



WORKPLACE SHE PROTECTION CHECKLIST

SAQA US 13223 | NQF LEVEL 3 | 6 CREDITS | PRINTABLE WORKPLACE RESOURCE

Swift Skills Academy | 6 Monaco Road, Killarney Gardens, Cape Town

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FREE PRINTABLE RESOURCE FOR EMPLOYERS, SUPERVISORS AND SAFETY TEAMS

Use this checklist to support routine workplace inspections, identify unsafe conditions, record corrective actions and improve safety, health and environmental readiness. It is designed around the practical themes of SAQA Unit Standard 13223.

1 BEFORE WORK STARTS

- ☐ Work area is clean, orderly and free of obvious hazards.
- ☐ Access routes, walkways and emergency exits are clear.
- ☐ Required PPE is available, suitable and being used.
- ☐ Machine guards, barriers and safety devices are in place.
- ☐ Tools and equipment show no obvious damage or unsafe condition.
- ☐ Spill, waste and environmental controls are available.

2 CONDUCT THE INSPECTION

- ☐ Check unsafe acts, unsafe conditions and changing work risks.
- ☐ Inspect housekeeping, storage and material handling.
- ☐ Look for leaks, spills, dust, fumes, noise or poor ventilation.
- ☐ Check electrical leads, guards and isolation controls.
- ☐ Confirm fire and emergency equipment is accessible.
- ☐ Check signage, barricading and restricted areas.

3 IF YOU FIND A HAZARD

- ☐ Make the immediate area safe if authorised and able to do so.
- ☐ Stop or restrict work where the condition presents serious risk.
- ☐ Warn affected employees and notify the responsible person.
- ☐ Isolate, barricade or label the hazard where appropriate.
- ☐ Record the unsafe condition clearly and objectively.
- ☐ Assign corrective action and escalate unresolved concerns.

4 CLOSE OUT & REPORT

- ☐ Confirm the corrective action has actually been completed.
- ☐ Check that the action adequately controlled the hazard.
- ☐ Update the inspection or corrective-action record.
- ☐ Communicate lessons learned to affected employees.
- ☐ Recheck recurring hazards during the next inspection.
- ☐ Track outstanding actions until formally closed.

WORKPLACE / SHIFT SIGN-OFF

Site / Department: _____

Inspected By: _____

Inspection Date: _____

Supervisor: _____



MONTHLY SHE READINESS AUDIT

BONUS PAGE | INSPECTION + ACTION TRACKING | PRINT AND REUSE

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1 MONTHLY READINESS AUDIT

Month: _____

Audit item	Pass	Needs action	Action owner	Due
Workplace safety / environmental inspection completed	☐	☐		
Unsafe conditions recorded and escalated	☐	☐		
Corrective actions from previous month closed	☐	☐		
Emergency exits and access routes kept clear	☐	☐		
Required PPE available and being used	☐	☐		
Guards / barriers / safety devices in place	☐	☐		
Spill, waste and environmental controls adequate	☐	☐		
Fire / emergency equipment accessible	☐	☐		
Safety signage and restricted areas maintained	☐	☐		
Training / refresher needs reviewed	☐	☐		

2 CORRECTIVE ACTION REGISTER

Date	Area / Hazard	Immediate action	Corrective action / owner	Close-out

QUICK ENVIRONMENTAL CHECK

- ☐ Spills / leaks controlled
- ☐ Waste separated / contained
- ☐ Dust, fumes and ventilation reviewed

MONTH-END REVIEW

Top recurring hazard: _____

Training need: _____

Open action / next inspection: _____



INCIDENT & SAFETY OBSERVATION LOG

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

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Site / Department:

Supervisor:

Month:

1 INCIDENT / NEAR-MISS / SAFETY OBSERVATION LOG

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

5 QUESTIONS BEFORE CLOSING AN ACTION

- ☐ Was the immediate risk controlled?
- ☐ Was the root / recurring cause considered?
- ☐ Is the corrective action actually complete?
- ☐ Did the action create any new risk?
- ☐ Has the change been communicated?

NEED OHSA & SHE TRAINING?

Request public or on-site workplace training for practical SHE procedures.

REQUEST ON-SITE TRAINING



SCAN TO ENQUIRE

REFERENCE NOTE - SAQA UNIT STANDARD 13223

SAQA lists Unit Standard 13223, 'Apply safety, health and environmental protection procedures', at NQF Level 3 with 6 credits. The standard has passed its registration end date; the official record shows last enrolment 30 June 2029 and last achievement 30 June 2032. Confirm current programme status before enrolment.