

# VIA MED

## 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	23-12-16	Auditor <i>HT LAMB</i>	ISO 6.3

QUESTION:	RESPONSE:	Y/N
Check that personnel are aware of the company's H & S policy.		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. <i>This is medical only</i>	<i>See technical controller for list.</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.	<i>DC reviewed twice a year.</i>	Y
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>Audit 13 (13)</i>	<i>See note #68725 #86349</i>	Y
Verify that the corrective actions are completed on time.		Y
Check that a COSHH data sheet accompanies all relevant products purchased.	<i>More to do</i>	Y
Verify that these sheets are filed accordingly	<i>Intrastats + Audit file</i>	
Verify that any hazardous products are safely contained in storage	*	Y

RC ✓ ok SN not present  
 JC ✓ ok EC not present  
 CG ✓ ok N/A  
 MG ✓ ok #86349  
 PC ✓ ok GL N/A  
 RS ✓ ok Issues Hawker N/A  
 EH ✓ ok LS ✓ ok  
 SW ✓ Fire Ex\* Temp. heater in office  
 KE ✓ Fire Ex\* #68725  
 CH ✓ ok  
 SH ✓ ok  
 HL ✓ ok  
 DL ✓ ok  
 CW ✓ lifting #86349

Checked chemicals Cupboard  
 need definition of  
 hazard class.