Faculty of Engineering
University of Tehran

HSE Project Plan

Revision:3
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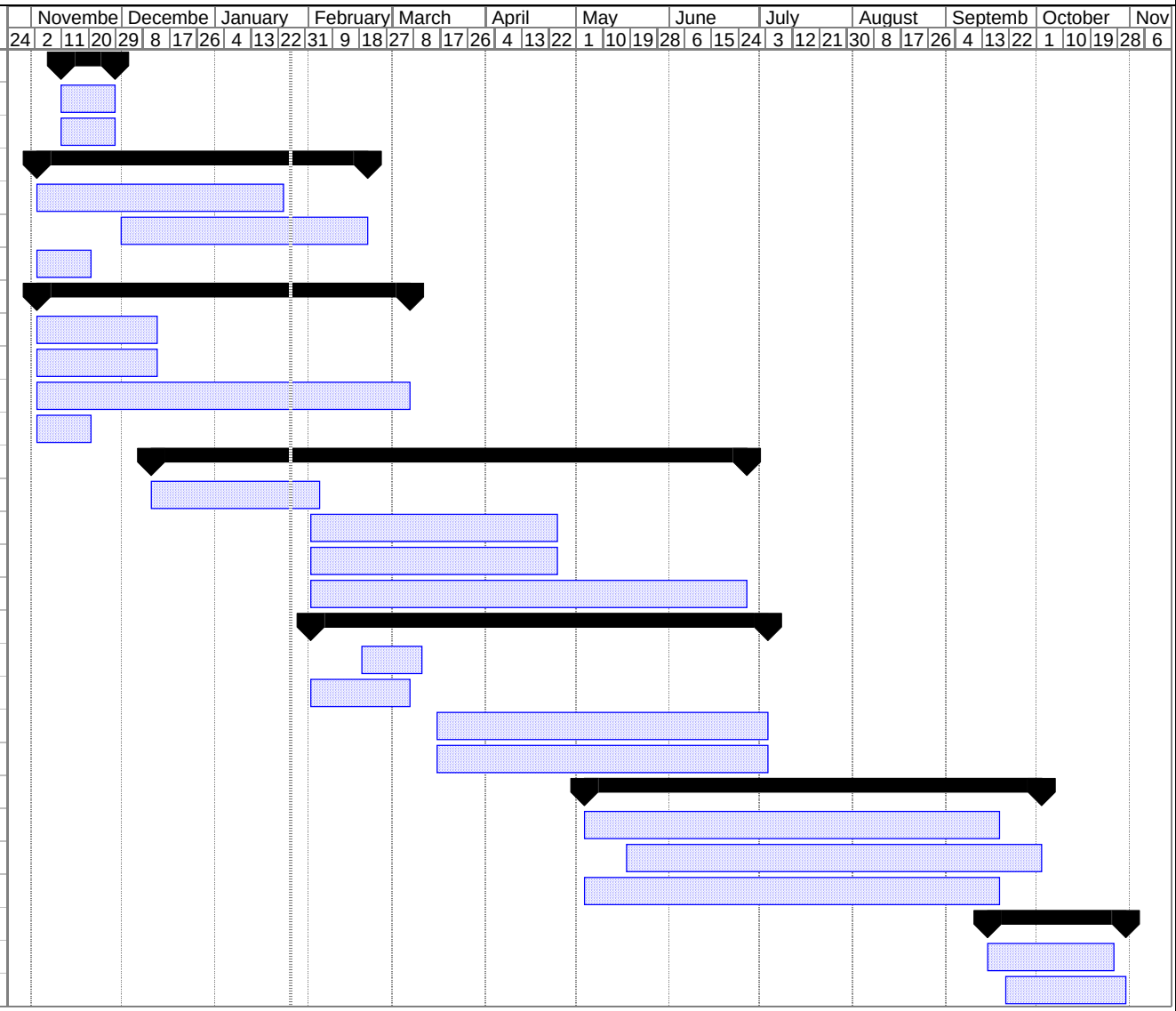
ID	Task Name
1	***Gap Analysis***
2	Site visit
3	Assessing available status and evaluating what changes are needed
4	***Policy and Strategic objectives***
5	Establishment of HSE policies
6	Determination of strategic objectives
7	Appointing Management Representative for HSE & giving authority.
8	***Organisation, Responsibilities***
9	Organizing the HSE committee
10	Determination of HSE inspection committee
11	Updating HSE website
12	Establishment a team of BS students
13	***Training***
14	Designing general training Plan
15	Designing expert training Plan
16	Training seminars for managers & supervisors
17	Implementation of training plans
18	***Planning and Procedures***
19	Planning for prcject process review meetings
20	Planning for Periodic inspections
21	Identification of HSE processes as well as performance indicators
22	Documentation of procedures, instructions etc
23	***Implemenation and monitoring***
24	Implementation of HSE Processes, Procedures, etc
25	Performance monitoring
26	Report all high potential incidents
27	***Audit and review***
28	Planning audits for assessing conformity
29	Corrective actions & Improvement plans