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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] | |
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