



Location:

**People**

<b>Tasks</b>																			
<b>Step 1: Project Definition</b>																			
<b>Kickoff Meeting</b>																			
Schedule Pre-Meeting.																			
Conduct/Attend Pre-Meeting.																			
Schedule Kickoff Meeting.																			
Conduct/Attend Kickoff Meeting.																			
<b>Project Plan</b>																			
Assign resources responsible for completing project plan.																			
Transcribe data from DRASIC chart into project plan template.																			
Create Gantt chart (MS Project Gantt chart).																			

<b>D=</b> Do	<b>R=</b> Responsible	<b>A=</b> Approve	<b>S=</b> Support	<b>I=</b> Informed	<b>C=</b> Consulted
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**Observe Operations and Define Processes Under Review**

Assign resources responsible for observing operations.																		
Identify sources of relevant safety data.																		
Obtain relevant safety data.																		
Identify current safety policies.																		
Identify process changes.																		
Prepare Baseline Data Presentation for Leadership Orientation.																		

**Step 2: Safety! Issue Analysis**

**Determine Current Status of Plant Problem Solving Efforts**

Implement Safety Inspection process in pilot department.																		
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**Identify Safety Tools**

Inform pilot department of Safety Inspections.																		
Identify Safety Inspectors.																		
Identify and assign Safety Inspection areas.																		
Develop Safety Inspection implementation plan.																		
Determine the frequency of Safety Inspections.																		
Determine enterprise-wide rollout schedule.																		
Determine process flow.																		

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<b>Complete Project Plan</b>																
Establish and communicate criteria for participation in a SafetyIMPACT! Workshop (SIW).																
Schedule SafetyIMPACT! Workshop training.																
<b>Step 3: Implementation</b>																
<b>Safety Inspections</b>																
Implement Safety Inspection process in pilot department.																
Roll out Safety Inspection process per Implementation Plan.																
SafetyIMPACT! coach monitors/coaches Safety Inspections.																
<b>Hazard Investigation Team (HIT)</b>																
Conduct HIT meetings per established schedule.																
SafetyIMPACT! Coach monitors/coaches HIT meetings.																
<b>Safety Strategy Team (SST)</b>																
Conduct SST meetings per established schedule.																
SafetyIMPACT! Coach monitors/coaches SST meetings.																
<b>SafetyIMPACT! Workshops</b>																

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Conduct SIWs.																		
<b>Step 4: Measurement and Maintenance</b>																		
Ensure all four practices have been implemented company-wide.																		
Review SafetyIMPACT! trends against baseline.																		
Review and adjust the exit strategy.																		
Schedule exit meeting.																		
Conduct exit meeting.																		

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