This sample procedure should be customized to fit the needs of your company. Refer to your internal program and determine what you need for your requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes.

This procedure is not meant to be used as-is.

**Health and Safety Continual Planning**

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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** |
| Health and Safety Continual Planning program is a systematic approach to managing health and safety risks for your organization. The purpose of this procedure is to provide guidance for establishing, prioritizing, and periodically updating appropriate occupational health and safety goals, targets and plans. |
| **SCOPE** |
| This procedure applies to the OHS goals and targets and to the programs for achieving them within your Company. |
| **Roles and Responsibilities** |
| Senior Management Group (SMG): is responsible for reviewing and approving OHS continuous improvement plans annually. Office of OHS: is responsible for reviewing the status of the continual improvement plans at least annually and distributing progress. |
| **Procedure** |
| The Company will establish OHS goals, targets and plans to implement its OHS program and continual improvement plan. This activity provides a means for the Company to measure the effectiveness of its OHS management efforts and to improve its performance. OHS plans are intended to result in meaningful improvements in OHS performance.  Continuous Development of Plans  The Company will establish, implement, measure, review and maintain documented plans to achieve OHS goals and targets, at relevant level functions and levels within the business. Plan(s) will include:  • the designated responsibility and authority for achievement of the goals and targets; and  • the means and time-frame by which they are to be achieved.  The goals and targets will be measurable, where practicable, and consistent with the OHS policy, including the commitment to preventing occupational illness and injury in the workplace, to compliance with applicable legal requirements, and to continual improvement.  In establishing OHS goals, targets and plans, the Organization will consider:   * applicable laws and regulations; * major organizational goals such as review of the injury stats for the organization before creating a plan to create a training program to educate, monitor an evaluate compliance |

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| **Review of the Plan** |
| Goals, targets and progress of the plans shall be reviewed, and the status updated annually by the Senior Management of your organization. Where necessary, the continual improvement plan(s) will be amended to address changes to the activities, services or operating conditions of the organization  The Health and Safety Leadership is also responsible for communicating progress to employees via bulletin board postings, memos or other appropriate means on a quarterly basis. This department will also distribute the progress on the plans to the SMG for their annual management review meeting.  The Senior Management of your organization will be given a summary of the progress toward meeting the goals and targets on the continuous improvement plan annually. |
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| **CHANGES TRACKING** | |
| **DETAILS OF CHANGES** | **DATE CHANGED** |
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