

## S20 – December 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			
<b>Site inspection regime</b>								
Is a written scheme of site inspection and maintenance available that covers all the site and all items of plant within the site?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Have individuals been notified of their duties and trained accordingly?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Are written reports held which allow for recording significant defects and control measures and have these been acted on?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
<b>Geotechnical</b>								
Are all inspections complete and up to date?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Have appraisals been completed and passed to a geotechnical specialist?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Is the assessment available on site?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Have all the recommendations from the geotechnical specialist been acted upon?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Are records held of all materials tipped?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Is a site development plan available?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
<b>Traffic management</b>								
Has a traffic management survey been completed and have appropriate control measures been put into place?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
<b>Manual handling</b>								
Where appropriate have alternative methods/ mechanical assistance been considered/ made available for manual handling activities?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Have manual handling assessments been undertaken and have appropriate control measures been put into place?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
<b>Mobile plant</b>								
Are brake test records available and up to date?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Are maintenance records/reports/schedules available and up to date?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Are the driver's daily check lists being completed correctly?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
<b>Noise</b>								
Has a noise survey been completed and have employees been notified of the results?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>
Is suitable signage in place on the site?	Yes	<input type="radio"/>	No	<input type="radio"/>	Yes	<input type="radio"/>	No	<input type="radio"/>



## Permit to work

Does the site have a suitable permit to work scheme and is it clearly posted and does it clearly outline the site specific tasks that require a permit?

Yes  No  Yes  No

Are sufficient numbers of the management team trained to issue permits to work?

Yes  No  Yes  No

Have all employees been trained on what tasks require a permit to work?

Yes  No  Yes  No

Are signs placed on the site stating permits are required ie on entry to bins/silos etc?

Yes  No  Yes  No

## PPE

Has appropriate PPE been issued and records held?

Yes  No  Yes  No

Is the correct PPE being worn?

Yes  No  Yes  No

Is PPE correctly stored or easily obtainable?

Yes  No  Yes  No

## Signatures

Responsible manager

Date

Comment

.....

Senior manager

Date

Comment

.....

