

# HSE ANNUAL GOALS

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EMPLOYEE: Joe Doe

SUPERVISOR: John Smith

DATE OF REVIEW: January 15<sup>th</sup>, 2014

Item #	Tasks to be Completed	Completion Date	Verified by	Additional Comments
1.	Lead one safety meeting	March 3 <sup>rd</sup>	John Smith	Discussed hazards of roads during break-up
2.	Participation in one Facility Inspection	July 7 <sup>th</sup>	Mary Smith	
3.	Submit completed vehicle inspections as required each month	Ongoing	Fleet Foreman Bob	Inspection booklet is always handed on Friday and is always done right.
4.	Submit one Hazard Report each quarter	Jan 3 <sup>rd</sup> April 7 <sup>th</sup> Sept 10 <sup>th</sup> Nov 12 <sup>th</sup>	John Smith	Joe submitted others but these were the first of each quarter
5.	Etc.			