

MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

AGENCY INSTRUCTION

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SUBJECT: Michigan Challenge Program (MCP)

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MIOSHA-ADM-24-1
December 16, 2024
Michigan Challenge Program (MCP)

- I. Purpose. The purpose of this instruction is to establish the Michigan Challenge Program's (MCP) policies and procedures for the Appeals Section, Consultation Education and Training (CET) Division, and General Industry Safety and Health Division (GISHD).
- II. Scope. This instruction applies to the Appeals Section, General Industry Safety and Health Division (GISHD) and Consultation Education and Training (CET) Division.
- III. References.
 - A. Consultation Education and Training (CET) Division Operations Manual, as amended.
 - B. Occupational Safety and Health Administration (OSHA) [Recommended Practices for Safety and Health Programs](#).
 - C. OSHA Publication 2209-01R 2024, [Small Business Safety and Health Handbook](#).
 - D. [MIOSHA Strategic Plan FY 2024-2028 Summary](#).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. This agency instruction cancels Division Instruction CET-ADM-07-1, Michigan Challenge Program (MCP), as amended.
- VI. Next Review Date. This instruction will be reviewed 3 years from date of issuance.
- VII. Contact. [Barrington Carr](#), Supervisor, CET Division, [Adrian Rocskay](#), Director, GISHD, and [Katrina DeBose](#), Director, Appeals Section.
- VIII. Originator. Barton G. Pickelman, Director
- IX. Background. Historically, MIOSHA has assisted employers with their Safety and Health Program (SHP) through a Safety Development Program. MIOSHA amended the program in 2001 to include an occupational health component and renamed it the Safety and Health Development Program. The name changed to the Michigan Challenge Program (MCP) in 2006 to adopt a similar Federal Occupational Safety and Health Administration (OSHA) Program and lasted for 36 months. The MCP helps to develop effective SHPs at employer sites. The MCP is a stepping-stone toward achieving CET awards or participation in cooperative recognition programs. Beginning in 2024, this instruction adopts a change from 36 months to 18 months for the MCP's duration.

Employers participating in the MCP are making an investment in workplace safety and health through the development and implementation of an SHP, consistent with the [Occupational Safety and Health Administration's Recommended Practices for Safety and Health Programs](#). The benefits of participating in the MCP go beyond improving a company's bottom line.
- X. Significant Changes.
 - A. Changed instruction type from division instruction to agency instruction.

- B. Changed purpose and scope of instruction to include the General Industry Safety and Health Division and Appeals Section. See Section I. Purpose and Section II. Scope.
- C. Changed length of this program from 36 months to 18 months. See Section XV.
- D. Updated instruction to expand upon allowing employers subject to MIOSHA penalties to enter the program in exchange for a penalty reduction that MIOSHA would otherwise assess for occupational safety and health violations. See Section XV.

XI. Responsibilities.

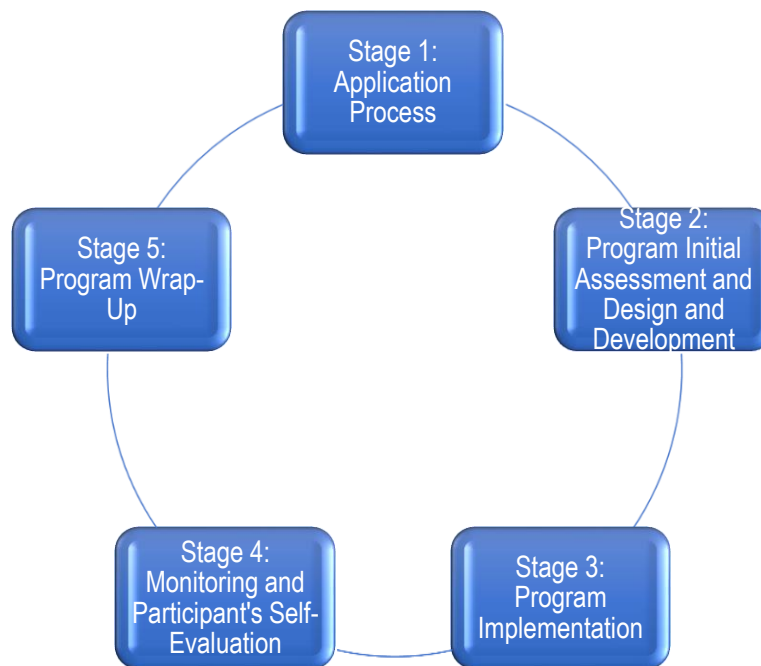
- A. Division Director. Responsible for establishing policies and procedures for implementing the MCP activities.
- B. Training and Consultation (T&C) Safety and Health Program Manager. Responsible for ensuring that supervisors carry out the policies and procedures this instruction has established.
- C. Supervisors. Responsible for monitoring consultant's activities to ensure required outcomes of performance goals and the MCP policies are followed.
- D. CET Consultants. Responsible for scheduling and conducting MCPs at qualifying workplaces.
- E. MCP Coordinator. Supervisor assigned to track the MCP, report on progress, and finalize applications.

XII. Eligibility Reequipments for the MCP.

Applicants falling within the terms and conditions of a settlement agreement and final order of the Board of Health and Safety Compliance and Appeals (the Board) shall satisfy all of the following eligibility criteria to participate in the MCP:

- A. Industry Category – the cited employer must be engaged in general industry work activities.
- B. The cited employer must be an establishment that the North American Industry Classification System (NAICS) code identifies as falling within the current MIOSHA Strategic Plan.
- C. Business size – the cited employer must have less than 250 employees nationwide.
- D. Violation History – the cited employer cannot be currently designated as a severe violator under the Severe Violator Enforcement Program (SVEP).
- E. Other factors – other factors may be considered by the MIOSHA appeals specialist or supervisor to gauge a cited employer's suitability and probability of success in the MCP. Such factors may include:
 - 1. Inexperience or limited number of prior enforcement interactions with MIOSHA.

2. Favorable score on the Good Faith Worksheet regarding employer's efforts toward compliance.
 3. Receptiveness toward change and improved compliance.
 4. Proactive measures toward compliance such as pre-emptive or prompt abatement.
 5. Unavailability of qualified, internal staff or knowledge of resources to independently improve workplace SHPs or MIOSHA compliance.
 6. Program capacity – the Appeals specialist and MCP coordinator may also consider the number of participants currently in the MCP and the availability of MIOSHA CET staff and resources to accommodate additional participants.
- F. Exceptions may be made for a company newly established; or one that has recently reorganized with new management or supervision and does not have an effective SHP in place.
- G. Exceptions may also be made when the employer has installed a new equipment/process, etc.
- XIII. MCP Promotion and Identification of MCP Candidate. The MCP is promoted on the agency's website, through emails, MIOSHA News, MIOSHA Messenger, GovDelivery, and by use of promotional cards and/or brochures. Additionally, the MCP may be promoted as part of settlement negotiations to employers through MIOSHA's General Industry Safety and Health Division's appeal process.
- Various sources may be used to identify MCP candidates. Consultants may identify potential MCP candidates in their respective territories through promotional calls, requests for consultative assistance, special emphasis programs, seminar attendees, referrals, affiliation with industry associations and other networking opportunities.
- XIV. MCP Stages. The MCP is divided into five (5) stages, as illustrated below. The significance of the matrix is to visually illustrate and delineate the functional activities of the program and to streamline it in a manner for users to easily understand and communicate.



- A. Stage 1: Application Process. All prospective applicants for the MCP shall submit a completed application package for review and shall meet the eligibility requirements of these instructions. The following shall constitute the MCP application package:
1. The completed application form ([Appendix A.](#))
 2. Commitment Statement signed by the applicant ([Appendix B.](#))
 3. For prospective participants under conditions of a settlement agreement, written notification by the Appeals Section to the MCP coordinator of the finalized settlement agreement and entry of the settlement as a final order of the Board, accompanied by a copy of the settlement.
 4. For prospective participants under conditions of a settlement agreement and final order of the Board: the Appeals Section shall direct an employer interested in participating in the MCP to the MIOASHA CET Division's website to complete and submit the online application.
 5. CET Division personnel, whether a manager or administrative staff, receiving an MCP application, shall forward the application to the MCP coordinator or designee, for processing.
 6. Within three (3) workdays of receipt of a completed MCP application package, the MCP coordinator or designee shall send an Acknowledgement of Receipt of the Application ([Appendix C](#)) to the applicant via the applicant's given email address. In addition, the MCP coordinator shall notify the Appeals Section director by email when the CET Division has received an MCP application related to a settlement agreement (hereafter, relevant cases).

7. Incomplete Application. If an application is incomplete, the MCP coordinator or designee shall contact the applicant by telephone to resolve the deficiency and shall notify the Appeals Section director by email, in relevant cases.
8. Letter of Approval of Application. The MCP coordinator or designee shall notify the applicant by Letter of Approval of Application ([Appendix D](#)) that the application has been assigned to a designated consultant shall also notify the Appeals Section director by email of the approval of relevant cases. The approval letter shall accompany the notification to the Appeals Section director.
9. Application not Approved. The MCP coordinator or designee shall notify the applicant by letter, if the MCP coordinator has not approved the application, and in relevant cases, provide the letter by email notification to the Appeals Section director.
10. The MCP coordinator or designee shall assign the approved application, by email, to a designated primary CET consultant and shall notify the CET consultant's supervisor, and in relevant cases, the Appeals Section director of the assignment by copy of the email that created the assignment. The MCP coordinator shall assign the approved application to a consultant for the designated geographic region of the applicant, as much as possible. In the event a consultant for the designated geographic region of the participant's establishment site, is not available to service the application, the MCP coordinator shall assign the application to another consultant without regard to region, depending on availability and operational needs.
11. The MCP coordinator shall assign the application to either an occupational safety advisor (OSA) or an industrial hygienist (IH) as the primary consultant. If the MCP coordinator makes the assignment to the OSA as the primary consultant, the Request for Consultative Assistance (RCA) may name the IH who shall assist in the IH's discipline, if required. If the MCP coordinator makes the assignment to the IH as the primary consultant, the RCA may name the OSA who shall assist in the OSA's discipline, if applicable. The primary consultant shall make appropriate arrangements with the other consultant to provide necessary assistance. In this instance, the MCP coordinator shall create two different RCAs for the same MCP.
12. Creating a Digital File System. The MCP coordinator or designee shall create an electronic filing system on the V-Drive, with a series of folders and subfolders, as needed, in the name of the applicant. All records created during the MCP will be saved in the participant's MCP file folder on the V-Drive.
13. Creating a Sequence of Events MCP Checklist. The MCP coordinator or designee shall create a sequence of events MCP checklist for each

applicant as part of the applicant's digital file to track all events from the time the MCP applicant submits the application to the end of the program ([Appendix E](#)). The MCP coordinator shall maintain a master MCP checklist to track participants of the program. The MCP coordinator or designee shall ensure that the master MCP checklist is current. Each CET employee performing an MCP activity corresponding to the applicant shall be responsible to immediately update the electronic file system to document the activity they performed.

14. Enforcement Deferral. An employer that participates in the MCP shall receive deferral from programmed inspections for six (6) successive calendar months. The MCP coordinator shall notify the enforcement division via email at the start of all MCPs of the deferral to the employer. The notice to the enforcement division shall clearly state the beginning and ending dates of the deferral.

- B. Stage 2: Program Initial Assessment, and Design and Development. The following events are accomplished in this stage: the consultant receives the MCP assignment, completes the initial or baseline safety and health hazard survey ([Appendix F](#)), completes the initial or baseline program assessment and evaluation by use of the Program Assessment and Evaluation Tool ([Appendix G](#)); and completes designing, developing, and writing the customized MCP objective and training program.
 1. Hazard Surveys. Except for the limitation in the following, paragraph, the CET consultant shall conduct an initial or baseline safety and health hazard survey and assessment using the Safety and Health Hazard Survey form HO-29 (or request CET onsite consultant(s) to conduct the safety and health hazard survey and assessment if the company meets the size (below 250 employees) and high hazard requirements for the On-Site Consultation Program. Both a safety consultant and an industrial hygienist shall complete the survey and assessment, except in cases where a settlement agreement and final order of the Board do not call for a survey of both disciplines. If the onsite consultant(s) conducted a safety and health hazard survey and assessment within the last year, the consultant may use those findings. If scheduling permits, both a safety and a health hazard survey and assessment may be completed simultaneously.
 2. For MCPs connected to a settlement agreement, both a safety consultant and an industrial hygienist shall complete the survey and assessment if the settlement agreement indicates violations in both disciplines. However, in relevant cases, if the settlement agreement mentions violation in one discipline and not the other discipline, only a hazard survey of the discipline the settlement agreement indicates may be necessary. Still, the consultant shall have the discretion to require a survey by both disciplines.
 3. An ergonomic assessment shall be required, unless in relevant cases, it is specifically excluded by the final order of the Board.

4. Initial Injury and Illness Audit. Corresponding with conducting the baseline safety and/or health hazard survey, the participant and CET consultant shall conduct an initial injury/illness audit using the Injury and Illness Cost Estimation Analysis form (Appendix G) to assess the impact of occupational injuries and illnesses on the employer/participant's profitability. The consultant shall also complete the 512-Safety and Health Program Review Form ([Appendix H](#)). The consultant shall use the participant's most recent completed year's injury and illness data for this evaluation when calculating rates on the 512-forms. Additionally, the consultant shall conduct a second safety and/or health hazard survey and shall complete the Injury and Illness Cost Analysis and 512-Safety and Health Program Review Forms, on or about the twelfth month after the start of the MCP. The consultant shall use the participant's most recent completed year's injury and illness data for this assessment when calculating injury and illness rates. The consultant shall compare the participant's baseline injury and illness rates against this second assessment, to see if injury and illness rates have increased or decreased at the site.
5. Program Assessment and Evaluation. The consultants shall evaluate all core elements of the employer's SHP using the Program Assessment and Evaluation Form (PAEF) ([Appendix I](#)).
6. Initial Program Assessment and Evaluation. The consultant shall perform the following activities:
 - a) SHP Analysis. The consultant shall evaluate the elements of the employer's SHP using the PAEF (Appendix I), for determining the operation's effectiveness in administering its SHP. As a part of this evaluation, the consultant may conduct interviews with first-line supervisors, safety committee members, and maintenance employees to obtain their perspectives and report of the employer's SHP.
 - b) For the initial or baseline safety and health hazard survey, the consultant shall assess all core elements' worksheet to determine the correlation between any observed hazard and the core elements' deficiencies that caused the failure of the SHP or are the root cause of the observations.

The Establishment Information section of the spreadsheet contains a summary of these performance indicators.

Columns "Assessment #2 and Assessment #3" are not completed at the time of the initial or baseline program assessment and evaluation but left blank for use in the assessment and evaluation of subsequent safety and health hazard surveys. The program assessment and evaluation results shall be retained on the form for

measure and comparison with corresponding subsequent program assessments and evaluations.

7. Developing the Instructional Training Program. After the initial safety and health hazard survey and the completion of the PAEF, the consultant shall develop an instructional training program sufficient to provide training in the areas of deficiencies the consultant observed, or in relevant cases, that the settlement agreement and final order of the Board cite. The consultant shall develop the instructional training program with the following in mind:
 - a) Analysis. Using the information that was gained in the initial hazard survey and interviews with management, employees, and union representation, as relevant, the consultant shall utilize the PAEF (Appendix I), to complete an analysis of the participant's SHP to aid in determining the training needs of the participant.
 - b) Use of current MIOSHA Training Institute (MTI) Course Modules. Utilize MTI Recommended Practices for Safety and Health Programs (2-day course and OSHA GI 10-Hr) as a guide to develop and teach the SHP.
 - c) Utilize the written notification by the Appeals Section to the MCP coordinator of the finalized settlement agreement to design a training program that will meet the objective of the settlement agreement.
 8. Program Implementation. The consultant shall teach the core elements of the SHP in manageable components and at the discretion of the consultant but consistent with the training plan.
 9. Evaluate. The consultant shall consider appropriate assessment methods to determine or evaluate whether the training that the consultant has designed and developed is the structure that will deliver the program's objectives/anticipated outcomes. These methods may include dialogues, review of the completed PAEF, and interviews of participant and employees, union representation, or any other assessment methods the consultant deems appropriate. In relevant cases, the consultant shall review the settlement agreement and final order of the Board to satisfy specific requirements in the final order of the Board, if applicable.
- C. Stage 3: Program Implementation. This stage constitutes the period in which the consultant teaches the core elements of the SHP and performs an interim assessment to determine if the program is proceeding on track to achieve its anticipated outcomes. The training topics shall consist of all seven core elements of the SHP. After the MCP participant has successfully completed the training program, the consultant shall send an email request to the MCP coordinator to issue a Certificate of Training to the participant ([Appendix J](#)). The request shall name courses and the dates the participant completed the courses. The MCP

champion or designee shall prepare and issue the Certificate of Training which contains a listing of the courses and the dates of completion, to the consultant in the name of the participant.

1. Duration of Instructional and Theory Training. Training in the core elements of the SHP shall begin and conclude in this stage. Training shall conclude within 18 months of the program's start date.
 2. Assessment Methods. The consultant shall use appropriate assessment methods to determine or evaluate whether the training is effective: what is working; how well the participant is retaining the information; how well the participant is receiving the training; and how well the participant is putting the training to practice. These methods may include dialogues, review of the completed PAEF, interviews of participant and employees, or any other assessment methods the consultant deems appropriate. In relevant cases, these methods may also include review of settlement agreement and final order of the Board to satisfy specific requirement in the settlement agreement and final order of the Board, if applicable. These methods shall always weigh what, when, and how the participant is receiving the training objectives.
 3. Hazard Survey. The CET consultant shall conduct a safety and health hazard survey as a requirement of the MCP. This hazard survey shall constitute the second (2nd) and final survey the program requires. The survey shall occur in the 12th month of the program.
 4. Utilizing the PAEF. The primary CET consultant shall use the PAEF (Appendix I) to assess and evaluate the participant's operation consistent with Stage 2, except that in this instance, the consultant shall complete the column titled, "Assessment #2," by recording their evaluation on the form. The consultant shall perform a side-by-side comparison of these results against those of the initial or baseline hazard survey, "Assessment #1." The consultant shall use the results of the program assessment and evaluation to accomplish the following:
 - (1) A qualitative measure of how the employer is doing.
 - (2) Utilize the results to engage the employer in a review and discussion of the site's progress towards achievement of SHP goals and objectives with the participant.
 - (3) Establish and communicate SHP goals and objectives, as appropriate, the employer should accomplish during Stage 4 of the program.
 - (4) Encourage open dialogue between management staff and employees to improve safety in operations.
- D. Stage 4: Monitoring and Participant's Self-Evaluation. The MCP recognizes that to achieve success, it is important that participants maintain sustained

involvement and demonstrate corporate or personal initiative in the MCP. Participant and workers shall work cooperatively and proactively with the CET Division and the designated consultants and shall demonstrate a level of responsibility necessary to achieve success in occupational safety and health in the workplace and, in relevant cases, the objective of the settlement agreement and final order of the Board. The CET Division has designed the MCP so that participants have sufficient time to implement the learning objectives the consultant has taught in the instructional training period, and in relevant cases, the objective of any settlement agreement and final order of the Board. This period shall last for six (6) months following the completion of Stage 3 of the program. For clarity, Stage 4 of the program shall begin 12 months from the program's start date and shall end on or about 18 months thereafter.

- E. Stage 5: Wrap Up. The primary CET consultant shall use this period to highlight the accomplishments of the learning objectives with the MCP participant. The consultant shall use the CET electronic feedback comment card to solicit feedback from the participant about the program.

On or about 18 months after the program's start date, the consultant shall verify that the MCP participant has met the requirements of the program. Verification shall require a physical site visit (or virtually, if a significant event makes a physical site visit infeasible). The consultant shall perform the following:

1. Review and discuss the site's progress towards achievement of SHP goals and objectives with the participant.
2. Encourage open dialogue between management staff and employees to improve safety in operations.
3. Encourage management to continue training management team, supervisors, and designated safety and health staff, to equip them with the knowledge and skills needed to perform safety and health responsibilities (i.e., hazard recognition, accident investigation and root cause analysis, hazard controls).
4. Encourage management to implement effective procedures for identifying and mitigating hazards.
5. Encourage management to continue the practice of lessons learned through the MCP.
6. Determine successful completion of the program.
7. Congratulate the participant for the decision to invest in occupational safety and health as one of the most important investments the participant would ever make for the business and employees alike.

- XV. Notification of Completion. After verifying successful completion of the MCP, the primary CET consultant shall notify the MCP coordinator or designee by email. The email notification shall list some of the participant's major accomplishments or successes

and shall specifically state “the [enter employer’s name] has successfully completed the Michigan Challenge Program.”

The CET Division requires that the participant shall have abated all serious hazards the consultant identified during the hazard surveys and that the participant's electronic file folder shall be current and complete. The consultant shall request that the MCP coordinator or designee issues a Completion Letter ([Appendix K](#)) and Certificate of Recognition ([Appendix L](#)) to the participant.

When the participant has satisfied all requirements of the MCP and the consultant has complied with the “notification of completion” requirement and has also informed the MCP coordinator that the MCP file folder is current with all the pertinent records, the MCP coordinator or designee shall prepare the Certificate of Recognition (Appendix L) for the signature of the division director. The MCP coordinator or designee shall give the signed certificate to the consultant to present to the participant. The MCP coordinator shall retain a copy of the certificate in the participant’s electronic MCP file folder on the V-Drive. In relevant cases, completion of the MCP shall not occur until the employer has fully participated in the program for at least 18 consecutive months from the program’s start date.

- XVI. MCP is Challenging. Even though the MCP is challenging, participants may follow some simple steps to get started. Completing these steps will give the participants a solid base from which to take on some of the more structured requirements presented in the program.
- A. Set safety and health as a top priority. Always set safety and health as the top priority. Tell workers that making sure they finish the day and go home safely is the way to do business. Assure workers that you will work with them to find and fix hazards that could injure them or make them sick.
 - B. Lead by example. Practice safe behaviors yourself and make safety part of your daily conversations with workers.
 - C. Implement a reporting system. Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.
 - D. Provide training. Train workers on how to identify and control hazards using, for example, OSHA’s Hazard Identification Training Tool (Windows or Mac.) To request a text-based version of the game, click [here](#).
 - E. Conduct inspections. Inspect the workplace with workers and ask them to identify any activity, piece of equipment, or material that concerns them. Use checklists, such as those included in [OSHA’s Small Business Handbook](#), to help identify problems.
 - F. Collect hazard control ideas. Ask workers for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.

- G. Implement hazard controls. Assign workers the task of choosing, implementing, and evaluating the solutions they come up with.
- H. Address emergencies. Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.
- I. Seek input on workplace changes. Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.
- J. Make improvements. Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

XVII. MCP Unsuccessful Outcomes.

- A. Suspension or Termination. Suspension may occur if an on-going MCP is curtailed due to significant events that affect the MCP progress (e.g., employee layoffs, strikes, or production changes). On a case-by-case basis, the CET Division, Appeals Section in relevant cases, and the participant shall determine the impact of the significant event. If the length of the suspension is considerable the MCP shall be considered incomplete, and the program terminated. Or in relevant cases, the CET Division may consult with the Appeals Section concerning the future of the program.

Termination may also occur when two consecutive follow-up reviews confirm lack of progress as scheduled or unwillingness of a participant to correct serious hazards identified during the hazard survey, consistent with abatement requirement in the CET Operations Manual. In any of these instances, the MCP coordinator or designee shall send a Letter of Termination ([Appendix M](#)) to the participant.

- B. Withdrawing from the MCP. A participant may withdraw from the MCP at any time.
- C. Termination or Withdrawal. Termination or withdrawal from the program of relevant cases connected to a Citation, Settlement Agreement, and Final Order, shall be subject to the terms of the underlying settlement agreement and final order of the Board. The MCP coordinator or designee shall prepare and email a Letter of Acknowledgment of Withdrawal to the participant and shall immediately notify the Appeals Section in relevant cases.
- D. Repeat of MCP. Unless the CET Division director grants an exception, the CET Division shall not repeat the MCP at the same establishment.

APPENDIX A

MICHIGAN CHALLENGE PROGRAM APPLICATION FORM

PLEASE COMPLETE THE APPLICATION. If you want to participate in the Michigan Challenge Program, please complete this form. If you have no information to enter in a section, please enter N/A. After completing the form, sign and date it, then give it to a CET consultant or mail it to the address above or submit it online by using the email address above. **NOTE: YOU MUST ATTACH YOUR SIGNED COMMITMENT STATEMENT. If your application is incomplete it may not be accepted.**

Section I. Date, Applicant's FEIN & NAIC			
	Date of Application:	January 26, 2023	
	FEIN:	Enter information here	
	NAICS:	Enter information here	
Section II. Applicant's Name & Address Information			
Company/Corporate Name:	Enter Information here		
Company/Corporate Address:			
Site Address:	Enter street name here	City:	Enter Information here
		ZIP:	Enter information here
		County:	Enter Information here
Site Manager's Name:	Enter Information here		
Site Manager's Title:	Enter information here		
Site Address (If different from above):	Enter street name here	City:	Enter information here
		Zip:	Enter information here
		County:	Enter information here

APPENDIX B

[Enter Date]

APPLICANT'S COMMITMENT STATEMENT

We understand that the Michigan Challenge Program allows us to develop an effective occupational safety and health program during an 18-month commitment with MIOSHA. We know that the program is a free consultation service that will help us in the following ways:

- Identifying the strengths and weaknesses of our existing safety and health program.
- Learning about the elements of a strong safety and health program.
- Learning about the fundamentals of effective management leadership for a safe work environment.
- Learning of effective hazard prevention and control methodologies.
- Receiving ongoing safety and health training for all levels in our organization.
- Learning about accident trends and cost estimates of our industry.

We recognize that we will also realize the following benefits from our commitment and continued involvement in the program:

- Lower turnover rates and higher productivity.
- Increase efficiencies in operations and product quality.
- Decrease scrap/waste and increase financial rewards.
- Improve product quality and positive brand image.
- Decrease healthcare costs.
- Increase the morale of employees.
- Reduce absenteeism.
- Development of a solid and proven safety and health program.
- Lower workers' compensation costs through reduced employee injuries and illness.
- Reduction or elimination of property damage due to fewer incidents.
- Deferral of 6 months from programmed inspections.

Most importantly, we understand that our employees are our greatest assets and that their safety and health are central to our vision and mission. We are committed to providing a safe and healthful workplace for each worker. We have resolved to maintain sustained involvement and to work cooperatively and proactively with you to benefit fully from this extraordinary opportunity. To that end, we commit to the following:

- Attend all scheduled meetings with our assigned consultant.
- Provide accident injury & illness logs and safety and health program records to our assigned consultant.
- Implement the recommended changes to our safety and health management program.

[Applicant Sign Here]

(Enter Name & Title)

APPENDIX C

ACKNOWLEDGEMENT OF RECEIPT OF MCP APPLICATION

{date defaults]

{Insert Applicant's Name}
{Insert Applicant's Address}
{Insert Applicant's Address}

Dear {Applicant}:

Thank you for your application to the Michigan Challenge Program. Your application will be reviewed to determine your eligibility for the Program. It is important that you reply promptly if we request additional information.

The review process takes time because of our vetting process; therefore, we appreciate your patience. We will notify you of our **decision** as soon as a determination is made.

Please feel free to contact me by telephone number (517) 284-7730, with any of your questions or for additional information about the Program.

Sincerely,

{insert manager's name and position}
Consultation Education & Training Division
(517) 284-7730

APPENDIX D

MCP LETTER OF APPROVAL OF APPLICATION

(DATE)

(NAME)

(TITLE)

(COMPANY)

(ADDRESS)

(CITY), Michigan (ZIP CODE)

Dear (NAME):

Congratulations: your MCP application has been approved. Your decision to invest in occupational safety and health as one of the most important investment you will ever make for your business and employees alike.

With your acceptance into the CET MCP, you have received deferral from MIOSHA's programmed inspections for a period of six months, ending [xx/xx/xxxx]. However, MIOSHA enforcement shall continue for other types of investigations including formal safety and health complaints, imminent dangers, fatalities and catastrophes, significant accidents, chemical spills or leaks, or referrals.

Your application is being assigned to safety consultant (insert name) who will contact you within 3 business days of the date of this letter to discuss the program further. Please feel free to contact (him/her) by telephone at (xxx)-(xxx-xxxx) or by email at (insert email address) if you have any questions of need additional information. Thank you for accepting this challenge to improve your safety culture for the safety and health of your employees.

Sincerely,

(NAME)

Supervisor

(INITIALS)

APPENDIX E

MCP SEQUENCE OF EVENTS CHECKLIST

Participant:						
Contact Person:				Date:		
Address:						
City:		[Enter city here]		County		[Enter County here]
Zip Code:		[Enter Zip here]		Telephone:		[Enter # here]
Email:		NAICS:		# of Employees:		
President/CEO/Designee: _____ Union: _____ Local: _____						
Union Contact:						
MCP Events		By:	Initials	Due Date	Completion Date	Comments
STAGE I: APPLICATION, REVIEW AND APPROVAL						
<u>MCP Application Received</u>		Administration				
Verifies one or more of the following: <ul style="list-style-type: none"> • NAICS Code is listed in MIOSHA's Strategic Plan. • Injury and Illness Calculations are Complete and TCIR is above Industry's Average (HO-44). • High Hazard Industry. • Reorganization or New Management. • Employer has Installed a New Equipment/Process, etc. 		Administration				
MCP Application Received by CET Division's Personnel forwarded to the MCP champion or designee for Processing:		Administration				
• Completed application form received.						
• Two years of I & I data received.						
• Signed Commitment Statement received						

APPENDIX F

SAFETY AND HEALTH HAZARD SURVEY (HO-29)

CONSULTATION EDUCATION AND TRAINING DIVISION HAZARD SURVEY REPORT

Company:
Contact:
Company Address:
Phone:
Email:
Date of Site Visit:
RCA Number:
Site Address:
Submitted to Employer:
Scope of Survey:
Consultant:

Thank you for utilizing the MIOSHA's Consultation Education and Training Division and helping to promote workplace safety and health with employees in the state of Michigan. These hazard surveys help to reinforce a message of continuous safety and health improvement to everyone involved. If you have any questions about the visit, or if you would help to improve programs, please contact your consultant directly.

Following are the results of the walkthrough hazard survey which you should find helpful in continuing to provide employee protection in your workplace. This hazard survey should not be construed as a complete listing of all unsafe acts or unsafe conditions which might be present. This is a listing of acts or conditions observed during the visit that could cause personal injury or illness. Items observed may be non-compliant are so noted. Photos taken by the consultant may be found in Appendix C and may be helpful in identifying additional information about the location and conditions of hazards.

To use our services, employers must agree to abide by certain obligations. Consultants do not issue citations or propose penalties. The employer must correct all serious hazards in accordance with set correction due dates and provide documentation of the action taken to eliminate or control the hazards. Failure to do so may result in referral to enforcement. Employers should correct other-than-serious and regulatory hazards in a timely manner but need not send verification of correction.

APPENDIX G
INJURY AND ILLNESS COST ESTIMATION ANALYSIS
PROGRAM AND ASSESSMENT EVALUATION TOOL

Company Name:				
	Baseline	1st Year	2nd Year	
	Year	Review	Review	
Calendar Year ---->				
300 Log Data				
Column G - Deaths	0			
Column H - Days away from work	0			
Column I - Job transfer or restriction	0			
Column J - Other recordable	0			
Column K - Away from work -days	0			
Column L - On job transfer or restriction - days	0			
Column M1 - Injury	0			
Column M2 - Skin disorder	0			
Column M3 - Respiratory conditions	0			
Column M4 - Poisoning	0			
Column M5 - Hearing Loss	0			
Column M6 - All other illnesses	0			
Other Data				
Total Employee-Hours Worked				
Employees' Average Hourly Wage (W)				
Total Number of Employees				
Actual Number of First Aid Cases	0			
-OR-				
Estimated the Number of First Aid Cases (Total # Recordable Cases x 5)	0	0	0	

APPENDIX H

512-SAFETY AND HEALTH PROGRAM REVIEW FORM

Company:	[Fill In]
Contact:	[Fill In]
Company Address:	[Fill In]
Phone:	[Fill In]
Email:	[Fill In]
Date of Site Visit:	[Fill In]
RCA Number:	[Fill In]
Site Address:	[Fill In]
Submitted to Employer:	[Fill In]
Scope of Survey:	[Fill In]
Consultant:	[Fill In]

Hours Worked:	Total Incidents:	Total Dart Incidents:
Incident Rate:	OSHA TCIR Rate:	
DART Rate:	OSHA DART Rate:	

1. Management Leadership	Score 0 - 3	Comments
Top management demonstrates its commitment to continuous improvement in safety and health, communicates that commitment to workers, and sets program expectations and responsibilities.		
Managers at all levels make safety and health a core organizational value, establish safety and health goals and objectives, provide adequate resources and support for the program, and set a good example. Management participates in safety activities (e.g. safety committee).		

2. Worker Participation	Score 0 - 3	Comments
Workers and their representatives are involved in all aspects of the program - including setting goals, identifying and reporting hazards, investigating incidents, decision making, selecting controls, and tracking progress.		

APPENDIX I

PROGRAM ASSESSMENT AND EVALUATION FORM (PAEF)

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION CONSULTATION EDUCATION AND TRAINING DIVISION PROGRAM ASSESSMENT & EVALUATION FORM								
A	B	C	D	E	F	G	H	I
Safety Consultant's Name:								
IH Consultant's Name:								
**Required Input								
ESTABLISHMENT INFORMATION								
THIS FORM TO BE COMPLETED BY CONSULTANT ONLY								
Employer Contact:	[Enter Name Here]	Telephone	[Enter # Here]					
Establishment's Name: **								
Street Address:	[Enter Street Address Here]							
City:	[Enter City Name Here]							
ZIP:	[Enter ZIP Here]							
Visit Dates:								
Assessment #1:	1/0/00				NAICS#:	[Enter NAICS # Here]		
Assessment #2:	1/0/1900							
Assessment #3:	1/0/00							
ASSESSMENT TYPE:	Initial I & I Audit & Survey							
Program Type:	Cooperative							
Hours Worked:	[Enter Hours Worked Here]				DART CASES:	[Enter Data Here]	TOTAL CASES	[Enter Data Here]
INDUSTRY DART:	[Enter DART Here]	SOURCE:	MI	FACILITY DART:	[Enter DART Here]			
INDUSTRY TCIR:	[Enter TCIR Here]	SOURCE:	MI	FACILITY TCIR:	[Enter TCIR Here]			

APPENDIX J

CERTIFICATE OF TRAINING

MIOSHA MICHIGAN CHALLENGE PROGRAM



MIOSHA
Michigan Occupational Safety
and Health Administration





**MICHIGAN
CHALLENGE**
MIOSHA

Certificate of Training

Consultation Education and Training Division
Commends

XYZ

for completion of safety and health training for
the Michigan Challenge Program (MCP)

(mm/dd/yyyy. to mm/dd/yyyy)

Courses Completed

1.	A
2.	B
3.	C
4.	D
5.	E
6.	F

Director

Date

APPENDIX K
MCP COMPLETION LETTER

Date

SAMPLE

Mr./Ms. Anyone, (Title)
Anytime Anyplace
E. 123 Main Street
Any Town, MI 48123

Dear Mr./Ms. {INSERT LAST NAME}:

Congratulations on completion of the Michigan Challenge Program (MCP). Participation in the MCP is a significant milestone for your company.

Developing and implementing a safety and health program (SHP) requires management commitment, leadership, and strong employee involvement. It is a difficult process to integrate safety and health into the routine operations of your business, yet the benefits gained through reduced employee injury and illness impact employee morale and can result in substantial cost savings.

Your company accepted the challenge to partner with the Michigan Occupational Safety and Health Administration, Consultation Education and Training Division. During the past three years, we have provided consultation and training and you, in turn, have taken the necessary steps to implement an effective SHP. We recognize you for some of the following accomplishment:

- Hiring a Safety Manager.
- Installing Blue Lights & Crash Sensors to Powered Industrial Trucks.
- Promoting Employee Engagement in Safety Decisions
- Contracting with Independent Environmental Services' firm for the purpose of inspecting your facility to determine the presence and quantity of friable or potentially friable Asbestos Containing Materials and the removal of such materials.
- Establishing a Respiratory Protection Program.

APPENDIX L

CERTIFICATE OF RECOGNITION

<p>MIOSHA MICHIGAN CHALLENGE PROGRAM</p>	
	
<p>Certificate of Recognition</p>	
<p>The Consultation Education & Training Division Recognizes</p>	
<p>XYZ for participation in and completion of the Michigan Challenge Program (MCP)</p>	
<p>_____ Division Director</p>	<p>_____ Date</p>

MIOSHA-ADM-24-1
December 16, 2024
Michigan Challenge Program (MCP)

APPENDIX M
LETTER OF TERMINATION

M/DD/YYYY

Mr. John Q. Public
Facilities Manager
XYZ
1 Michigan Challenge Lane
Challenge City, MI 49503

Dear Mr. Public:

Thank you for allowing us to provide Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training (CET) Division services to you through the Michigan Challenge Program (MCP).

Our records indicate that you were not able to complete this project due to scheduling conflicts and/or business interruptions. As a result, the MCP program has been terminated, with an effective date of xx/xx/xx. Any deferral you were granted from a MIOSHA programmed inspection has also been terminated.

We hope that you will continue your efforts to improve your safety and health program. If later, you have an interest in resuming the Michigan Challenge Program, a new MCP may be initiated, upon recommendation by one of our CET consultant and approval of a reviewing CET supervisor. If we can be of further assistance, please contact our office at (517) 284-7720.

Sincerely,

Manager's Name, Title