# Introduction

The objective of this procedure is to ensure [organisation name] establishes targets and objectives that incorporate the requirements of our Occupational Health and Safety policy, legal requirements, and ISO 45001:2018 requirements.

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Record of Changes** | **Approved By** |
| 1.0 | [Date of Issue] | Initial Issue |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Control of hardcopy versions

The digital version of this document is the most recent version. It is the responsibility of the individual to ensure that any printed version is the most recent version. The printed version of this manual is uncontrolled, and cannot be relied upon, except when formally issued by the <Document Controller> and provided with a document reference number and revision in the fields below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Document Ref.** |  | **Rev.** |  | **Uncontrolled Copy** | X | **Controlled Copy** |  |

# Responsibilities

* + 1. **Managing Director**

Ensuring that the data required from monitoring and measurement of any KPI (objectives) are provided to the project senior EHS manager as and when required.

* + 1. **Managers**

Ensuring that data provided on the relevant KPI is true to the best of their knowledge and to provide data to the OHS department as and when required.

* + 1. **HSE Manager**

Ensuring that the data is continuously monitored and to allocate resources for the effective implementation of HSE.

Develop project HSE targets and objectives, set KPI’s, review the objective status at planned intervals and monitor them.

Develop plan to achieve [organizational name] objectives and targets.

* + 1. **Employees**

Employees are responsible for contributing towards the objectives and targets to help us achieve targets and objectives.

Training and competency

Training will be delivered to all employees who work for and on behalf of [organization name] to ensure the targets and objectives set by the organisation are communicated and understood by all.

Procedure

* Project OHS Manager will establish objectives and targets based on the organisational, OHS Policy and legal requirement.
* Objectives and targets will be specific, measurable, attainable, realistic and time related (SMART) and recorded using F-OHS-02
* [Organization name] objectives and targets are monitored on regular basis.
* Any change in the target will be processed through target change request form F-OHS-03.

Related Forms and Records

|  |  |  |
| --- | --- | --- |
| Document Title | *Document number* | Retention Period |
| OHS objectives and targets master sheet | *F-OHS-02* | 3 years |
| Objective and target change request form | *F-OHS-03* |  |