WEST OXFORDSHIRE DISTRICT COUNCIL

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Health and Safety action plan

Business trading as:		**Address:**	
Produced by:		**Job title:**	

Task No.	Task (what has to be done)	Action Steps (what we will do)	Responsibility (who will do it)	Deadline (by when)
eg	*Review H&S Policy*	• *Read existing document and update* • *Managing Director to approve*	*John Smith* *Steve Jobbs*	*01/06/2016* *08/06/2016*
1				

Signed:
Date: