

Action tool

Pick one issue. Fix it in 90 days.

You don't need a big program to make your workplace better. This plan helps you choose one thing, act on it and see whether it made a difference.



Get clear, take action, look back

Plan details

Business or team

Plan owner

Start date

Review date (day 90)

How the 90 days work

Print it, fill it in with at least one other person and keep it where you will see it.

1

Weeks 1 to 2 Get clear

Choose the issue, name an owner and ask the people affected.

2

Weeks 3 to 10 Take action

Agree two or three actions and check in at 30 and 60 days.

3

Weeks 11 to 13 Look back

Review what changed and decide what comes next.

Three things that help

Small beats stalled

A small plan you finish does more than a big one that never gets going.

Let people see it

Tell workers what you're doing and why. Change is easier to believe when people can see it.

Book the check-ins

Put the day 30, 60 and 90 conversations in the diary now so they don't slip.

1

Get clear

Weeks 1 to 2

Keep it to one issue. If you have a few in mind, pick the one you can most directly influence. The examples show how one business might fill this in.

What issue are we going to work on?

Describe it in one or two sentences, and say how you know it's a problem.

Example: Women on our sites are wearing PPE that doesn't fit. Two workers mentioned it and our last inspection noted oversized gloves.

Why does it matter?

To our workers, and to the business.

Example: It's a safety risk, and it tells workers they weren't expected on site.

Who owns this plan?

Who drives it, who else is involved and what support they need.

Example: Site manager, with help from our WHS coordinator and purchasing.

What do the people affected tell us?

Ask before you decide on actions. A few quick chats, a toolbox talk or an anonymous survey all work.

Example: In a toolbox talk, several workers said they'd stopped asking for smaller sizes because nothing ever arrived.

2

Take action

Weeks 3 to 10

Choose two or three practical actions at most. Give each one a person, a date and a clear picture of what “done” looks like.

Action 1

What we'll do

Who

By when

Done looks like

Action 2

What we'll do

Who

By when

Done looks like

Action 3

What we'll do

Who

By when

Done looks like

Example: Stock PPE in smaller sizes (purchasing, week 4). Add a size check to induction (site manager, week 5). Check fit at the next site inspection (WHS coordinator, week 8).

Check in along the way

DAY
30

First check-in

Have the actions started? Is anything getting in the way?

DAY
60

Second check-in

Are we seeing early change? Do we need to adjust anything?

3

Look back

Weeks 11 to 13

Be honest about what worked and what didn't. Both are useful, and both make the next 90 days easier.

What did we do?

Which actions were finished, and which weren't.

What changed?

What workers are saying, turnover, complaints, participation or uptake.

What didn't work, and why?

Look for the reason, not someone to blame.

What do we keep, change or stop?

Decide what becomes part of how you normally work.

What's our next issue?

When you're ready, start a new plan.

Ready for your next issue?

Print a fresh copy and start again.

Not sure where to focus? The Inclusive Site Checklist and Fair Opportunities Check on the Level the Site Training & Resources page can help.