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| **Goal** | **Action** | **Resources** | **Responsibility** | **Target date** |
| Inform staff of facility OHS policy including employer, supervisor and employee responsibilities and legislative requirements | Develop policy  Include policy in employee handbook  Review policy at general orientation  Post policy on WHS board-ED to sign  Include in annual WHS education session | Current legislation and Alberta Employment and Immigration-WHS resource material to develop  Handbook for all new staff | Executive Director  Administrative assistant  Educator  WHS chairperson/ED  Educator | Jan 30  Feb 28  Monthly  Annually  Annually |
| Increase staff awareness of their responsibility to report health and safety hazards by being aware of:   * Job Hazard Assessments * Hazard reporting * Work Site Inspections | Hazard assessments   * Train key staff in hazard assessments * Develop hazard assessment template * Prepare hazard assessments for each position/task * In-service all current staff on hazard assessments * Provide copy and review hazard assessment for new staff during department orientation-include as action to be initiated on orientation checklist * Post hazard assessment in work areas * Review/ revise hazard assessments annually and in-service staff on revisions * Complete hazard assessment for any new equipment and change in procedure * Train staff on new equipment/procedures- record attendance at training   Hazard reporting  (identify actions)  Work Site Inspections  (identify actions) | Training costs  Staff time to participate  Copy of hazard assessment  Revised orientation checklist  Copy of hazard assessment  Staff time to participate | Staff as identified  Supervisor and departmental staff  Department Supervisor  Department Supervisor  Department Supervisor  Department Supervisor / department staff  Department Supervisor / department staff/supplier | March  April  May  On-going  May  March  On –going as required |
| Develop annual OHS education program | Develop schedule of focus topics to rotate throughout the year  For each topic identify the education formats to use:   * Brainstorm: Options could include in-services, staff meetings, tool box topics, information posters ,flyers, newsletters, quizzes, games reward/recognition program etc. * determine how many formats for each topic * search for resource material   Identify persons responsible for each topic |  | HSC/ education department  Include staff in variety of positions |  |