

# Internal Audit Check list

## HEALTH & SAFETY

Created:	17/May 1995	<b>Audit No 19</b>	VM3/COP 19 VOP 16
Revised:	12 June 2017		Page 1 of 1
Audit Date		Auditor	ISO 6.3

	<b><u>QUESTION:</u></b>	<b><u>RESPONSE:</u></b>	<b><u>Y/ N</u></b>
1	Check that personnel are aware of the company's H & S policy.		
2	Is the policy readily accessible?	Intrastats	N/ A
3	Check that new personnel have undergone induction checklist.	Built into Intrastats	N/ A
4	Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes.	Intrastats message	
5	Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list	See Technical controller for the list	
6	Check that personnel know where to retrieve information from the company manual.	Intrastats	N/ A
7	Check that the First aid accident book is reviewed and any action required is taken and recorded.		
8	Verify that risk assessments are being carried out in a timely manner.	Intrastats	N/ A
9	Check that the Risk Assessment / Health and Safety report produced, details all corrective actions required.	Audit 13	
10	Verify that the corrective actions are completed on time.		
11	Verify that these sheets are filed accordingly	Intrastats and Audit file	
12	Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.		