

## DFSP Checklist (BASIC & ADVANCED)

	JANUARY Program Year (PUBLIC SECTOR)	JULY Program Year (PRIVATE SECTOR)
<input type="checkbox"/> Submit DFSP application & Safety Management Self-Assessment.....	November (last business day)	May (last business day)
<input type="checkbox"/> Complete Accident Analysis Training for ALL supervisors.....	January (30 days from start of program yr)	July (30 days from start of program yr)
<input type="checkbox"/> ADVANCED LEVEL ONLY: Complete ANNUAL On-Line Safety Action Plan.....	February (60 days from start of program yr)	August (60 days from start of program yr)
<input type="checkbox"/> Develop drug-free policy.....	March (end of 1 <sup>st</sup> qtr of initial program yr)	September (end of 1 <sup>st</sup> qtr of initial program yr)
<input type="checkbox"/> Select drug testing & employee assistance vendors.....	Before program roll-out	Before program roll-out
<input type="checkbox"/> If NEWLY enrolled - Educate all employees (min. 1 hr.).....	April (4 mos from start of program yr)	October (4 mos from start of program yr)
<input type="checkbox"/> If NEWLY enrolled - Train all supervisors (min. 2 hrs. 1 <sup>st</sup> yr., 1 hr. subsequent yrs.).....	April (4 mos from start of program yr)	October (4 mos from start of program yr)
<input type="checkbox"/> Educate new employees.....	Within 1 <sup>st</sup> 8 wks of employment	Within 1 <sup>st</sup> 8 wks of employment
<input type="checkbox"/> Train new supervisors.....	Within 8 wks of becoming a supervisor	Within 8 wks of becoming a supervisor
<input type="checkbox"/> Complete Accident Analysis Training for NEW supervisors.....	Within 60 days of becoming a supervisor	Within 60 days of becoming a supervisor
<input type="checkbox"/> Submit Annual Report & Safety Management Self-Assessment.....	September (last business day)	March (last business day)
<input type="checkbox"/> Complete annual refresher employee education & supervisor training.....	Each year by end of September	Each year by end of March
<input type="checkbox"/> Submit Accident Report.....	Within 30 days of date of accident or from date claim allowed	Within 30 days of date of accident or from date claim allowed
<input type="checkbox"/> Submit receipts for SafetyGRANT\$ (during first 2 years of DFSP participation).....	On-going	On-going