



Submission Guidance Document

Objectives:

Objectives are like a mini project with a start and end and include implementation. The objective statement should summarize what is to be accomplished once the objective has been completed. Objectives must meet the following criteria:

- There must be at least 5 written objectives and no more than 10.
- Must be based on recommendations from the previous year's audit (mandatory) or corporate health and safety projects (optional).
- They must be specific, measurable, actionable, relevant, and timely.
- Must be completed by November 30 of the audit year.

Milestones:

Each objective must have between 2-5 related milestones. The milestones should follow the following process:

1. Research/Development or Revision
2. Communications/Training
3. Implementation
4. Follow-up/Competency Verification

Target Dates:

- Milestones need to start in the current year and be completed by no later than November 30 of the audit year.

Deliverables:

- Each milestone requires a deliverable to verify that the milestone was completed. Please provide what you plan on presenting as deliverables for each milestone.

Weighting:

- The weighting of the milestones should be reflective of the amount of work for each step. For example, reviewing a policy might be weighted a 2, whereas delivering training to 100 staff might be weighted at 8



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Example:

Objective 1						Totals for Objective 1	
Objective 1 Based on previous audit recommendation? <input type="checkbox"/>	Conduct Inspection training with all employees who have been assigned inspection duties. The outcome will be to establish awareness and implement an accountability system to ensure inspections are being completed as required, and that any deficiencies are being tracked to completion.					Points Assigned	Self Score
						20	
Milestones (list of milestones or significant tasks to complete objective; min 2 - max 5)	Responsibility (individual or group assigned)	Target Date	Deliverables	Completion Date	Points Assigned	Self Score (by company on completion)	
Identify which employees are assigned to do each inspection type and develop training sessions applicable to each inspection type.	John Smith	Feb 28, 2019	List of inspections, and responsible employees		3		
Schedule and complete training sessions.	Randall Quaid	May 3, 2019	Schedule of training sessions and training materials for both Alberta and Saskatchewan locations		5		
Develop a schedule of inspections for the year which includes all types and personnel responsible for completion.	Neil Diamond/ Management Teams	Aug 1, 2019	Inspection Schedule		4		
Track completion of the inspections and any corrective action items required (assignment of personnel required to complete the action, target date, and completion date)	HSC/Neil Diamond	Nov 30, 2019	Completed inspection and corrective action tracker for each facility (Alberta and Saskatchewan)		8		