

Joint Occupational Health & Safety Committee

Tip Sheet No. 4

Tips to Set Annual Safety Goals

AWARE  NS

Nova Scotia Health + Community Services Safety Association

Tips for JOSH Committee to set Annual Safety Goals

To establish an annual safety goal plan for the JOHSC, your Safety Committee needs to do the following:

1. Establish a written plan
2. Have both Short term, 1-6 months and long term, greater than 6 months goals.
3. Goals should be measurable and achievable.
4. Goals should be reviewed periodically to determine the effectiveness of the committee and to reset or restate goal targets.
5. Set a special meeting time aside to work on writing goals.
6. Brainstorm ideas
 - a. Prioritize your problems
 - b. Remember it's a team effort
 - c. Someone from outside the department can maybe put "perspective" on the issue
 - d. Have someone play "devil's advocate"
7. Move out items that are not obtainable.
8. Narrow down choices to no more than four tangible goals, two to three works best.
9. Write them so they will have measurable results.
10. Publish list and keep it visible.
11. Break down large challenges into smaller steps.
12. Regularly review progress.
13. Get updates at meetings
14. Don't let the one year mark sneak up
 - a. Celebrate when goals are met!
 - i. Boosts morale within the group.
 - ii. Let's others see the benefits of having an active safety committee.