

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 H LAMB	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>	See technical controller for list.	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.	DL renewed twice a year. <i>Intrastats</i>	Y
Verify that risk assessments are being carried out in a timely manner. <i>risk assessments Health & Safety</i>	Intrastats	N/A
Check that the report produced details all corrective actions required. <i>Audit 13 (13)</i>	See note #68725 #86349	Y
Verify that the corrective actions are completed on time.		Y
Check that a COSHH data sheet accompanies all relevant products purchased. <i>Remove way to check</i>		
Verify that these sheets are filed accordingly	Intrastats + Audit file	
Verify that any hazardous products are safely contained in storage		Y

Checked chemicals cupboard
need definition of
hazard class.

RC ✓ oh SN not present
 JC ✓ oh EC not present
 CG ✓ oh
 MG ✓ oh #86534 L N/A
 PC ✓ oh GL N/A
 RS ✓ oh #85914 S Harker N/A
 EH ✓ oh LS ✓ oh
 SW ✓ Fire Ex *
 KE ✓ Temp. heater in office
 CH ✓ Fire Ex * #68725
 SH ✓ ok
 HL ✓ oh
 DL ✓ oh
 CW ✓ lifting #86349