Action plan

After assessing your work activities and hazards, use this plan to record the actions you will take to improve health and safety in your workplace. Consult with workers when developing and reviewing your plan.

For more information, call us on 13 10 50 or visit safework.nsw.gov.au

Business name:	Name of reviewer:
Date plan developed:	Review date:

	YOUR COMMITMENT							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments		

CONSULTATION							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	

MANAGING RISK							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	

REPORTING							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	

WORKER CAPABILITY							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	

SAFE WORKING ENVIRONMENT							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	

WORKERS COMPENSATION AND RECOVERY AT WORK							
Task	Action required	Responsible	Resources required	Timeframe	Date completed	Comments	