

**BWC safety process
Roles and responsibilities
(Sample)**

	Employee *	Supervisor	Manager	Chief	Safety administrator	Statewide labor/ management safety committee
1. Active leadership	<ul style="list-style-type: none"> Follow leadership directives 	<ul style="list-style-type: none"> Conduct safety briefings Participate in meetings and training Ensure safe work environment, including ergonomic factors Ensure all elements of the security plan are implemented 	<ul style="list-style-type: none"> Include safety on meeting agenda Conduct climate analysis Track hazard correction deadlines Measure and reward supervisor activities in Ohio Performance Review System (OPRS) Budget for losses and corrective action 	<ul style="list-style-type: none"> Charge back costs of claims to departments Review safety-audit results and correction record Include safety on meeting agenda Hold managers accountable for annual safety and security goals and objectives in OPRS 	<ul style="list-style-type: none"> Advise chiefs on activities. Participate on executive safety committee Audit whole system for effectiveness. Develop safety and health controls, strategies, procedures and programs 	<ul style="list-style-type: none"> Regularly evaluate 10-Step Business Plan effectiveness Review and advise local office safety plans

2. Participation	<ul style="list-style-type: none"> • Help with safety projects • Participate in meetings, audits and problem solving • Make improvement suggestions • Informal on-the-job training (OJT) • Become familiar with emergency procedures and evacuation routes • Become familiar with basic workstation ergonomics • Include OPRS goals for everyone 	<ul style="list-style-type: none"> • Help with safety projects • Act on improvement suggestions • Provide recognition for safe performance • Encourage and allow participation • Conduct informal OJT 	<ul style="list-style-type: none"> • Manage safety projects • Manage improvement suggestions • Encourage and allow participation 	<ul style="list-style-type: none"> • Sponsor recognition systems 	<ul style="list-style-type: none"> • Help offices develop effective safety teams. • Teach offices how to do safety audits. • Evaluate improvement suggestions for manager 	<ul style="list-style-type: none"> • Serve on the statewide and local teams
3. Medical and return to work	<ul style="list-style-type: none"> • Immediately report accidents to supervisor • Follow procedures • Seek immediate and appropriate medical attention • Become familiar with transitional work program 	<ul style="list-style-type: none"> • Maintain communication with injured worker and discuss the transitional work program • Review accident analysis and develop corrective action plan • Brief manager regarding injured worker • Follow recommendations for return to work accommodations • Identify transitional work tasks • Involve injured workers in the transitional work programs when appropriate 	<ul style="list-style-type: none"> • Implement accommodations for return to work • Brief chief on incident and corrective action plan 	<ul style="list-style-type: none"> • Discuss incident and corrective action at coordination meeting 	<ul style="list-style-type: none"> • Advise on accommodations for return to work and provide sources for equipment 	<ul style="list-style-type: none"> •
4. Communication	<ul style="list-style-type: none"> • Communicate safety hazards 	<ul style="list-style-type: none"> • Hold job- safety discussions 	<ul style="list-style-type: none"> • Conduct regular safety meetings 	<ul style="list-style-type: none"> • Reinforce corporate safety culture through periodic communications 	<ul style="list-style-type: none"> • Help monitor effectiveness and communicate results • Maintain a safety 	<ul style="list-style-type: none"> • Post meeting minutes on Intrafin • Give and receives updates from local teams

					<p>awareness program publishing safety tips to employers</p> <ul style="list-style-type: none"> • Report overall safety and health statistics and program results 	
5. Notification	<ul style="list-style-type: none"> • Report incidents and accidents to supervisor • File claim, if appropriate • Report symptoms of cumulative trauma disorder • Complete FROI/safety report within 24 hours 	<ul style="list-style-type: none"> • Encourage early reporting of ergonomic injuries • Complete FROI/safety report within 24 hours 	<ul style="list-style-type: none"> • Ensure accident/incident investigation is completed 		<ul style="list-style-type: none"> • Review effectiveness of the notification process and make recommendations for improvement 	
6. Coordination					<ul style="list-style-type: none"> • Maintain technical expertise • Serve as technical resource to answer questions 	
7. Training plan	<ul style="list-style-type: none"> • Complete all required safety training and requirements 	<ul style="list-style-type: none"> • Implement job specific training plans for employees using check lists • Provide or acquire training for employees • Train employees on location and proper use of fire extinguisher 	<ul style="list-style-type: none"> • Develop training plan for supervisors 	<ul style="list-style-type: none"> • Training plan for managers 	<ul style="list-style-type: none"> • Assess training needs • Develop training information • Provide training and/or train supervisors to deliver training. 	<ul style="list-style-type: none"> • Attend annual safety congress • Participate in training
8. Safe work practices	<ul style="list-style-type: none"> • Follow all safe work practices as outlined in the safety and health manual • Encourage peers to follow safe work practices • Wear personal protective equipment (PPE) if required • Report unsafe work practices 	<ul style="list-style-type: none"> • Make safety observations • Provide PPE where required • Conduct regular safety audits with employees • Post or make available job specific work practices 	<ul style="list-style-type: none"> • Conduct impromptu safety audits • Review quality of observations and coach • Budget for PPE 	<ul style="list-style-type: none"> • Hold impromptu safety audits 	<ul style="list-style-type: none"> • Advise on selection of and sources for PPE • Conduct periodic site inspections 	<ul style="list-style-type: none"> • Provide accountability for corrective action
9. Policy	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Promote and disseminate the policy established 	<ul style="list-style-type: none"> • Promote and disseminate the policy established 	<ul style="list-style-type: none"> • Promote and disseminate the policy established 	<ul style="list-style-type: none"> • Promote and disseminate the policy established by 	<ul style="list-style-type: none"> •

		by the CEO	by the CEO	by the CEO	the CEO	
10. Recordkeeping	<ul style="list-style-type: none"> • Complete necessary forms and reports 	<ul style="list-style-type: none"> • Review local statistics • Complete necessary forms and reports 	<ul style="list-style-type: none"> • Compile and review office statistics • Ensure completion of necessary forms and reports 	<ul style="list-style-type: none"> • Compile and review division statistics • Ensure completion of necessary forms and reports 	<ul style="list-style-type: none"> • Update tracking software. • Checks to see if accident analysis is completed • Monitor performance and trends • Maintain archive of reported data and recommend improvement to safety program 	<ul style="list-style-type: none"> • Monitor performance and trends

Safety project options include:

- Perception surveys and improvement plans;
- Writing office specific policies and procedures;
- Designing office specific training.

Recommended next step:

- Establish OPRS goals for each level of the organization.

* Every responsibility listed under the employee column applies to the other columns as well.