

Health and Safety Management Systems Review and Update

Weeks

Task	Responsible	Status	9-Jan			6-Feb		6-Mai				3-Apr			1-May			5-J					-Jul				7-Aug		33	
	Responsible	Status	1	2	3 4	5	6	7	8 9	10	11	12	13	14	15 16	17	18	19 2	20 2	22	23	24	25	26 2	7 28	29	30	31	32	33
Reporting					_					_			_			_				_					_		_			
Bi-weekly Progress Meetings	JW/RA/SC/KA	In progress												_					_											
Monthly Progress Update Reports to Council	JW/RA/SC/KA	In progress											_											_						
PSHSA Phase 1					_					_		_		_		_				_	_			_						
Contact PSHSA, communicate approval to proceed	RA	In progress					-			-	-	_	-	_	_	-			_		-		-	_	_	-		-	-	
Receive list of required documentation from PSHSA	JW	Not started						_	_	_		_	_	_		-			_		-		-		_	_		-	-	_
Compile required documentation, send to PSHSA	JW (RA)	Not started								_	\perp								_						_				_	_
PSHSA to perform review	PSHSA	Not started					-			-	-	_	-	_	_	-			_		-		-	_	_	-		-	-	_
Review training database to ensure all data entered	JW (RA)	Not started					-			-	-	_	-	_	_	-			_		-		-	_	_	-		-	-	_
Set up conference call to receive report	JW (RA/SC/KA)	Not started																											_	_
Review report internally / establish action plan	JW/RA/SC/KA	Not started																											_	_
Prioritize action plan items (if not done by PSHSA)	JW/RA/SC/KA	Not started																												
Risk Assessment & Job Hazard Analysis																														
Review RA & JHA process	JW/RA	Not started																												_
Schedule time to work with staff from each dept.	JW	Not started																												
Prioritize list of JHAs (highest risk to lowest risk)	JW	Not started																												
Standard Operating Procedures																														
Request SOPs from other orgs. for guidelines	JW	Not started																												
Draft SOPs based on RA & JHAs (highest risk first)	JW (RA)	Not started																												
schedule time with staff from each dept. to review	JW	Not started																												
Revise as necessary	JW	Not started																												
Department Heads sign off on SOPs	JW/RA/SC/KA	Not started																												_
Policy Updates / Development																														
Gather policies from other orgs. to use as guidelines	JW	Not started																												
Jpdate standard policies as needed, addressing gaps	JW (RA)	Not started																												
Create policies based on SOPs as needed	JW (RA)	Not started																												
Compile package with Title page, ToC, etc	JW (RA)	Not started																												
Run Self Assessment Tool on updated package	JW/RA	Not started																												
Create Council report for approval of package	JW/RA/SC/KA	Not started																												
By-law to adopt policies	JW/RA/SC/KA	Not started																												_
Training																														
Set up NHEaT account for Jared and provide tutorial	RA	Not started																												_
Review current course inventory	JW (RA)	Not started																												
dentify opportunities to add courses to NHEaT	JW	Not started																												
Create course outline(s)	JW	Not started																												
nput courses into NHEaT	JW (RA)	Not started																												
Compile list of employees requiring internal training	JŴ	Not started																												_
Compile list of employees requiring external training	JW	Not started																												
attend department staff meetings to intro. NHEaT	JW/RA	Not started																												
add NHEaT accounts for employees, provide tutorial	JW/RA	Not started																												
Monitor progress to ensure employees are engaging	JW	Not started																										-	\neg	_
Schedule requried external trainings with PSHSA	JW	Not started																												_
Update training database as needed	JW	Not started																												
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