

Insert your company's name or logo.

This checklist is provided by Health & Safety Department as a template, it provides a basic framework, however, you will often need to amend it e.g. reduce or expand it to fully address the specific requirements of the area you intend to inspect.

Area inspected:	
Inspection date:	
Inspection team:	

A. Management procedures and paperwork						Comments/Action Required
A1	Have all members of staff been given access to copies of the Health and Safety Policy, documents, arrangements and procedures, and any associated guidance?	Yes	No	Partial	N/A	
A2	Is induction, instruction training and supervision being provided?	Yes	No	Partial	N/A	
A3	Are staff informed of any required safe systems of work?	Yes	No	Partial	N/A	
A4	Are procedures for reporting accidents, near miss, hazards, significant spills and occupational ill health established and followed?	Yes	No	Partial	N/A	
A5	Are there procedures in place for the management of contractors?	Yes	No	Partial	N/A	
A6	Are contractor activities monitored?	Yes	No	Partial	N/A	
A7	Is access to any restricted area limited to authorised people only?	Yes	No	Partial	N/A	