

Corrective Action Accident-Prevention Plan

The supervisor, safety coordinator and safety team complete this plan. The administrator approves it. Then, route it to the person(s) responsible for implementing the corrective actions and monitored by the safety coordinator. Provide the safety committee and administrator with periodic updates until the completion of all follow-up action.

#	Corrective action(s) to prevent recurrences and other types of accidents	Person(s) responsible	Target Date	Completion Date
1				
2				
3				
4				

Action plan approval date: _____ By: _____, Administrator

Comments: _____

Date routed to person(s) responsible for corrective actions _____

By: _____

Progress review date _____ Comments: _____

Completion date: _____ Comments: _____

Final review by administrator: _____ Date _____

Comments: _____
