

## Occupational Health and Safety Action Plan

OHS Area and Actions	What is to be established and implemented	Responsibilities – allocated to whom?	Completion date	Review date
<b>Responsibilities</b> Policy & Procedures Job descriptions Accountability				
<b>Consultation</b> Employees, HSR's, Health & Safety Committee Staff & Tool box meetings Memos				
<b>Identify Hazards</b> Identification method All processes Frequency				
<b>Assess/Determine Risks</b> Initial Reassessment				
<b>Control Risks</b> Hierarchy of controls Review effectiveness				
<b>Information, instruction and Training</b> Relevant OHS information Induction training, Training needs & Initial training, Refresher training				
<b>Managing injuries</b> First aid assessment RTW/Rehabilitation & Compensation issues				
<b>Record keeping</b> Availability and what type? Archives and retrieval Security				
<b>Review/improvement</b> Audits Compliance Implement improvements				