

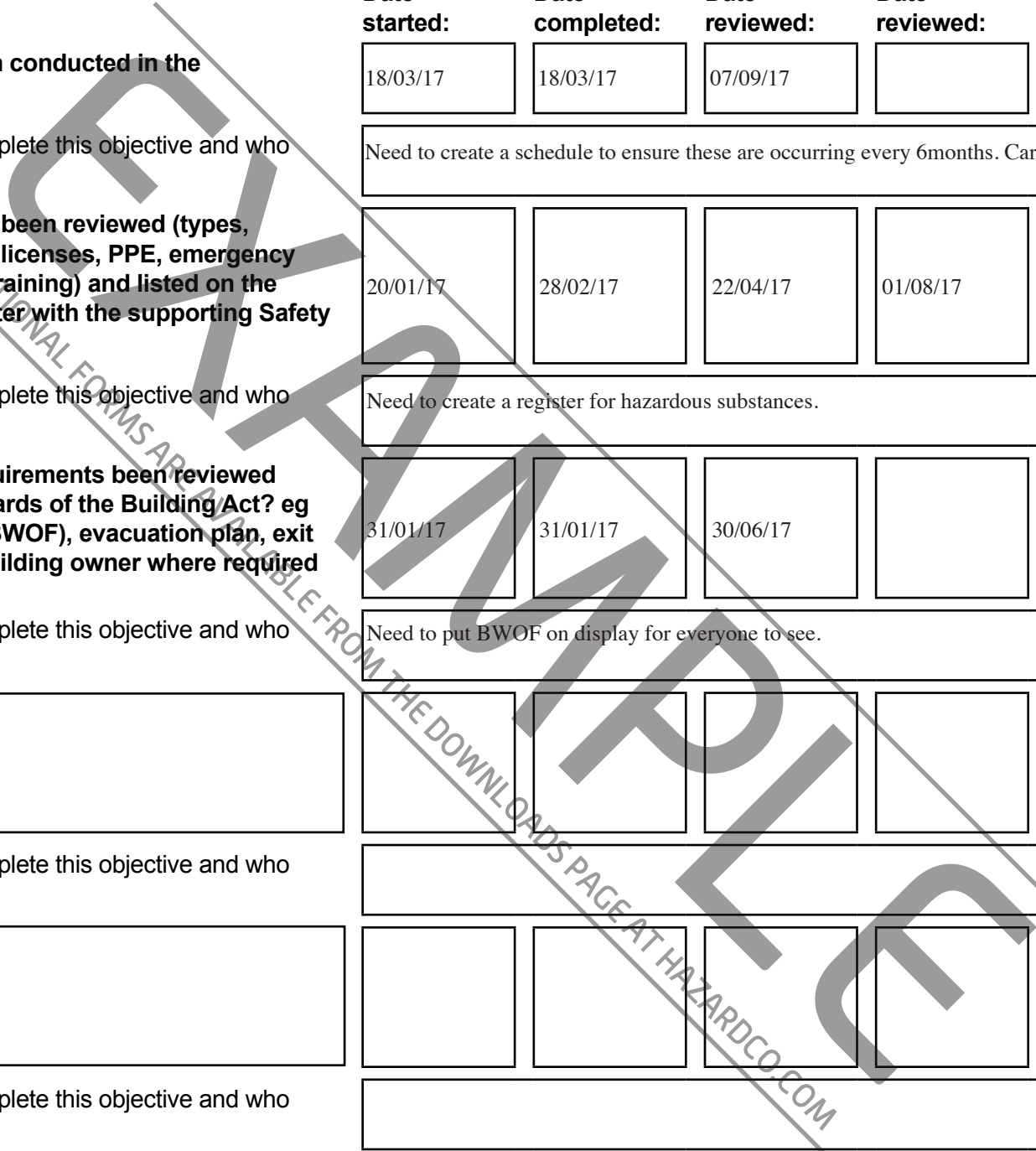
# Health and Safety Objectives

When implementing your health and safety system the following objectives are required to be put in place, this can be completed over a 6-12month period and should be reviewed at least annually. You can add any additional objectives on the last page of this document, which may be applicable to your industry/property.

The following health and safety objective have been reviewed:		Date started:	Date completed:	Date reviewed:	Date reviewed:	Date reviewed:	Date reviewed:
<b>1. Policy and Procedures read and signed by management</b>		31/11/2016	02/12/16				
What needs to be done to complete this objective and who is responsible?		Director to sign Policy and Procedures. Joe Hazard					
<b>2. Policy and Procedures understood and acknowledged by all workers</b>		31/11/2016	18/12/16				
What needs to be done to complete this objective and who is responsible?		All workers have been through Policy and Procedures. Carmen Hazard and all Workers					
<b>3. Health and safety representative/s established (only applicable if you have 20 or more workers or you are in a high-risk industry)</b>							
What needs to be done to complete this objective and who is responsible?		Not Applicable - Have less then 10 workers					
<b>4. Worker engagement in health and safety has been established through discussions, health and safety meetings, etc</b>		24/02/17	24/02/17	11/04/17	03/05/17		
What needs to be done to complete this objective and who is responsible?		Will continue to have weekly catch up meetings so everyone is aware of the tasks and expectations.					
<b>5. Monthly health and safety meetings are being completed to overview workplace health and safety</b>		24/02/17		06/04/17	03/05/17	18/07/17	
What needs to be done to complete this objective and who is responsible?		Ensure that these meetings happen					

	Date started:	Date completed:	Date reviewed:	Date reviewed:	Date reviewed:	Date reviewed:
<p><b>6. All workers are formally inducted using the Worker Induction Form</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	18/12/16		05/03/17			
Ongoing all new workers will be inducted. Joe Bloggs						
<p><b>7. Relevant and appropriate health and safety training for workers have been identified and is underway eg HazardCo Health and Safety Fundamentals, first aid, safe use of plant, machinery and equipment etc</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	10/01/17	18/01/17	05/03/17	14/08/17		
<p><b>8. Training Plan and Training Register created and maintained for each worker</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	20/12/16	31/01/17	06/03/17			
Need to get each workers qualifications added to the appropriate templates.						
<p><b>9. Minimum Personal Protective Equipment (PPE) for workers established and reviewed. PPE has been supplied to workers and listed on PPE Register?</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	05/12/16	20/12/16	06/03/17	25/08/17		
All current PPE to be checked and added to individual PPE registers						
<p><b>10. Health monitoring has been identified eg hearing, lung function, blood tests etc (as applicable)</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	06/06/17	03/08/17				
Carmen to organise Health monitoring through health provider						
<p><b>11. All contractors have been pre qualified to work for us using the Contractor Pre Qualification (CPQ) Form</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	03/03/17					

	Date started:	Date completed:	Date reviewed:	Date reviewed:	Date reviewed:	Date reviewed:
<p><b>12. Safety Procedures Cards, Induction Cards, and appropriate forms are being used to manage health and safety in the workplace</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	21/02/17	28/02/17	05/03/17			
Need to be more proactive about the use of the cards and induction forms. Joe Bloggs						
<p><b>13. Health and safety in this workplace is being monitored and reviewed using Safety Reviews and Health and Safety Meetings. Documentation is being passed onto the workers and contractors where required</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	20/12/16	20/12/16	23/01/17	05/06/17		
Will conduct regular reviews to ensure all risks are being managed. Joe Bloggs						
<p><b>14. Visitor inductions are being completed using the Visitor Induction Card for all contractors to the workplace</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	02/02/17					
All visitors to be inducted						
<p><b>15. Emergency planning is in place (includes any high risk work), first aid, fire fighting equipment and trained workers are available</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	02/12/16	02/12/16	09/03/17	07/09/17		
<p><b>16. Plant, Machinery and Equipment Register has been completed or updated. Standard Operating Procedures (SOPs) have been created and are available. Maintenance checks are underway</b></p> <p>What needs to be done to complete this objective and who is responsible?</p>	20/12/16	16/02/17				
SOP's to be done with workers. Joe Bloggs and all workshop workers						



	Date started:	Date completed:	Date reviewed:	Date reviewed:	Date reviewed:	Date reviewed:
<b>17. An Emergency Drill has been conducted in the last 6 months</b>	18/03/17	18/03/17	07/09/17			
What needs to be done to complete this objective and who is responsible?	Need to create a schedule to ensure these are occurring every 6months. Carmen Hazard					
<b>18. Hazardous substances have been reviewed (types, quantities, storage, signage, licenses, PPE, emergency procedures/equipment and training) and listed on the Hazardous Substance Register with the supporting Safety Data Sheets (SDS)</b>	20/01/17	28/02/17	22/04/17	01/08/17		
What needs to be done to complete this objective and who is responsible?	Need to create a register for hazardous substances.					
<b>19. Have the building safety requirements been reviewed and meet the required standards of the Building Act? eg building warrant of fitness (BWOFF), evacuation plan, exit signage. Discuss with the building owner where required</b>	31/01/17	31/01/17	30/06/17			
What needs to be done to complete this objective and who is responsible?	Need to put BWOFF on display for everyone to see.					
<b>20.</b>						
What needs to be done to complete this objective and who is responsible?						
<b>21.</b>						
What needs to be done to complete this objective and who is responsible?						