

Provider's Name _____

Health Consultant's Name _____

Health Consultant's Agency's Name _____

Health and Safety Action Plan



Steps to Develop an Action Plan:

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

1. What is the problem at this facility with (insert a specific hazard or risky practice topic)?	
2. Who is involved in this problem?	3. How can the input of those who are involved (2.a, 2.b, and 2.c) be gathered to plan and implement the solution to this problem?
a. Who is affected by this problem?	a. Those who are affected:
b. Who has the authority to implement the solution to this problem?	b. Those who have the authority:
c. Who has the expertise needed to plan a solution to this problem?	c. Those with the needed expertise

