

Action Plan Program Procedure

Purpose

An Action Plan is an audit option available to eligible employers to introduce measurable and meaningful improvements to their health and safety management system (HSMS). Employers may find value in focusing resources on enacting Action Plan items from their last audit or working to complete significant health and safety projects.

An employer may request approval from AMHSA to use an Action Plan in lieu of conducting a maintenance audit to maintain their Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR).

Eligibility

- Employers must have completed one full, three-year COR audit cycle and have a current, regular COR or SECOR.
- Employers who have completed group audits (one audit covering multiple legal entities) must submit separate Action Plans for each WCB account.

Responsibilities

Employer

- Ensures Action Plan includes Suggestions for Improvement (SFI) from previous COR/SECOR audits, where applicable
- May also include corporate health and safety initiatives that are outside the scope of the COR/SECOR audit within their Action Plan.
- Requests approval for the use of an Action Plan prior to June 30 by providing preliminary action plan items using the approved template provided by AMHSA
- Submits any amendments to the Action Plan by October 31
- Submits a completed Action Plan, with supporting deliverables, by November 30
- Provides any necessary revisions to AMHSA after the quality assurance (QA) review

AMHSA

- Reviews Action Plan preliminary requests to determine approval
- Provides employers with support and resources in the development of Action Plans
- Reviews any proposed amendments to Action Plan for approval
- Performs a quality assurance review on completed Action Plans
- Returns or destroys deliverables upon employers request

Preliminary Action Plan Requests

Expression of Interest

Employers interested in participating for the Action Plan program can email audits@amhsa.net after Jan 1 of the calendar year. AMHSA will assess eligibility and if all criteria are met will request that the Action Plan template is populated and submitted with preliminary items as a next step.

Pre-Screen

The employer submits preliminary items using the Action Plan Template and the following Guidance Requirements are to be used in its development.

Guidance Requirement
5-10 written objectives (audit Suggestions for Improvement)
2-5 milestones per objective <ul style="list-style-type: none">Milestones should be specific, measurable, attainable, realistic and timely (SMART)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.
Objectives tied to prior audit Suggestions for Improvement or corporate health and safety initiatives
Deliverables with specifics & quantification
No reused actions from previous Action Plan
Specific Responsibility assigned per milestone
Target dates within current year & \leq Nov 30
Deliverables submitted by Nov 30

Action Plan Development Criteria

- AMHSA provides an Action Plan Guidance document as a resource in developing an employer's Action Plan. This resource is posted on our website to access.
- The Action Plan must be submitted using the current AMHSA approved version of the Action Plan Template. The employer must complete all portions of the form.
- Action plan items must be measurable and designed to introduce meaningful improvements to the employer's HSMS.
- The Action Plan must include:
 - A list of unimplemented audit Suggestions for Improvement (SFI) from the last audit, and the accompanying projects to implement those SFI's. Significant projects outside of the COR audit Suggestions for Improvement (SFI) may be included as part of the Action Plan.

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- Timeframes for each deliverable must be provided. Each objective must be further divided into milestones or significant activities, with target dates and persons responsible identified for each step of the process.
- A description of the proposed deliverables for each project that will be submitted to AMHSA as evidence of project completion.
- Assignment of the relative points for each of the projects (out of 100 points) for each year of the Action Plan, to allow AMHSA to determine the percentage completeness of the Action Plan. There is a Scoring Guide on assigning points for milestones provided in the Action Plan Development Guideline document.

Action Plan Amendments

- The employer may submit an amended Action Plan to AMHSA prior to Nov 1 of the calendar year. AMHSA will review and provide approval for any proposed changes to the original submission or determine next steps if approval cannot be provided.

Action Plan Submission Criteria

- The employer must submit the completed Action Plan, together with documentation providing evidence of the completion of deliverables, to their CP no later than November 30.
 - Deliverables must be directly relevant to the action items they are designed to verify.
 - Documentation submitted to verify action item completion must be complete and organized.
- AMHSA will review the employer's completed submission and assign an overall score to the Action Plan, relative to completeness of deliverables.

Action Plan Approval and Non-Approval Criteria

- Action Plans for each calendar year must achieve a score of at least 60% to meet COR maintenance requirements.
- Employers who score at least 80% on their Action Plan for their first maintenance year will be eligible to conduct an Action Plan for their second maintenance year.
- Employers who score less than 80% on their Action Plan for their first maintenance year cannot conduct an Action Plan for their second maintenance year. These employers must conduct a regular COR Maintenance audit for their second maintenance year.
- If the documentation submitted is insufficient to support the required Action Plan completion scores, AMHSA will notify the employer.
 - If the employer believes they have other documentation that would demonstrate that deliverables were indeed completed within the calendar year, the employer must contact AMHSA and request permission to submit additional documentation.
 - If AMHSA agrees to review additional documentation, the employer has up to 15 days to submit the additional documentation.
 - AMHSA may approve additional time, up to 15 days for the employer to submit additional documentation in extenuating circumstances.

Auditor Certification Maintenance

In lieu of participation in an audit, auditor participation in the Action Plan program may be used in the following circumstances:

- The creators of the action plan will receive credit towards maintenance of their AMHSA auditor certification.
- Having actions assigned to an auditor does not count as having created the plan.

Related Documents

- AMHSA Action Plan Template
- Action Plan Program Guideline

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