

Plastica Limited General Health and Safety Checklists

6 Monthly Checks

These work activity checklists should be completed every 6 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.

| | |
|-------------------------------------------------|--|
| Name of Person Completing the Checklist: | |
| Position in Company: | |
| Date of Completion: | |
| Signature: | |

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

COMAH Information, Instruction and Training

| No | Question | Yes | No |
|----|---------------------------------------------------------------------------------------------|-----|----|
| 1 | Is the Major Accidents Protection Procedure (MAPP) up to Date? | | |
| 2 | Do all the relevant authorities have a copy of the Plastica Ltd MAPP? | | |
| 3 | Have all the procedures outlined in the MAPP been practiced and any deficiencies addressed? | | |

Information, Instruction and Training

| No | Question | Yes | No |
|----|-----------------------------------------------------|-----|----|
| 4 | Is induction training for new staff? | | |
| 5 | Are training records held for each member of staff? | | |
| 6 | Are they regularly reviewed and updated? | | |

Company Vehicles and Driver Safety

| No | Question | Yes | No |
|----|----------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 7 | Are company vehicles routinely checked and maintained according to the manufacturers' recommendations? Are records kept of this? | | |
| 8 | Do all the drivers have a current, correct driving license? | | |

First Aid

| No | Question | Yes | No |
|----|-------------------------------------------------------------------------------------------|-----|----|
| 9 | Are all office first aiders up to date with their first aider training? | | |
| 10 | Are all first aid boxes fully stocked according to the Plastica Limited first aid policy? | | |

Work by Young Persons - 6 Monthly

| No | Question | Yes | No |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 11 | Has a formal assessment for young persons (under 18 years old) who are working on Plastica Limited premises been completed according to the Company policy? | | |
| 12 | Have any recommendations coming from the assessment been actioned? | | |

Manual Handling – 6 Monthly

| No | Question | Yes | No |
|----|---------------------------------------------------------------------------------------------------------------------|-----|----|
| 13 | Have manual handling assessments been carried out for those employees identified as being at risk been carried out? | | |
| 14 | Are records kept of the manual handling assessments? | | |
| 15 | Is refresher training being carried out and recorded? | | |

Work Equipment and Maintenance Policy

| No | Question | Yes | No |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 16 | Is the work equipment in the factory, Wooden Pool Unit and the Offices DSE, photocopiers, water heaters: a) suitable – for particular tasks (the risk assessment carried out under regulation 3(1) of the Management Regulations will help to select work equipment and assess its suitability for particular tasks. b) maintained – in efficient state, in efficient working order and in good repair. Are the maintenance log kept up to date? c) inspected – where the risk assessment has identified a significant risk to the operator from the installation of use of the work equipment – visual checks, functional checks and testing. | | |
| 17 | Are inspections carried out? | | |
| 18 | Are adequate health and safety information and written instructions given to those who use the work equipment? | | |
| 19 | Have all persons who use work equipment received adequate training when using work equipment and risks entailed and precautions to be taken? | | |
| 20 | Are signs unambiguous and easily understood? | | |

List of Appropriate actions from the audit assessment

| Item No | Action Required | Actioned By | Action Completed (initial & date) |
|---------|-----------------|-------------|-----------------------------------|
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|-------------------------------------------------------------------------|----------------|--------------|
| All Actions Completed Name: Designation: | Signed: | Date: |
|-------------------------------------------------------------------------|----------------|--------------|