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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | HEALTH & SAFETY[BUDGET DIVISION NAME]HEALTH AND SAFETY PLAN YYYY- YYYY |

**Goals**

**By the end of each calendar year, we will know we are on track if we have…**

1. First goal
2. Second goal
3. [as many as required]

| **PRIORITY ACTIONS** | **MEASURES / KPI** | **OFFICER RESPONSIBLE** |
| --- | --- | --- |
| 1. **Objective: [description of objective].**
 | * [Description of Key Performance Indicator for meeting objective]
* [Description of another Key Performance Indicator for meeting objective]
 |
| 1. Action to achieve objective:
* Part of action
* Part of action
 | * KPI for this action
* Another KPI for this action
 | Title of officer/s responsible |
| 1. Action to achieve objective
 | * KPI for this action
 | Title of officer/s responsible |
| 1. **Objective: [description of objective].**
 | * [Description of Key Performance Indicator for meeting objective]
* [Description of another Key Performance Indicator for meeting objective]
 |
| 1. Action to achieve objective:
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