



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

EFFECTIVE: 16th January 2015

SUPERSEDES: 15th November 2011

AUTHORITY: General Manager

RATIFIED BY: Executive Council
16th JANUARY 2015

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 conducted by an outside health & safety consulting firm 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.