

Tool to help HSWOs write SMART Corrective Actions.

Use the table to break down the elements of a SMART Action, then draw them together to draft the perfect Corrective action.

Once you have decided the action that needs to occur, complete the table as shown

Example 1

Elements	What they mean for a HSW Action	Example
Specific	What does the action need to specifically address and by whom?	Toolbox talks run by the workshop supervisor to specifically address the requirement for conducting pre-start checks before operating plant/equipment
Measurable	What outcome is expected to verify that the action has been completed?	Minutes of information covered in toolbox talk
Achievable	Ensure that the person to whom the action is assigned can achieve its completion according to their role/responsibility	Workshop Supervisors are responsible for running weekly toolbox talks
Relevant	Clearly identify the source of the action	This action arises as a recommended action from Incident 123 in order to address its finding of a failure to provide information, instruction and training
Timely	This will depend on <ul style="list-style-type: none">- if the activity/task has ceased or is continuing and- The likelihood of a repeated incident or injury.	Within the week because this task of using plant and equipment is continuing

From this you can easily write a brief Action Summary and a more detailed Action Description, such as

Action Summary

Workshop Supervisor to include pre-start checks for plant/equipment in next Toolbox talk.

Action Description

The next Toolbox talk run by the Workshop Supervisor needs to specifically include the requirement for conducting pre-start checks before operating plant/equipment. Minutes of the Toolbox talk should document this. This action is to address a contributing key factor arising from Incident #123 that there was a failure to provide adequate information, instruction and training.

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Example 2

Elements	What they mean for a HSW Action	Example
Specific	What does the action need to specifically address and by whom?	Workshop supervisor needs to create a pre-start inspection checklist for the lathe located in the ground floor workshop
Measurable	What outcome is expected to verify that the action has been completed?	A checklist that documents a pre-start inspection of the lathe before each new task commences
Achievable	Ensure that the person to whom the action is assigned can achieve its completion according to their role/responsibility	The workshop supervisor is responsible for the effective hazard management of plant and equipment in the ground floor workshop
Relevant	Clearly identify the source of the action	<p>This action arises as a recommended action from Incident 321 in order to address its finding of a failure to effectively control a hazard.</p> <p>This action is also required to address a breach of a HSW Handbook chapter that affects the Traffic Light Report.</p> <p>Failure to Ensure that plant/equipment is operated, maintained, inspected and tested in accordance with the manufacturer's instructions operations manual</p>
Timely	This will depend on <ul style="list-style-type: none"> - if the activity/task has ceased or is continuing and - The likelihood of a repeated incident or injury. 	<p>There is a need to use the widget next month so action must be completed before then.</p> <p>Traffic Light Report will remain Amber for Plant/Equipment Safety Management until the action is closed.</p> <p>Once closed it will be moved to Green A</p>

A brief Action Summary and a more detailed Action Description, such as

Action Summary

Workshop supervisor to create a pre-start inspection checklist for lathe (ground floor workshop)

Action Description

Pre-start inspection checklist should reflect recommendations made in owner's manual. A documented pre-start inspection needs to be conducted by the operator before each task. This action is to address a contributing key factor arising from Incident #321 that there was a failure to effectively control a hazard.

This action is required to address a breach of a HSW Handbook chapter - Plant/equipment Safety Management that affects the Traffic Light Report and will do so until it is closed.

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Template

Elements	What they mean for a HSW Action	Information
Specific	What does the action need to specifically address and by whom?	
Measurable	What outcome is expected to verify that the action has been completed?	
Achievable	Ensure that the person to whom the action is assigned can achieve its completion according to their role/responsibility	
Relevant	Clearly identify the source of the action	
Timely	This will depend on <ul style="list-style-type: none">- if the activity/task has ceased or is continuing and- The likelihood of a repeated incident or injury.	

Write your brief Action Summary here

Write you Action Description here