

HEALTH AND SAFETY AUDIT QUESTIONS

Please note: Documentary evidence must be produced to support all statements made.

ORGANISATION, ARRANGEMENT AND COMMUNICATION

1. How are the seniors managers within the business made aware of their legal obligations with regard to health and safety?
2. How are the arrangements for implementing the business' safety policy audited? How often?
3. Who is responsible for reviewing the safety policy?
4. How are the arrangements and responsibilities for managing health and safety brought to the attention of all employees?
5. What health and safety signs/notices displayed and where are they displayed?
6. Where a safety representative has been appointed is management aware of the requirements to provide them with facilities and assistance as they may reasonably require for the purpose of carrying out their duties?
7. Are suitable and effective arrangements in place for consulting with staff and safety representatives in good time with regard to health and safety measures?
8. Who are the competent persons in place to give health and safety advice?
9. What access do employees have to up-to-date information on health and safety legislation?
10. What arrangements are in place for co-operation and co-ordination of health and safety measures where the workplace is shared with other employers?
11. How are employees encouraged to notify management of any shortcomings in the health and safety arrangements?
12. What arrangements are in place for dealing with breaches of safety rules? Are they used?

COMPETENCE AND TRAINING

13. What induction systems are in place for all new staff?
14. How are the capabilities of employees taken into account when allocating work.
15. What system is in place for identifying training needs?
16. How is appropriate health and safety information communicated to contractors/visitors/members of the public?
17. When did all managers and supervisors last receive training in relation to their health and safety responsibility?
18. How do you ensure that training records transferred from one department to another where staff change jobs.

RISK ASSESSMENT

19. How are risks associated with identified hazards identified?
20. How are 'suitable and sufficient' risk assessments undertaken and what system is in place for the recording of these assessments?
21. How are control measures implemented?
22. How are the main findings from risk assessments communicated to relevant people?
23. What frequency for monitoring and review of risk assessments has been established and who is responsible for undertaking that monitoring and review?

EMERGENCY AND IMMINENT DANGER

24. What procedures are in place to deal with foreseeable events of serious or imminent danger?
25. What systems are in place for work undertaken in danger areas?

COMPLIANCE WITH KEY LEGISLATION

26. How have DSE users/operators been identified? Who is responsible for undertaking suitable and sufficient workstation assessments? When were these assessments completed?
27. What arrangements are in place for the identification and control of asbestos?
28. How frequently are workplace inspections undertaken? Who records these inspections?
29. How are manual handling operations identified, assessed and recorded? When was this last done?
30. What systems are in place for the inspection of access equipment?
31. How frequently are pressure systems inspected?
32. What systems are in place for undertaking audits?
33. How are noise hazards identified, assessments carried out and actions taken to reduce noise exposure?
34. What hazardous substances are retained and where are the assessments kept?
35. How are users consulted about the personal protective equipment needed?

FIRST AID

36. What arrangements are in place for the reporting, recording and investigate accidents?
37. What arrangements are in place to ensure the lessons learnt are acted upon and remedial action put in place?
38. How have first aid requirements been identified? (First aiders, first aid boxes, first aid facilities)

39. How have all employees been made aware of the arrangements in place for the provision of first aid, including the location of equipment, facilities and personnel?