



Health and safety action plan

Business Trading As:

Address:

Produced by:

Job Title:

Task No	Task (what has to be done)	Action Steps (what we will do)	Responsibility (who will do it)	Deadline (by when)
eg	Review H&S Policy	<ul style="list-style-type: none">• Read existing document and update• Managing Director to approve	<ul style="list-style-type: none">• John Smith• Steve Jobbs	01/06/2016 08/06/2016

