

ACTION PLAN FOR HAZARD CORRECTION

Safety items identified during _____ inspection/investigation will be submitted to
(date)

_____ for review, and an action plan will be developed to resolve
(name)

each specific safety item (hazards, needed policies, etc.) by a set completion date and by those assigned responsibility. This form will be used to document identified problems, steps to be taken and completion deadline.

Major Action Steps to be Taken:	Priority: (Assign each Action Step a priority number)	Projected Completion Date:	Date Completed:
1. _____ _____	_____ _____	_____ _____	_____ _____
2. _____ _____	_____ _____	_____ _____	_____ _____
3. _____ _____	_____ _____	_____ _____	_____ _____
4. _____ _____	_____ _____	_____ _____	_____ _____
5. _____ _____	_____ _____	_____ _____	_____ _____
6. _____ _____	_____ _____	_____ _____	_____ _____
7. _____ _____	_____ _____	_____ _____	_____ _____
8. _____ _____	_____ _____	_____ _____	_____ _____
9. _____ _____	_____ _____	_____ _____	_____ _____
10. _____ _____	_____ _____	_____ _____	_____ _____