

Protection of Physical Safety: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Ensure all staff are aware of the identified designate to report an injury or incident to and ensure associated processes and procedures are well documented and widely available/accessible.	Staff will have clarity on what to do if an incident or injury occurs.	Ensure the organization's identified designate provides information on mental health resources in addition to physical health resources for anyone who has an incident or injury.	Staff will feel safe to discuss any mental health symptoms resulting from a physical health injury to the organization and if needed, will seek out the necessary help.

We will measure progress by:	We will know we are successful if:
Monitoring the number of incidents and injuries and the uptake in mental health resources available to staff.	Incidents and injuries are reduced and for situations where one does occur, staff feels comfortable seeking mental health resources when needed.