

A 12 STEP PROGRAM  
WORKPLACE OCCUPATIONAL HEALTH and ENVIRONMENTAL SAFETY  
(King D.J: *Occupational Health & Safety Coordinator Manuel: A 1: 2008*)

1. Act in Accordance with Occupational Health Policy and Procedures for Due Diligence in the Workplace to limit Liability and remain in Compliance of Legislative, Quality Assurance and Corporate Guidelines.
2. Administration of Occupational Health Program within the Framework of Company Culture, Company Business Goals, Social, Demographics, Position Statements, Employee Health Benefit Plan, Communication Systems and Financial Accountability.
3. Emergency Preparedness – at the location, within the community and in the greater context of global emergencies e.g. nuclear, biological, chemical (NBC)
4. Health Education, Health Promotion, Health Enhancement Strategies for the employees Well Being and Quality of Work Life.
5. Specific Health Training as it relates to work environment i.e., Orientation, First Aid Attention, Risks and Hazards, Toxic Substances, WHMIS, Blood Bourne Pathogens, Hepatitis, Ergonomic, Healthy Backs, Repetitive Strain, Confrontation
6. Workplace Occupational Health Care Practices to protect employee's health i.e. Regulation Medical Testing, "At Work" Fitness, RTW Assessments, Healthy Work Environment Best Practice Guidelines, Early Intervention, Implementation Treatment, Recovery Monitored and Evaluation Effect of Health Measures
7. Employee on the Job Health Surveillance and Follow up i.e. At Risk Behavior, Workplace injury accident Investigations, "Near Miss" investigation, Job Safety Auditing, Gap Analysis and Safety Program Reporting Requirements.
8. Work place Risk Hazard Identification, Assessment and Corrective Action i.e. Ergonomic Issues, Toxic Exposure, Frequency and Severity Injuries, Fault Tree Analysis, Implementation of Recommendations and Controls in Place.
9. Education worker to work performed e.g. Physical Demands Analysis and Mental Demands Analysis, Workplace Ergonomic Fitness and Functional Capabilities Testing to match the worker to work performed.
10. Attendance Management Program, Benefit Claims Processing, Implementing Rehabilitation Plan, Navigating System for Health Services Needed, Recovery Monitoring, Return to Work Accommodation and Evaluating Cost Effectiveness.
11. Respect each Individual's Psychological and Social Influences, Cognitive Behavior Counseling, Recognition Early Warning Signs, Referral to Health Care Professional, Health Care Maintenance for maintaining Continuous Health.
12. Reporting of Quality Indicators i.e. Inspection Standards, Injury Data, Training Records, Benchmarks Established, Corporate Scorecard Compliance, Outcome Measurement that Ensures a Return on Expectations for Quality of Work Life and Return on Investment.