

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## **Health and Safety Goals & Objectives**

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### **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**


## 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.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

**BE CAREFUL OF ALL DATES:**

**DO NOT USE OLD INCORRECTLY DATED DOCUMENTS**

**ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act**

## WSIB GUIDELINE:

### Health and safety objectives

**Prerequisite(s):** All level 1 topics

#### Summary:

Health and safety objectives are established by your business to improve health and safety performance. They should be specific, measurable, achievable, realistic and have timelines. Objectives can be set:

- At your organizational level (i.e. reduce slips, trips and falls across your business);
- At the facility, project or process level (i.e. reduce slips, trips and falls on ice during winter in the storage yard); and
- At the activity level (i.e. reduce slips, trips and falls by ensuring all truck drivers wear proper footwear).

#### Requirements:

Your business will establish, implement, monitor and maintain a procedure for health and safety objectives. The objectives should consider all locations, all employees and all work activities within your business.

The procedure will include:

- Documented health and safety objectives with an action plan for implementation including target activities, dates and who is responsible
- Schedule for review (objectives are evaluated at least once a year and revised as needed)
- Requirement to communicate status of objectives to all employees
- Review and approval by senior management

The objectives will:

1. Be measurable;
2. Be consistent with the occupational health and safety policy;
3. Take into account:
  - a. Review of previous objectives
  - b. Year-to-year statistics and comparisons;
4. Consider leading and lagging measures:
  - a. Occupational health and safety hazards and risks
  - b. Occupational health and safety management system deficiencies or non-conformance
  - c. Opportunities for continual improvement; and
5. Take into consideration:
  - a. Physical, mechanical and technological options
  - b. Operational business and financial requirements of the business
  - c. Other requirements or opportunities

- d. Views of workplace parties