ACTION PLAN GUIDANCE – PROPOSAL

Action Plans are a valuable and effective method for companies to maintain their COR while continuing to enhance their safety program. Action Plans map out a process to address gaps identified in previous audits while not losing focus on the greater safety program.

This guide will help you, step-by-step, develop your Action Plan. If you are already familiar with the Action Plan process, it is recommended to review the requirements for each step and the Action Plan Scoring Guide.

Step 1 – Building your Objectives

Objectives are like a mini project aimed at different areas of your organizations health and safety system. The objective statement is the foundation of your "project" and explains what you would like to have accomplished.

When building your objectives, it is recommended to identify:

- What is the deficiency, gap or change that is needed?
- What needs to be accomplished/goals?
- What is the benefit to your company?

Example:

Objective 1

Based on previous audit recommendation? ☐

It was found in our previous audit that our company does not have a method to track employee training. This objective will be based on developing a process to track training, and provide a way to notify employees when their certificates will expire. This will ensure that employees are competent when completing their tasks, and we are following legislation.

Objective Requirements:

- There must be at least five written objectives and no more than ten
- Must be based on recommendations from the previous year's audit (mandatory) or corporate health and safety projects (optional)
- Must be completed by November 30 of the current year
- Must not have used the same objective in a previous action plan

Step 2 – Developing Milestones

Milestones are short terms goals that lead to your overall objective. They are often referred to as the "building blocks" or "stepping stones" of a project. If you achieve the milestones along the way, then you are moving in the right direction to achieve your overall goal.

Use the Action Plan Scoring Guide at the end of these instructions to help determine what kind of milestones may be needed to achieve your objectives.

Example:

Milestones
**(list of milestones or significant
tasks to complete objective; min 2 - max 5)**

> Develop a tracking spreadsheet in excel that includes turning cells red when a certificate expires, and yellow 3 months before expiry.

Milestone Requirements:

- There must a minimum of 2 milestones per objective with a maximum of 5
- Milestones should be specific, measurable, attainable, realistic and timely
- Milestones should provide enough detail to give the reader a clear picture of what will be accomplished. This can include specific departments, positions within the company, type of training, computer programs used etc.

Step 3 – Assigning Responsibility

Assigning an individual or group to each milestone will ensure the accountability system is being followed and that everyone has a clear understanding of their specific roles within the objective.

Step 4 – Set Target Dates

Setting a target date for each milestone will ensure whoever is assigned the responsibility will have an expectation for when it should be completed.

As each milestone will have an impact on completing your overall objectives and could affect other milestones, it is critical to ensure timelines are being followed and a schedule is set.

Target Date Requirements:

- Milestones must begin in the current year and be completed by no later than November 30 of the current year.

Note: Not meeting the target date will not affect your Action Plan if the milestone is completed by November 30 of the current year. The target date is intended to keep your organization on a schedule, so the overall objective is completed on time.

Step 5 – Determine your Deliverables

Each milestone requires a deliverable that confirms completion of each milestone to be submitted to Energy Safety Canada.

Deliverables by themselves aren't the objective, rather, they chart the path to reach it. The more deliverables you complete on time, the better your chances of meeting the objective on schedule.

Example:

Deliverables

Submit 10 certificates that verifies supervisors have completed training for Accident Investigations.

Deliverable Requirements:

- The number of samples that will be provided
- When submitting revised policies and forms, you must provide both the previous document and the updated version. Please indicate under deliverables that both will be submitted.
- Specific details on what type of document will be submitted (e.g. email, memo, meeting minutes, sign off, schedules, PowerPoints, spreadsheets, pictures etc.)

Step 6 – Assigning Points to Each Milestone

Points are based on the approximate time it will take to complete the milestone and the resources needed. An **Action Plan Scoring Guide** has been developed to assist you with this process and is included at the end of these instructions.

Using the scoring guide will ensure that objectives and milestones are significant enough to meet government standards and reduce review processing time.

Point Requirements:

- The scoring guide should be used as a reference when assigning points to each milestone. If you think more points should be awarded then what the guide indicates, it must be justified in the notes at the bottom of each objective.

- Overall points must total 100 points for all objectives combined. This allows Energy Safety Canada to determine the percentage completeness of the Action Plan.

- If you find something not included in the guide, please use your judgement based on how the other areas are scored

Action Plan - Scoring Guide

Using the scoring guide below, score according to the milestone type. The scoring below is based on the approximate time it will take to complete the milestone, and the resources needed. If there are milestones that you think should be awarded more points, it must be justified in the notes area at the bottom of each objective.

Milestone Type	Points Awarded
Training and Communication	
Large Scale New Training Development (e.g. PowerPoints)	10 points
Small Scale New Training Development (e.g. Memos/Toolbox Talks)	4 points
Updating Existing Training Content	5 points
External Training 1-15 Employees	8 points
External Training 16-29 Employees	10 points
External Training 30 + Employees	12 points
Internal Training 1-15 Employees (Safety Meetings, Internal Courses)	5 points
Internal Training 16-29 Employees (Safety Meetings, Internal Courses)	8 points
Internal Training 30+ Employees (Safety Meetings, Internal Courses)	10 points
Email Communications	1 point
Management Sign-off	2 Points
Polices and Procedures (Directive Documents)	
New Policy/Procedure Development	5 points
Update Existing Policy/Procedure	3 points
Posting Policies	1 point
Development of Formal Hazard Assessments	3 points each (max 12 points)
Review of Formal Hazard Assessments	2 point per sample (max 8 points)
Forms and Tracking Tools	
Develop Forms	4 points
Update Forms	2 Points
Develop Tracking Tools (e.g. spreadsheets, metrics)	5 points
Update Tracking Tools	3 Points
Implementing Tracking Tools	5 points
Supporting Documents (Documents that are filled out throughout the year)	
ERP Drills (Actual)	5 points per drill (max 10 points)
ERP Drills Tabletop	4 points per drill (max 8 points)
Completed Forms (Inspections, Tours, Orientations etc..)	2 points per form
Preventative Maintenance Records	2 points
Other	
Researching Information	1 point