

**F-2: Optional Safety and Health Program Action Plan Tool for Implementation at Workplaces**

**Action Plan**

Establishment Name:  
Visit Date(s):

Address:  
Last Hazard Correction Due Date:

Goals  (your overall aim)	Objectives  (specific achievements to reach a goal)	Action Items  (the tasks that you need to do to meet your objectives)	Employees Assigned Tasks	Projected Completion Dates	Actual Completion Dates	Resources Needed to Accomplish Goals	Status Updates
<p><b>EXAMPLE ONLY</b></p> <p>1. Establish mechanisms to find and fix hazards.</p>	<p>a. Conduct routine inspections.</p> <p>b. Conduct routine maintenance.</p> <p>c. Promptly conduct repairs.</p> <p>d. Assess changes/new operations before implementing them.</p>	<p>a. Develop a list of potential hazards and requirements for inspections and maintenance.</p> <p>b. Create inspection and maintenance checklists.</p> <p>c. Develop and establish routine inspection and maintenance schedules.</p> <p>d. Establish procedures for requesting and completing repairs and assessing changes/new operations.</p> <p>e. Supervisors and managers review and implement.</p> <p>Note: Use available resources (e.g., experienced and trained employees, industry guidelines, manufacturer’s recommendations, OSHA, NIOSH tools)</p>	<p>a. [insert name or title of assigned employee]</p> <p>b. [insert name or title of assigned employee]</p> <p>c. [insert name or title of assigned employee]</p> <p>d. [insert name or title of assigned employee]</p> <p>e. [insert name or title of assigned employee]</p>	<p>a. [insert date]</p> <p>b. [insert date]</p> <p>c. [insert date]</p> <p>d. [insert date]</p> <p>e. [insert date]</p>	<p>a. [insert date]</p> <p>b. [insert date]</p> <p>c. [insert date]</p> <p>d. [insert date]</p> <p>e. [insert date]</p>	<p>1. Allocate time to complete assigned tasks.</p> <p>2. Budget funds to conduct necessary repairs and routine maintenance.</p>	<p>a. In-progress/ on-track for timely completion.</p> <p>b. In-progress/ on-track for timely completion.</p> <p>c. Completed.</p> <p>d. Completed.</p> <p>e. Pending completion of Action Items a and b; followed by senior management’s review and approval.</p>
<p>2.</p>							

**Estimated Costs of Injuries and Illnesses and Impact on Profitability ([Use OSHA Safety Pays tool](#)).**

Direct Costs: \_\_\_\_\_ Indirect Costs: \_\_\_\_\_ Total Costs: \_\_\_\_\_ Sales to Cover Indirect Costs: \_\_\_\_\_  
Sales to Cover Total Costs: \_\_\_\_\_

*Improving workplace safety and health will eventually result in cost savings for your business.*

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