

# 5 RESAP COMPONENTS

## Introduction

### Leadership Commitment

The CEO completes the Leadership Commitment milestone once every three years in the year the onsite is to be conducted.

### Annual Performance Measure

RESAP users complete the Annual Performance Measurement (APM) survey during the first year of participation. We recommend completing up to five separate APMs, one for each of the five prior years, enabling the online system to generate graphs of your performance trends and comparative analysis with other participating co-ops in the program for your reference. This is not a requirement but a good practice for your future reference.

### Safety Health Check

RESAP users complete the Safety Health Check step in the online system in preparation for the onsite observation. This step is made up of two separate actions. An Internal Evaluation Form, (to provide the co-op with the opportunity to self-evaluate their safety program and look for improvement opportunities).

We recommend co-ops use an internal team or safety committee of employees to candidly complete this step.

# MILESTONE INTRODUCTION

## Continued

### Safety Health Check Continued...

The second action is to complete the Roles & Responsibility checklist. This action helps the co-op objectively look at the key roles & responsibilities in safety and establish clarity to ensure that necessary duties are being monitored and/or completed on a regular basis. In the event that co-ops should want to access their work for internal use to help provide valuable input into future safety improvement plans, RESAP's online system saves and stores all completed entries as generatable PDFs

### Onsite Inspection

An onsite inspection is conducted by a Area Administrator who assembles an onsite team to carry out the observation process. Post inspection, a closing conference is conducted to review and discuss assessment results that supports the formulation of a safety improvement plan to guide future improvement opportunities. Some areas of feedback might include: housekeeping, regulatory compliance, safety program elements, safe work practices, etc.

### Safety Improvement Plan

The final step in the RESAP program is the completion of a Safety Improvement Plan (SIP) that identifies the co-op's highest priority initiatives to improve safety in the future. The CEO/GM should complete the SIP survey form within the on-line system sometime before the end of the year. This step is annual.