



University Students' Council Of Western University

Continuous Improvement Policy

Authority: Chief Operating Officer	Date Ratified: February 03, 2022
	Next Review Date: February 2023 (annually)
Previous Amendments: November 15, 2011; January 16, 2015	
Related Documents: Appendix 1: Textual Plan Template, Appendix 2: Chartered Plan Template	
Review Committee(s): Board of Directors	

PURPOSE:

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

1. SCOPE

1.1. This policy applies to USC managers.

2. DEFINITIONS

- 2.1. "Continuous Improvement Plan" means a document which addresses the following:
- 2.1.1. Goals to be achieved.
 - 2.1.2. Target dates for completion of each goal.
 - 2.1.3. Assign responsibility for each goal.
 - 2.1.4. Resources required. (people, time, money)
 - 2.1.5. Senior management approval of the plan
 - 2.1.6. The plan is relevant to the USC's current needs.
 - 2.1.7. Schedule of progress reviews.
 - 2.1.8. Distribution of progress reports to management and employee Notice Boards.
 - 2.1.9. Celebration of successes with employees as goals are achieved.

3. RESPONSIBILITIES

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

3.2. Senior managers will ensure the Board of Directors reviews and endorses all health & safety policies, including recommended amendments, each November.

3.3. Senior managers will ensure that

3.3.1. A workplace hazard assessment conducted by an outside health & safety consulting firm will be considered on an annual basis by the JHSC as required.

3.3.2. Training needs are reviewed annually using the following criteria:

1. Legislative updates.
2. Occupational requirements.
3. New or modified equipment and/or processes.
4. Worker training records.
5. Current training methods.

(e.g. Frequency of refreshers and completion of orientation for new staff.)

4. PROCEDURE

4.1. While any structure may be used for the Continuous Improvement Plan, the following two structures are provided:

4.1.1. Textual Plan Template (Appendix 1)

4.1.2. Charted Plan Template (Appendix 2)

5. COMMUNICATION

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

6. EVALUATION

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