



Get an overview of your action plans

based on results from your workplace assessment (APV)

What?	How?	When?	Priority	Responsible	Follow-up	Solved



Guide

How to get started with the action plan

Step 1

Start by getting an overview of your APV results. **What** problems can you identify, and what are the **causes**? It is a good idea to refer directly to your APV results when describing why it is important to solve the problem.

Step 2

How will you solve the problem? If the problem is significant, it is a good idea to divide the effort into several smaller tasks. You must also decide **when** the effort will be carried out and who will be **responsible** for it.

Step 3

How, when, and who will **follow up** on the initiative? Is the initiative having the desired **effect**, or should you make adjustments?

Step 4

Consider how you will **involve and communicate** the action plan to the rest of the workplace.

The action plan must contain the following:

- » A description of the **nature, severity** and **scope** of the problems
- » The **causes** of the problems
- » **How** the problems will be solved
- » **When** the problems will be solved
- » **Who** is responsible for implementing the solutions
- » A plan for **follow-up**

Remember: The action plan must be available to all employees of the company, including managers and staff.

Source: Executive order on systematic occupational safety and health work, at.com

Keep your action plans up to date by, for example:

- » bringing them to your meetings
- » hanging them up so that everyone can see them
- » continuously editing and deleting items as you achieve goals and sub-goals