



Improvement Plan

Track all required recommended/corrected actions including: identifying who is responsible to address the recommendation and verification that the implemented control addressed the identified hazard. When tracking all recommended/corrective actions consider human factors, organizational factors, environment, materials/task and equipment. Consider these factors when reviewing unintended consequences as well.

Recommended Actions	Person Responsible	Date Completed	Follow-up Data (verify that the control addressed the hazard)	*Verification (verify control(s) have been effective)	Unintended Consequences (fill only when necessary)
<i>Example: Install additional lighting in parking lot</i>	<i>Fred Spence, Maintenance Supervisor</i>	<i>April 30, 2014</i>	<i>May 8, 2014 Lighting is now appropriate</i>	<i>Aug 8, 2014 No incidents have been recorded since installation of control</i>	<i>Additional lighting disturbing clients/residents/patients</i>

*You may verify through data collection/review, workplace inspections or other modes you deem fit.