This sample procedure should be customized to fit the needs of your company. It should be integrated into other procedures and processes. This is not meant to be used as-is, but should be adjusted to reflect your company needs and specific H&S Goals & Objectives.

**Health and Safety Goals & Objectives**

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| **Date of Issue:** choose issue date | **Review Date:** choose date for review |
| **Written by:** person(s) who wrote document | **Date:** insert date written |
| **Reviewed by:** person(s) who reviewed | **Date:** insert date written |
| **Approved by:** person responsible for process | **Date:** insert date written |

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| **PURPOSE** | |
| The purpose of this topic is to establish specific measureable annual health and safety goals and objectives for our Company. The goals and objectives are to be focused on reducing harmful and or risky exposures, occupational injuries/illnesses in our workplace. | |
| **SCOPE** | |
| This applies to all XYZ Company employees and sub-contractors. | |
| **RELATED DOCUMENTATION** | |
| Populate this area with company specific references to documentation to assist with selecting the annual goals and objectives (ie. H&S Program manual, WSIB rating/WISR, internal injury stats, Mgmt review meetings etc) | |
| **DEFINITIONS** | |
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| **ROLES & RESPONSIBILITIES** |
| **Senior Management is responsible for:**   * Instruct and work with the H&S Coordinator on selection of annual Health and Safety Goals & objectives and/or targets * Selection of H&S Goals & objectives and targets to be identified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (January of each year ?) * Review an Action Plan for approval for the year based on the specific identified H&S Goals and Objective / Targets and the communication, monitoring and implementation of H&S Goals & Objectives. * The action plan will include the measurable specifics of the selected annual Goals and Objectives / Targets. The Action plan will also include the time frames, reviews, monitoring and will identify responsibilities of all workplace parties in their part in working on and / or assisting to achieve the organizational H&S Goals & Objectives and targets   **Supervisors/Managers are responsible for:**   * Work with management and workers to help achieve the objectives. Complete required actions on the Action Plan as applicable. * Participate in the Quarterly review with H&S Coordinator (if requested) * Participate in annual review and summary (if required) * Action any action items as may be required to facilitate the plan and findings annually   **Health and Safety Designate is responsible for:**   * Provide input to Senior Management on suggested selection of specific and measurable H&S Goals and Objectives and / or targets annually. * Based on selected Goals & Objectives as confirmed by Management ensure that an Action Plan is created for the year to carry out the communication and monitoring and review of the H&S Goals & Objectives & Present to Management for approval within 30 days * Organize communication/meetings/training etc. required for achieving the objectives * Keep and maintain records and documentation related to the above * Review (minimum Quarterly) the progress of the H&S Goals and Objectives * Report to Senior Management following the Quarterly review on the H&S Goals and Objectives progress and targets. * Review Action plan regularly (min Quarterly). Adjust plan if needed following each quarterly review * Annually review / summarize the H&S Goals and Objectives and Targets findings. Report to Senior Management and all Workers to advise them if met or opportunities for improvement. Assist Management with selection of future goals and objectives   **Joint Health & Safety Committee (JHSC)/Health & Safety Representative is responsible for:**   * Support H&S Designate and Senior Management in establishing annual H&S goals and objectives   **Employees are responsible for:**   * Participating in meetings and or training sessions on the annual goals and objectives * Attending training, as may be required |
| **PROCEDURE** |
| The annual Goals and Objectives are to be focused on reducing harmful and or risky exposures, occupational injuries and or occupational diseases in our workplace. The annual goals and objectives and or targets must be:   * Practical and achievable * Contain time frames * Be clear and measurable * Have written approval by Senior Management   Senior Management & H&S Designate will meet each November/December (?) to evaluate the current goals and objective and consider / establish the new goals and targets from the coming year.  H&S Designate will create and action plan for the new goals and targets and meet with Management in December of each year for approval of the plan.  H&S Designate will initiate the plan; communicate, train (as may be needed) in January of each year and will follow the approved action plan (on the specific H&S Goals and Objectives.  H&S Designate will review progress of current year goals and objectives and targets and will report to Senior Mgmt quarterly with final report at the November / December meeting.  The findings of the annual Goals and Objectives will be communicated to all employees annually.  The Goals and Objectives program will be evaluated annually by Senior Mgmt. |
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| **CHANGES TRACKING** | |
| **DETAILS OF CHANGES** | **DATE CHANGED** |
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