### **Health and Safety Building Checklist**

#### **I. Planning Phase**

1. **Risk Assessment**
   * Identify potential hazards.
   * Evaluate risks and create a mitigation plan.
2. **Compliance**
   * Ensure adherence to local health and safety regulations.
   * Verify fire safety codes and emergency procedures.

**II. Implementation Phase**

1. **Safety Equipment**
   * Provide personal protective equipment (PPE).
   * Install fire extinguishers and first aid kits.
   * Set up clear emergency exits.
2. **Training**
   * Conduct safety drills.
   * Train employees on equipment use and hazard prevention.

**III. Monitoring Phase**

1. **Inspections**
   * Schedule regular site safety inspections.
   * Address identified issues promptly.
2. **Reporting**
   * Document incidents and corrective actions.
   * Review and update safety policies periodically.