

# Internal Audit Check list

## HEALTH & SAFETY

|            |                |                                    |             |
|------------|----------------|------------------------------------|-------------|
| Created:   | 17/May 1995    | Audit No 19                        | VM3/COP 19  |
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| Audit Date | 11/8/09        | Auditor <i>D. L. S.</i>            | Page 1 of 1 |
|            |                |                                    | ISO 6.3     |

| QUESTION:   | RESPONSE:                                  | Y/N      |
|---|--|----------|
| Check that personnel are aware of the company's H & S policy.   | <i>MOTD</i>                                | <i>Y</i> |
| 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                         | <i>Y</i> |
| Check that documentation, data sheets and specs etc. for new products / services equipment are reviewed for H & S implications. |  | <i>Y</i> |
| 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>intrastat logs (management meeting)</i> | <i>Y</i> |
| Verify that risk assessments are being carried out in a timely manner.  | Intrastats                                 | N/A      |
| Check that the report produced details all corrective actions required.   | <i>Yearly</i>                              | <i>Y</i> |
| Verify that the corrective actions are completed on time.   |  | <i>Y</i> |
| Check that a COSHH data sheet accompanies all relevant products purchased.  |  | <i>Y</i> |
| Verify that these sheets are filed accordingly  | <i>document index</i>                      | <i>Y</i> |
| Verify that any hazardous products are safely contained in storage  | <i>metal box</i>                           | <i>Y</i> |