

# 5

## tips for improving health and safety in the workplace

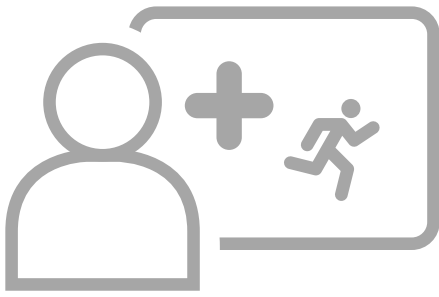


### 1 Inspect your workplace

The first thing to do is carry out a full inspection of your workplace. You should call in a registered health and safety officer to help with this, as they will be better placed to identify any potential hazards or pitfalls in your workplace layout.

### 2 Create a plan

This is when you should create a safety plan to help control and eliminate workplace hazards. At this point, it is important to inform your employees of the steps you are taking to boost health and safety levels.



### 3 Train employees

Providing your employees with training is an effective way to enhance workplace health and safety. This is particularly important in labour-intensive jobs where a person is more at risk of injury.

### 4 Hold regular meetings

Following the training, you should hold regular meetings with your employees. This will give them an opportunity to voice their opinions, raising any concerns or problems they might have.



### 5 Maintain records

Throughout the health and safety implementation process, you should keep hold of any records, making a note of the dates any inspections and training took place, as well as the outcomes.

Get in touch to find out how we can support you and your organisation