

The Assessment Zone (Pty) Ltd 267 Tipperary Street Hennopspark Centurion 0157

Workplace Safety Checklist for 2025

Step	Task	Checkbox
Step 1: Identify Workplace Hazards		
	Inspect all areas of your workplace for potential hazards (e.g., slips, trips, falls).	
	Document all identified hazards with photos and descriptions.	
	Engage employees to report hazards they notice during daily tasks.	
	Use hazard identification tools or templates for accuracy.	
Step 2: Conduct Risk Assessments		
	Evaluate the severity and likelihood of risks for each hazard identified.	
	Prioritize risks that could lead to serious injury or compliance violations.	
	Create an action plan to mitigate or eliminate risks.	
	Assign responsibilities for risk mitigation to relevant team members.	
Step 3: Train Your Team on Safety Protocols		
	Conduct safety induction training for new employees.	
	Provide role-specific training (e.g., fire marshals, forklift operators).	
	Schedule refresher training for existing staff.	
	Ensure training materials are up-to-date and easily accessible.	

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Step 4: Establish Emergency Preparedness Plans		
	Designate emergency roles (e.g., coordinators, wardens).	
	Develop evacuation maps and assembly point procedures.	
	Test emergency equipment regularly (e.g., alarms, fire extinguishers).	
	Schedule a mock emergency drill to assess readiness.	
Step 5: Monitor, Review, and Improve Safety Measures		
	Conduct monthly safety inspections to ensure compliance.	
	Review incident reports and near-miss logs for trends.	
	Update safety policies and procedures annually.	
	Engage employees in providing feedback on safety practices.	

Regards

Joe Meyer Director The Assessment Zone (Pty) Ltd. 0680750099 joe@theassessmentzone.co.za

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