# Purpose of document

This document outlines our objectives & targets to ensure we achieve the intent of our IMS Policy.

# Formal Review

The Senior Management Team will review progress towards achievement of these objectives every IMS Review meeting. An annual review will occur to evaluate outcomes achieved and plan the following 12 months activities. Objectives and targets will be regularly reviewed and actions, responsibilities, time frames, measures and how measures will be revised based on performance.

# Continuous Improvement

Where opportunities for improvement are identified during the course of the year, these will be prioritised and:

Addressed as a business priority outside of the Objectives and Targets, or

Included in the current plan for management, or

Recorded for feedback and included in future planning activities.

Values and behaviours and leadership are an important underlying principle incorporated in each objective.

# Accountability

Senior management team.

# IMS Certification

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| **Driver:** | Achieve and Maintain IMS System Certification |
| **Program Manager:** | Angela Ryan |
| **Program Support:** | Andrew Smith | Phil Potter |  |  |
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| **Overview** | Key requirement from clients to achieve and maintain these certifications to illustrate commitment to Quality, Safety and the Environment.Underlying driver from management to ensure efficient safe and environmentally friendly operations. |
| **Objective:** | Achieve and Maintain Certification to ISO 9001:2015 (QA), AS 4801:2001 (WHS/OHS) and ISO 14001:2015 (ENV) |
| **Target:** | Certification by end of May 2018 and maintain certification ongoing. |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
| Document new system to comply with new versions of above system | AR/PKP | By end of March 2018 | Document completion | Completed |
| Maintain IMS Systems | All staff | Ongoing | Records completion and management | Ongoing |
| Complete BSI Audit | AR/PKP | By end of May 2018 | Nil Major non- conformance. |  |
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| Evaluation & Date | 25/05/2018 Discussion at Management Review on readiness for Audit.Documentation for the new standards has been completed. |

# WHS

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| **Driver:** | Ongoing business |
| **Program Manager:** | Andrew Smith |
| **Program Support:** | Angela Ryan | Dean Macky |  |  |
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| **Overview** | Requirement to manage a safe business |
| **Objective:** | Business to conduct WHS Site Inspections |
| **Target:** | Monthly |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
| Undertake WHS Site inspections. | AR | Monthly |  |  |
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| Evaluation & Date |  |

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| **Objective:** | Business to provide excavator and skid steer training |
| **Target:** | To as many staff as possible. |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
| Organise excavator and skidteer training at yard. | Angela Ryan | Ongoing | No of staff trained |  |
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| Evaluation & Date | 25/05/2018 Angela trying to source another trainer to undertake this training, as the previous trainer has retired. |

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| **Objective:** | Record data per LTI per project |
| **Target:** | 0 LTIs over 12 month period |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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| Evaluation & Date: |  |

# QUALITY

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| **Driver:** | Ongoing business |
| **Program Manager:** | Andrew Smith |
| **Program Support:** | Angela Ryan | Dean Macky |  |  |
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| **Overview** | Requirement to obtain on going business |
| **Objective:** | Project completion |
| **Target:** | On-time and on budget |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
| Review of projects | AR | Ongoing | On-time and on budget. |  |
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| **Evaluation & Date** |  |

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| **Objective:** | Improve Stakeholder relationships |
| **Target:** | Zero complaints from clients |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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| Evaluation |  |

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| **Objective:** | Review new products and raise concerns with clients |
| **Target:** | Prior to placement |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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| **Objective:** | Environmental incidents |
| **Target:** | Zero |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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| **Objective:** | Business to conduct ENV Site Inspections |
| **Target:** | Monthly |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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| **Objective:** | Environmental Training |
| **Target:** | Include in Toolbox Talks |
| **Action** | **Responsibility** | **Timeframe** | **Performance Indicator** | **Current Status** |
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