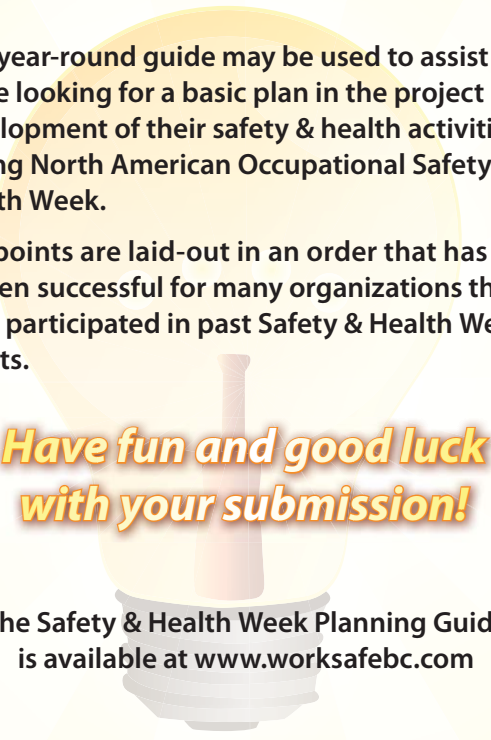


# Safety & Health Week 2010 Safetyopoly Planner

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.

|  |   |   |                                    |                    |  |   |                                  |   |   |  |
|--|---|---|------------------------------------|--------------------|--|---|----------------------------------|---|---|--|
| <b>Start here</b>  | 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   | <div style="text-align: center;">  <p><b>January</b> <span style="float: right;"><b>February</b></span></p> <p><b>December</b> <span style="float: right;"><b>March</b></span></p> <p><b>October</b> <span style="float: right;"><b>May</b></span></p> <p><b>July</b> <span style="float: right;"><b>June</b></span></p> <p><b>Have fun and good luck with your submission!</b></p> <p>The Safety &amp; Health Week Planning Guide is available at <a href="http://www.worksafebc.com">www.worksafebc.com</a></p> </div> |                                    |                    |  |   |                                  |   |   | Implement Safety & Health Week plan  |
| Review Safety & Health Week submissions for new ideas      | Break plan into steps   |   |                                    |                    |  |   |                                  |   |   |  |
| Recognize your outstanding “in-house” project contributors | Assign duties & deadlines   |   |                                    |                    |  |   |                                  |   |   |  |
| Attend Safety & Health Week Safety Forum October 21, 2010  | Advise company employees  |   |                                    |                    |  |   |                                  |   |   |  |
| Issue follow-up press release                              | 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                                       | Assemble people & materials   |   |                                    |                    |  |   |                                  |   |   |  |
| Debrief & review outcomes                                  | Carry out Safety & Health Week Activities May 2 to 8, 2010          |   |                                    |                    |  |   |                                  |   |   |  |
| <b>FREE Parking! Time to catch your breath</b>             | Submission to reach Safety & Health Week Committee by June 18       |   |                                    |                    |  |   |                                  |   |   | Finalize submission & identify goals for next year   |

**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.