

Risk Assessment and Safety Observations Report

Date:	2024-06-15	Location:	Main Workshop, Bay 3
Assessed By:	Jane Doe	Department:	Operations

1. Description of Task/Process

Routine maintenance of conveyor belt system, including replacement of worn rollers and belt alignment check.

2. Identified Hazards and Risks

Hazard	Potential Harm	Risk Level (Low/Med/High)	Existing Controls	Further Action Needed
Moving Machinery	Entanglement, crushing injuries	High	Machine guards in place, lockout/tagout procedures	Check training compliance, update signage
Manual Handling	Strains, sprains	Medium	Team lifting encouraged, mechanical aids available	Demonstrate safe lifting techniques
Slips, Trips and Falls	Minor injuries	Low	Clear walkways, anti-slip mats	Regular inspection of floors

3. Safety Observations

- All team members wore required PPE (helmets, gloves, safety shoes).
- Lockout procedure was correctly followed before work began.
- Tools and equipment were organized and safely stored after use.
- Clear safety signage visible at all critical points.

4. Recommendations & Actions

- Repeat lockout/tagout refresher training for all maintenance staff.
- Update and improve safety signage near equipment controls.
- Schedule monthly walk-throughs for housekeeping and hazard spotting.
- Review manual handling procedures at next toolbox talk.

5. Sign-Off

Assessor's Signature:	_____	Date:	2024-06-15
Supervisor's Signature:	_____	Date:	2024-06-15

Important Notes:

- This report is a formal record of observed risks and safety measures in the workplace.
- Timely follow-up of recommended actions is essential for ongoing safety improvement.
- All staff should be encouraged to participate in hazard identification and reporting.
- Risk assessments must be reviewed regularly or when work processes change.