

Preventive Measures Recommendations Report

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| 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.