

Health and Safety Action Plan



Provider's Name _____
 Health Consultant's Name _____

Program'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

Task	Who Will Do the Task	Date to Be Completed	Checkpoint Coordinator