

# SAFETY ACTION PLAN TEMPLATE – SPRAINS AND STRAINS PREVENTION

## INTRODUCTION

A Safety action plan for sprains and strains prevention should be specific – it should state who is responsible for implementing the agreed solutions, in what timeframe, and how you and your workers will know that the solutions have worked.

Here's a template for an action plan that you can use as a guide. It is recommended that this is filled out after completing the Toolbox Talk 'Identify risks as a team'.

When deciding what action to take, it can be helpful to consider what (if anything) the business has done in the past to address the issues raised. What has worked well in the past and what hasn't?

Make sure that you keep this document safe and up to date, both for future reference and as evidence of the actions you've taken in your company to prevent sprains and strains. Remember you can also adjust this template to suit your needs.



Identified risk	Priority Low Medium High	Solutions	Who	What	Implement solution on or before	Review	Date implemented	Evaluate -did the solution work?
Waste is building up and being moved in an unsafe way around the site	Medium	Provide wheelie bins around the site to store and help easily move waste	Manager	Three used wheelie bins	15 June 2023	Review at Toolbox Talk on 30 June 2023	15 June 2023	The solution has been in place for 2 weeks and has significantly reduced the need to move waste around the site
Installing ceilings requires strenuous overhead work	Medium	Buying an additional gib lifter. Screwing off each sheet to avoid long, repetitive screw runs.	Manager ALL	One additional gib lifter	15 July 2023	Review at Toolbox Talk on 31 July 2023	15 July 2023	