

# APPENDIX K: Recommended Corrective Actions and Implementation Planning Template

## Purpose of this tool

The purpose of the tool is to provide organizations with a document to record recommendations for corrective actions, along with their implementation plan in response to a workplace violence incident. This also serves as valuable evidence, demonstrating the organization's commitment to meeting due diligence documentation and record keeping requirements. The tool can be modified to meet the organization's needs. For example, organizations may increase or decrease the number of recommendations for each root cause as needed. It is necessary for management to be committed and support the recommended corrective actions.

## Who Completes the Tool

- Investigator(s)
- Workplace party(s) who develops corrective actions
- Workplace party(s) who implements corrective actions
- Workplace party(s) who evaluates corrective actions

## What is Needed to Use the Tool

Prior to using the tool, the incident's root causes should be identified and investigated.

## How to Use the Tool

The tool is divided into two parts - Part A and Part B. Complete the tool in this order.

## Part A: Recommended Corrective Actions

1. Recommended corrective action(s) for each root cause are entered into Recommended Actions column.
2. For each recommendation, assign a priority level e.g., high, medium, low – where high is more urgent and low is less urgent.
3. Suggest short-, medium-, and long-term solutions for corrective actions that need comprehensive planning and resources.
4. Provide a suggested time frame in which the recommendations should be implemented.
5. Sign the document and provide it to relevant stakeholders and those in authority to implement the recommended corrective actions.

**Workplace Violence Incident Investigation**

**Lead Investigator:**

**Prepared by:**

**Date:**

**Part A Recommendations**

Root Cause #	Recommended Actions	Priority	Time Demand if required			Time Frame
		High/Med/Low	Short	Med	Long	

\_\_\_\_\_ **Lead Investigator Signature**      \_\_\_\_\_ **Date**

## Part B: Recommended Corrective Actions Implementation Plan

Prior to completing Part B, a person(s) is assigned the role of developing and implementing a plan to carry out the recommended corrective actions.

1. In the first column, insert the root cause number that corresponds with the root cause number in Part A table.
2. For each root cause, document the recommended steps to be taken in the corresponding column
3. For each step to be taken, insert the name of the person most responsible for overseeing the implementation of the recommendation. The person(s) selected must possess the authority, ability and resources to carry out the recommendation.
4. Identify resources required in terms of time, human, and financial.
5. Identify reasonable target dates for completion.
6. Enter the target dates in the completion data column, once the recommended actions are complete.
7. Identify in the measurement column, how you will know the recommended corrective actions are complete e.g., policy and procedure has been developed and approved.
8. Report progress to management that approved the recommendations.
9. Sign and date the completed document.

Root Cause #	Steps to be Taken to Address Root Cause	Person(s) Assigned to	Resources Required (Time, human, financial)	Target Date	Completion Date	Measurement e.g., outcome

<hr/> <b>Lead Investigator Signature</b>	<hr/> <b>Date</b>
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