

# Example One

NEWSTROM LTD 

## HEALTH AND SAFETY IMPROVEMENT PLAN TO JUNE 2002

### OBJECTIVE

To reach the secondary level of Workplace Safety Management Practices by 31 March 2003.

PROCESS	PEOPLE	BUDGET	DATE
<i>Employer commitment</i>			
Ensure all senior managers attend information sessions on the ACC WorkSafe Cycle and their role in it	CEO		
Consider injury prevention issues at all senior managers' meetings	HR Manager		
Policy document updated to incorporate relevant legislation and specific management commitment to accurate reporting and recording	Health and Safety Adviser		
Build injury prevention responsibilities into job descriptions	HR Manager		
<i>Planning</i>			
Develop specific plans relating to injury prevention issues	Health and Safety Adviser		
Link injury prevention to other forms of business planning	All senior managers		
<i>Hazard identification, assessment and management</i>			
Identify specific injury hazards	Health and Safety Adviser Occupational Hygienist Ergonomist Supervisors facilitating staff consultation groups		
Develop and implement action plans for hazards	Health and Safety Adviser Occupational Hygienist Ergonomist All staff		
<i>Information, training and supervision</i>			
Develop induction and ongoing education packages in the ACC WorkSafe Cycle, ACC WorkSafe Injury Model and actions required to manage injury factors	Health and Safety Adviser HR Manager		

Continued on next page



PROCESS	PEOPLE	BUDGET	DATE
Educate staff in injury prevention issues at least six monthly	HR Manager Supervisors All staff		
<p><i>Incident and injury reporting, recording and investigation</i></p> Develop and implement a near-hit event reporting system	Health and Safety Adviser Operations Manager Supervisors		
Implement a system to record and analyse incident and injury data (and report results to both managers and staff)	Health and Safety Adviser HR Manager		
Ensure incident and injury reporting and investigation are practised	Operations Manager All managers, supervisors All staff		
<p><i>Employee participation</i></p> In addition to other staff consultation groups, health and safety committee members to represent staff in hazard management, incident reporting, investigation and monitoring and emergency preparedness	Health and Safety Adviser Health and Safety Committee All staff		
Ensure injury prevention is part of all weekly staff meetings	Supervisors All staff		
<p><i>Emergency planning and readiness and contractors</i></p> Review and update emergency plan	Health and Safety Adviser		
Develop health and safety clause to be written into all contracts	Health and Safety Adviser Supervisors		



## MEASURES AND TARGETS

MEASURES	TARGETS
Number of action points implemented	By 31 March 2003, all actions in current improvement plan will have been implemented
Workplace Safety Management Practices programme	By 31 March 2003 achieve secondary level
Number of reported near-hit events	By 31 March 2003, the level of near-hit reporting will have increased by 50% compared with the previous six months
Cost of new injuries (insured and uninsured)	By June 2003, the cost of new injuries will have reduced by 20% compared with the previous year