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| **Business name:** |  | | |
| **Date conducted:** |  | **Completed by:** |  |

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| **Sustainability risks/assets** | **Location** (on property/site or external) | **Actions planned to address issue/protect asset**  (what, when & how?) | **Worker(s) responsible**  (who?) | **Timeframe/target date of completion**  (short or long term?) | **Evaluation** (review, outcomes, plan changes)  **Sign-off of completed actions** |
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