

Safety & Health Week 2012 Safety Planner

Participants may find the following guide an effective planning tool for developing an activities program to be used during Safety & Health Week. Please keep in mind that this is only a guide.

Your submission to the NAOSH Week Steering Committee — B.C. does not require you to use the planner below, but you are required to “have fun” during Safety & Health Week.

Month	Activity			
January	Develop Safety & Health Week project proposal for Senior Management	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.		
	Get your CEO's support			
	Involve your workers and OHSC reps			
	Form sub-committees			
	Set Safety & Health Week project objectives (see Note 1)			
February	Draft Safety & Health Week project plans (see Note 2)		Key points are laid-out in an order that has proven successful for many organizations that have participated in past Safety & Health Week events.	
	Review with project participants			
	Redraft & review project plans with sub-committees			
March	Finalize Safety & Health Week project plans			Note 1: Set objectives by reviewing company safety statistics; inspection reports; safety records; planned procedures, hazard assessments, etc.
	Implement Safety & Health Week plan			
	Break plan into steps			
May	Assign duties & deadlines	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?		
	Advise company employees			
	Advise media & community organizations (See Note 3)			
	Review project progress with appropriate subcommittees			
	Re-assign workloads as needed			
June	Assemble people & materials		Note 3: Media contact ideas include: company newsletter; local newspapers; local radio stations; community & local television stations, etc.	
	Carry out Safety & Health Week Activities — May 6 to 12, 2012			
	Gather samples of materials used in Safety & Health Week			
	Review Safety & Health Week submission criteria			
	Draft submission			
July	Review draft submission with committees			
	Edit & attach submission materials			
	Gather info from media coverage			
	Review final Safety & Health Week submission			
	Finalize submission & identify goals for next year			
October	Submission to reach Safety & Health Week Committee by June 15			
	Time to catch your breath			
	Debrief & review outcomes			
December	Review safety impact			
	Review community impact			
	Review partner & participant impact			
December	Issue follow-up press release			
	Attend Safety & Health Week Safety Forum October 25, 2012			
	Recognize your outstanding “in-house” project contributors			
December	Review Safety & Health Week submissions for new ideas			
	Decide to participate again			

Have fun and good luck with your submission!

The Safety & Health Week Planning Guide is available
at www.worksafebc.com