**Colorado Cost Containment Program Elements**

***Step 1: Safety Policy Statement***

* Must be signed and dated by top management.
* Should be posted for all employees to see.

***Step 2: Safety Coordinator and/or Safety Committee***

* Must list the Coordinator’s/Committee’s specific responsibilities.
* Documented committee meetings (if a committee is in place).
* Formal accident investigation (in addition to the First Report of Injury).

***Step 3: Safety Rules***

* Clearly defined safety rules, specific to your operation.
* Signed and dated by each employee.

***Step 4: Safety Training***

* At least quarterly for all employees.
* Must be documented.

***Step 5: Designated Medical Providers***

* Must list four medical providers (or two providers, depending on the employer’s geographic location)
* Must be signed and dated by each employee.

***Step 6: Claims Management Procedures***

* Written description of your procedure.
* Should include information on modified duty.