**Voiceover Script**

**Prioritization Tool**

Slide 1:

“This video serves to introduce the Prioritization Tool developed by Ohio University and the Ohio Bureau of Workers’ Compensation. In this video we will discuss the purpose of this tool as how to use it”

Slide 2:

“This tool will help decision makers decide which projects to tackle first. Within any workplace, there may be many problems or areas that need improvement and the amount of tasks may be overwhelming for a project team. This tool will help teams and decision makers figure out which projects to take on by considering both the ergonomic and safety risks as well as risks associated with productivity and operations.”

Slide 3:

“This tool is best used in a team setting so that many areas in the facility are represented. This way the team as a whole can have a wide knowledge of all areas and processes when considering which problems to take on first. Also this document allows the team to plan their actions and monitor the impact their actions have made both the safety and productivity risks.”

Slide 4:

“Take a second to familiarize yourself with the layout of this Excel Based Tool. In the top area highlighted by red, enter the team members (those who are filling out this tool) as well as the date you are starting to use the tool. Notice that the sheet is broken into three steps.

1. Characterize the Problem
2. Action Plan
3. Results”

Slide 5:

“The first is to characterize the problem. Each problem has a row of its own and you move through the characterization process from left to right.

Start by entering the department in which this problem occurs as well as a unique name for the problem. Once the problem has been named enter any potential injuries or ergonomic risks associated with this problem. Then rank them from 1-3 in the SEV (or Severity) 1 problem.

Slide 6:

“Ergonomic and safety risks are ranked as follows, 1 being mild, 2 being moderate, and 3 being severe. Use the table on this slide to help guide your choice.”

Slide 7:

“Now identify and rank productivity risks in the same way. Once you have entered the potential risks in their column, rank the overall risk with the same 1-3 mild to severe scale. Again use this table to guide your decisions. The tables presented here can also be found in the instructional word document for the Prioritization Tool. The package also includes an additional sheet to help brainstorm risks for each problem and generate a representative severity score.”

Slide 8:

“Once the scores have been entered for safety and ergonomic risks as well as productivity risks, the excel sheet will populate a priority in the form of a color. Green is mild, yellow is moderate, red is severe. These priority colors are generated as shown in this lookup table. With your team you can characterize multiple problems in the facility and then prioritize or choose the ones that need the most improvement.”

Slide 9:

“After brainstorming and ranking the priorities of several tasks, your team is now better prepared to decide which problems to tackle and what actions to take. Select a problem to create an action plan for and enter any action items used to tackle this problem under “Recommended Actions.” If you decide to use another BWC tool in the process it can be selected from the drop down menu under “Tools to be used.” Then enter a start and proposed end date for these actions.”

Slide 10:

“After your team has carried out some actions to improve the process you are now ready to revisit the problem and see how the process has improved. Record any actions taken in the first column of this section and then assign a new severity for ergonomic and safety risks as well as productivity risks. This will generate a new priority color. Hopefully your improvements have reduced the severity of this problem. If this is the case, the priority will go down and other tasks may now have the highest priority. However it is possible that incremental improvements have been made but the task still falls into the same priority ranking. That is ok it just means that you may need to take another look at this task, reconsider your solution, or improve the solution you have already developed.”