

Taking Action to Work Safe Picture This



4 ESSENTIAL WAYS TO KEEP YOUR WORKPLACE SAFE



Conduct an office safety inspection

Use an office safety inspection checklist to identify workplace hazards and the measures being taken to prevent them. Identify areas and aspects of the workplace that are non-compliant with organizational and regulatory safety standards.



Establish safety guidelines

Worker malpractice is a leading cause in preventable workplace injury. Establish clear safety guidelines that are easy to follow and post them in strategic areas within the office to keep workers informed.



Maintenance of emergency equipment

Schedule a regular review of your workplace's safety measures, equipment, and tools to ensure that you can respond to emergency situations if necessary. Perform regular checks on your fire extinguisher, first-aid kit, and emergency power generators.



Report incidents

Report accidents and near-misses to document occurrences. Use this information to come up with action plans and recommend preventive measures.

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