



PLAN OF ACTION

For private employers the Plan of Action must be received by BWC no later than **March 31** for program years that start on July 1, and no later than **September 30** for program years that start on January 1 to receive the discount for the previous eligible periods. You will be retroactively billed for non-receipt of the Plan of Action demonstrating your 10-Step implementation.

Date

Employer	Policy number
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DBA	Telephone number ()	
Street address	E-mail address	
City	State	ZIP code
Employer printed name		
Employer signature	Title	

Briefly describe the product or service your business provides.

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How many full and part-time employees do you have in Ohio? (If seasonal, please indicate vs. non-seasonal)

_____ Full-time Seasonal Non-seasonal
 _____ Part-time Seasonal Non-seasonal
 _____ Temporary Seasonal Non-seasonal
 _____ Leased employees Seasonal Non-seasonal



PLAN OF ACTION

	Employer	Policy number		
Step 1 – Visible active senior management leadership	Plan of Action		Person Responsible	Completion Date
	Describe:	a) doing now		
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			Date	Meets
				Below



PLAN OF ACTION

	Employer	Policy number		
Step 2 – Employee involvement and recognition	Plan of Action		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			Date	Meets
				Below



PLAN OF ACTION

Employer		Policy number		
Step 3 – Medical treatment and return to work practices	Plan of Action		Person Responsible	Completion Date
	Describe:	a) doing now		
a) Informing employees of procedures for obtaining medical treatment, including informing employees of the selected managed care organization (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			Date	Meets
				Below



PLAN OF ACTION

		Employer	Policy number		
<i>Step 4 – Communication</i>	Plan of Action			Person Responsible	Completion Date
	Describe:	a) doing now	b) improvements to be made		
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)	Communication can include memos, bulletin boards, staff and general meetings				
d)	Feedback should include the organization's overall safety and health performance				
BWC assessment				Date	Meets
					Below



PLAN OF ACTION

	Employer	Policy number		
Step 5 – Timely notification of claims	Plan of Action		Person Responsible	Completion Date
	Describe:	a) doing now		
a) Claims are reported immediately to MCO				
b) Verified MCO reports claim to BWC within 24 hours				
BWC assessment			Date	Meets
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IMPORTANT
 To receive credit for this step your Accident Prevention Coordinator must attend a BWC approved Safety and Health Management Seminar according to the following schedule.

	Private	Private	Public	Public Schools
Program Start Date	July 1	January 1	January 1	January 1
Step 6 Credit	Complete by March 31	Complete by September 30	Complete by September 30	Complete by November 15
Plan of Action	Submitted by March 31	Submitted by September 30	Submitted by September 30	Submitted by November 15

		Employer	Policy number		
<i>Step 6 – Safety and health process coordination</i>	Plan of Action			Person Responsible	Completion Date
	Describe:	a) doing now	b) improvements to be made		
a)	Helping management and employees identify accident prevention and safety and health training needs through perception surveys, interviews, behavior sampling or other similar methods				
b)	Helping supervisors make changes or develop strategies that improve the organization's safety systems and processes				
c)	Identifying and communicating new safety and health requirements				
d)	Compiling injury and illness-related records				
e)	Tracking progress on safety and health-related projects				
f)	Working with employees to optimize safe work practices				
BWC assessment				Date	Meets
					Below



PLAN OF ACTION

	Employer	Policy number		
Step 7 – Written orientation and training plan	Plan of Action		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			Date	Meets
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<i>Step 8 – Written and communicated safe work practices</i>	Plan of Action		Person Responsible	Completion Date
	Describe: a) doing now	b) improvements to be made		
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			Date	Meets
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Employer	Policy number
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<i>Step 9 – Written safety and health policy</i>	Plan of Action		Person Responsible	Completion Date
	Describe:	a) doing now		
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			Date	Meets
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<i>Step 10 – Recordkeeping and data analysis</i>	Plan of Action		Person Responsible	Completion Date
	Describe: a) doing now	b) improvements to be made		
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			Date	Meets
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	Plan of Action		Person Responsible	Completion Date
	Describe:			
	a) doing now	b) improvements to be made		
BWC assessment			Date	Meets
				Below