Action Planning Template

*This Action Plan Template provides a framework for workplaces to decide the steps that need to be taken to control a hazard, assign resources and a timeline to complete the task. Action Plans should be **specific** and **measurable**. An example is provided in the template below:*

WORKPLACE SPECIFIC HAZARD		**DATE PREPARED**	
RELEVANT LEGISLATION		**PREPARED BY**	

What is the specific hazard or contributing harmful factor?	What are the steps that need to be taken?	Who is responsible for doing this work?	What resources (time, money, and people) are needed?	By when should this be completed?	How will we know it is done?
Unclear roles, responsibilities, and priorities are contributing to confusion, duplicated work, missed tasks, stress, and conflict.	Clarify roles and responsibilities with workers and supervisors; update job/task descriptions where needed; confirm decision-making authority, communicate changes during team meetings.	Supervisor, with input from workers, human resources.	Time for worker consultation, supervisor planning, review of job/task descriptions, meeting time, and communication materials.	Within 60 days.	Updated role and task expectations are documented and shared; workers confirm they understand key responsibilities, priorities, and where to go for support or decisions.

Once action is completed:

Name of Manager _____ **Signature** _____ **Date** _____

Access the Resource Hub

WORKPLACE SPECIFIC HAZARD		**DATE PREPARED**	
RELEVANT LEGISLATION		**PREPARED BY**	

What is the specific hazard or contributing harmful factor?	What are the steps that need to be taken?	Who is responsible for doing this work?	What resources (time, money, and people) are needed?	By when should this be completed?	How will we know it is done?

Once action is completed:

Name of Manager _____ Signature _____ Date _____