



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

We ZONE in on your training needs



Director The Assessment Zone (Pty) Ltd.

We ZONE in on your training needs