VIAMED

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	15-7-15	Auditor H LAMB	ISO 6.3

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	PCR file	Y
Verify that any hazardous products are safely contained in storage		Y

*1 New issue needed -
Added recurring ✓

60908 issue *2 needed to produce report as difficult to prove

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