

## **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.