

Safety Walk Checklist | Taki Haere Haumaruru

This checklist provides leaders and managers with a simple step-by-step guide to conducting a safety walk.

It can be printed or used digitally to support consistency and visibility during walks.

1. Prepare

- Review previous safety walk notes and outstanding actions
- Familiarise yourself with high-risk activities (risk register)
- Invite the right people (technical managers, supervisors, HSW reps)
- Engage with your Health, Safety and Wellbeing Manager, who can guide and participate in the process

2. Engage

- Introduce the purpose of the walk — to learn, listen, and support
- Encourage open kōrero and make space for staff to raise concerns
- Acknowledge positive behaviours and good practices

3. Observe

- Walk through the area systematically, checking:
 - 1) Housekeeping and physical conditions
 - 2) Safe behaviours and use of equipment
 - 3) Alignment with risk controls and procedures
- Apply a risk-based lens — focus on areas of greatest likelihood and consequence

4. Record

- Note observations, hazards, and good practices
- Enter agreed corrective actions into Ideagen reporting platform, with responsibilities and timelines

5. Follow-up

- Thank participants and share a summary email of findings
- Ensure actions are tracked to completion
- Schedule follow-up walks within three weeks to confirm progress
- Using a risk-based approach, consider developing a Faculty/Division safety walk schedule

This checklist aligns with Waipapa Taumata Rau's HSW processes and WorkSafe guidance.

For more info: Safety Leaders Business Forum (<https://safetyforum.nz>) | WorkSafe NZ (<https://www.worksafe.govt.nz>)