

## S20 – January 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	
	Yes	No	Yes	No
<b>Return to work inspection</b>				
On returning to work ensure all employees inspect the workplace using the inspection checklists to identify non compliances.	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>Lagoons</b>				
Is there a secure barrier around the hazard?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is suitable rescue equipment available?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has the lagoon been suitably designed and constructed?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are regular inspections being completed and control measures acted upon?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is there suitable freeboard?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is there safe access to overflows to allow the clearing of blockages?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>Barriers</b>				
Are suitable barriers in place around the quarry to prevent risk to the public or trespass?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are the barriers maintained?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are records kept to show that barriers are being inspected and repaired?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are suitable signs erected and maintained?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>Contractors</b>				
Is an individual contractors file held for each contractor working on site?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are contractors' rules books available on site?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Have contractors been assessed for competence and authorised?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has information on site hazards been given to the contractor?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is a safety check list/monitoring systems in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is a contractors' vehicle/mobile plant check list in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Have contractors passed through the passport scheme?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Have risk assessments and method statements been made available by the contractor and approved prior to work commencing?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is a permit to work required and has it been correctly issued?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Do all contractors currently being used have adequate level of public liability insurance?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>



## Electricity

Is a plan available showing buried services?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is a scheme for examination and testing in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are reports of tests/inspections up to date and is there a system for rectification of defects in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are reports of portable electrical equipment tests and inspections in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is a schedule of all electrical equipment available?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has all HV equipment been inspected/maintained and are reports available?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>

## Signatures

Responsible manager	Date	Comment
.....	.....	.....

Senior manager	Date	Comment
.....	.....	.....

