

## S20 – July 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>Hired-in plant</b>				
Are all items checked before being put into service and included on the daily inspection or as per the company scheme, eg electrical maintenance/inspection?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>COSHH</b>				
Has a product/substance list been prepared and cross referenced to site employees?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are product data sheets available for all hazardous substances used on site?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has a dust assessment been completed, control measures put into place and appropriate training given to employees and contractors?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has a COSHH assessment been completed for all other substances, control measures put into place and appropriate training given to employees and contractors?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are maintenance records available for all LEV and control equipment?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>Emergency procedures</b>				
Have emergency procedures been prepared following risk assessment?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Have the emergency procedures been tested within the last 12 months and shortfalls remedied?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has appropriate rescue equipment and training in its use been provided?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is the rescue equipment inspected and maintained?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are contractors and visitors aware of emergency procedures?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Has contact been made with the local emergency services to ensure site procedures are adequate?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
<b>Fire</b>				
Have all fire and explosive risks been identified by risk assessment?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are there rules covering hot work in place?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are fire equipment points shown on the site plan?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are the facilities adequate and appropriate?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is the equipment regularly checked by competent personnel?	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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