



# Standard HS02

## Health and Safety Planning

December 2016

Health and Safety



## Intent

This standard sets the minimum requirements for Auckland Transport's (AT) annual health and safety (H&S) planning cycle. Specific H&S objectives will be established annually along with a programme of work with measurable targets to ensure its delivery. Plans must be consistent with the commitments stated within the H&S Policy.

## Performance Requirements

- 1.1 The Chief Executive of AT will ensure the development of annual H&S plan and ensure that the Executive Leadership Team (ELT) comply with the requirements.
- 1.2 AT will have an overall plan, that will establish the annual objectives and targets for the organisation that is agreed and approved by the ELT and the board.
- 1.3 Each ELT member will develop a tiered divisional plan structure commensurate with their division and consistent with the AT's overall plan. This will align with the financial year and use the AT H&S template.
- 1.4 Each element of the plan will have specific technical and financial resources identified to achieve the plan outcomes taking into account the capability and the capacity required to deliver each element of the plan.
- 1.5 Each Divisional plan must be developed in consultation with employees from all levels of the Division and include critical risk management and performance improvement processes.
- 1.6 The development of the plan will align with AT's processes for leadership and engagement to ensure consultation with people and their representatives has occurred.