



PREVENTATIVE ACTION PLAN

The Preventative Action Plus is intended to assist Departments in delivering and assigning specific measures to prevent recurrence of similar accidents. One or more of the following may develop the Plan:

- Immediate supervisor of injured employee
- Other management personnel within the same division
- Operations Manager/Safety Coordinator

The completed Preventive Action Plan must be submitted to Human Resources no later than fifteen (15) days from injury notification.

Review and mark all realistic areas for Preventative Action (by Management) as well as Action (by Worker) to prevent recurrence.

Improve or Modify:

- Work procedures, Safe workplace
- Job hazard analysis
- Training, orientation
- Personal protective equipment
- Tools, equipment, machinery
- Guarding, safety devices
- Facilities, lighting, ventilation
- Maintenance
- Housekeeping
- Level of supervision
- Working conditions-hours

Train or Counsel Workers to:

- Follow established work procedures, Safe practices
- Follow training program instructions
- Wear required personal protective equipment
- Wear required clothing
- Use guards, safety devices properly
- Operate tools, equipment, machinery properly
- Secure, shut off, disconnect systems
- Stop unauthorized work, activity
- Stop recklessness, inattentiveness
- Stop horseplay with others
- Recognize and report hazards
- Use better judgment, increase awareness

Based on the preventative action list above, the Supervisor's investigation of the accident, and any ideas received from Department or Safety personnel develop a specific task that can prevent recurrence of similar accidents in the future. *(Attach sheet if necessary)*

Task #1	Assigned to	Assignment Date
Task #2	Assigned to	Assignment Date

If no action is planned, state why: _____

Preventative Action Plan submitted by: _____

_____ Title

_____ Date Submitted