

# Construction Project Safety Audit Action Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Action Plan Following Safety Audit

## Introduction

This document outlines the action plan following the recent safety audit conducted on the [Project Name] construction site.

## Audit Summary

The safety audit conducted on [Audit Date] revealed the following key findings:

- Finding 1: [Description]
- Finding 2: [Description]
- Finding 3: [Description]

## Action Items

The following actions will be taken to address the findings:

1. **Action 1:** [Description of Action]  
*Responsible Party:* [Name]  
*Deadline:* [Date]
2. **Action 2:** [Description of Action]  
*Responsible Party:* [Name]  
*Deadline:* [Date]
3. **Action 3:** [Description of Action]  
*Responsible Party:* [Name]  
*Deadline:* [Date]

## Conclusion

We appreciate your attention to these matters and are committed to ensuring the safety of all personnel involved in the [Project Name]. Please review the action items and confirm receipt of this plan.

Sincerely,

[Your Name]

[Your Position]

[Your Company]