaches or **options for solving** a safety or health problem;
- Identify a **variety of options**, if you need further assistance;
- Assist you in developing or maintaining an effective **safety and health program**;
- Provide **training and education** for you and your employees;
- Provide you with **discount program** information;
- Review/Discuss **workers' compensation data**; and
- Provide you with a **written report** summarizing the findings.

The on-site Safety Specialist WILL NOT:

- Issue citations or propose penalties for violations of ANY SAFETY standard; or
- report possible violations to OSHA enforcement staff.

THIS IS A FREE SERVICE
provided by the Wyoming Workers' Compensation Division