

# 10-Step Business Plan for Safety

## 1. Visible, active senior management leadership

Senior management, including the top executive on site, must be the role models for how they want all other employees to act in creating a safe work environment.

## 2. Employee involvement and recognition

Both management and employees will actively participate in the safety and health management process.

## 3. Medical treatment and return-to-work practices

Employers will establish a post-injury or disability management policy and procedure to help injured or ill employees obtain quality medical care and return to work. Return to work should incorporate a transitional work program that uses real job duties to accommodate injured workers' medical restrictions for a specified time period to gradually return them to their original jobs.

## 4. Communications

Include regular verbal and written communication on matters affecting employee safety and health.

## 5. Timely notification of claims

Employers must report claims immediately to their Managed Care Organization (MCO), which reports the claim to the BWC within 24 hours.

## 6. Safety and health process coordination and employer education

The employer will designate an individual as the accident prevention coordinator and give him or her responsibility, and authority to facilitate the organization's safety and health systems and processes.

## 7. A written orientation and employee training plan

Each organization will identify and respond to the specific training needs of its employees, including supervisors, managers and team leaders. Employers will develop a written safety and health training program that documents specific training objectives and instruction procedures.

## 8. Written and communicated safe work practices

Guidance for employees as written safe work practices is important for a clear understanding of job requirements and responsibilities. The company will identify, document and make available both general and job-specific safe work practices. The employer will provide employees with a copy of the general safe work practices, and all employees will sign a statement to indicate they have read, understood and will follow the safe work practices.

## 9. Written safety and health statement

The employer's top executive will sign a safety and health policy document. All new hires will receive this document. The policy will be communicated to all employees and reviewed annually.

## 10. Recordkeeping and data analysis

Occupational accident and illness-related data is compiled, recorded and analyzed to identify unsafe processes or behaviors and formulate improvements to enhance safety.