

Plastica Limited General Health and Safety Checklists

Annual Checks

These work activity checklists should be completed annually 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.

General

No	Question	Yes	No
1	Is a Health and Safety poster present with the appropriate information completed?		
2	Is the current employer's liability insurance certificate displayed?		

Health and Safety Policy

No	Question	Yes	No
3	Is the current health and safety policy displayed?		
4	Is the policy reviewed regularly and when circumstances change?		

Fire Safety

No	Question	Yes	No
5	Is the fire safety risk assessment up to date?		

Asbestos

No	Question	Yes	No
5	Is the asbestos survey for the Wooden Pools Unit available for any contractors that may want to carry out work there?		

Risk Assessment

No	Question	Yes	No
6	Have all relevant hazards been identified on the site according to the Plastica Limited Policies and Safe Systems of Work document?		
7	Have risk assessments been completed arising from the identified hazards?		
8	Have you recorded the significant findings of your assessment?		
9	Are your risk assessments revised and amended when procedures change?		
10	Have you work procedures in place to deal with the risks?		

Use of DSE

No	Question	Yes	No
11	Have all relevant Plastica Limited staff completed a DSE assessment, this should be reviewed annually?		
12	Are any recommendations coming from the DSE assessment being completed and are records being kept?		

Driver Safety

No	Question	Yes	No
13	Are checks made on driver's licences to ensure company employees are authorised to drive?		
14	Are drivers aware of the Company policy on driving company vehicles for business as outlined in the Plastica Limited Policies and Safe Systems of Work document?		

Work by and Selection and Use of Contractors

No	Question	Yes	No
15	Have all contractors carrying out work on behalf of Plastica Limited been assessed as to their health and safety competence by completing the Contractors assessment questionnaire present in the Company's Policies and Work Procedures document?		
16	Is a record available of this assessment?		

Use of Electrical Equipment - Fixed Wire Testing and PAT

No	Question	Yes	No
17	Has the fixed wire in the building been tested in the last 5 years?		
18	Have all recommended actions been completed following the testing?		
19	Are all PAT records up to date according to the Plastica Limited work procedure?		

Work with and Control of Hazardous Substances

No	Question	Yes	No
20	Is the list of hazardous substances present on the sites up to date?		
21	Have you identified any substances hazardous to health?		
22	Have a COSHH assessment been carried out to evaluate the risks to health re: a) level of exposure? b) duration of exposure? c) frequency of exposure? Also the assessment should include storage, transport, packing, and disposal of the chemicals?		

Training

No	Question	Yes	No
23	Has the annual spillage training taken place?		

List of Appropriate actions from the audit assessment

Item No	Action Required	Actioned By	Action Completed (initial & date)