

Name:

Date:

## **A** INFORM - Action Focus Campaign start

- What were your most important learning points of the session?
- What are your most important new perspectives?

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## **B** OBSERVE

Date:

- Write down what hazards you see and what the risks are.
- Ask yourself, and discuss with colleagues: Is this normal? Could it be done differently?  
*If necessary, take pictures of the situation (ask permission from the location manager!)*

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## **C DISCUSS**

Date:

- Select which points are important to you.
- Give an explanation during the session

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## **D IMPLEMENT**

Date:

- Which action(s) are you going to work on?  
*If necessary, take pictures of the result.*

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## **E EVALUATE**

Date:

- What have we done?
- What did we improve?
- What did we learn?
- What could be done more?
- What are the next steps?

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