

Internal Audit Check list			
HEALTH & SAFETY			
Created:	17/May 1995	Audit No 19	VM3/COP 19 VOP 16
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Audit Date	17/2/14	Auditor DLamb	ISO 6.3

QUESTION:	RESPONSE:	Y/N
Check that personnel are aware of the company's H & S policy.	Yearly issue to draw atten	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.	Yearly PMS Reviews	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.	N/A	Y
Verify that these sheets are filed accordingly		Y
Verify that any hazardous products are safely contained in storage		Y

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