

Safety Management Checklist

ISO-aligned safety management process, from incident capture to continuous improvement

ISO 45001 • ISO 14001 • ISO 9001

Use this checklist to run a structured safety management process end to end. It mirrors the SHEQX® safety lifecycle, covering incident management, inspections, hazard identification, corrective actions and performance monitoring. Tick each item as you complete it.

A Incident Management

- ☐ Capture incidents and near misses
- ☐ Record incident details and evidence
- ☐ Classify incidents by type and severity
- ☐ Investigate root causes

B Inspections

- ☐ Conduct routine inspections
- ☐ Use structured inspection checklists
- ☐ Record findings and observations
- ☐ Capture supporting evidence

C Hazard Identification

- ☐ Identify hazards in the workplace
- ☐ Assess associated risks
- ☐ Record hazards in a central register
- ☐ Review hazards regularly

D Corrective Actions

- ☐ Define corrective and preventive actions
- ☐ Assign responsible owners
- ☐ Set target dates
- ☐ Track progress to closure

E Monitoring and Performance

- ☐ Monitor safety performance indicators
- ☐ Track incidents and trends over time
- ☐ Review inspection outcomes
- ☐ Identify recurring issues

F Reporting

- ☐ Generate safety reports
- ☐ Provide management dashboards
- ☐ Report on compliance status
- ☐ Highlight high-risk areas

G Continuous Improvement

- ☐ Identify improvement opportunities
- ☐ Implement changes
- ☐ Review effectiveness of changes
- ☐ Update safety processes

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