

Guidelines for Specialists
Who Evaluate
Employers with Multiple Work Sites

As a Certified Specialist for the Workplace Safety and Loss Prevention Incentive Program (WSLPIP), you must review data for each location in New York State where an employer has set up a WSLPIP program. Certain sections of the WSLPIP Regulations demand this review.

Employer applications must include [Section 60-1.6 (d)]:

Subsection 5 - The name, address and contact information for a **management** contact at each location that has a WSLPIP.

Subsection 6 - The **NAICS classification code** for each location that has a WSLPIP.

Subsection 7 - Contact information for the **employees' collective bargaining representative** and/or a **representative of employees** named by the employer for each location that has a WSLPIP, i.e. name, phone number, etc.

Subsection 9 - The employer's **experience rating**. *Each employer has an overall experience rating that averages out the safety data from all the employer's locations.*

Certified Specialists must do the following [Section 60-1.16(a)]:

Subsection 3 - **Analyze the historical loss and claim information** for the location in the evaluation.

Subsection 6 - You may group data from many locations in a single evaluation report, rather than submit multiple reports. *Please note that the same employer may have facilities that differ widely, i.e. be located in a sensitive area or may perform specialized tasks, etc. It is your job/responsibility to decide if such locations need a separate evaluation report.*

Section 60-1.16(b), Subsections 3 through 10 also apply to employers with multiple locations.

SUGGESTED MINIMUM EVALUATION VISITS

An employer may have work sites that are very different. Work sites may have activities or products that vary from those at other locations. A site may be located in an environmentally sensitive area, etc.

It is your job to review an employer's information about jobs and staffing at each site. You should use this data to decide if a location has unique characteristics that call for a separate site evaluation. If so, you must consider loss and claim information for each site as you would for an employer with one work site. You should detect hazards that need correction, as usual.

To ensure a thorough WSLPIP evaluation, you should conduct a site visit and evaluation for:

- Each location for employers with 1-3 locations, or
- At least half of the locations for employers with 4 or more sites, up to a maximum of 10 sites.

Please note: You may need to visit more than half of an employer's sites. Review the employer's data about work activities and staffing at each site to decide if you should visit more sites.

The Department of Labor (DOL) monitors this program. DOL may decide that an employer gave enough site data to require a visit from you at a specific location. If you did not do a visit, it could affect your license to conduct Section 60 evaluations.