MIOSHA

Consultation Education and Training (CET) Division
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:	DATE:
CETD-ADM-08-1R3	April 6, 2026

SUBJECT: CET Awards

I. Purpose. This instruction establishes eligibility criteria and procedures for processing Consultation Education and Training (CET) awards.

II. Scope. This instruction applies to all CET Division staff promoting or processing CET awards.

III. References.

A. MIOSHA Consultation Education and Training Awards.

B. U.S. Bureau of Labor Statistics, Michigan Incidence Rates.

C. U.S. Bureau of Labor Statistics, National Incidence Rates.

D. U.S. Census Bureau, North American Industry Classification System (NAICS).

IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.

V. Cancellations. All previous versions of this division instruction.

VI. Next Review Date. This instruction will be reviewed five years from date of issuance.

VII. History. History of previous versions includes:

CETD-ADM-08-1R2, July 13, 2021
CET-ADM-08-1R1, April 1, 2014
CET-ADM-08-1, October 21, 2008

VIII. Contact. Augustine Syrovy, Program Manager, CET Division

IX. Originator. Tarah M. Kile, Director, CET Division

X. Background.

A. On October 21, 2008, the CET Division issued CET-ADM-08-1 to establish procedures for assessing and qualifying companies for safety and health recognition awards.

B. On April 1, 2014, revisions to the procedures were issued due to concern that rewarding safety performance as measured by low recordable injury rates could have the unintended effect of incentivizing some employees to under-report injuries. CET-ADM-08-1R1 required increased attention to proactive safety indicators (e.g., participation on safety committees, conducting self-inspections, reporting near-misses, thorough root cause analyses, etc.).

C. On July 13, 2021, the CET Division issued CETD-ADM-08-1R2 to remove responsibilities for the MIOSHA Ergonomics Committee and make updates to the CET Awards Process Checklist.

XI. Significant Changes.

A. Updated CET awards to include new eligibility criteria. The Safety and Health Program (SHP) Award and Ergonomics Program Award were added, and the Bronze Certificate of Recognition, Silver Award, Gold Award, and Ergonomic Success Award were removed. See Section XII.

B. Updated procedures for processing CET awards. Responsibilities for CET consultants were reduced to performing hazard surveys and evaluations only. Responsibilities for the CET desktop publisher were removed. See Section XIV.

C. Updated appendices to include new letters, certificates, and tracking logs. The CET Award Worksheet, Ergonomic Success Award Application Form, and Sample Denial Letter were removed.

XII. Eligibility.

A. CET Awards.

1. CET awards provide companies with an opportunity for recognition of their efforts to improve workplace safety and health.

2. The following eligibility criteria applies to all CET awards (e.g., SHP Award, Ergonomics Program Award):

a) An establishment is not eligible for a CET award while they are participating in the Michigan Challenge Program (MCP), Michigan Safety and Health Achievement Recognition Program (MSHARP), or Michigan Voluntary Protection Program (MVPP).

b) An establishment may receive the SHP Award and Ergonomics Program Award only once.

B. SHP Award.

1. The SHP Award provides companies with an opportunity for recognition of their implemented SHP as evidenced by lower incident rates. The main goal of an SHP is to prevent workplace injuries, illnesses, and deaths, as well as the suffering and financial hardship these events can cause for workers, their families, and employers. This can be accomplished through the SHP seven core elements of: Management Leadership, Worker Participation, Hazard Identification and Assessment, Hazard Prevention and Control, Education and Training, Program Evaluation and Improvement, and Communication and Coordination for Host Employers, Contractors, and Staffing Agencies.

2. The following eligibility criteria apply to the SHP Award:

   a) A site visit for a comprehensive (full) hazard survey was performed, including a complete SHP evaluation.

   b) The establishment's most recent complete calendar year Total Case Incident Rate (TCIR) and Days Away from Work/Restricted Work/Job Transfer (DART) rate are below the most currently available Michigan incidence rates for the establishment's NAICS code.

      Note: The national incidence rates should be used instead of Michigan when more precise NAICS code data is available.

   c) Each SHP evaluation criteria received a score of at least one.

   d) The SHP evaluation received a total score of at least 48 out of a possible 72.

   e) All serious potential violations identified on the hazard survey report were abated within 30 calendar days of the report being submitted to the employer.

C. Ergonomics Program Award.

1. The Ergonomics Program Award provides companies with an opportunity for recognition of their implemented ergonomics program. The main goal of an ergonomics program is to prevent work-related musculoskeletal disorders. This can be accomplished by identifying the risk factors, training managers and employees, collecting health and medical data, implementing a program, evaluating the program, promoting worker recovery, and maintaining commitment and involvement.

2. The following eligibility criteria apply to the Ergonomics Program Award:

   a) The establishment previously received the SHP Award.

   b) A site visit for a hazard survey was performed, including a complete ergonomics program evaluation, within six months of the establishment receiving the SHP Award.

   c) Each ergonomics program evaluation criteria received a score of at least one.

   d) The ergonomics program evaluation received a total score of at least 20 out of a possible 30.

   e) All serious potential violations identified on the hazard survey report were abated within 30 calendar days of the report being submitted to the employer.

XIII. Company Requests and Assignment.

A. By publicizing CET awards, companies become aware of the opportunity for recognition of their safety and health efforts and may request consideration for an award. CET awards do not require a company to complete an application. Eligibility for an SHP Award will be considered for all comprehensive (full) hazard surveys with complete SHP evaluations. Eligibility for an Ergonomics Program Award will be considered for all hazard surveys with complete ergonomics program evaluations.

B. Company requests for CET award consideration will follow the normal Request for Consultative Assistance (RCA) process.

Note: While SHP evaluations can be performed by all CET consultants (e.g., occupational safety advisors, workplace safety representatives, industrial hygienists), ergonomics program evaluations should be performed by CET industrial hygienists whenever possible.

XIV. Processing.

A. CET awards are processed according to the following steps:

1. Hazard Survey with Evaluation. A CET consultant completes the following items:

a) For an SHP Award, when appropriate or requested by a company, perform a site visit for a comprehensive (full) hazard survey, including a complete SHP evaluation.

b) For an Ergonomics Program Award, when appropriate or requested by a company, perform a site visit for a hazard survey, including a complete ergonomics program evaluation, within six months of the establishment receiving the SHP Award.

2. Initial Review. A CET supervisor completes the following items:

a) Review all comprehensive (full) hazard surveys with complete SHP evaluations for SHP Award eligibility.

(1) If eligible for the SHP Award, send the SHP Award Company Interest Letter (Appendix A) to the company by email to obtain:

(a) Approval to proceed with the eligibility review; and

(b) The company's Federal Employer Identification Number (FEIN).

(2) If the company agrees to proceed with the SHP Award eligibility review and provides their FEIN, the CET supervisor will:

(a) Create a company folder in V:\MIOSHA\CET\CET Awards and save the award files (e.g., hazard

survey report, SHP evaluation, company interest letter and response, CET Awards Process Checklist (Appendix B);

(b) Update the CET Awards Process Checklist; and

(c) Notify the CET program manager by email with copy to the CET consultant.

b) Review all hazard surveys with complete ergonomics program evaluations for Ergonomics Program Award eligibility. If eligible for the Ergonomics Program Award, the CET supervisor will:

(a) Locate the company folder previously created for their SHP Award in V:\MIOSHA\CET\CET Awards and save the additional award files (e.g., hazard survey report, ergonomics program evaluation);

(b) Update the CET Awards Process Checklist; and

(c) Notify the CET program manager by email with copy to the CET consultant.

3. Second Review. A CET program manager completes the following items:

a) Review award files for eligibility.

b) If eligible for the SHP Award, the CET program manager will:

(1) Request the CET Division secretary complete company vetting; and

(2) Report any vetting items flagged to the company by email with copy to the CET supervisor.

Note: A company must notify the CET program manager once any flagged items have been addressed so vetting can be completed again.

(3) If the company's vetting is all clear, the CET program manager will:

(a) Update CET Awards Process Checklist (Appendix B); and

(b) Notify the CET Division director by email with copy to the CET consultant and CET supervisor.

c) If eligible for the Ergonomics Program Award, the CET program manager will:

(1) Update CET Awards Process Checklist (Appendix B); and

(2) Notify the CET Division director by email with copy to the CET consultant and CET supervisor.

4. Company Vetting for SHP Awards. The CET Division secretary completes company vetting and provides results to the CET program manager by email.

5. Final Review and Approval. The CET Division director completes the following items:

   a) Review award files for eligibility.

   b) Grants award approval.

   c) If award is approved, the CET Division director will:

      (1) Update CET Awards Process Checklist (Appendix B); and

      (2) Notify the CET Division secretary by email with copy to the CET consultant, CET supervisor, and CET program manager.

6. Award Letter and Certificate. The CET Division secretary completes the following items for approved CET awards:

   a) Prepare the SHP Award Letter (Appendix C) and SHP Award Certificate (Appendix D) or Ergonomics Program Award Letter (Appendix E) and Ergonomics Program Award Certificate (Appendix F), as appropriate, obtaining approval of drafts from the CET Division director.

   b) Send the letter to the company by email with copy to the CET consultant, CET supervisor, CET program manager, CET Division director, MIOSHA communication specialist, MIOSHA secretary, MIOSHA deputy director, and MIOSHA Agency director;

   c) Mail the letter and certificate to the company;

   d) Save a copy of the letter and certificate to award folder;

   e) Update CET Awards Process Checklist (Appendix B); and

   f) Update the CET Awards Tracking Log (Appendix G).

7. Public Notification. The MIOSHA communications specialist completes the following item for approved CET awards:

   a) Draft an article for inclusion in the next MIOSHA eNews edition.

   b) Update the CET awards webpage with company information.

8. Ergonomics Program Award Reminder. A CET supervisor completes the following items:

   a) Approximately two months after a SHP Award, send the Ergonomics Program Award Reminder Letter (Appendix H) to the

company by email with copy to the CET consultant and CET program manager; and

b) Update CET Awards Process Checklist (Appendix B).

B. Withdrawal or Denial.

1. A company may withdrawal from a CET award eligibility review at any time during the process by providing notice to the CET Division.

2. An award may be denied even though eligibility has been met. In this case, the company will be notified of the reason for denial by the CET Division director.

Appendix A
SHP Award Company Interest Letter

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
BARTON G. PICKELMAN, CIH
DIRECTOR

SUSAN CORBIN
DIRECTOR

Month Day, Year

Company
Address
City, MI Zip Code

Dear [Contact]:

A comprehensive (full) hazard survey, including a complete SHP evaluation, was recently performed at [Site Address] by [Consultant]. Based on an initial review, your company may be eligible for a **Safety and Health Program (SHP) Award**. To move forward with the eligibility review, I'm requesting your approval. Additionally, I will need your company's Federal Employer Identification Number (FEIN) to complete the vetting process.

If you would like to be considered for the SHP Award, please reply to this email confirming your agreement to proceed and include your company's FEIN. If we do not receive a response, your company will not be considered for the award, and no further action will be taken.

Please feel free to contact me with any questions.

Sincerely,

[Supervisor]
CET Division Supervisor

CONSULTATION EDUCATION AND TRAINING DIVISION
530 W. ALLEGAN STREET • P.O. BOX 30643 • LANSING, MICHIGAN 48909-8143
www.michigan.gov/miosha • Phone: 517-284-7720 • Fax: 517-284-7725

Appendix B
CET Awards Process Checklist

SHP Award for _____

Step One (Hazard Survey with Evaluation)

A CET consultant completed the following item:

- Site visit for a comprehensive (full) hazard survey, including a complete SHP evaluation, was performed.

Step Two (Initial Review)

A CET supervisor completes the following items:

- ☐ Establishment is not currently participating in MCP, MSHARP, or MVPP.
- ☐ Establishment has not previously received the SHP Award.
- ☐ Site visit for a comprehensive (full) hazard survey was performed, including a complete SHP evaluation.
- ☐ Establishment's TCIR and DART rate are below the industry average.
- ☐ Each SHP evaluation criteria received a score of at least one.
- ☐ SHP evaluation received a total score of at least 48 out of a possible 72.
- ☐ All serious potential violations identified on the hazard survey report were abated within 30 calendar days of the report being submitted to employer.
- ☐ **Establishment is eligible for SHP Award.**
- ☐ SHP Award company interest letter emailed.
- ☐ Received company approval to proceed with eligibility review.
- ☐ Received company's Federal Employer Identification Number (FEIN).
- ☐ Created company award folder and saved files.
- ☐ Notified CET program manager.

Comments: _____

SHP Award initial review completed on _____ by _____.

Step Three (Second Review)

A CET program manager completes the following items:

- ☐ **Establishment is eligible for SHP Award.**
- ☐ Company vetting requested.
- ☐ Company vetting all clear.
- ☐ Notified CET division director.

Comments: _____

SHP Award second review completed on _____ by _____.

CET Awards Process Checklist

Step Four (Company Vetting for SHP Awards)

The CET division secretary completes the following item for SHP Awards when requested:

- Complete company vetting and provide results to the CET program manager by email.

Step Five (Final Review and Approval)

The CET division director completes the following items:

☐ **Establishment is eligible for SHP Award.**
☐ **SHP Award approved.**
☐ Notified CET division secretary.

Comments: _____

SHP Award final review and approval completed on _____ by _____.

Step Six (Award Letter and Certificate)

The CET division secretary completes the following items for approved SHP Awards:

☐ Draft letter and certificate and obtain approval from the CET division director.
☐ Letter emailed.
☐ Letter and certificate mailed.
☐ Letter and certificate saved to company award folder.
☐ CET Awards Tracking Log updated.

SHP Award letter and certificate completed on _____ by _____.

Step Seven (Public Notification)

The MIOSHA communications specialist completes the following item for approved SHP Awards:

- Draft an article for inclusion in the next MIOSHA eNews edition.

Step Eight (Ergonomics Program Award Reminder)

A CET supervisor completes the following item:

☐ Reminder letter emailed.

Ergonomics Program Award reminder completed on _____ by _____.

CET Awards Process Checklist

Ergonomics Program Award for _____

Step One (Hazard Survey with Evaluation)

A CET consultant completed the following:

- Site visit for a hazard survey, including a complete ergonomics program evaluation, was performed within six months of the establishment receiving the SHP Award.

Step Two (Initial Review)

A CET supervisor completes the following items:

- ☐ Establishment is not currently participating in MCP, MSHARP, or MVPP.
- ☐ Establishment has not previously received the Ergonomics Program Award.
- ☐ Establishment previously received the SHP Award.
- ☐ Site visit for a hazard survey was performed, including a complete ergonomics program evaluation, within six months of the establishment receiving the SHP Award.
- ☐ Each ergonomics program evaluation criteria received a score of at least one.
- ☐ Ergonomics program evaluation received a total score of at least 20 out of a possible 30.
- ☐ All serious potential violations identified on the hazard survey report were abated within 30 calendar days of the report being submitted to employer.
- ☐ **Establishment is eligible for Ergonomics Program Award.**
- ☐ Located company award folder and saved files.
- ☐ Notified CET program manager.

Comments: _____

Ergonomics Program Award initial review completed on _____ by _____.

Step Three (Second Review)

A CET program manager completes the following items:

- ☐ **Establishment is eligible for Ergonomics Program Award.**
- ☐ Notified CET division director.

Comments: _____

Ergonomics Program Award second review completed on _____ by _____.

Step Four (Company Vetting for SHP Awards)

- Company vetting is not required for Ergonomics Program Awards.

CET Awards Process Checklist

Step Five (Final Review and Approval)

The CET division director completes the following items:

- ☐ **Establishment is eligible for Ergonomics Program Award.**
- ☐ **Ergonomics Program Award approved.**
- ☐ Notified CET division secretary.

Comments: _____

Ergonomics Program Award final review and approval completed on _____ by _____.

Step Six (Award Letter and Certificate)

The CET division secretary completes the following items for approved Ergonomics Program Awards:

- ☐ Draft letter and certificate and obtain approval from the CET division director.
- ☐ Letter emailed.
- ☐ Letter and certificate mailed.
- ☐ Letter and certificate saved to company award folder.
- ☐ CET Awards Tracking Log updated.

Ergonomics Program Award letter and certificate completed on _____ by _____.

Step Seven (Public Notification)

The MIOSHA communications specialist completes the following item for approved CET awards:

- Draft an article for inclusion in the next MIOSHA eNews edition.

Step Eight (Ergonomics Program Award Reminder)

- Reminder letter is not required for Ergonomics Program Awards.

Appendix C
SHP Award Letter

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
BARTON G. PICKELMAN, CIH
DIRECTOR

SUSAN CORBIN
DIRECTOR

Month Day, Year

Company
Address
City, MI Zip Code

Dear [Contact]:

It is with great pleasure that we recognize [Company] with the **Safety and Health Program (SHP) Award**. This award reflects your company's commitment to preventing workplace injuries, illnesses, and deaths through the implementation of a SHP as evidenced by lower incident rates. We commend your efforts in addressing the seven core elements of a SHP and look forward to any future opportunities to support you in further strengthening your program. A certificate will be mailed to the address above. Please contact us if you do not receive it within two weeks.

As an SHP Award recipient, your company can now be evaluated for the Ergonomics Program Award. Please note that a hazard survey, including a complete ergonomics program evaluation, must be performed **within six months of receiving this award** to be considered for the Ergonomics Program Award. If interested, we encourage you to contact your consultant or complete the Request for Consultation Assistance (RCA) form available at www.michigan.gov/cetrca as soon as possible to schedule a site visit.

Once again, congratulations on this well-deserved recognition, and thank you for your continued efforts to promote a safe and healthy workplace.

Sincerely,

Tarah M. Kile
CET Division Director

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www.michigan.gov/miosha • Phone: 517-284-7720 • Fax: 517-284-7725

Appendix D
SHP Award Certificate

Michigan Occupational Safety and Health Administration
recognizes the managers and employees of

Company

for receiving the

Safety and Health Program Award
on Month Day, Year

Tarah M. Kile
CET Division Director

Appendix E
Ergonomics Program Award Letter

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
BARTON G. PICKELMAN, CIH
DIRECTOR

SUSAN CORBIN
DIRECTOR

Month Day, Year

Company
Address
City, MI Zip Code

Dear [Contact]:

It is with great pleasure that we recognize [Company] with the **Ergonomics Program Award**. This award reflects your company's commitment to preventing work-related musculoskeletal disorders through the implementation of an ergonomics program. We commend your efforts in identifying and eliminating ergonomic risk factors and look forward to any future opportunities to support you in further strengthening your program. A certificate will be mailed to the address above. Please contact us if you do not receive it within two weeks.

Once again, congratulations on this well-deserved recognition, and thank you for your continued efforts to promote a safe and healthy workplace.

Sincerely,

Tarah M. Kile
CET Division Director

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Appendix F
Ergonomics Program Award Certificate

Michigan Occupational Safety and Health Administration
recognizes the managers and employees of

Company

for receiving the

Ergonomics Program Award
on Month Day, Year

Tarah M. Kile
CET Division Director

Appendix G
CET Awards Tracking Log

CET Awards Tracking Log							
Company	Contact	Company Address	Phone	Email	Site Address	SHP Award Date	Ergonomics Program Award Date

Appendix H
Ergonomics Program Award Reminder Letter

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
BARTON G. PICKELMAN, CIH
DIRECTOR

SUSAN CORBIN
DIRECTOR

Month Day, Year

Company
Address
City, MI Zip Code

Dear [Contact]:

On [SHP Award Date], [Company] received the **Safety and Health Program (SHP) Award**. As a SHP Award recipient, your company can be evaluated for the Ergonomics Program Award. Please note that a hazard survey, including a complete ergonomics program evaluation, must be performed **within six months of receiving the SHP Award** to be considered for the Ergonomics Program Award.

If interested, we encourage you to contact your consultant or complete the Request for Consultation Assistance (RCA) form available at www.michigan.gov/cetrca as soon as possible to schedule a site visit. If a site visit has already been scheduled or completed, please disregard this letter.

Please feel free to contact me with any questions.

Sincerely,

[Supervisor]
CET Division Supervisor

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