



## NEW YEAR'S HEALTH AND SAFETY CHECKLIST

	YES	NO	UNSURE
REFLECTION			
Did you document any workplace health and safety hazards?			
Could any accidents have been prevented?			
Did staff correctly follow the health and safety procedures?			
Are your employees' giving feedback on what can be improved?			
Is your workplace health and safety training effective?			
Do you support your employees' mental wellbeing?			
TRAINING			
Do you think you could make improvements to employee training?			
Are employees trained often?			
Is your staff training comprehensive?			
Are employees satisfied with training?			
Do you utilise online training resources?			
Could you incorporate different learning methods in staff training?			
COMMUNICATION			
Are staff satisfied with your health and safety induction process?			
Is your health and safety induction consistent?			
Are you satisfied with the length of your health and safety induction?			
How comprehensive is your health and safety induction?			
Do you utilise different learning methods in your H&S induction?			
Do you have measures in place to effectively communicate with staff?			
Do you have consistent methods to disperse important messages?			
Do employees confirm that they understand important messages?			
RISK ASSESSMENTS			
What can harm people in your workplace?			
Who may be harmed and how?			
How are incidents reported?			
What measures need to be put into place?			
How often are risk assessments updated?			

If you are looking to improve your health and safety procedures using bespoke online platforms and video, [get in touch with our expert team at Resolution Digital](#).