

DAILY SAFETY CHECKLIST

Use this checklist before you start the work day to identify risks and to take action to avoid injuries.

PLAN AHEAD

What task(s) do I need to do today?

1

2

THINK

Am I doing tasks that I've done before or are they new to me?

HAVE I BEEN TRAINED?

Have I been trained to do the task safely? Am I comfortable that I can do it safely?

3

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REFER TO DOCS

Is there a safe work method statement (SWMS) or job safety analysis (JSA) that already covers the task? If not, does one need to be written before I start the work?

CORRECT TOOLS

Do I have the correct tools for the work? Are they in good condition?

5

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WORKSPACE

Are there any risks posed by the area I'll be working in? Is it cluttered or cramped? Am I working at a height?

ASSESS RISKS

What safety issues (hazards and dangers) exist with the tasks – what level of risk are they?

7

8

CONTROLS IN PLACE

Are there controls in place that already address the risks? What are they? Are they adequate to ensure my and other people's safety?

USE PERSONAL PROTECTIVE EQUIPMENT

Is different clothing or PPE needed – if so is it available and fit for use?

9

10

THINK

What else do I need to ensure my safety? Do I need to talk with my supervisor? Am I safe to start the job?

Hazard	Control
If the risk is high, please talk to your supervisor before you start	