



## **August 2010 Ohio Community Corrections Association Safety Report Ohio Bureau of Worker's Compensation 10-Step Business Plan for Safety**

The Bureau of Worker's Compensation 10-Step Business Plan for Safety provides a step by step process for increasing safety in the workplace and reducing the costs associated with workplace-related injury and illness. The following is a brief description of each of the 10 steps.

1. **Visible active senior management leadership:** Visible senior management leadership promotes the belief that safety management is an organizational value.
2. **Employee involvement and recognition:** Employee involvement and recognition afford employees opportunities to participate in the safety-management process.
3. **Medical treatment and return-to-work practices:** Early return-to-work strategies help injured or ill workers return to work.
4. **Communications:** A program of regular safety and health communication issues keeps employees informed and solicits feedback and suggestions.
5. **Timely notification of claims:** Employers must report claims immediately to the managed care organization (MCO), which reports the claim to BWC within 24 hours. The employer will comply with all requirements for reporting claims to the employer's MCO as specified under the HPP rules.
6. **Safety and health process coordination and employer education:** Assign the role of coordinating safety efforts for the company.
7. **A written orientation and employee training plan:** Conduct orientation and training for all employees.
8. **Written and communicated safe work practices:** Publish safe work practices so employees have a clear understanding of how to accomplish their job requirements safely.
9. **Written safety and health statement or philosophy:** A written safety and health policy signed by the top company official expresses the employer's values and commitment to workplace safety and health.
10. **Recordkeeping and data analysis:** Internal program verification assesses the success of company safety efforts to include audits, surveys and record analysis.

For a more detailed account including definitions of each step, specific requirements, and implementation suggestions and resources, please visit the OBWC at

<http://www.ohiobwc.com/employer/programs/10step/default.asp>