Action Plan



Action Plan

Action required	Timeline for completion	Completion date

Sample Action Plan

The sample table below lists items from a completed inspection checklist that require action.

Action required	Timeline for completion	Completion date
Provide workers with phone numbers and a procedure in the event of an emergency or violent encounter	August 2020	August 10, 2020
Make workers aware of working alone procedures	August 2020	August 30, 2020
Add mirrors to help workers see the whole store	September 2020	
Add a a coloured height chart next to the entrance	August 2020	August 15, 2020
Install closed-circuit television system	October 2020	
Provide orientation to young or new workers as specified in sections 3.22-3.25 of the Occupational Health and Safety Regulation	August 2020	August 21, 2020
Add locks to worker-only areas	September 2020	
Establish a check-in procedure for employees working alone	September 2020	

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