

Example Two

DICKINSON AND SMITH HEALTH AND SAFETY PLAN 2001/02

OVERALL OBJECTIVE

To reach the primary level of the ACC Workplace Safety Management Practices programme by 31 March 2003.

OBJECTIVE	ACTION PLAN	PERSON	DATE	STATUS	BUDGET
1. Adopt and implement the Dickinson and Smith Group Health and Safety Manual by 30 June 2002	<ul style="list-style-type: none"> i. Review the policy, make the necessary changes, and sign and date it ii. Distribute and publicise the policy iii. Establish the incident and injury register and meet with all employees to advise them of the process for reporting incidents and injuries 				
2. Establish the health and safety team by 30 July 2002	<ul style="list-style-type: none"> i. With employee representatives, agree upon the process for selection of the health and safety team ii. Develop the timetable for the meetings (at least quarterly) iii. Confirm the actions that the team will undertake for the coming year 				
3. Review the hazards in the workplace by 30 August 2002	<ul style="list-style-type: none"> i. Review the Dickinson and Smith Group generic hazard register ii. Identify site-specific hazards, assess to see if they are significant hazards and develop appropriate controls iii. Train staff in the methodology iv. Undertake the necessary workplace monitoring and personal health monitoring 				
4. Complete a review of training practices by 30 October 2002	<ul style="list-style-type: none"> i. Identify training needs for each job position ii. Establish competence level of all staff iii. Identify suitable training courses/ trainers' training programmes 				



ANNUAL AND ONGOING ACTIVITIES

ELEMENT	ACTION	WHEN	PERSON	STATUS
Employer commitment	i. Review the policy	Annual	Health and Safety Team	
Planning, review and evaluation	i. Review the current health and safety plan	Annual	Health and Safety Team	
	ii. Prepare the health and safety plan for the coming year	Annual		
	iii. Complete annual self-assessment	Annual		
Hazard identification, assessment and management	i. Update hazard identification, including hazards associated with new or changed equipment and processes	Annual	Health and Safety Team	
	ii. Review the hazard register to ensure that controls are in place and effective	Monthly		
	iii. Complete monthly workplace inspections	Annual		
	iv. Undertake workplace and personal health monitoring			
Incident and injury reporting, recording and investigation	i. Review and analyse the incident and injury data	Quarterly	Health and Safety Team	
Employee participation	i. Health and safety team to meet regularly	Quarterly	Health and Safety Team	
Emergency planning	i. Arrange two emergency evacuation exercises	6 monthly	Health and Safety Team	
	ii. Re-examine/update the emergency plan after each exercise			