

S20 – February 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
Accidents and incidents		
Is an accident book available on site?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are details of previous accidents removed from the book and securely stored on site?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Have all accidents/incidents been fully investigated and control measures put in place?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Has form F2508 been completed as necessary?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is there a near hit reporting procedure?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Notice boards		
Is the health and safety law poster available and fully completed?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is an employers liability insurance certificate posted and up to date?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is a current health and safety structure chart available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are copies of the company health and safety policy available?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are the health and safety emergency procedures easily available to all employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is blasting information correctly displayed?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is an up to date list of first aiders displayed?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are items that require a 'permit to work' clearly displayed?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are manager's rules up to date and easily accessible?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is the list of approved contractors current and easily accessible?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is the asbestos management plan current?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
General appearance		
Are visitor parking and site speed limits clearly displayed?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is PPE signage damage free and easily visible?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Is the location of fire fighting equipment visible?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are site boundary markers in place (danger keep out, deep drop, deep water etc)?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Are signs in place indicating when fall prevention equipment is to be used?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>



- Are signs in place to identify headroom constraints/overhead obstructions? Yes No Yes No
- Is a portable misfire sign available for emergencies? Yes No Yes No
- Are radioactive sources identified and is access to them controlled? Yes No Yes No
- Are all evacuation or muster points clearly visible? Yes No Yes No

Training

- Is training progressing in line with the timescales set out in the training matrix? Yes No Yes No
- Are toolbox talks held routinely? Yes No Yes No

Signatures

Responsible manager	Date	Comment
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Senior manager	Date	Comment
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