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| **TOPIC #: ?** | Click here to enter HSEP topic title |

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|  | **Activity (answer all the questions)** | **Evidence Packages (no narrative here just list the evidence that will be uploaded to the HSEP Portal)** |
| **PLAN (write standard)**  *Explain that you created a policy/ procedure for the topic and the criteria you included.* ***Refer to SB guide document.*** | 1. How many employees does your business have? | Plan Evidence Package   1. Click or to enter the title of the procedure and any applicable blank forms that will be uploaded |
| Click here to enter total number of employees |
| 2. Why did you select this topic? Who developed and reviewed the policy/procedure to ensure it meets the topic requirements? |
| * Click here to enter why you selected this topic and who developed and reviewed the procedure. |
| 3. Who approved the policy/procedure, and when? |
| Who : Click here to enter who approved  Date: Click here to enter date approved |
| **DO (implementation communication/training)**  *State all actions taken to implement the topic in your workplace. State how you communicated/ trained employees.* ***Refer to SB guide document*** | 1. How and when did you share the policy with your employees (i.e. postings, email, handout)? | Do Evidence Package   1. Training attendance form 2. Click or to enter the list of additional evidence to be uploaded to the HSEP portal that will show the DO activities were carried out |
| How: Click here to enter how procedure was shared  Date: Click here to enter date shared |
| 2. How did you train your employees to meet the policy/procedure requirements? |
| * Click here to enter how employees were trained. |
| 3. Who was trained and when? |
| * Click here to enter which employees were trained   Date: Click here to enter date of training |
| 4. How do you know they understood the training? |
| * Employees were asked if they had any questions. |
| 5. What did you do to implement (i.e. embed) the policy/procedure into your business operations? |
| * Click here to list all the implementation actions that were completed |
| **CHECK (evaluate at least 8 weeks after DO completed)** *State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic?* ***Refer to SB guide document*** | 1. How and when did you evaluate this topic? Who did the evaluation? | Check Evidence Package   * Completed topic evaluation form. * Click or to enter the list of additional evidence to be uploaded to the HSEP portal that will show the CHECK activities were carried out |
| How: We used the evaluation tool given to us by our HSEP provider to determine what worked and what could be improved. We also reviewed the topic with the JHSC/H&S Representative for feedback.  Date: Click here to enter date evaluation completed  Who: Click here to enter who completed the evaluation |
| 2. What is working well? What gaps or deficiencies did you find? (If no gaps enter “no gaps identified”) |
| * Click here to enter briefly what is working well * Click here if the evaluation identified gaps and list them here |
| **ACT (make improvements)**  *State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented.* ***Refer to SB guide document.*** | 1. How and when did you fix the gaps or deficiencies? | Act Evidence Package *(if applicable)*   * Click or to enter the list of evidence to be uploaded to the HSEP portal that will show the ACT activities were carried out to address any gaps, if any |
| How: Click here to enter here what you did to fix each of the gaps if any  Date: Click here to enter date gaps fixed if any |
| 2. How did you recognize employees for their contribution? |
| * We thanked employees for their support in making the workplace safe and healthy. * Click here to enter any additional text. |