



# Objectives and Targets Policy

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**Disclaimer:** This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

## Objectives and Targets Policy

### ❖ Definitions

**Lost Time Injury:** An injury or illness that occurs in the workplace as a result of an activity, or exposure to a hazard and results in at least one full day absence from work.

### ❖ Purpose

The purpose of this policy and procedure is to define, document and communicate the Occupational Health and Safety (OHS), Environmental and Quality objectives and targets for the business.

### ❖ Policy

The HSEQ objectives for the company have been established by Senior Management and delegated to each Manager (*or insert another appropriate title*) responsible for setting objectives. Each Manager is accountable in meeting those objectives and reports on the progress of those objectives to Senior Management regularly.

Objectives based on the following:

- having a management system that incorporates outcomes, measurements and positive performance OHS, Environmental and Quality factors;
- the of physical and human resources to ensure the objectives and targets of policies and procedures are met; and
- open and transparent consultation that encourages and enables continual improvement of internal an system and outcomes.

OHS targets include: (*Dot points below are examples only. Modify, add or remove to suit your circumstances*)

- reduction in Lost Time Injury (LTI) rate annually;
- reduction in LTI – average days lost;
- inspections/audits and corrective actions completed within specified timeframes;
- emergency management plan practices are undertaken within specified timeframes; and
- review of consultative arrangements.
- *add additional Targets as required*

Environmental targets include:

- recycle (*insert %*) of wastes from all operations by (*insert date*);
- reduce fleet petroleum consumption by (*insert %*);
- meet legal requirements: Monitor legal non-compliances until (*insert date*).

Quality targets include:

- defects: A target for conformance to specifications, e.g.% of items failing quality control;
- timeliness: i.e. On-time performance of less than (*insert %*) late delivery;
- customer Service: Customer satisfaction at or above (*insert %*);
- *add additional Targets as required.*

Performance targets will be set specific to the workplace and incorporated into position descriptions and performance evaluation for individuals and organisation.

The objectives and targets developed and implemented to drive and meet the outcomes against our OHS, Environmental and Quality requirements and to deliver our management policies. All objectives and targets measured continually monitored and relevant to the continual improvement of the system.

**Signature:**

*(To be signed by Director/CEO of Company)*

**Date:**