Section 2: Goals and Objectives (Required)

WHY

Central to AWAIR programs are the goals and objectives an organization sets for its overall safety and health program. Ideally, safety and health programs should correspond with and become part of the organization’s overall mission or business plan. Every employee should know what the goals of the organization’s safety program are and how they are to be achieved.

* *Goals* establish the direction for the program and state what the organization wants to achieve through the program. The best goals are generally challenging to reach or complete, but are also possible to achieve. They should be specific to the organization or facility.
* *Objectives* are the specific actions that will be taken to attempt to achieve the goals. The best objectives are those that can either be measured or demonstrated.

HOW

* Review any past accidents or injuries as a base to create new goals and objectives. These goals may be for various operations within the company, including job-site safety, travel safety, shop and office safety, etc. The objectives must be measureable with specific points and completion details.
* Read through the following examples of goals and objectives. Select/modify them to meet your company’s needs. You will need to create your own documents, specific to your company.

**Sample 1**

**Source: AWAIR manual from dli.mn.gov/OSHA**

*Goal:*

We will reduce our injury and illness rate by 15 percent by 2019, using 2016 as the baseline.

*Objectives:*

1. We will address all employee safety issues in a timely manner. E.g., hazards that potentially pose an imminent danger of death or serious physical injury will be initially addressed within one shift and other hazards will be initially addressed within one week.
2. We will perform a monthly safety inspection of all departments and will take corrective action or begin investigating long-term solutions for all hazards identified during the inspection within one week.
3. We will investigate all accidents and near-miss events and will take corrective action within 24 hours to prevent a recurrence.

*Goal:*

We will establish and maintain a company culture that is committed to workplace safety and health.

*Objectives:*

1. We will conduct regular safety meetings on a quarterly basis to inform employees about specific workplace safety and health issues, and to build an overall awareness of employee safety and health.
2. We will actively enforce all safety rules throughout the company.

**Sample 2**

*Goal:*

Based on (Company) experience, we will reduce the injury rate from X% of lost-time injuries to X%.

*Objectives:*

1. We will spend more time reviewing safe work practices regarding items that have more frequent injuries, based on our records from (year) to reduce our injury rate.
2. We will review OSHA reports of most-frequent violations to safety to guide our topics for improved safety. A new safety training schedule will be produced by (date).
3. We will review our own records for “near miss accidents” to create an educational plan for our employees by (date).

*Goal:*

(Company) will create a more safety conscious environment for all employees.

*Objectives:*

1. Increase awareness by conducting company-wide safety meetings to allow for questions and answers about how to reduce unsafe processes or procedures. Bi-monthly meetings will begin on (date).
2. By concentrating on back safety and ladder safety, we will reduce our accident and injury rate company wide.
3. Employee training will include audio-video, written materials with quizzes, and posters for visual reminders.