

Workplace Injury Prevention Checklist

While it may not be possible to make your workplace completely safe all the time, you can take steps to lessen the risk of injury and make your workplace a safer place for staff and colleagues.

Develop and practise an emergency evacuation plan.

Have adequate First Aid supplies and be trained in their use.

Know and follow workplace safety rules.

If you are not sure you can lift a load or move a heavy object, don't try – get help.

Ensure your back is straight and knees bent when lifting.

Use warning signs to mark danger areas and dangerous equipment

Wear personal protective gear appropriate for the task.

Have fire extinguishers readily accessible.

Keep work areas tidy.

Ensure floors are clean and surfaces are even.

NEVER tamper with or override safety devices on machinery.

Ensure HAZCHEM signs are displayed when necessary.

Wear safety belts and life lines if working in high places.

Wear a 'hard hat' if specified for the workplace.

Make sure any structure on which you are working is firmly secured.

Use a tractor with caution, especially on slopes or when pulling a load.

Mark slippery areas clearly to warn others.

Make sure carpet is laid properly.

Don't have rugs on slippery surfaces (e.g. tiles)

Make sure stairs are well lit and have hand rails.

Make sure ladders are stable before use.

Don't use chairs to stand on.