

# Preventive Measures Recommendations Report

Report No.:	PMR-2024-001	Date:	2024-06-19
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Location/Area:	Building A - Floor 2	Reference:	Safety Audit #21

## 1. PURPOSE OF THE REPORT

This report aims to propose preventive measures addressing potential hazards and risks identified during the recent safety audit of Building A, Floor 2. The goal is to ensure a safer environment for staff and visitors.

## 2. IDENTIFIED RISKS & OBSERVATIONS

Risk/Observation	Potential Impact	Likelihood
Loose electrical wiring near main entrance	Electrical shock, fire hazard	Medium
Obstructed emergency exit pathway	Restricted evacuation, injury risk	High
Spilled liquids in hallway	Slips, falls	Medium

## 3. RECOMMENDED PREVENTIVE MEASURES

Risk Addressed	Recommendation	Responsible	Timeline
Loose electrical wiring	Engage licensed electrician to secure wiring and conduct safety check.	Maintenance	Within 1 week
Obstructed exit	Clear all obstructions and post clear signage for emergency routes.	Facilities	Immediate
Spilled liquids	Implement regular cleaning checks and place caution signs promptly.	Cleaning Staff	Ongoing

## 4. CONCLUSION & NEXT STEPS

Immediate attention to the identified risks is recommended to ensure compliance with safety protocols and minimize incident occurrence. Follow-up reviews should be scheduled to assess the effectiveness of implemented measures.

## IMPORTANT NOTES

- This document should be reviewed and updated regularly as new risks are identified.
- Recommendations must be tailored to specific site conditions and operational requirements.
- All actions should be documented for accountability and continuous improvement.
- Ensure that all responsible personnel are notified and acknowledge the preventive measures.
- Consult relevant regulations and standards to ensure full compliance.