









Safety & Health Week 2009 Safetyopoly Planner

Participants may find the following guide an effective planning tool for developing a safety and health activities program to be used during Safety & Health Week. Please keep in mind that this is only a guide. Your submission to the NAOSHWeek Steering Committee – BC does not require you to use the Safetyopoly Planner, but you are required to “have fun” during Safety & Health Week.

 Start here	Develop Safety & Health Week project proposal for Senior Management	Get your CEO's support	Involve your workers and OHSC reps	Form subcommittees	Set Safety & Health Week project objectives (see Note 1 below)	Draft Safety & Health Week project plans (see Note 2 below)	Review with project participants	Redraft & review project plans with subcommittees	Finalize Safety & Health Week project plans	 Pay higher WorkSafeBC premiums (if your safety program is not effective – i.e. high injury rate)
Decide to participate again	January February								Implement Safety & Health Week plan	
Review Safety & Health Week submissions for new ideas	December	This year-round guide may be used to assist those looking for a basic plan in the project development of their safety & health activities during North American Occupational Safety & Health Week.						March	Break plan into steps	
Recognize your outstanding “in-house” project contributors		Key points are laid-out in an order that has proven successful for many organizations that have participated in past Safety & Health Week events.							Assign duties & deadlines	
Attend Safety & Health Week Safety Forum October 21, 2009									Advise company employees	
Issue follow-up press release	October	The Safety & Health Week Planning Guide is available at www.worksafebc.com						May	Advise media & community organizations (See Note 3 below)	
Review partner & participant impact									Review project progress with appropriate subcommittees	
Review community impact									Re-assign workloads as needed	
Review safety impact	July							June	Assemble people & materials	
Debrief & review outcomes									Carry out Safety & Health Week Activities May 3 to 9, 2009	
FREE Parking! Time to catch your breath	Submission to reach Safety & Health Week Committee by June 19	Finalize submission & identify goals for next year	Review final Safety & Health Week submission	Gather info from media coverage	Edit & attach submission materials	Review draft submission with committees	Draft submission	Review Safety & Health Week submission criteria	Gather samples of materials used in Safety & Health Week	 Get clear inspection report from WorkSafeBC

Note 1:

Set objectives by reviewing company safety statistics; WorkSafeBC Inspection Reports; contractor safety records; planned procedures, hazard assessments, etc.

Note 2:

When drafting your plans keep the following in mind...

- » What are you going to do?
- » What are your objectives? Goals?
- » Who will do these things?
- » Where will you do it?
- » What do you need to make it happen?
- » How are you going to make it fun?

Note 3:

Media contact ideas include: company newsletter; local newspapers; local radio stations; community & local television stations, etc.