

ATTACHMENT 4 – ACTION PLANNING

4. ACTION PLANNING

Some issues may need to be authorised and actioned at a higher decision level, such as actions that require an organisation-wide response. An action plan should clearly outline what is required at both a local level and what is recommended at an organisational level. An action plan should outline:

- actions to be taken;
- person responsible at the local, middle and senior management level in the organisation;
- timeframes for each action to be implemented;
- actions that need to be trialled and evaluated to determine their effectiveness prior to final implementation;
- appropriate support, resources, timelines and infrastructure required for all parties to implement actions;
- dates for reporting progress on the implementation of actions back to the workgroup;
- dates for the review of actions implemented; and
- date for the process to be repeated.

| SAMPLE WORK-RELATED STRESS PREVENTION ACTION PLAN | | | | | |
|---|---------------------------------|---|---------------------------------|---|----------------------------------|
| Workgroup: Date: | | Management Representative: Health and Safety Representative: | | | |
| | Work-related stress hazard/risk | Agreed risk control measures/actions | Priority Low/ medium/high | Responsibility Local/region/ organisation | Schedule Action and review |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

FEEDBACK TO WORKGROUPS

Where it is not appropriate for actions to be implemented or they need to be modified to reduce risk to other parties, this needs to be communicated to workgroups. Consultation should occur to ensure that accurate information is provided and outcomes are clearly understood.