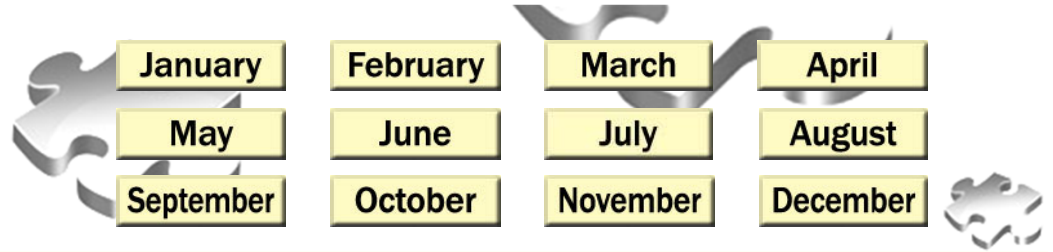


**ABC Client**



**Annual Health & Safety Workplan (2015)**  
 This Workplan will serve as a guide for the successful management of our Health & Safety Program. It reflects, at minimum, the activities & goals we determined are key to the success of providing a safe workplace for our employees & aids in maintaining compliance with applicable OSHA regulations.



**January**

DATE	ROUTINE TASK	ASSIGNED TO	STATUS	NOTES
ASAP	Review recordkeeping, reporting, OSHA 300 accident investigations, etc.			
ASAP	Meet with management representatives as necessary.			
ASAP	Identify new or pending OSHA requirements.			
ASAP	SDS/MSDS review and update as required.			
ASAP	Monitor progress on established program objectives.			
ASAP	New Supervisors needing training?			
ASAP	New Employees needing training?			
DATE	NON-ROUTINE TASK	ASSIGNED TO	STATUS	NOTES
	<b>Prepare for posting OSHA 300A (Due Feb 1st)</b>			
1/1/2015	Review & populate Workplan with your routine & non-routine tasks.	ABC Client/ILC help as needed		
1/1/2015	Get OSHA 300 logs up to date (populate info into your new log within this system).	ABC Client/ILC help as needed		