



Apply Health and Safety to a Work Area

Handout 3

Health and Safety Plan Template

HEALTH AND SAFETY PLAN - Company ABC Ltd

Date of last review:					
Health and safety issue	Potential injury	Action	Assigned to	Report back by	Review
Kitchen floor. Slips and falls can occur if food or drink has been spilt.	Sprains/ fractures/ concussion.	Keep a mop and bucket in the kitchen. Instruct staff to clean up a spill. Reinforce verbal message with sign.	Moyo C	20-Jun-09	Quarterly
Noisy compressor in workshop.	Hearing Loss/ Serious Harm.	Provide all staff with earmuffs or ear plugs, and ensure they are using them correctly. Contract engineer to consider reduction solution such as relocation or enclosure of the compressor. Re-evaluate need for further controls depending upon contractor'	John B	15-Jul-09	01-Sep-09
Unguarded guillotine.	Finger laceration/ amputation.	Replace with a guillotine with a guard fitted.	Lerato B	01-Jul-09	01-Jan-10
Steps outside workshop. Slippery when wet.	Sprain/broken bones/bruising.	Paint with non-slip paint.	Moyo C	15-Jul-09	01-Sep-09
Stock falling off shelves in the warehouse.	Serious harm	Secure stock with strapping. Require staff to wear hard hats and boots in the warehouse area.	John B	01-Jul-09	01-Jan-10