

## Step 8 – Implementation Checklist

### H&S Policy, Objectives and Indicators

#### Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Establish and communicate the H&S policy, objectives and performance indicators	<p>Review the health and safety policy to determine whether it is appropriate to the context of the organization and its purpose.</p> <p>Staff must know the H&amp;S policy and how the objectives relate to their work.</p> <p>Set objectives per function and identify measurable performance indicators to enable the tracking of their status. Ensure the H&amp;S objectives are consistent with the policy.</p>	<p>Top Management</p> <p>Management Representative</p> <p>Heads of Department</p> <p>HSMS Implementation Team</p>	<ul style="list-style-type: none"><li>• Authorized policy and objectives</li><li>• Objectives linked to indicators</li><li>• The activities to achieve the objectives</li><li>• The resources needed and target dates</li></ul>

#### Implementation Checklist

Description	Evidence
Check that an adequate policy has been developed. Do not continue without this policy statement.	
Check that top management is committed to achieving the health and safety policy. Do not continue without this commitment.	
Check that everybody in the organization has read the H&S policy and understands it in their own words.	
Check that enough effort has been made to communicate the policy to all staff and stakeholders.	
Check that aspirational statements from the policy are linked to the related objective(s).	
Check that roles and responsibilities are established and communicated.	
Check that the process owners are involved in the development and implementation of procedures.	
Check that job descriptions include responsibilities for health and safety management.	
Check that an organization chart shows the responsibility and authority of staff.	
<b>Notes:</b>	

#### Approval for next step:

<b>Actioned By:</b>	Signature:	Position:	Date:
<b>Verification By:</b>	Signature:	Position:	Date: