

Fiscal Year 2027

MnSAFE Annual Workplace Safety Management Plan

Completing the plan

Agencies submit one plan for the entire organization. Your MnSAFE Annual Workplace Safety Management Plan is **due October 2, 2026**.

Agency: Indicate the agency name.

Achievements: Please list any recent safety management achievements. If recent achievements are available in different formats or separate plans, please attach the achievements to the plan.

Goals and Objectives:

- Provide an update on your past year's goals.
 - For goals and objectives not achieved, please describe what prevented you from achieving the goal or objective.
- Identify your current goals written in a **Specific, Measurable, Achievable, Realistic, Time-related** format. We have provided a Goals and Objectives template.
- Include goals that:
 - Focuses on your agency's safety perception survey results and injury data.
 - Address trends identified from your agency's work comp snapshot data.
 - Addresses agency-specific issues identified by employees.
 - Addresses employee workplace safety engagement.

Metrics: Insert base rate, annual goal, and Year to Date **FY2026** MnSAFE results for your agency from the [MnSAFE website](#).

Agency Head Name and Signature: The plan must be reviewed and signed by the Agency Commissioner/Director.

Submitting the plan

Due Date: The plan is due **October 2, 2026**.

Format: Your plan can be submitted in any format that is convenient for you. Electronic formats (Microsoft Word, PDF) are preferred.

Where to Submit: Submit your plan to:

Kemal Munn, State Safety Coordinator, Risk Management Division, Dept. of Administration
Email: kemal.munn@state.mn.us

Questions: Please contact Kemal Munn at (651)-201-3011 or kemal.munn@state.mn.us with any questions regarding MnSAFE or your Annual Workplace Safety Management Plan.

Review and Updates

- Risk Management will review your submitted plan and may provide feedback and recommendations on your goals and objectives.
- You will be asked to submit a mid-year update on your progress by **February 26th, 2027**.

Fiscal Year 2027

MnSAFE Annual Workplace Safety Management Plan

Agency _____

Commitment

The (Agency) is committed to creating safe and healthy workplaces as outlined in MnSAFE workplace safety initiative. Under my leadership and direction, we will:

- Reduce the incidence of workplace injuries by 5% annually.
- Integrate safety and loss control into our daily operations.
- Communicate our safety commitment to our employees and partners.
- Establish annual safety and loss control goals and objectives.
- Identify and assign resources to support our safety and loss control goals.
- Incorporate safety metrics into how we measure our effectiveness.
- Review our progress towards our goals quarterly.

Review and Updates

- We will review and update the progress on goals and objectives quarterly.
- We will submit an updated plan, indicating the status and progress of goals and objectives, to Risk Management by **February 26th, 2027**

Achievements

Our commitment is evident in the following recent safety management achievements (please summarize achievements from the past calendar or fiscal year):

- 1.
- 2.

Goals and Objectives

The (Agency) continues to establish targeted annual safety and loss control goals intended to reduce the frequency and severity of injuries. We have attached last year's goals and objectives and provided a status update. For those goals or objectives not achieved, we have described what prevented us from achieving them.

We have also attached a copy of our new safety and loss control goals, including the statewide efforts to:

- Reduce workplace injuries by addressing trends identified in the workers' compensation data.
- Utilize safety perception survey and injury data to reduce injuries.
- Address agency-specific issues identified by employees.
- Address employee workplace safety engagement.

We have identified specific objectives, responsible entities, and timelines to achieve these goals.

Our FY27 safety goals have been shared with our employees.

Metrics

Base Workers' Compensation Claim Incident Rate	Base Workers' Compensation Claim Severity Rate	FY 2027 Claim Incident Rate Goal	FY 2027 Claim Severity Rate Goal	Latest Incident Rate (YTD FY 2026)	Latest Severity Rate (YTD. FY 2026)
Your agency data	Your agency data	Your agency data	Your agency data	Your agency data	Your agency data

Agency Head Signature

Agency Head Name & Title

Fiscal Year 2027

MnSAFE Workplace Safety Goals and Objectives (Template)

SMART Goals (Specific, Measurable, Achievable, Realistic, Time-related)

Agency: _____

Recommended Goals and Objectives

Each agency should consider developing goals and objectives that:

- Utilize past agency injury data, such as the work comp snapshot provided by Risk Management.
- Focus on reducing slips, trips, and falls.
- Align with their agency's identified safety risks and improvement opportunities.
- Focus on safety engagement in the workplace.
- Continue to utilize the safety perception survey data

Focus: Safety Perception Survey					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
Analyze your agency's 2026 workplace safety perception survey data to identify the two questions with the lowest score. Develop and implement a strategic plan with measurable actions to improve these two areas.					
Focus: Safety Engagement					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
a. Promote employee engagement by recognizing and celebrating at least one safety accomplishment achieved in FY2026 or FY2027. b. Establish a channel to share safety information with employees at least once per quarter. This information may include MnSAFE metrics and lessons learned from safety-related incidents.					

Focus: Continuous Improvement					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
3. Develop or update your agency's safety audit program to identify risks, strengthen compliance, and promote continuous improvement in safety performance.					
Focus: Work Comp Snapshots					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
4. Review your workers' compensation snapshot and identify at least one area that needs improvement.					
Focus: Slips, trips, and falls					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
5. Develop or update your agency's slip, trip, and fall prevention plan for fiscal year 2027. This plan should include strategies for identifying, reporting, and mitigating hazards and risks related to slips, trips, and falls.					
Focus: Agency-specific improvement					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
6. Other Agency-Specific Goal					
Focus: Agency-specific improvement					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
7. Other Agency Specific Goal					
Focus: Agency-specific improvement					
Goal	Objectives/Activities	Responsible Party	Start Date	End Date	Status
8. Other Agency Specific Goal					

****These are the minimum goals. Add additional agency-specific goals.**

Developed by _____ Date _____

Reviewed by _____ Date _____

Approved by _____ Date _____

(Agency Head Name and Title)