

Internal Audit Check list

HEALTH & SAFETY

Created:	17/May 1995	Audit No 19	VM3/COP 19 VOP 16
Revised:	13 September 2011	Last printed 4/30/2007 01:20:00 PM	Page 1 of 1
Audit Date	17/7/14	Auditor <i>DLambs</i>	ISO 6.3

QUESTION:	RESPONSE:	Y/N
Check that personnel are aware of the company's H & S policy.	<i>Yearly issue to Draw office</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	✓
Check that documentation, data sheets and specs etc. for new products / services equipment are reviewed for H & S implications.	<i>Yearly PMS reviews</i>	Y
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.	* 1	
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.		Y
Verify that the corrective actions are completed on time.	* 2	
Check that a COSHH data sheet accompanies all relevant products purchased.	<i>W/H +</i>	Y
Verify that these sheets are filed accordingly		✓
Verify that any hazardous products are safely contained in storage		Y

- * 1 last accident 2012 DLambs finger in car
- * 2 couple Actions outstanding nothing major
- * 3 as part of PMS CE files