ACSN – Health, Safety and Environment Improvement Plan

<table>
<thead>
<tr>
<th>Document Code</th>
<th>PD25</th>
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</thead>
<tbody>
<tr>
<td>Version</td>
<td>1</td>
</tr>
<tr>
<td>Date</td>
<td>20th November 2015</td>
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<tr>
<td>Location</td>
<td>R:\ACSN Employee Policies\Employment Policies - New Format</td>
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**Purpose**

To assist ACSN staff & contractors in developing a Health, Safety & Environment (HSE) Improvement Plan to meet or exceed expectations outlined below.

**Health, Safety & Environment Plans**

ACSN aspires to continuously improve their Health, Safety and Environmental performance. Being able to demonstrate this commitment and effectively monitor progress requires a structured HSE Improvement Plan. Like other business plans, the HSE Improvement Plan can bring many benefits:

- Reduced injuries
- Reduced financial burden
- Improved insurance premiums
- Enhanced customer profile and vendor acceptance.

Any business plan must be supported and regularly reviewed by business management who need to ensure resources are made available and target dates met.

The HSE Improvement Plan must match the concerns of the business.

The HSE Improvement Plan needs to be S.M.A.R.T.

Goals Should Be - Specific, Measurable, Accountable, Realistic, Timely.
Recommended Category Framework

Improvement categories can be framed to the 8 elements of ACSN’s HSE Management System as a way to sort your goals and action items. The 8 elements of ACSN’s HSE Management System are:

1. **Leadership And Commitment** - Commitment to HSE through Leadership
2. **Policy & Strategic Objectives** - HSE Policy documents and availability
3. **Organization, Responsibilities, & Resources, Standards & Documentation** - Training & competency, HSE roles and responsibilities, HSE controlling documents
4. **Hazard & Effects Management** - Hazards are identified & controls in place
5. **Planning & Procedures** - HSE-related procedures & Emergency Response Plans with document control
6. **Implementation & Performance Monitoring** - Performance monitoring, incident reporting & learnings cascaded and improvement requirements documented
7. **Auditing** - Process in place to conduct audits
8. **Management Review** - Continuous HSE performance and Management System review process

HSE Improvement Plan 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Improvement Opportunity</th>
<th>Plan Forward</th>
<th>Responsible Party</th>
<th>Target Date</th>
<th>Status Q1</th>
<th>Status Q2</th>
<th>Status Q3</th>
<th>Status Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard &amp; Effects Management</td>
<td>All equipment should be PAT tested</td>
<td>Test all electrical equipment once every 24 months</td>
<td>Caroline Durling</td>
<td>End of Q4</td>
<td></td>
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</table>
| Hazard & Effects Management | Eye – checks
Ergonomics
Lifting
Bags | Send email offering free eye checks to ACSN staff
Outside company selected to assess furniture and use of/ as well as correct lifting techniques
Purchase H&S compliant laptop bags for all laptop users | Caroline Durling | End of Q2 |
| Leadership and Commitment | Senior management will be required to be more visible in the field
Develop site visit tracking matrix
Post tracking matrix in common work areas
Senior management to visit crews twice per quarter to conduct and document audits.
Update the matrix | Management team | end Q1 | Y
end Q1 | Y
Quarterly | Y | N | Y | Y
per visit | Y | Y | Y | Y |
| Organization, Responsibilities, Resources, Standards & Documentation | Responsibility is devolved to team manager and team leaders – policy updates too
Team leaders/managers are selected to be responsible for various sections of HSE First aid/fire marshall etc. | Management Team | End of Q2 |