

# HSE ANNUAL GOALS

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EMPLOYEE: Joe Doe

SUPERVISOR: John Smith

DATE OF REVIEW: January 15, 2018

Item #	Goals to be Completed	Target Date	Verified by	Additional Comments
1.	Lead one safety meeting	March 3 <sup>rd</sup>	John Smith	Discussed hazards of roads during break-up
2.	Participation in one facility inspection	July 31 <sup>st</sup>	Mary Smith	
3.	Submit completed vehicle inspections as required each month	Dec 13 <sup>rd</sup>	Bob Fleet (Foreman)	Inspection booklet is always handed on Friday and is always done right. Monthly inspections confirmed
4.	Submit one Hazard Report each quarter	Dec 30 <sup>th</sup>	John Smith	Joe submitted others but it is confirmed that each quarter at least one was submitted.
5.	Etc.			