Safety Training Initiative – Project Plan
Prepared by Ingrid Richrath
As of 05/05/2006

	Task Name	% Complete	Deadline	Resources
1	⊟ **Project Plan**	**100%**	**NA**	
2	Draft project plan for phase 1: PPE, BBP, Back Safety, Office Safety and Fire Safety	100%	Tue 4/11/06	IR
3	Provide project plan for Safety Initiative for Quarterly Safety Meeting	100%	Tue 5/2/06	IR
4	⊟ **Analysis**	**88%**	**NA**	
5	⊟ **Indentify specific BLR PowerPoints**	**100%**	**NA**	
6	PPE	100%	Fri 4/21/06	MG
7	Bloodborne Pathogens	100%	Fri 4/21/06	MG
8	Back Safety	100%	Fri 4/21/06	MG
9	Office Safety	100%	Fri 4/21/06	MG
10	Fire Safety	100%	Fri 4/21/06	MG
11	⊟ **Incorporate into PowerPoint**	**80%**	**NA**	
12	PPE	0%	Fri 4/21/06	MG,TC
13	Bloodborne Pathogens	100%	Fri 4/21/06	JM
14	Back Safety	100%	Fri 4/21/06	MG,TC
15	Office Safety	100%	Fri 4/21/06	MG,TC
16	Fire Safety	100%	Fri 4/21/06	MG,TC
17	Review gap analysis of policies and procedures for OSHA Programs	0%	Fri 4/21/06	MG,IR
18	⊟ **Determine audience**	**100%**	**NA**	
19	PPE	100%	Fri 4/21/06	TC,MG
20	Bloodborne Pathogens	100%	Fri 4/21/06	TC,MG
21	Back Safety	100%	Fri 4/21/06	TC,MG
22	Office Safety	100%	Fri 4/21/06	TC,MG
23	Fire Safety	100%	Fri 4/21/06	TC,MG
24	⊟ **Design**	**83%**	**NA**	
25	Design new template using "Safety Matters" on 1st slide	100%	Fri 4/21/06	BV
26	⊟ **Update BLR's presentation with Rotech's template**	**80%**	**NA**	
27	PPE	0%	Fri 4/28/06	IR,GG,LB
28	Bloodborne Pathogens	100%	Fri 4/28/06	IR,GG,LB
29	Back Safety	100%	Fri 4/28/06	IR,GG,LB
30	Office Safety	100%	Fri 4/28/06	IR,GG,LB
31	Fire Safety	100%	Fri 4/28/06	IR,GG,LB
32	⊟ **Development**	**39%**	**NA**	
33	⊟ **Add policy to PowerPoint**	**83%**	**NA**	
34	PPE	0%	Fri 4/21/06	MG,TC
35	Bloodborne Pathogens	100%	Fri 4/21/06	JM
36	Back Safety	100%	Fri 4/21/06	MG,TC
37	Office Safety	100%	Fri 4/21/06	MG,TC
38	Fire Safety	100%	Fri 4/21/06	MG,TC
39	⊟ **Insert customized images**	**80%**	**NA**	
40	PPE	0%	Fri 4/21/06	MG,TC
41	Bloodborne Pathogens	100%	Fri 4/21/06	MG,TC
42	Back Safety	100%	Fri 4/21/06	MG,TC
43	Office Safety	100%	Fri 4/21/06	MG,TC
44	Fire Safety	100%	Fri 4/21/06	MG,TC
45	Insert digitized videos (minimal use)	0%	Fri 4/21/06	MG
46	⊟ **Customize scripts (PPT Notes) for Rotech**	**80%**	**NA**	
47	PPE	0%	Fri 4/21/06	MG
48	Bloodborne Pathogens	100%	Fri 4/21/06	MG
49	Back Safety	100%	Fri 4/21/06	MG
50	Office Safety	100%	Fri 4/21/06	MG
51	Fire Safety	100%	Fri 4/21/06	MG
52	⊟ **Create audios using revised scripts**	**60%**	**NA**	
53	PPE	0%	Fri 4/28/06	MG,IR
54	Bloodborne Pathogens	100%	Fri 4/28/06	MG,IR

	Task Name	% Complete	Deadline	Resources
55	Back Safety	100%	Fri 4/28/06	MG,IR
56	Office Safety	100%	Fri 4/28/06	MG,IR
57	Fire Safety	0%	Fri 4/28/06	MG,IR
58	⊟ **Create quiz questions**	**0%**	**NA**	
59	PPE	0%	Fri 4/28/06	IR
60	Bloodborne Pathogens/TB	0%	Fri 4/28/06	JM
61	Back Safety	0%	Fri 4/28/06	IR
62	Office Safety	0%	Fri 4/28/06	IR
63	Fire Safety	0%	Fri 4/28/06	IR
64	⊟ **Insert assessment questions into PowerPoint using Quiz Manager**	**0%**	**NA**	
65	PPE	0%	Fri 4/28/06	IR,GG,LB
66	Bloodborne Pathogens	0%	Fri 4/28/06	IR,GG,LB
67	Back Safety	0%	Fri 4/28/06	IR,GG,LB
68	Office Safety	0%	Fri 4/28/06	IR,GG,LB
69	Fire Safety	0%	Fri 4/28/06	IR,GG,LB
70	⊟ **QA review (Robin to determine who will QA)**	**20%**	**NA**	
71	PPE	0%	Fri 5/12/06	RM
72	Bloodborne Pathogens	0%	Fri 5/12/06	RM
73	Back Safety	100%	Fri 5/12/06	RM
74	Office Safety	0%	Fri 5/12/06	RM
75	Fire Safety	0%	Fri 5/12/06	RM
76	⊟ **Make QA recommendations (edits)**	**0%**	**NA**	
77	PPE	0%	Fri 5/12/06	IR,LB
78	Bloodborne Pathogens	0%	Fri 5/12/06	IR,LB
79	Back Safety	0%	Fri 5/12/06	IR,LB
80	Office Safety	0%	Fri 5/12/06	IR,LB
81	Fire Safety	0%	Fri 5/12/06	IR,LB
82	⊟ **Implementation**	**0%**	**NA**	
83	⊟ **Publish to Breeze Server – content and training wrapper; remove Outline and Thumbnails**	**0%**	**NA**	
84	PPE	0%	Tue 5/16/06	TC
85	Bloodborne Pathogens	0%	Tue 5/16/06	TC
86	Back Safety	0%	Tue 5/16/06	TC
87	Office Safety	0%	Tue 5/16/06	TC
88	Fire Safety	0%	Tue 5/16/06	TC
89	Create MOTW	0%	Fri 5/19/06	RM
90	Send MOTW to Linda/Vonelle for posting	0%	Tue 5/23/06	TC
91	Announce launch in Rotech Way; discuss Safety Matters section in bimonthly newsletter with Kathleen O'Chab – Mike Gray	0%	Wed 5/31/06	MG,RM
92	⊟ **Evaluation**	**8%**	**NA**	
93	Obtain safety metrics – baseline discussed during 1/31/06 Safety Committee meeting	100%	Tue 4/18/06	IR,MG
94	Determine who has taken courses (6 months after launch)	0%	Wed 11/1/06	IR,MG,TC
95	Determine metrics (6 months after launch)	0%	Wed 11/1/06	IR,MG,TC
96	Analyze impact of Safety Training Initiative	0%	Fri 11/17/06	IR,MG,RM
97	Report findings	0%	Thu 11/30/06	IR,MG,RM
98	⊟ **Phase 2**	**0%**	**NA**	
99	Hazardous Communications	0%	NA	
100	Lockout/Tagout	0%	NA	
101	Recordkeeping	0%	NA	
102	Emergency Preparedness	0%	NA	
103	4 OSHA Mandates	0%	NA	