

# Health and Safety Management System Checklist

Area: .....

Date: .....

Completed by: **Yard Manager**

Frequency: **Quarterly**

Action No	Item	Yes	No	Comments
	<b>Electricity</b>			
	<b><i>Fixed installation</i></b>			
	Is there safe access to isolation switches?			
	Are Isolation switches marked to identify which equipment or machine they isolate?			
	Are electrical installations kept free from clutter?			
	Are all electrical installations that are vulnerable to damage adequately guarded?			
	Are all visible items of the fixed installation e.g. sockets, switches etc free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
	Are all sockets free from any obvious signs of overloading?			
	Does the power supply operate without regular power cuts being experienced?			
	Where potentially flammable or explosive atmospheres exist, are there suitable safe electrical fittings installed?			
	<b>Portable electrical appliances</b>			
	Are low powered hand held appliances being used where appropriate?			
	Are residual current devices fitted where appropriate?			
	Do employees carry out basic visual checks prior to using portable electrical appliances?			
	Are all plugs securely attached to the outer insulation cable?			
	Do all portable electrical appliances appear to be free from any obvious signs of damage?			
	Where potentially flammable or explosive atmospheres exist are suitable safe electrical appliances used?			

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	<b>General waste</b>			
	Are there sufficient receptacles for the collection of normal waste?			
	Where arson is likely, are skips etc secured to prevent arson?			
	<b>Lighting</b>			
	Are all work areas, including external areas adequately lit?			
	Is localised lighting provided where necessary?			
	Is the lighting in areas where there is a potential fire or explosion risk suitable e.g. intrinsically safe?			
	<b>Maintenance</b>			
	Do maintenance staff appear to be working safely?			
	Is the permit to work system being operated correctly?			
	Are isolation switches correctly labelled so that there can be no confusion as to which machines they isolate?			
	Is there an effective locking off system to prevent machinery being started up whilst maintenance staff are working on machinery?			
	<b>Working Space</b>			
	Is there sufficient space to allow safe operation of machinery and safe movement around workstations?			
	Are good housekeeping practices observed so as to prevent working space being taken up by rubbish and stored items?			
	Are work areas clearly marked with painted lines?			
	<b>Temperature</b>			
	Are thermometers available so that employees can monitor the workplace temperature?			
	Are hot surfaces guarded or identified by hazard warning signs?			
	Is protection provided where employees interface with extremely hot processes?			
	Are employees who need to work in cold conditions supplied with thermal clothing?			

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	<b>Battery charging</b>			
	Are battery charging operations carried out in a well-ventilated areas?			
	Are all sources of ignition excluded from the proximity of the battery charging operations?			
	Are flammable materials kept clear of battery charging operations?			
	Is suitable protective clothing available for battery charging operations?			
	Are operatives wearing the protective clothing provided?			
	Is battery charging carried out in areas which are free from actual or potential flammable or explosive atmospheres?			
	<b>Forklift trucks</b>			
	Are drivers carrying out daily routine checks on their forklifts?			
	Are keys removed when trucks are left unattended?			
	Are buildings, racking or machinery free from any signs of excessive forklift damage?			
	Do forklift operations appear to be at a reasonable speed for the area of operation and without any signs of erratic driving?			
	Do forklift operations appear to be carried out skilfully e.g. without any signs of bad practice such as overloading, reversing unsafely, carrying passengers or lifting personnel?			
	Are forklift hazard warning signs displayed?			
	Are seats in good condition to minimise unhealthy postures and vibration?			
	Are vulnerable plant, services and flammable liquid stores protected against forklift damage?			
	Is the lighting sufficient to allow safe operation during the hours of darkness?			
	<b>Hand tools</b>			
	Are hand tools kept in good condition?			
	Are there controls in place for the use of sharp knives e.g. sheathing?			

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	<b>Hazardous substances</b>			
	Have employees been given information on how to protect themselves from health risks arising from hazardous substances?			
	Is personal protective equipment being worn?			
	Are suitable extraction systems provided to control fumes?			
	Are extraction systems free from any obvious signs of damage to the extraction system such as holes or tears in the ducting?			
	Is the system being used?			
	<b>Lifting equipment &amp; accessories</b>			
	Is the safe working limit displayed on all lifting equipment and accessories where appropriate?			
	Where the safe limit alters due to configuration, is there a table or plate available to show the various safe working limits?			
	Is there any equipment or accessories that show obvious signs of damage?			
	Are there adequate facilities to store lifting equipment so as to prevent damage & deterioration?			
	Are all chains or slings free from knotting?			
	Are hard hats available in areas where lifting operations take place?			
	Are hard hats worn in the area of lifting operations?			

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Action No	Item	Yes	No	Comments
	<b>Machinery</b>			
	Are suitable protective devices fitted to protect against mechanical hazards?			
	Are all guards free from any obvious evidence of interference?			
	Are all guards in position and without evidence of them being defeated?			
	Are all machines fitted with suitable, effective and clearly marked controls?			
	Are emergency stop devices fitted and tested regularly to ensure that they operate effectively?			
	Is the wearing of eye protection where appropriate, monitored and enforced?			
	Are employees instructed not to wear loose clothing or jewellery when operating machines?			
	<b>Noise</b>			
	Are noise enclosures where fitted being used?			
	Where hearing protection zones have been established, is the use of hearing defence enforced?			
	Are all employees and visitors to hearing protection zones wearing ear protection?			
	Are hearing protection zones clearly marked with appropriate signs?			

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	<b>Painting</b>			
	Is suitable personal protective clothing available?			
	Is the wearing of personal protective equipment enforced?			
	Is smoking and drinking in the work area prohibited?			
	Are there suitable facilities to allow painters to wash their hands?			
	Is the no smoking rule enforced in the area where painting takes place?			
	Are only small quantities of paint held in the work area?			
	Are lids kept on tins and other containers to prevent vapour escaping?			
	Are all sources of ignition excluded from the work area?			
	Is the work area kept tidy so as to prevent the build-up of combustible materials?			
	Is painting only carried out in well ventilated areas or areas where ventilation systems are fitted?			
	Are paint booths or enclosures provided for spraying?			
	Are suitable extraction systems provided to control fumes?			
	Are extraction systems free from any obvious signs of damage to the extraction system such as holes or tears in the ducting?			
	Is the system being used?			
	<b>Personal protective equipment</b>			
	Is the use of personal protective equipment regularly monitored and enforced?			
	Are suitable storage facilities provided for personal protective equipment?			
	Is all non-disposable respiratory protective equipment examined and tested at least once per month?			

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Action No	Item	Yes	No	Comments
	<b>Compressed air systems</b>			
	Is "horse play" strictly forbidden?			
	Are all pressure vessels clearly marked with their safe working pressure?			
	Is condensation drained from the air receiver at regular intervals?			
	<b>Smoking</b>			
	Are no smoking areas free from any evidence to suggest that smoking is taking place?			
	Are suitable signs displayed to indicate no smoking areas?			
	Are there suitable arrangements in place to protect non-smokers from the effects of tobacco smoke?			
	<b>Traffic routes</b>			
	Are traffic routes kept clear of obstruction?			
	Are they clearly marked?			
	Is there adequate separation of pedestrians from vehicles?			
	Are traffic mirrors in place at blind bends?			
	Are barriers used at exits to prevent pedestrians walking directly into the path of emerging vehicles?			

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	<b>Welding - manual arc</b>			
	Is sufficient personal protective equipment issued e.g. visors, overalls aprons, gloves and safety boots?			
	Is the means of electrical isolation clearly identified?			
	Are insulated hooks or rests provided for electrode holders?			
	Are all cable connections properly made?			
	Are suitable fire extinguishers readily available?			
	Are residual current devices fitted and used?			
	Are suitable welding screens available and used?			
	Are areas cleared of combustible material before any welding is carried out?			
	Are suitable extraction systems provided to control fumes?			
	Are extraction systems free from any obvious signs of damage to the extraction system such as holes or tears in the ducting?			
	Is the system being used?			

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	<b>Gas welding and flame cutting</b>			
	Is sufficient personal protective equipment issued e.g. goggles, overalls, aprons, gloves and safety boots?			
	Do welders wear the personal protective equipment provided?			
	Are all hoses and connections in good condition?			
	Are all connections properly crimped?			
	Are all gas cylinders secured in an upright position?			
	Are all gas welding sets fitted with flashback arrestors?			
	Are all regulators maintained in good working order?			
	Is welding only carried out in well-ventilated areas?			
	Are bottle keys available for use in an emergency?			
	Are suitable fire extinguishers readily available?			
	Are areas cleared of combustible material before any welding is carried out?			
	Are suitable extraction systems provided to control fumes?			
	Are extraction systems free from any obvious signs of damage to the extraction system such as holes or tears in the ducting?			
	Is the system being used?			