

S20 – August Checklist H&SMR03

Ensure no tasks are being undertaken without appropriate risk assessments and safe systems of work in place.

Item	Checked	Non-compliance transferred onto management action plan
Laboratory		
Have all tasks that require a risk assessment been risk assessed in the workplace?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Have appropriate safe systems of work been prepared?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are all employees aware of, and happy with, the content of the safe systems of work?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Have manual handling assessments been undertaken and have the appropriate controls been put into place?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Have COSHH and noise assessments been completed and have the appropriate control measures been put into place?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Does the methylene chloride alarm work?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is an electrical maintenance scheme in operation?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

Key documentation

Is an up-to-date health and safety policy available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is a health and safety management system available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are site-specific workplace rules available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are tipping and excavation rules available in line with geotechnical assessments?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are shotfiring rules available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are vehicle rules available that include competence, security of keys, speed limits, traffic routes, inspection and reporting of defects?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Have all appropriate employees and contractors received the policy and rules, and have they signed to say they have read and understand them?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is a good filing system in place to demonstrate management control?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is there a method of document storage in place for employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>



Health and safety plans and drawings

Are suitable plans in place to cover the following:

- | | | | | |
|-------------------------------------|---------------------------|--------------------------|---------------------------|--------------------------|
| → Site demarcation | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → First aid and fire points | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → High noise and dust levels | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → Overhead and underground services | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → Bulk tanks and cylinders | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → Traffic flows | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → Tips, excavations, faces | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |
| → Explosives stores | Yes <input type="radio"/> | No <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> |

Signatures

Responsible manager	Date	Comment
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Senior manager	Date	Comment
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