

**Corrective Action log**

**Helpful Information:** Every corrective action should have its own unique number. This is helpful as the farm can track corrective actions from inspections, hazard reports, near miss investigations and incident investigations all in the same place. Examples may look like YY-MM-001, inspection specific numbers could be YY-I-001, or all corrective action numbers be as simple as 1 with the number increasing sequentially. The farm may want a corrective action log for each work area or have one corrective action log for the entire farm.

**Disclaimer:** This is a sample basic corrective action log and is intended to be a resource document only. The farm may need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the logo located in the upper right corner of the page and the Helpful Information box below may be deleted. The logo may be replaced with the farm’s logo. If you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **Farm Name** |  | **Work Area**  |  | **Date Started** |  |

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| **#** | **Hazard / Problem & Area** | **Corrective Action**  | **Person Responsible** | **Target Date** | **Date Completed** |
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**Important:** Retain a copy of this document in your farm records.