Health and Safety Action Plan

Provider's Name ___________________________ Program's Name ___________________________
Health Consultant's Name ______________________ Health Consultant's Agency's Name ______________________

Steps to Develop an Action Plan

1. Define the problem.
2. Identify who is involved: affected, authority, expertise.
3. Obtain input.
4. Identify gaps in information about the problem.
5. Assign and facilitate task assignments/timeline/who will check on status of tasks.

1. What is the problem/specific hazard/or risky practice at this facility?

________________________________________________________________________________________
________________________________________________________________________________________

2. Who is involved in this problem?
   a. Who is affected by this problem?
   b. Who has the authority to implement the solution to this problem?
   c. Who has the expertise needed to plan a solution to this problem?

3. How can the input of those who are involved (2.a, 2.b, and 2.c) be obtained to plan and implement the solution to this problem?
   a. Those who are affected:
   b. Those who have the authority:
   c. Those with the needed expertise:

4. What additional information about this problem is needed to plan a solution?

________________________________________________________________________________________
________________________________________________________________________________________

5. Task assignments/Timeline and Checkpoint Coordinator

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<tr>
<th>Task</th>
<th>Who Will Do the Task</th>
<th>Date to Be Completed</th>
<th>Checkpoint Coordinator</th>
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