

**TOOL TYPE**      **CHECKLIST**

**GEOGRAPHY**    **ALL**

**SOURCE:**

**EU-OSHA**

## **INCIDENT PREVENTION CHECKLIST**

### **BENEFITS**

Employers have a general duty to ensure the health and safety of their workers. And to prove due diligence, employers must take all reasonable steps to protect workers' health and safety and comply with the OHS laws. One of the best ways to fulfill that and establish such proof is to implement measures to prevent safety incidents from happening and thus prevent workers from getting hurt or killed.

### **HOW TO USE THE TOOL**

Use this checklist to conduct a brief audit of your OHS program to identify any holes or gaps in the program or your safety procedures. Make sure to address any deficiencies that you identify.

### **OTHER RESOURCES:**

**[EU-OSHA](#)**

**[Due Diligence Checklist](#)**

## INCIDENT PREVENTION CHECKLIST

	YES	NO	COMMENTS?
Have you set clear procedures and responsibilities for health and safety?			
Does everyone know their own and others' responsibilities?			
Do you know what you have to do to comply with the OHS laws?			
If not, have you appointed a competent person who can provide advice?			
Have you identified the main risks to health and safety and taken action to eliminate or reduce them?			
Are your arrangements for the maintenance of work equipment adequate?			
Have you provided workers with any necessary PPE for risks that can't be avoided by other means?			
Have you trained them in the use of this PPE?			
Have you provided information to workers on safety risks?			
Have you trained workers in safe working and emergency procedures?			
Do you consult workers about health and safety issues, including changes to policy, work procedures, equipment?			
Do workers know how to report unsafe conditions and incidents?			
Do you take prompt action to investigate incidents, near misses and reported problems?			
Do you regularly inspect the workplace?			

Do you regularly check that workers are following safe working procedures?			
Do you have a system for reviewing your health and safety policy and working procedures?			

**CHECKLIST COMPLETED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_