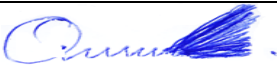




K.A. KWANSA COMPANY LIMITED

**PROJECT PLAN
for Implementation of the Occupational Health & Safety
Management System**

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1. Purpose, scope and users

The purpose of the Project Plan is to clearly define the objectives of the Occupational Health & Safety Management System (OH&SMS) implementation project, documents to be written, deadlines, and roles and responsibilities in the project.

The Project Plan is applied to all activities performed in the OH&SMS implementation project.

Users of this document are members of K.A. KWANSA COMPANY LIMITED and members of the project team.

2. Reference documents

- OHSAS 18001:2007 standard
- Decision or any similar document prescribing project launching
- Methodology for project management

3. OH&SMS implementation project

3.1. Project objective

To implement the Occupational Health & Safety Management System in accordance with the OHSAS 18001:2007 standard by FY2018 at the latest.

3.2. Project results

During the OH&SMS implementation project, the following documents (some of which contain appendices that are not expressly stated here) will be written:

- **OH&S Manual** – basic document that demonstrates how the organization meets the requirements of the OH&SMS, and references to procedures
- **OH&S Policy** – basic document that provides a framework for establishing and reviewing OH&S Objectives, Targets and Programs
- **OH&S Objectives, Targets and Programs** – document in which the objectives of the organization are stated, and a plan for their realization
- **Procedure for Document and Record Control** – procedure prescribing basic rules for writing, approving, distributing, and updating documents and records
- **Procedure for Identification and Evaluation of Legal and Other Requirements** – procedure describing the process of identification and evaluation of compliance to legal and other requirements
- **Procedure for Risk Assessment and Hazard Identification** – procedure prescribing method of hazard identification and evaluation of risks for each work place
- **Competence, Training and Awareness Procedure** – procedure prescribing the process of identification and fulfillment of needed employees' competence and awareness

- **Procedure for Communication, Participation and Consultation** – procedure describing ways of communication of information relevant to the OH&SMS to external and internal interested parties
- **Procedure for Operational Control** – procedure describing how to manage significant OH&S hazards
- **Procedure for Preparedness and Emergency Response** – procedure prescribing how organization and employees behave in emergency situations
- **Procedure for Incident Investigation** – explains how to determine the cause of, analyze, and report on incidents regarding occupational health and safety
- **Procedure for the Management of Non-Conformities, Corrective and Preventive Actions** – prescribes how to report and handle non-conformity and initiate and complete corrective and preventive action
- **Procedure for Internal Audit** – defines how auditors are selected, how audit programs are written, how audits are conducted, and how audit results are reported
- **Procedure for Management Review** –prescribes how to review the OH&SMS in order to ensure its continuing adequacy, suitability, and effectiveness

Besides the above-mentioned procedures, [organization] identified the need to establish the following SOPs (Standard Operating Procedures) for detailed description of operational control of significant OH&S hazards:

- **SOP for Chemical Hazards** describes activities that employees who handle hazardous chemicals must undertake in order to protect themselves.
- **SOP for Ergonomic Hazards** describes measures that employees who work in an office environment must take in order to avoid injuries.
- **SOP for Environmental and Physical Hazards** prescribes activities that employees must undertake in order to avoid injuries caused by environmental and physical hazards.
- **SOP for Radiation Hazards** defines precautions that employees must take when working with radioactive materials.
- **SOP for Electrical Hazards** defines precautions that employees must take in order to avoid injuries related to electrical hazards.
- **SOP for Working on Height Hazard** defines precautions that employees must take when working on heights.
- **SOP for Display Screens and Posture Hazards (Office Hazards)** defines precautions to avoid injuries and health impairment in the office.
- **SOP for Personal Protection Equipment** defines how and when the protective equipment is used.
- **Good Practice for Maintenance of Tools and Machinery** describes best ways of maintaining tools and machinery.
- **SOP for Operating Heavy Machinery** describes how to safely handle heavy machinery.
- **SOP for First Aid** defines activities that need to be done when giving first aid.
- **Fire Safety Policy** defines precautions and controls for preventing fire, as well as actions in case of fire.

The documents need to align with the OHSAS 18001 standard requirements, and should incorporate the practices of the organization. Where the practices of the organization do not meet the OHSAS 18001 standard requirements, the practices will need to be modified.

3.3. Project organization

3.3.1. Project sponsor

Each project has an assigned "sponsor" who does not actively participate in the project. The project sponsor must be briefed regularly by the project manager about the project status, and intervene if the project is halted.

Nathaniel Kwabena Adjei Kwansa, General Manager has been appointed project sponsor.

3.3.2. Project manager

The role of the project manager is to ensure the resources necessary for project implementation, to coordinate the project, to inform the sponsor about the progress, and to carry out administrative work related to the project. The project manager's authority should be such as to ensure uninterrupted project implementation within set deadlines.

Nathaniel Kwabena Adjei Kwansa, General Manager has been appointed project manager.

3.3.3. Project team

The role of the project team is to assist in various aspects of project implementation, to perform tasks as specified in the project, and to make decisions about various issues that require a multidisciplinary approach. The project team meets each time before the final version of a document from section 2 of this Project Plan is completed, and in all other cases when the project manager deems it necessary.

Table of participants in the project

<i>Name</i>	<i>Organizational unit</i>	<i>Job title</i>	<i>Phone</i>	<i>E-mail</i>
Nancy Amueku	Administration	Accounts/Admin Officer	024-6665737	kwansaaccount@yahoo.com
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Adolf Hayford	Heavy Duty	Master Technician	024-5133512	kwansaservice@gmail.com
Eric Arhin	Mechanical – Nissan	Supervisor	024-2937706	kwansaservice@gmail.com
Francis Buckman	Mechanical – Toyota	Master Technician	024-9764720	kwansaservice@gmail.com
Joseph Nuvi	Mechanical – Tata	Master Technician	054-6893200	kwansaservice@gmail.com
James Kwasi	Mechanical – Others	Master Technician	024-7252427	kwansaservice@gmail.com
Oscar Anane	Air Conditioning	Master Technician	027-5952053	kwansaservice@gmail.com
Eric Amosah	Upholstery	Master Upholstery	024-5315696	kwansaservice@gmail.com
Kojo Baffoe	Body	Master Body Technician	050-9182075	kwansaservice@gmail.com

Kwame Adu-Mantey	Electricals	Master Technician	027-7678100	kwansaservice@gmail.com
Ebenezer Boama Asamoah	Paint	Master Paint Technician	026-8684792	kwansaservice@gmail.com

3.4. Main project risks

The main risks in the implementation of the project are the following:

1. Extension of deadlines in phase of establishing OH&SMS procedures
2. Extension of deadlines during implementation of operational controls of significant OH&S hazards
3. Extension of deadlines due to incorrect evaluation of significant OH&S hazards

Measures to reduce the above-mentioned risks are the following:

- The project manager monitors that all activities in the project are performed within defined deadlines, and seeks intervention by the project sponsor in a timely manner.
- Hiring external help to ensure that time or resources are not spent on activities that are not important for the project, and that individual activities are not headed in the wrong direction.

3.5. Tools for project implementation, reporting

A shared folder including all documents produced during the project will be created on the local network. All members of the project team will have access to these documents. Only the project manager and members of the project team will be authorized to make changes and delete files.

The project manager will prepare a project implementation report on a monthly basis and forward it to the project sponsor.

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Project implementation report (in electronic form)	00	3 years	Shared folder for project-related activities	Only the project manager is authorized to edit data	General Manager