

S20 – June 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	
Workshops				
Are all abrasive wheels (bench-mounted and hand-held) fitted and adjusted as necessary by qualified/appointed personnel?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Were all abrasive wheels found to be in good order and work rests properly adjusted?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Were goggles and ear protection available?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Were flash back arresters fitted to all pressurised gas bottles?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are cylinders correctly stored (ventilated compound)?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are gas cutting hoses in good condition and routinely inspected?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Were all joints found to be crimp fixed - note: not jubilee clipped?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is the inspection pit guarded when the boards are removed?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are the inspection pits edges clearly marked if forklifts are operating on the site?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all electrical fittings in good repair within the pit?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is the pit of sound construction?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Was fume control equipment (local exhaust ventilation) available and working appropriately?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are welding screens available and being used?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all chemicals safely and securely stored?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Do lathes and drills have emergency stops fitted?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all operators trained and authorised?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are portable appliances examined (PAT tested)?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>

Electrical installations

Are overhead cables clearly identified with goalposts and signage?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all panels, equipment and isolators clearly marked?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are the switch rooms secure, clearly identified and clean?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are warning signs in place on electrical switchgear, resuscitation, live working/testing and fire procedures?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Is suitable fire fighting equipment available?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>



Isolation and lock off and emergency stops

Are the procedures and facilities adequate to cover all situations?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all employees and contractors fully aware of the isolation/lock off procedures?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
At the time of the audit were isolation/lock off procedures being followed as appropriate?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are electrical interlocks working and do they effectively isolate all contained hazards?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all conveyors fitted with pull wires and do they extend the full length of the conveyor, are they sprung fixed at the ends?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are pull wires and emergency stops tested as per the electrical maintenance schedule?	Yes <input type="radio"/>	No <input type="radio"/>	Yes <input type="radio"/>	No <input type="radio"/>
Are all emergency stops easily accessible and correctly identified?	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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