



REAL ESTATE AND PROPERTY SERVICES

Safety Guide

Office Professional

4

Key Benefits

16

Control Measures

3

Checklist Items

KEY BENEFITS

Streamlined Transactions

Organised viewings and client liaison streamline transactions, reducing time on market.

Legal Compliance

Accurate documentation and checks support legal compliance and protect all parties.

Asset Value

Proactive property management preserves asset value and improves tenant satisfaction.

Clear Communication

Clear communication between stakeholders minimises disputes and accelerates completion.

KEY HAZARDS & CONTROL MEASURES**Personal Safety During Viewings**

- ✓ Client verification procedures
- ✓ Check-in protocols enforced
- ✓ Buddy system for viewings
- ✓ Personal safety training

Construction Site Visits

- ✓ Site induction required
- ✓ Accompanied visits only
- ✓ PPE provided and worn
- ✓ Hazard awareness training

Data Security & Cyber Risk

- ✓ Encrypted systems used
- ✓ Secure document storage
- ✓ Staff data protection training
- ✓ Regular security audits

Open House Crowd Management

- ✓ Visitor registration system
- ✓ Valuables secured
- ✓ Maximum capacity limits
- ✓ Staff positioning planned



RISK ASSESSMENT
WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today