

Sample HS(G)65 Audit Checklist

Company Name:		No. of Staff:	
Contact:		Date:	
Type of Business			
Background Information			

Policy				
Question	Yes	No	N/A	Comments
Does the organisation have a Health & Safety policy?				
Has the policy been signed by the most senior person in the organisation?				
Is the policy dated and review period indicated?				
Does the policy consist of:				
• A statement of intent?				
• Organisational details?				
• Arrangements for implementation?				
Does the policy reflect the organisation's activities?				
Is the policy brought to the attention of all employees?				

Organising				
Question	Yes	No	N/A	Comments
Has a member of the board been appointed as a H&S "Champion"?				
Is health & safety included within job descriptions and performance appraisals?				
Is the competence of contractors assessed and verified?				
Is there access to suitable qualified competent H&S advice?				
Are adequate resources allocated for effective H&S management?				
Are training needs of staff identified via a formal process?				
Have training matrices/standards been developed for each job/activity?				
Is H&S communicated to the workforce? E.g. meetings, noticeboards, memos etc.				
Are employees consulted on topics that affect their H&S?				
Is there a H&S Committee?				
Is adequate supervision in place to ensure rules are followed?				
Is H&S non-compliance included in disciplinary procedures?				
Are employees involved in other aspects of the system? E.g. RA's, inspections etc.				
Planning and Implementing				
Question	Yes	No	N/A	Comments
Is there a risk assessment procedure in place?				
Have risk assessments been carried out for all activities of the organisation?				
Have COSHH risk assessments been carried out?				
Have fire risk assessments been carried out?				
Have manual handling risk assessments been carried out?				
Have DSE risk assessments been carried out?				
Have noise/vibration assessments been carried out?				

Question	Yes	No	N/A	Comments
Are persons carrying out risk assessments suitably qualified and competent?				
Have appropriate control measures been implemented as a result of all assessments?				
Are H&S plans in place, using SMART objectives?				
Are there emergency plans in place for foreseeable emergencies				
Measuring Performance				
Question	Yes	No	N/A	Comments
Is there a system for reporting/recording accidents?				
Are staff trained in the system?				
Is there a system for reporting/recording hazards and near misses?				
Are staff trained in the system?				
Are accidents/incidents investigated?				
Are root causes identified and appropriate remedial actions implemented?				
Are persons carrying out investigations suitably trained and competent?				
Are other reactive methods of monitoring performance used?				
Is there a regular programme of workplace/site inspections?				
Are the inspectors suitably trained and competent?				
Are other proactive methods of monitoring performance used?				
Is the health & safety management system audited regularly?				
Are external independent audits carried out periodically?				

Notes
