Faculty of Engineering
University of Tehran

HSE Project Plan

Revision:4
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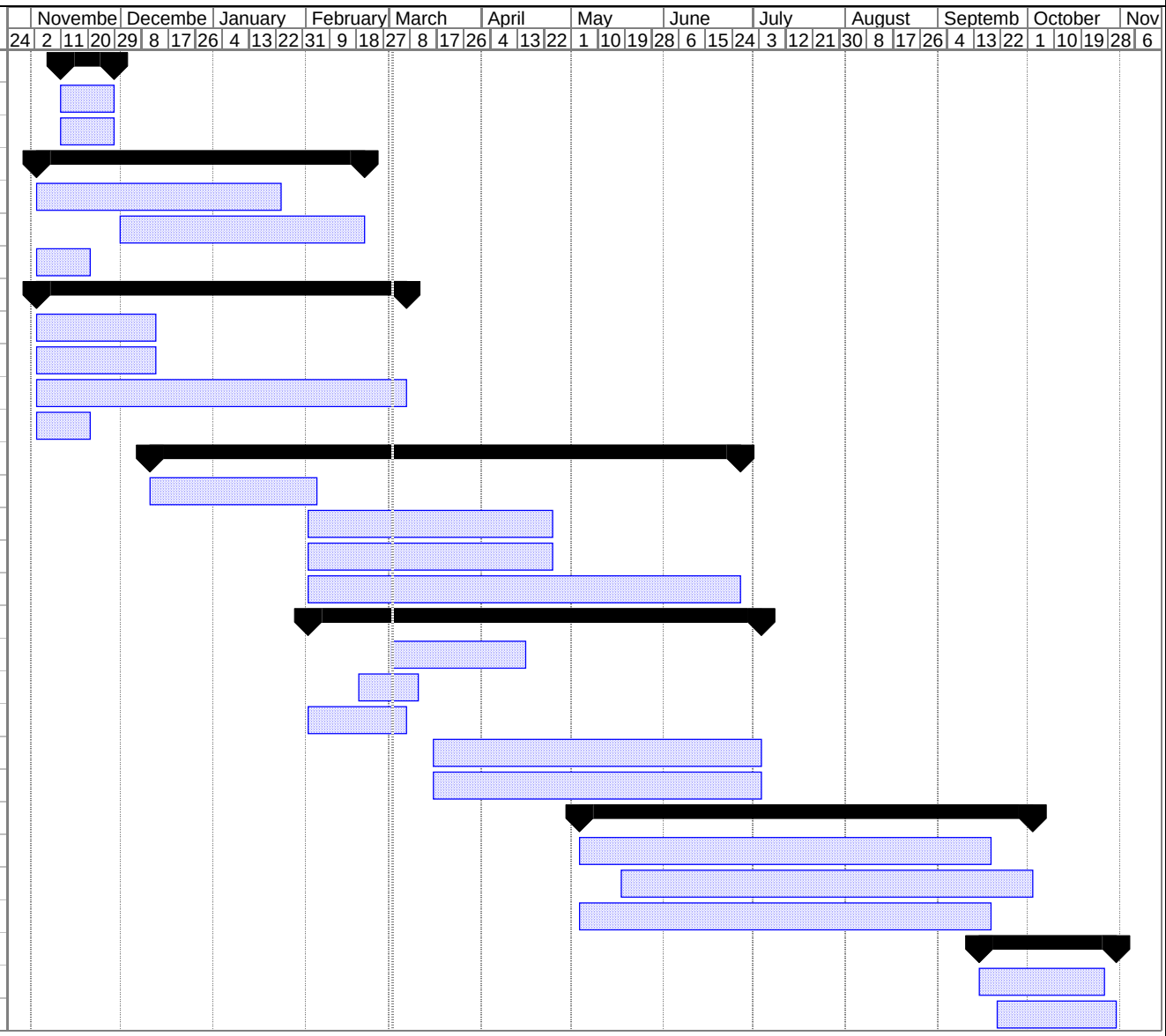
ID	Task Name
1	***Gap Analysis***
2	Site visit
3	Assessing available status and evaluating what changes are needed
4	***Policy and Strategic objectives***
5	Establishment of HSE policies
6	Determination of strategic objectives
7	Appointing Management Representative for HSE & giving authority.
8	***Organisation, 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	providing Faculties & Groups plan for implementation
20	Planning for prcject process review meetings
21	Planning for Periodic inspections
22	Identification of HSE processes as well as performance indicators
23	Documentation of procedures, instructions etc
24	***Implemenation and monitoring***
25	Implementation of HSE Processes, Procedures, etc
26	Performance monitoring
27	Report all high potential incidents
28	***Audit and review***
29	Planning audits for assessing conformity
30	Corrective actions & Improvement plans