



10-Step Business Plan Plan of Action (POA)

	Private	Private	Public	Public Schools
Program Start Date	July 1	Jan. 1	Jan. 1	Jan. 1
Step 6 Credit	Complete by March 31	Complete by Sept. 30	Complete by Sept. 30	Complete by Nov. 15
POA	Submit by March 31	Submit by Sept. 30	Submit by Sept. 30	Submit by Nov. 15

	Employer	Policy number		
Step 6 – Safety and health process coordination	POA		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 Step 6			Date	Meets
				Below