

OHS ACTION PLAN - TEMPLATE

Action Item	Responsible Person	Action Date	Complete
<p>EXAMPLE</p> <p>Review your OHS Policies and Procedures document and refer to the guidance notes (Why this is important; What to do) for each OHS Management System Element</p>			
<p>EXAMPLE</p> <p>Determine a consultation mechanism for your business. Agree on the form of consultation with employees.</p>			
<p>EXAMPLE</p> <p>Modify the Occupational Health & Safety Policies and Procedures Manual to make them specific to your workplace (such as location of first aid box)</p>			
<p>EXAMPLE</p> <p>Explain the plan and the implementation of the various activities and procedures to the work force during a brief safety talk.</p>			
<p>EXAMPLE</p> <p>Advise all Employees and Managers/Supervisors of their OHS responsibilities.</p>			
<p>EXAMPLE</p> <p>Print and display the Hazard Flowchart near location of hazard report forms.</p>			