

# Internal Audit Check list

## HEALTH & SAFETY

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Audit Date	19/8/09	Auditor <i>D. L. Clark</i>	ISO 6.3

QUESTION:	RESPONSE:	Y/N
Check that personnel are aware of the company's H & S policy.	<i>MOTD</i>	Y
Is the policy readily accessible?	Intrastats	N/A
Check that new personnel have undergone induction checklist.	Built into Intrastats	N/A
Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes.	Intrastats message	Y
Check that documentation, data sheets and specs etc. for new products / services equipment are reviewed for H & S implications.		X
Check that personnel know where to retrieve information from the company manual.	Intrastats	N/A
Check that the First aid accident book is reviewed and any action required is taken and recorded.	<i>introduction log (was agreed meeting)</i>	Y
Verify that risk assessments are being carried out in a timely manner.	Intrastats <i>Yearly</i>	N/A
Check that the report produced details all corrective actions required.		Y
Verify that the corrective actions are completed on time.		Y
Check that a COSHH data sheet accompanies all relevant products purchased.		Y
Verify that these sheets are filed accordingly	<i>document index</i>	Y
Verify that any hazardous products are safely contained in storage	<i>metal box</i>	Y