1. Identify all the process and activities at your place of work.

2. Check with the help of the workers themselves whether any activity has significant associated hazards that could cause harm?

   *Some dangerous situations/processes to watch out for include working at height, moving parts in machinery, electrical equipment, chemicals, construction activities and farm working operations, etc.*

3. Reduce risks that can lead to serious injury (accidents or long term sickness) by removing the hazard, modifying the work process, protecting workers, etc.

   *Examples include long term exposure to handling heavy items, radiation, noise, vibration, visual display screens, chemicals etc.*

4. Verify whether the measures you have in place to protect workers are working properly and that rules are being followed.

5. Improve by always looking out for what could be done better and more safely.