

CHECKLIST TO IDENTIFY AND PREVENT OCCUPATIONAL HAZARDS

Risk Assessments

- ☐ Have you conducted a risk assessment within the last 12 months?
- ☐ Have you identified new hazards related to changes in roles or work environments?
- ☐ Have the results of your assessments been translated into concrete actions?
- ☐ Have you defined a review frequency for your risk assessments?

Health and Safety Policy

- ☐ Do you have a formalized HSE policy accessible to all employees?
- ☐ Is this policy signed or approved by management?
- ☐ Does it include an emergency action plan (evacuation, first aid, etc.)?
- ☐ Is the policy reviewed at least once a year?

Training and Awareness

- ☐ Does every new hire receive safety training upon arrival?
- ☐ Do you regularly organize safety meetings or workshops?
- ☐ Have you tailored training to the specific risks of each position?
- ☐ Do you use modern tools (videos, simulations, case studies) to boost employee engagement?

Monitoring and Continuous Improvement

- ☐ Do you have indicators for tracking incidents and near-misses?
- ☐ Do you conduct safety audits or inspections regularly?
- ☐ Do you implement a feedback process after each incident?
- ☐ Are corrective actions documented and monitored over time?

Tip: Print this checklist and use it during your HSE reviews or internal audits.
