

# **Plastica Limited General Health and Safety Checklists**

## **Monthly Checks**

These work activity checklists should be completed every month by the designated person. They should be completed by ticking the appropriate Yes/No box or putting N/A if not applicable.

<b>Name of Person Completing the Checklist:</b>	
<b>Position in Company:</b>	
<b>Date of Completion:</b>	
<b>Signature:</b>	

Where 'No' is the answer to any question, an action should be recorded and followed through until completed.

### **Warehouse/ Despatch Dept**

No.	Question	Yes	No
1	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely? Are pallets stored correctly on the racking?		
2	Are all goods stored tidily on the floor or on the shelving?		
3	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
4	Are chain or barriers in place across the loading bays or ramps when the bays are open?		
5	Is the FLT LOLER exam in date?		
6	Do all personnel have the correct PPE available for use?		
7	Is there sufficient lighting?		
8	Is bunding sufficient?		
9	Have the daily, weekly and monthly My Compliance audits been completed?		

## **Engineering Department**

<b>No.</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
10	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely?		
11	Are all goods stored tidily on the floor or on the shelving?		
12	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
13	Is all guarding present on all the machines and fully functional?		
14	Do all personnel have the correct PPE available for use?		
15	Is there sufficient lighting?		

## **Timber Products**

<b>No.</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
16	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely?		
17	Are all goods stored tidily and safely on the floor or on the shelving?		
18	Is all guarding present on all the machines and fully functional?		
19	Do all personnel have the correct PPE available for use?		
20	Is there sufficient lighting?		
21	Have the daily FLT checks been completed?		

## **Covers**

<b>No.</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
22	Is the whole of the area tidy and clear from trip and fire hazards?		
23	Are all goods stored tidily and safely on the floor or on the shelving?		
24	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
25	Do all personnel have the correct PPE available for use?		
26	Is there sufficient lighting?		

27	Is the temperature suitable?		
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### **Liners**

No.	Question	Yes	No
28	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely?		
29	Are all goods stored tidily and safely on the floor or on the shelving?		
30	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
31	Do all personnel have the correct PPE available for use?		
32	Is there sufficient lighting?		
33	Have the daily FLT My Compliance audit been completed?		

### **Pumps**

No.	Question	Yes	No
34	Is the whole of the area tidy and clear from trip and fire hazards?		
35	Are all goods stored tidily and safely on the floor or on the shelving?		
36	Do all personnel have the correct PPE available for use?		
37	Is there sufficient lighting?		
38	Have the water tank checks been completed?		

### **Moulding**

No.	Question	Yes	No
39	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely?		
40	Are all goods stored tidily and safely on the floor or on the shelving?		
41	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
42	Do all personnel have the correct PPE available for use?		

43	Is there sufficient lighting?		
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### **Water Treatment**

No.	Question	Yes	No
44	Is the whole area tidy and clear from trip and fire hazards; allowing any transport vehicles and pedestrians to move about freely?		
45	Are all goods stored tidily and safely on the floor or on the shelving?		
46	Is the racking in good condition and able to take the weight of the goods stored on it? Have the monthly racking checks taken place?		
47	Is the mesh across the hopper fixed securely to prevent anyone falling down it or tripping over?		
48	Do all personnel have the correct PPE available for use?		
49	Is there sufficient lighting?		
50	Is signage in good order?		
51	Are the daily and weekly FLT My Compliance audits being completed?		
52	Have the monthly personal respirator equipment maintenance My Compliance audit been completed?		

### **General**

No.	Question	Yes	No
53	Check COMAH leaflets are available in Reception		
54	Have the monthly Fire Extinguisher and Fire Door My Compliance audits been completed?		
55	Has there been a regular Fire Drill this month? When is the next one due?		
56	Has there been a COMAH Fire Drill this month? When is the next one due?		
57	Are there currently any pregnant or new mothers – have the relevant Risk Assessments been completed and any recommendations actioned?		

**List of actions from this audit assessment**

<b>Item No.</b>	<b>Action Required</b>	<b>Actioned By</b>	<b>Action Completed (initial &amp; date)</b>