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## COSM DAY 2 POST-SESSION ASSIGNMENT

# STRATEGIC PLANNING & PROGRAM EVALUATION

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**Purpose:** To encourage course participants to review session materials and to start implementing training objectives while material is fresh

### Objectives

- 🕒 Develop a strategic plan using your organization's mission statement and current views. *(Online Form Tasks 1-5)*
- 🕒 Identify the necessary tools, as well as both the lagging and leading indicators you will use to evaluate your organization's safety program. *(Online Form Tasks 6-8)*

### Step-by-Step Directions

1. Go to <https://cosstraining.org/resources/resources2/> and locate the "Post Session Assignment" section.
2. Click on the link: [Strategic Planning & Program Evaluation Assignment](#)

*NOTE: Upon click you will be taken to an online form. There are **no** additional files to download for this assignment.*

3. Read the instructions at the top of the page.
4. Be sure to fill in your first and last name, your email address, and select the location of your COSM Class and Instructor from the provided dropdowns.
5. Then, complete at least five (5) of the eight (8) tasks presented. All fields for your chosen tasks must be completed before final submission.
6. Review all of your answers.
7. Finally, click the dot at the bottom of the screen, which verifies you have completed the assignment, and click Submit.

Upon submission, our COSM Administrators and your instructor will receive a copy of your assignment for review. Once reviewed, you will receive an email letting you know whether or not your assignment has been accepted or rejected. If rejected, you will also receive feedback as to why your assignment had been rejected. Please follow any instructions provided in the email.



Online Form

Below is a copy of the online form. To view all components included for each task, see pages 3-5 of this document.

**COSM Strategic Planning & Program Evaluation Assignment**

There are eight parts in the post-session assignment for the Strategic Planning and Program Evaluation Session. You must complete a minimum of FIVE parts. Choose which parts you complete by relevancy to your work situation. You may start this assignment now and come back to it later by clicking "Save as Draft" at the bottom of the page.

First Name\*      Last Name\*      Email\*

Location of COSM Class\*      Instructor\*

Please use the arrows on the right side to expand and collapse questions.

1. Develop a safety vision that aligns with your organization's mission statement
2. Determine the safety views of top management in your organization
3. Identify and list the safety programs that shall be included in your strategic planning
4. Develop a plan to benchmark a safety system for either identifying gaps or raising the bar
5. Establish a strategic goal you wish to pursue and define your plan to accomplish so that it complies with elements of the SMART system
6. Identify measurement tools you will use to perform your SMS program evaluation
7. Identify lagging indicators for evaluating your safety system
8. Identify leading indicators for evaluating your Safety System

Consent\*

Yes, I have completed at least 5 of the 8 questions. I understand my assignment will not be approved if I don't answer at least 5 question sections.

Submit      Save as Draft

Accepted/ Rejected Feedback will be sent to the email address provided here.

Choose 5 of the 8 tasks shown.  
*(Click the arrow to expand the section to view all components for each task).*

Must select this option to verify the five tasks have been completed in order to



### Task 1

1. Develop a safety vision that aligns with your organization's mission statement ⬆

Directions: Using your organization's mission statement, develop a safety vision statement that aligns with your organization's mission statement. If you are a student or work for an organization which does not have a mission statement, you may choose one from the Strategic Planning section of your COSM session participant workbook (exercise 1). If you already have a safety vision statement that aligns with your organization's mission statement, you are welcome to use it.

Write your organization's mission statement here

Write your safety vision statement here

### Task 2

2. Determine the safety views of top management in your organization ⬆

Directions: Either talk to your top management and get their views or provide your personal assessment of what you believe your organization's top management views are regarding all of the following items. Record the results.

Leading safety priorities:

Top causes of workers' compensation claims:

Effect of workplace accidents on financial performance:

Are indirect costs of injuries significant?

Effects of safety programs on productivity, cost reduction, employee retention and job satisfaction:

Is your position essential to the organization?

Perception of the ROI for safety:



### Task 3

3. Identify and list the safety programs that shall be included in your strategic planning ⌵

Directions: Review your session material to determine which safety programs or elements you have that are important to include in strategic planning. The ones you choose should be critical to achieving the desired vision of your safety system.

List the safety programs you chose here

### Task 4

4. Develop a plan to benchmark a safety system for either identifying gaps or raising the bar ⌵

Directions: Think about one of your safety programs and which safety system you would like to benchmark against. Which is more likely as a result of achieving your strategic plan; mainly gaps will have been filled or the bar will have been significantly raised.

Which one of your safety programs do you want to identify gaps or raise the bar?

What will you benchmark against?

List five questions you want answered as a result of the benchmark process:

### Task 5

5. Establish a strategic goal you wish to pursue and define your plan to accomplish so that it complies with elements of the SMART system ⌵

Directions: Establish one strategic goal you wish to pursue and define your plan to accomplish the goal so it complies with the five elements of the SMART system.

SPECIFIC strategic goal statement:

What will you MEASURE to assess progress toward the goal?

What will have to be done to make the goal ATTAINABLE?

Is the goal REALISTIC and how will it result in substantial progress?

By what TIME should the goal be reached?



### Task 6

6. Identify measurement tools you will use to perform your SMS program evaluation ⬆

Directions: Review the sample measurement tools in your session participant workbook and choose which tools you would include to perform your SMS program evaluation. Try to think of other tools you might use in your evaluation.

List the tools you plan to use

### Task 7

7. Identify lagging indicators for evaluating your safety system ⬆

Directions: After reviewing the material in your workbook, list which lagging indicators you will establish in your strategic plan to use for evaluating one area of your safety management system.

What area of your safety management system are you evaluating?

List the lagging indicators that will be used and the benefit or requirement for each

### Task 8

8. Identify leading indicators for evaluating your Safety System ⬆

Directions: Using the same area of your safety management system chosen for #7, list which leading indicators you will establish in your strategic plan.

List the leading indicators that will be used and the benefit or requirement for each