# Action plan list (template)

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| **Action required** | **Compliance or best practice?** | **Guide page reference** | **Date completed** | **Initials** |
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This template is for example purposes only. Completing this template alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.

This template is adapted from the Western Convenience Store Association’s “Safe Community Retailer Program Guide” (Saskatchewan edition v2) and published in the Government of Alberta’s “Fuel and convenience store employer guide: violence and harassment prevention plan” available online at [ohs-pubstore.labour.alberta.ca/bp031](https://ohs-pubstore.labour.alberta.ca/bp031).