

PLANNING

A key part of this system is to have specific plans and objectives that focus on what the organisation wants to achieve each year. To be effective there must be accountability so that management and staff know that is expected.

Procedure

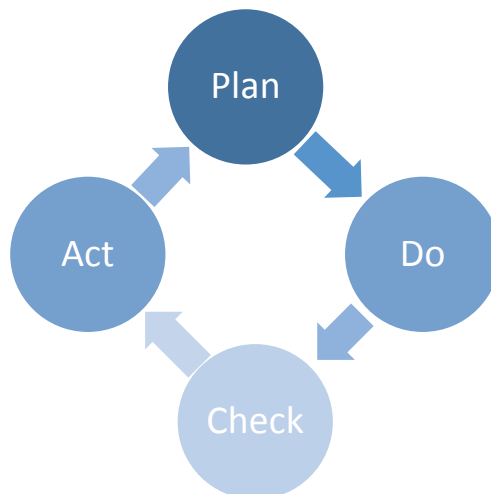
A 4 step model can be adopted:

PLAN: Establish the objectives and processes necessary to deliver results in accordance with the organisation's Health and Safety Vision Statement

DO: Implement the processes

CHECK: Monitor and measure processes against Health and Safety Vision Statement, objectives, legal and other requirements, and report the results

ACT: Take actions to continually improve Health and Safety performance



Next the organisation needs to identify and document objectives, and to develop a plan to achieve these objectives. This provides a measurable focus for health and safety performance over a year.

Objectives are written in the **SMART** format:



Examples of Objectives

Specific objective	Management plan to achieve	Measure	Responsibility	Time frame
Specify				
Establish safety inspection and testing of electrical equipment. Standard AS/NZS 3760:2010	<ul style="list-style-type: none"> Engage a competent contractor to undertake this work on a regular basis 	Establish of process by due date	Workshop Foreman	3 months (specify date)
Implement competency based training	<ul style="list-style-type: none"> Identify and prioritise significant risk related tasks Identify supervisor to conduct assessments. 	75% of staff assessed	Competent Supervisor (name)	9 months (specify date)
Gain ACC Workplace Safety Discount of 10% off our ACC employee levy	<ul style="list-style-type: none"> Work through CRA Health and Safety Manual ACC WSD Checklist 	Approval by ACC on submission of application	General Manager	12 months (specify date)