

## **How to Apply for an Incentive Credit under Code Rule 60:**

The goal of the Workplace Safety and Loss Prevention Incentive Program is to help reduce the number and severity of injuries to people covered by the NYS Workers' Compensation Board.

Under this program, you may apply for a credit to your workers' compensation insurance premium or security deposit. To qualify, start one or more programs that meet the standards outlined in Code Rule 60:

**Safety and Health** - A Safety Incentive Program prevents occupational illnesses and injuries by:

- identifying,
- preventing,
- evaluating, and
- controlling workplace hazards.

This program gives you a procedure to evaluate workplace hazards. It helps you develop ways to reduce and/or remove them.

**Drug and Alcohol Prevention** - A Drug and Alcohol Prevention Program explains the dangers of substance abuse in the workplace. The program gives employers tools to handle problems that are:

- low cost,
- confidential, and
- early-intervention.

This program can prevent accidents on the job caused by drugs and alcohol. The program also offers help to employees whose addictions keep them from working safely and effectively.

**Return to Work** - A Return to Work Program helps employees get back to work promptly and safely after a job-related injury or illness. The program sets fair and consistent practices to meet their needs.

To take part, review our [Guidelines to Code Rule 60](#). Then submit an application ([see Code Rule 60](#)). You must implement the program(s) and have it evaluated **before** the Labor Department can approve an application. Submit it at least 120 days before the date you renew your workers' compensation insurance policy. The deadline for a self-insured employer is September 2.

Use our form to apply and fill in all the information requested. Attach a copy of your program plan and describe how you implemented the program. You must

also submit a copy of your evaluation report. It must be from a Certified Specialist or Labor Department staff.

[WSLPIP Application for Approval \(Form SH 927\)](#)

[WSLPIP Application Instructions](#)

[Appendix A \(SH 933\)](#)

The Labor Department certifies the Specialists who evaluate all three credit programs. ([See our Licensing page for information on getting certified](#)).

Please follow the link to our [Specialist Database Search Engine](#) where you can locate and contact one or more specialists in your area who may be available to provide the required evaluation service.

The Database Search Engine will allow you to search for certified specialists who work for either a private insurance carrier or are self-employed. The Department of Labor does not set the fees that may be charged by any private sector specialist. You are responsible for making those arrangements with each specialist.

You will be able to search on one or more geographic areas and e-mail selected specialists.

Specialists must use the Labor Department forms for their reports. They submit the evaluation to you. These are the proper forms to use:

[Safety Program Evaluation Report \(Form SH 926\)](#)

[Drug and Alcohol Prevention Program \(Form SH 928\)](#)

[Return to Work Program Evaluation Report \(Form SH 929\)](#)

[Evaluation Report Instructions](#)

[Appendix A](#)

[Guidelines for Specialists who Evaluate Employers with Multiple Work Sites](#)

Once you qualify for the credit, we will send you a Certificate of Approval. You must notify:

- your insurer, or
- the Workers' Compensation Board (if self-insured).

Send them a copy of the Certificate so they can apply the credit to the next policy period.

We approve programs for three years. To keep the credit for all three years, you must:

- file an annual report,
- attest that you still have the program in operation,
- show compliance, and
- submit the annual report to us 90 calendar days after your policy renewal date.

Individually self-insured employers have until the end of the first quarter to send us each annual report and verification.

After we review and approve the annual report, we will send you written notice of approval. Send a copy of this notice to your insurer or the Workers' Compensation Board (if self-insured) promptly.

These are the annual report forms and instructions:

[Safety Incentive Program Annual Report \(SH 932\)](#) *(under construction)*

[DAPP Incentive Program Annual Report \(SH 930\)](#) *(under construction)*

[RTW Incentive Program Annual Report \(SH 931\)](#) *(under construction)*

[Annual Report Instructions](#) *(under construction)*

You may renew your credit for additional three-year periods. You must apply for renewal no later than 90 calendar days before your yearly policy renewal date in the third year of the current approval period. The renewal application deadline for a self-insured employer is September 30.

You must include an annual report with data from the first half of the final approved year. You must also send a copy of the application to your insurer or to the Workers' Compensation Board (if self insured).

We will send you a Certificate of Approval when we renew your incentive credit. It is valid for three years. You must notify your insurer or the Workers' Compensation Board (if self-insured) by sending them a copy of the Certificate of Approval.

Apply for renewal using this form:

[Renewal Application Form](#) *(under construction)*

[Renewal Application Instructions](#) *(under construction)*

[See Code Rule 60 FAQ's.](#)

Sample Premium Credits for Employers: [Charts](#). *(under construction)*

Employer Request for DOL Evaluation