

Reliance acsn – Health, Safety and Environment Improvement Plan

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Purpose

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

Health, Safety & Environment Plans

Reliance 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 Reliance acsn's HSE Management System as a way to sort your goals and action items. The 8 elements of Reliance 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 2017

Category	Improvement Opportunity	Plan Forward	Responsible Party	Target Date	Status			
					Q1	Q2	Q3	Q4
Hazard & Effects Management	All equipment should be PAT tested	Test all electrical equipment once every 24 months	Kate Kaladeen	End of Q1				
Hazard & Effects Management	Eye – checks Ergonomics Lifting Bags	Send email offering free eye checks to Reliance 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	Kate Kaladeen	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 end Q1 Quarterly per visit	Y Y Y Y		N Y Y	Y Y 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 marshal etc.	Management Team	End of Q2					