

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

### **3 Monthly Checks**

These work activity checklists should be completed every 3 months by the designated person. They should be completed by ticking the appropriate Yes/No box or putting N/A if not applicable. The completed Checklist must be given to the HR Officer who will retain a copy on file for verification purposes.

<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.

#### **Communication and Consultancy**

No	Question	Yes	No
1	Are all staff, including new staff, informed of their health and safety responsibilities through the Employee Handbook, routine training, the intranet or staff notice-boards?		
2	Has the quarterly Health & Safety Meeting been held and notes distributed?		
3	Is a Health and Safety poster present with the appropriate information completed?		
4	Are there up to date First Aider posters displayed around the building?		
5	Are the details on the Emergency Website correct?		

#### **Fire Safety**

No	Question	Yes	No
6	Is the fire safety risk assessment up to date?		
7	Are all sections of the fire log being completed on time according to the recommended checklist intervals?		
8	Has the emergency lighting been checked and documented in the past three months?		

## **Accidents**

No	Question	Yes	No
9	Do all staff know what to do in the event of an accident and who to report accidents or incidents to?		
10	Are all accidents or dangerous occurrences, where they occur, reported to RIDDOR by the designated Plastica Limited person?		
11	Are all accidents recorded and analysed appropriately?		

## **Information, Instruction, Training and Supervision**

No	Question	Yes	No
12	Is induction training for new staff being provided and a record kept of this?		
13	Are training records held for each member of staff?		
14	Are they regularly reviewed and updated?		
15	Are all training records updated on My Compliance?		

## **Work by Expectant and New Mothers**

No	Question	Yes	No
16	Has a formal assessment for expectant and new mothers who are Plastica Limited employees been completed according to the Company policy?		
17	Have any recommendations coming from the assessment been actioned?		

## **General Work Environment - Workplace Health, Safety and Welfare**

No	Question	Yes	No
<b><u>HEALTH</u></b>			
18	<b>Ventilation</b> – is this adequate in all departments?		
19	<b>Ventilation</b> - has all LEV been properly maintained?		
20	<b>Temperature</b> – is this reasonable in all departments?		
21	<b>Lighting</b> – is this suitable and sufficient for people to work and move about safely in all departments?		
22	<b>Cleanliness and waste materials</b> – is the site sufficiently clean?		
23	<b>Cleanliness and waste materials</b> - is there suitable waste storage and removal?		

<b><u>SAFETY</u></b>			
24	<b>Maintenance</b> – have all workplace devices and systems been maintained as per the manufacturer's instructions		
25	<b>Floors and traffic routes</b> – have traffic and pedestrian routes been clearly marked?		
26	<b>Floors and traffic routes</b> - are floor and traffic routes even, non-slippery and kept free of obstructions?		
27	<b>Windows</b> – are they all capable of being opened safely and barriers in place if required?		
28	<b>Doors and gates</b> – are they suitably constructed and fitted with safety devices if necessary?		
<b><u>WELFARE</u></b>			
29	<b>Sanitary conveniences and washing facilities</b> – are an adequate number available at readily accessible places?		
30	<b>Sanitary conveniences and washing facilities</b> - are they clean, adequately ventilated and lit?		
31	<b>Sanitary conveniences and washing facilities</b> - do washing facilities have hot and cold water, soap and a means of hand drying?		
32	<b>Drinking Water</b> – are facilities adequate and readily accessible?		
33	<b>Facilities for rest and eating meals</b> – are they hygienic and fit for purpose?		

### **Lone Working**

<b>No</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
34	Are all staff aware of the Lone Working Policy?		
35	Is the Plastica Limited policy on Lone Working being adhered to?		
36	Are records kept of those on 'Lone Working' visits indicating their location and when they have returned?		

### **Extreme – On Site Lining & Service**

<b>No</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
37	Have all staff signed and understood the department Risk Assessment and any SSW?		
38	Are all Extreme/Service staff maintaining their equipment as recommended by the manufacturer(s)?		
39	Are COSHH assessments available for all the substances used in any cleaning processes?		
40	Do all employees have the correct PPE to do the job?		
41	Review the outstanding Walk Through List and action any immediate concerns		

## **Engineering**

No	Question	Yes	No
42	Have all staff signed and understood the department Risk Assessment and any SSW?		
43	Are all Engineering staff maintaining their equipment as recommended by the manufacturer(s)?		
44	Are COSHH assessments available for all the substances used in any processes?		
45	Do all employees have the correct PPE to do the job?		
46	Review the outstanding Walk Through List and action any immediate concerns		

## **Covers**

No	Question	Yes	No
47	Have all staff signed and understood the department Risk Assessment and any SSW?		
48	Are all Covers staff maintaining their equipment as recommended by the manufacturer(s)?		
49	Do all employees have the correct PPE to do the job?		
50	Review the outstanding Walk Through List and action any immediate concerns		

## **Liners**

No	Question	Yes	No
51	Have all staff signed and understood the department Risk Assessment and any SSW?		
52	Are all Liners staff maintaining their equipment as recommended by the manufacturer(s)?		
53	Do all employees have the correct PPE to do the job?		
54	Review the outstanding Walk Through List and action any immediate concerns		

## **Moulding**

No	Question	Yes	No
55	Have all staff signed and understood the department Risk Assessment and any SSW?		
56	Are all Moulding staff maintaining their equipment as recommended by the manufacturer(s)?		
57	Are COSHH assessments available for all the substances used in any processes?		
58	Do all employees have the correct PPE to do the job?		

No	Question	Yes	No
59	Review the outstanding Walk Through List and action any immediate concerns		

### **Timber Products**

No	Question	Yes	No
60	Have all staff signed and understood the department Risk Assessment and any SSW?		
61	Are all Timber Products staff maintaining their equipment as recommended by the manufacturer(s)?		
62	Are COSHH assessments available for all the substances used in any processes?		
63	Do all employees have the correct PPE to do the job?		
64	Review the outstanding Walk Through List and action any immediate concerns		

### **Pumps**

No	Question	Yes	No
65	Have all staff signed and understood the department Risk Assessment and any SSW?		
66	Are all Pumps staff maintaining their equipment as recommended by the manufacturer(s)?		
67	Are COSHH assessments available for all the substances used in any processes?		
68	Do all employees have the correct PPE to do the job?		
69	Review the outstanding Walk Through List and action any immediate concerns		

### **Warehouse**

No	Question	Yes	No
70	Have all staff signed and understood the department Risk Assessment and any SSW?		
71	Are all Warehouse staff maintaining their equipment as recommended by the manufacturer(s)?		
72	Are COSHH assessments available for all the substances used in any processes?		
73	Do all employees have the correct PPE to do the job?		
74	Are spill kits readily available, fully maintained and easily accessed?		
75	Review the outstanding Walk Through List and action any immediate concerns		

### **Water Treatment**

No	Question	Yes	No
76	Have all staff signed and understood the department Risk Assessment and any SSW?		
77	Are all Water Treatment staff maintaining their equipment as recommended by the manufacturer(s)?		
78	Are COSHH assessments available for all the substances used in any processes?		
79	Do all employees have the correct PPE to do the job?		
80	Are spill kits readily available, fully maintained and easily accessed?		
81	Review the outstanding Walk Through List and action any immediate concerns		

### **Transport of Dangerous Goods**

No	Question	Yes	No
82	Have relevant staff read, signed and understood the Transportation of Dangerous Goods Risk Assessment?		
83	Are the COSHH assessments available and up to date for the items being transported?		
84	Is the labelling and vehicle signage in place to make the authorities aware of what is present on the vehicles in the event of an incident?		

### **Lifting Equipment**

No	Question	Yes	No
85	Is the lifting equipment only being used by trained operatives?		
86	Are all personnel who use the lifting equipment checking that the slinging gear and the equipment in good order before use?		
87	Is the statutory testing of this equipment being carried out?		

### **Forklift Truck and Trolley Usage**

No	Question	Yes	No
88	Are the forklift trucks and trolleys only being used by trained operatives?		
89	Are all personnel who use FLT's and trolleys checking that the machinery is in good order before use?		
90	Is the statutory testing of the FLT's and trolleys being carried out?		

