Safety capability: Guide for reviewing and monitoring your action plan

This guide will help you review the effectiveness and impact of your safety capability action plan.

* **Make your action plan visible**

Include the safety capability action plan in your workplace’s safety management system and any risk management planning. Display the safety capability action plan on notice boards, the company intranet site and other suitable locations where everyone can easily see it.

* **Consult with workers**

Consult with workers at regular meetings, forums, focus groups or additional surveys to create opportunities for ongoing discussion and collaboration. The [Model Code of Practice: Work health and safety consultation, cooperation and coordination](https://www.safeworkaustralia.gov.au/doc/model-code-practice-work-health-and-safety-consultation-cooperation-and-coordination) provides helpful guidance on how to engage with your workforce**.**

* **Aim for sustainable improvements**

Continue to monitor and review the effectiveness of your goals on a regular basis. Where you are not achieving positive results in accordance with your action plan, consult with workers to revisit your actions and strategies. You can then make adjustments to help achieve your goals. Sustainable improvements are often achieved over time through a process of trial and error and refinement.

|  |
| --- |
| **Review of safety capability action plan** |
| Which of the goals in your action plan have been implemented? \**Review each goal and associated activity to check they have been actioned as agreed.*Comment:  |
| Where goals have not been implemented, what were the obstacles to implementation? Comment: |

|  |
| --- |
| Where **new** risks or hazards have been identified by implementing the goals in your action plan, how are you managing those risks?Comment:*Lights On with solid fillUse the* [*Model Code of Practice: How to manage Work health and safety risks*](https://www.safeworkaustralia.gov.au/doc/model-code-practice-how-manage-work-health-and-safety-risks) *to help you identify and manage risks.* |
| How have you consulted with your workforce about potential changes to the action plan and goals?Comment: *\*The* [*Model Code of Practice: Work health and safety consultation, cooperation and coordination*](https://www.safeworkaustralia.gov.au/doc/model-code-practice-work-health-and-safety-consultation-cooperation-and-coordination) *can help you consult with workers.* |
| Now you have completed your review of the safety capability action plan, discuss the outcomes with your workforce and together commit to three next steps to improve safety capability at your workplace. 1.2.3. |
| Name:Position:Signature:Date: |  | Name:Position:Signature:Date: |  | Name:Position:Signature:Date: |  |

Unless otherwise noted, this document is available under a Creative Commons Attribution 4.0 International Licence (https://creativecommons.org/licenses/). You are free to copy and redistribute the work, so long as you attribute The State of Queensland. The material presented in this publication is distributed by the Queensland Government for information only and is subject to change without notice. The Queensland Government disclaims all responsibility and liability (including liability in negligence) for all expenses, losses, damages and costs incurred as a result of the information being inaccurate or incomplete in any way and for any reason.