## Choosing your action plan topics

**Can I choose topics that I’ve started to work on (for example, developing a work plan or drafting a policy) but haven’t implemented in my workplace?**

Yes. You can choose a topic that you have already started to work on, as long as the health and safety initiative hasn’t been implemented in your workplace yet.

For example, if an incident reporting policy and procedure has been created but hasn’t been communicated to employees, included in health and safety training, or reviewed for effectiveness, you can choose the Injury, Illness and Incident Reporting topic to finalize and implement the policy and procedure in your workplace.

**My company completed an external audit 10 years ago, but we haven’t had one since. Can I choose the External Audit topic?**

Yes .The current lack of an audit process creates a significant gap in health and safety effectiveness. The External Audit topic helps you establish, implement, monitor and maintain a procedure so you can get an external third-party audit of your health and safety management system.

**My business is now using diesel fuel to operate equipment – can I choose the Control of Hazards topic?**

Yes. The introduction of a new exposure (like diesel) can create new hazards for your employees, which need to be controlled. The Control of Hazards topic can help you manage those new hazards.

**Can I select any of the 36 topics and focus only on a COVID- 19 response within each topic?**

No. By only focusing on the COVID-19 hazard (for example, in a risk assessment or training program), you may be overlooking other identified hazards. This is considered partial implementation of a topic, and doesn’t meet program requirements.

But, if you’re concerned about addressing COVID-19, you can choose the Control of Hazards topic. This topic can be used to address as many hazards as needed, in order to develop and implement control measures to eliminate or reduce the risk of each of your business’ hazards, including COVID-19.

**We need to add information on accessing WSIB forms to our Return to Work policy. Can I choose the Return to Work Program requirements, Forms and Tools topic?**

No. Updates to existing policies and procedures that have already been implemented (for example, when a document is updated and shared with your employees) are considered part of your continuous improvement cycle and aren’t eligible for topic selection.