





# 10-Step Business Plan Plan of Action (POA)

Step 1 – Visible, active senior management leadership	Employer	Policy number		
	POA	Person responsible	Completion date	
	Describe:	a) Doing now	b) Improvements to be made	
a) Authorizing necessary resources for accident prevention				
b) Discussing safety processes and improvements regularly during staff or employee meetings				
c) Ensuring management is held accountable for accident-prevention activities and for managing accident-prevention processes				
d) Annually assessing the success of the safety process by using surveys, personal interviews and/or behavior sampling				
e) Encouraging employees to take an active part in maintaining a safe workplace				
BWC assessment Step 1				Date
				Meets
				Below



	Employer	Policy number		
<b>Step 2 – Employee involvement and recognition</b>	POA		Person responsible	Completion date
	Describe:	a) Doing now		
a) Safety and health involvement teams, focus groups, or safety and health committees				
b) Accident investigations analysis and assessment				
c) Safety and health audits				
d) Acting as instructors for safety and health training programs				
Recognition opportunities can include:				
a) Recognizing employees for excellence in accident prevention;				
b) Recognizing employees for consistently high contribution to safety and health;				
c) Recognizing employees for their contributions to continuous improvement through participation in problem solving, decision making or perception surveys;				
d) Recognizing employees who suggest safety and health improvements or complete safety and health projects.				
BWC assessment Step 2			Date	Meets
				Below



	Employer	Policy number		
<b>Step 3 – Medical treatment and return to work practices</b>	POA		Person responsible	Completion date
	Describe:	a) Doing now		
a) Informing employees of procedures for obtaining medical treatment, including informing employees of the selected MCO				
b) Immediate reporting of injuries and illnesses to a supervisor				
c) Regular communication with injured or ill employees who are off work				
d) Investigation of all injuries or illnesses within 24 hours to identify process and corrective measures				
e) When not prohibited by labor agreement, a modified-duty or transitional-work program that allows employees to return to work in a productive capacity during the recuperative period				
BWC assessment Step 3			Date	Meets
				Below



	Employer	Policy number		
<b>Step 4 – Communication</b>	POA		Person responsible	Completion date
	Describe:	a) Doing now		
a) Quarterly written and/or verbal feedback to all employees on their accident-prevention performance				
b) A process for upward communication and downward communication throughout the organization, including obtaining and responding to employee suggestions				
c) Memos, bulletin boards, staff and general meetings				
d) Feedback should include the organization's overall safety and health performance				
BWC assessment Step 4			Date	Meets
				Below



		Employer	Policy number		
<b>Step 5 – Timely notification of claims</b>		POA		Person responsible	Completion date
		Describe:	a) Doing now		
a)	Reports claims immediately to MCO				
b)	Verified MCO reports claim to BWC within 24 hours				
BWC assessment Step 5				Date	Meets
					Below





	Employer	Policy number		
<b>Step 7 – Written orientation and training plan</b>	POA		Person responsible	Completion date
	Describe:	a) Doing now		
Safety and health written orientation and training plan will include:				
a) Company safety and health policy statement;				
b) Employee responsibilities;				
c) Medical procedures, such as how and when to report injuries or illnesses;				
d) Actions to take in case of emergency;				
e) How to report unsafe practices and conditions;				
f) Return to work procedures.				



Safety and health training will include:				
a) Hazard communication;				
b) Bloodborne pathogens, if applicable;				
c) Specific job/task safe work practices and hazard recognition;				
d) Recordkeeping of employee training and sign-off of training.				
At a minimum, training must cover:				
a) Procedures for safe and efficient use of machinery and tools;				
b) Ergonomic risk factors, including the prevention of cumulative trauma disorders;				
c) Chemical hazards and how to prevent contact or exposure;				
d) If appropriate, procedures for lockout/tagout, hot work permits and confined-space entry.				
BWC assessment Step 7			Date	Meets
				Below



# 10-Step Business Plan Plan of Action (POA)

	Employer	Policy number			
<b>Step 8 – Written and communicated safe work practices</b>	POA				
	Describe:	a) Doing now	b) Improvements to be made	Person responsible	Completion date
a) General safe work practices					
b) Job-specific safe work practices					
c) Employees sign statement that they understand and will follow safe work practices					
BWC assessment Step 8				Date	Meets
					Below



	Employer	Policy number			
<b>Step 9 – Written safety and health policy</b>	POA			Person responsible	Completion date
	Describe:	a) Doing now	b) Improvements to be made		
a) Chief executive officer's philosophy on safety and well-being of employees with his/her commitment to quality					
b) Managers, supervisors, team leaders and employees' responsibilities regarding the organization's commitment to workplace safety and health					
c) Commitment to return injured or ill employees to work at the earliest opportunity					
d) Communicated to employees verbally, posted on bulletin board, in employee handbook					
BWC assessment Step 9				Date	Meets
					Below



# 10-Step Business Plan Plan of Action (POA)

	Employer	Policy number		
Step 10 – Recordkeeping and data analysis	POA		Person responsible	Completion date
	Describe:	a) Doing now		
a) Identify safety and health process problems				
b) Help manage the compensation process				
c) Provide information necessary for developing solutions				
d) Linkage between accident prevention and profitability				
e) Specific costs associated with safety and health problems and accidents				
BWC assessment Step 10			Date	Meets
				Below