



WORKPLACE HEALTH & SAFETY CHECKLIST

SAQA UNIT STANDARD 259639 | NQF LEVEL 2 | 4 CREDITS | FREE PRINTABLE RESOURCE

Swift Skills Academy | Printable workplace health & safety resource

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SAFETY STARTS BEFORE THE TASK BEGINS.

PRINT • LAMINATE • DISPLAY • REVIEW

Use this resource to reinforce basic workplace safety awareness during induction, supervisor walk-throughs, toolbox talks and refresher discussions. Check what should happen before work starts, while work is underway and when hazards or incidents must be reported.

1 BEFORE WORK STARTS

- ☐ I understand my health and safety duties for this workplace.
- ☐ I know who to report hazards, unsafe acts or unsafe conditions to.
- ☐ Required workplace rules, signs and restricted areas are understood.
- ☐ Obvious hazards and risks have been identified before work begins.
- ☐ Required PPE is available, suitable and in serviceable condition.
- ☐ Tools, equipment and work areas show no obvious unsafe condition.
- ☐ Walkways, access routes and emergency exits are clear.
- ☐ Housekeeping is acceptable and unnecessary trip or spill hazards are removed.
- ☐ Emergency contacts and assembly arrangements are known.

2 DURING THE TASK

- ☐ I follow authorised work procedures and safety instructions.
- ☐ Required PPE is worn correctly throughout the task.
- ☐ Guards, barriers and safety devices are not bypassed or removed.
- ☐ Tools and equipment are used only for their intended purpose.
- ☐ Work areas are kept orderly while the task is in progress.
- ☐ New hazards or changing conditions are reported promptly.
- ☐ Emergency access routes remain clear.
- ☐ Unsafe behaviour is challenged or escalated through the correct channel.
- ☐ I stop and seek guidance if I am unsure how to continue safely.

3 REPORT & CLOSE OUT

- ☐ The work area is left in a safe and orderly condition.
- ☐ Tools, equipment and PPE are returned or stored correctly.
- ☐ Waste, spills and leftover materials are handled appropriately.
- ☐ Hazards, near misses, unsafe conditions or incidents are reported.
- ☐ Immediate corrective actions are recorded where required.
- ☐ Outstanding hazards are handed over to the responsible person.
- ☐ Affected employees are informed of unresolved risks.
- ☐ Corrective actions are followed up until they are closed.
- ☐ Training or refresher needs are identified where gaps are found.

WORKPLACE SAFETY CONTACT & EMERGENCY DETAILS

Site / Department: _____

Supervisor: _____

Safety / OHS Contact: _____

Emergency Number: _____

Assembly Point: _____

First Aider / Emergency Contact: _____



MONTHLY HEALTH & SAFETY READINESS AUDIT

BONUS PAGE | ROUTINE INSPECTION + PPE / WORK-AREA VISUAL CHECK

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1 MONTHLY WORKPLACE HEALTH & SAFETY AUDIT

Month: _____

Audit item	Pass	Action	Action owner	Due date
Employee induction / safety briefing current	☐	☐		
Required PPE available and serviceable	☐	☐		
Safety signs / demarcation visible	☐	☐		
Walkways and emergency routes clear	☐	☐		
Housekeeping standard acceptable	☐	☐		
Machine guards / barriers in place where applicable	☐	☐		
Hazards / unsafe conditions recorded and escalated	☐	☐		
Emergency contact details current	☐	☐		
Incident / near-miss reporting process understood	☐	☐		
Outstanding corrective actions reviewed	☐	☐		

2 PPE / HOUSEKEEPING / WORK-AREA VISUAL CHECK

Area / Dept	PPE correct	Housekeeping	Signs / guards	Comments / action
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

QUICK VISUAL CHECK - WHAT TO LOOK FOR

- PPE matches the task and shows no obvious damage.
- Floors, aisles and access routes are clean and unobstructed.
- Tools, leads, equipment and work surfaces show no obvious unsafe condition.
- Required signs, barriers and guards are visible and in place.
- Waste, spills and trip hazards are controlled promptly.
- Unsafe conditions have a clear action owner and follow-up date.



SAFETY OBSERVATION & INCIDENT RECORD

BONUS PAGE | RECORD • ASSIGN • FOLLOW UP • CLOSE OUT

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1 SAFETY BRIEFING / TOOLBOX RECORD

Date: _____ Area / Department: _____ Facilitator: _____

Topic / Task: _____ People Attending: _____

Main Hazard Discussed: _____ Action Owner: _____

Actions / commitments: _____

Follow-up required: _____

2 HAZARD / NEAR-MISS / INCIDENT LOG

Date	Location	Hazard / incident	Immediate action	Reported to	Follow-up

5 QUESTIONS BEFORE YOU CLOSE THE ACTION

- ☐ Was the immediate risk controlled?
- ☐ Was the hazard / incident clearly recorded?
- ☐ Was the correct action owner assigned?
- ☐ Was the corrective action actually completed?
- ☐ Does anyone need additional training or instruction?

SAFETY TRAINING FOR YOUR TEAM?

View SAQA 259639 training
for workplace teams.

VIEW TRAINING OPTIONS



SCAN TO VIEW COURSE

REFERENCE: SAQA Unit Standard 259639 - Explain basic health and safety principles in and around the workplace | NQF Level 2 | 4 Credits

This resource supports workplace awareness and recordkeeping; it does not certify legal compliance.