

# 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.