



SAMPLE ONLY

# Health and Safety Implementation Plan

In demonstrating [COMPANY NAME'S] commitment to the prevention of workplace based injury/illness the company in consultation with its employees and their representatives has established the following milestones to be reached through its continuous improvement process in the area of health and safety.

## Milestones for 2006

- Formulate a policy and program
- Complete 'Job Safety Checks' of all jobs
- Summarise training needs/ control options required for critical jobs/tasks
- Commence writing safe work procedures for critical jobs/tasks
- Develop a selection criteria for Contractors
- Develop company General Safety Rules and issue to all employees/contractors.

Action Required	Start Date	Finish Date	Responsible Person(s)
<b>1. Write Health and Safety Policy</b>			
<ul style="list-style-type: none"> <li>• Signed and dated by MD and Employee Unions.</li> </ul>			
<ul style="list-style-type: none"> <li>• Laminate and display throughout the workplace.</li> </ul>			
<b>2. Health and Safety Program</b>			
<ul style="list-style-type: none"> <li>• Compile a Program Manual, containing policies and information on each Program Element.</li> </ul>			
<ul style="list-style-type: none"> <li>• In consultation with employees nominate Program Elements Leaders.</li> </ul>			
<b>3. Job Safety Checks</b>			
<ul style="list-style-type: none"> <li>• List all jobs/tasks to be checked and determine the order of assessment/ the assessors/ and date to be completed by.</li> </ul>			
<ul style="list-style-type: none"> <li>• Conduct Job Safety Checks.</li> </ul>			
<ul style="list-style-type: none"> <li>• Prioritise which jobs/task need control options established first.</li> </ul>			
<ul style="list-style-type: none"> <li>• Summarise control options and training needs/competencies for each job.</li> </ul>			