

VST

Internal Audit Check List

HEALTH & SAFETY

Created:	17/May 1995	Audit No 19	VM3/COP 19 VOP 16
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QUESTION:	RESPONSE:	Y/N
Check that personnel are aware of the company's H & S policy.	annually	Y
Is the policy readily accessible?	Intrastats	N/A Y
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 annually	Y
Check that documentation, data sheets and specs etc. for new products / services equipment are reviewed for H & S implications.	Done as part of PMS product review	Y
Check that personnel know where to retrieve information from the company manual.	Intrastats	N/A Y
Check that the First aid accident book is reviewed and any action required is taken and recorded.	#1	Y
Verify that risk assessments are being carried out in a timely manner.	Intrastats	N/A Y
Check that the report produced details all corrective actions required.	#60908 #2	Y
Verify that the corrective actions are completed on time.	#2	
Check that a COSHH data sheet accompanies all relevant products purchased.	#60909 #3	
Verify that these sheets are filed accordingly	por file	Y
Verify that any hazardous products are safely contained in storage		Y

*1 new issue needed -

added recurring issue ✓

#60908
issue
#2

sent as hard to renew/prove.

#3 issue needed hard to prove sent to DL+SC
#60909