#### Standard Health and Safety Audit Action Plan

The following action plan pages are intended for internal, company use only. They are not required to be submitted to   
Alberta Forest Products Association (AFPA) as part of the regular audit process but may help organize implementation   
and/or initiation of your audit Suggestions for Improvement (SFIs).

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** |  | **Contact Name:** |  |
| **Phone:** |  | **Email:** |  |

|  |  |
| --- | --- |
| **Action Plan Project 1** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 2** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 3** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 4** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 5** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 6** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 7** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 8** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 9** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 10** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 11** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 12** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 13** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 14** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 15** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 16** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 17** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 18** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 19** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Action Plan Project 20** |  |
| (Based on audit recommendation) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones or Significant Activities  to Complete Project** | **Activity Assigned to** (person(s) accountable) | **Target Date** | **Resources Required** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |