



## University Students' Council of the University of Western Ontario **CONTINUOUS IMPROVEMENT POLICY**

**EFFECTIVE:** 15<sup>th</sup> November 2011

**SUPERSEDES:** None

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**AUTHORITY:** General Manager

**RATIFIED BY:** Executive Council  
15<sup>th</sup> NOVEMBER 2011

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**RELATED DOCUMENTS:**

- Appendix 1: Textual Plan Template
- Appendix 2: Charted Plan Template

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### **PURPOSE:**

The purpose of this policy is to outline a timetable for the USC to implement its health and safety goals and objectives.

### **1.00 SCOPE**

1.01 This policy applies to USC managers.

### **2.00 DEFINITIONS**

2.01 “**Continuous Improvement Plan**” means a document which addresses the following:

- (1) Goals to be achieved.
- (2) Target dates for completion of each goal.
- (3) Assign responsibility for each goal.
- (4) Resources required. (people, time, money)
- (5) Senior management approval of the plan
- (6) The plan is relevant to the USC's current needs.
- (7) Schedule of progress reviews.
- (8) Distribution of progress reports to management and employee Notice Boards.
- (9) Celebration of successes with employees as goals are achieved.

### **3.00 RESPONSIBILITIES**

3.01 Senior managers must create and then maintain a Continuous Improvement Plan.

3.02 Senior managers will ensure the Executive Council reviews and endorses all health & safety policies, including recommended amendments, each November.

3.03 Senior managers will ensure that



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- (1) ~~A~~ workplace hazard assessment ~~is~~ conducted ~~annually~~ by an outside health & safety consulting firm; ~~and,~~ will be considered on an annual basis by the JHSC as required.
- (2) training needs are reviewed annually using the following criteria:
  - i. legislative updates
  - ii. occupational requirements
  - iii. new or modified equipment and/or processes
  - iv. worker training records
  - v. current training methods (e.g. frequency of refreshers and completion of orientation for new staff)

#### 4.00 PROCEDURE

- 4.01 While any structure may be used for the Continuous Improvement Plan, the following two structures are provided:
- (1) Textual Plan Template (Appendix 1)
  - (2) Charted Plan Template (Appendix 2)

#### 5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

#### 6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.