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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 policyInclude policy in employee handbook Review policy at general orientationPost policy on WHS board-ED to signInclude in annual WHS education session | Current legislation and Alberta Employment and Immigration-WHS resource material to developHandbook for all new staff | Executive DirectorAdministrative assistantEducatorWHS chairperson/EDEducator | Jan 30Feb 28MonthlyAnnuallyAnnually |
| 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 costsStaff time to participateCopy of hazard assessmentRevised orientation checklistCopy of hazard assessmentStaff time to participate | Staff as identifiedSupervisor and departmental staffDepartment SupervisorDepartment SupervisorDepartment SupervisorDepartment Supervisor / department staffDepartment Supervisor / department staff/supplier | MarchAprilMayOn-goingMayMarchOn –going as required |
| Develop annual OHS education program | Develop schedule of focus topics to rotate throughout the yearFor 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 departmentInclude staff in variety of positions |  |