

## OHSCompliance Practical Checklist

### HIRA Risk Assessment South Africa: A Practical Employer Guide

Prepared by: OHSCompliance

Version: 2026-05-20

#### How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

#### Client audit readiness:

- Define the task clearly before listing hazards.
- Record who may be harmed and which controls already exist.
- Add further controls with an owner, deadline and review trigger.
- Map the final HIRA back to training, PPE, method statement and inspection records.

#### Documents to prepare:

- Task description: Prevents the HIRA from becoming generic. Owner: Supervisor. Update: Whenever the work method changes.
- HIRA worksheet: Records hazards, risk level and controls. Owner: Risk assessor or supervisor. Update: After task completion.
- Method statement: Explains how the task will be done safely. Owner: Project or site lead. Update: Before work begins.
- Training evidence link: Shows workers understand the hazards they face. Owner: Training coordinator. Update: After training.

#### Related service: HIRA Risk Assessment Services South Africa

<https://ohscompliance.co.za/> | [info@ohscompliance.co.za](mailto:info@ohscompliance.co.za) | +27 63 901 4111 / WhatsApp

Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure channel is used.