



Safety Representatives' Inspection Checklist

Work Area

Safety Rep

Date Date of Last

Please note that this is not an exhaustive checklist: it may need to be expanded or reduced depending upon the workplace.

SECTION 1 Consultation	
Have there been any changes in the work area since the last inspection?	<input type="checkbox"/>
Has the safety rep been consulted in good time on any changes, such as risk assessments, changes in work practice, new machines/substances?	<input type="checkbox"/>
If you have a Safety Committee have agreed actions been completed?	<input type="checkbox"/>
If there is no Safety Committee, do workers want one?	<input type="checkbox"/>
Is there an adequate number of T&G trained Safety Reps?	<input type="checkbox"/>
Do safety reps have access to adequate facilities, resources and information?	<input type="checkbox"/>
Is the Health & Safety poster visible and completed e.g. is a safety rep and local inspector listed in the contact details?	<input type="checkbox"/>

SECTION 2 Training	
Do all workers receive sufficient training to do their job safely?	<input type="checkbox"/>
Is refresher training given frequently enough?	<input type="checkbox"/>
Are young and inexperienced workers adequately trained and supervised?	<input type="checkbox"/>
Have safety reps received up to date trade union training in health and safety?	<input type="checkbox"/>

SECTION 3 Accidents	
Have all accidents and near misses been recorded in the Accident Book?	<input type="checkbox"/>
Have all illnesses caused by work been reported and investigated?	<input type="checkbox"/>
Have accidents and near misses been investigated: were safety reps involved?	<input type="checkbox"/>
If there has been an accident, near miss or illness reported, were the Risk Assessments reviewed?	<input type="checkbox"/>

SECTION 4 Chemical & biological hazards.	
Are there harmful substances in the work area?	<input type="checkbox"/>
If yes, have risk assessments (COSHH) been carried out and safety precautions put in place?	<input type="checkbox"/>
Have workers received information and training on the safe use of hazardous substances?	<input type="checkbox"/>
Are chemicals clearly labelled and stored safely?	<input type="checkbox"/>
Are emergency procedures in place in case of dangerous occurrence e.g. spillage?	<input type="checkbox"/>
Is health surveillance carried out where required?	<input type="checkbox"/>

SECTION 5 Manual handling & RSI	
Are workers expected to move loads or do repetitive tasks that could cause injury?	<input type="checkbox"/>
Have risk assessments been carried out on manual handling activities and repetitive work?	<input type="checkbox"/>
Have workers received information and training on safe manual handling techniques?	<input type="checkbox"/>
Are mechanical lifting aids regularly used, inspected and maintained?	<input type="checkbox"/>
Have reports of aches and pains been recorded in the accident book and investigated?	<input type="checkbox"/>

SECTION 6 The working environment	
Temperature, Lighting & Housekeeping	
Is the temperature comfortable; are thermometers positioned at work areas?	<input type="checkbox"/>
If the temperature must be high or low, has an assessment been carried out?	<input type="checkbox"/>
Is lighting adequate?	<input type="checkbox"/>
Are stairs and escape routes adequately lit?	<input type="checkbox"/>
Are all work surfaces, walls and floors kept clean and tidy?	<input type="checkbox"/>
Are floors and walkways non-slip and free of trip/slip hazards?	<input type="checkbox"/>
Ventilation & Noise	
Are ventilation systems regularly maintained and inspected?	<input type="checkbox"/>
Is there an adequate supply of fresh air with no draughts?	<input type="checkbox"/>
Are noise levels safe? (you should not need to shout to be heard 2 metres away)	<input type="checkbox"/>

SECTION 7 Facilities	
Toilet & Washing Facilities	
Are there enough clean toilets for men and women in good repair?	<input type="checkbox"/>
Are washing facilities provided (hot water, soap, towels, and sanitary disposal)?	<input type="checkbox"/>
Rest Rooms	
Is there a rest room away from the working area with adequate seating where workers can eat or drink?	<input type="checkbox"/>
Are there rest room facilities for pregnant workers or breastfeeding mothers?	<input type="checkbox"/>
First Aid	
Are there enough trained first aiders and appointed persons in the work area?	<input type="checkbox"/>
Do workers know how to contact first aiders and the First Aid box location?	<input type="checkbox"/>
Is there a fully equipped First Aid box?	<input type="checkbox"/>

SECTION 8 Wrk. & electrical equipment	
Is there dangerous machinery in the work area?	<input type="checkbox"/>
If so are the safety guards and mechanisms in place and working at all times?	<input type="checkbox"/>
Are machinery, work equipment and electrical appliances regularly maintained and inspected?	<input type="checkbox"/>
Have all staff been trained to use, clean and adjust equipment safely?	<input type="checkbox"/>
Are there procedures for reporting faulty equipment and removing it from use?	<input type="checkbox"/>
Is access to live electrical equipment restricted to authorised persons?	<input type="checkbox"/>

SECTION 9 Workplace transport safety	
Is it safe for pedestrians and drivers in the location; has this been assessed?	<input type="checkbox"/>
Are walkways and roads adequately segregated, maintained and repaired?	<input type="checkbox"/>
Are speed limits in force?	<input type="checkbox"/>
Are workers adequately trained and certified to operate moving equipment?	<input type="checkbox"/>

SECTION 10 Fire safety	
Are fire exits kept clear at all times?	<input type="checkbox"/>
Do staff know what to do in the event of a fire; are fire drills held every 6 months?	<input type="checkbox"/>
Are fire alarms regularly tested and can they be heard in all parts of the building?	<input type="checkbox"/>
Are there adequate and appropriate fire extinguishers present?	<input type="checkbox"/>

SECTION 11 Stress, violence & bullying	
Are Risk Assessments carried out for stress, violence and bullying?	<input type="checkbox"/>
Are the issues being addressed to reduce the risk, eg is there a policy for each of the above?	<input type="checkbox"/>
Do workers have access to independent support if they experience the above?	<input type="checkbox"/>

SECTION 12 Risk assessments	
Are there up to date Risk Assessments for all work?	<input type="checkbox"/>

Other issues which may require assessment	
Working with vibrating hand tools - Is the level of vibration safe, are there control measures?	
Pregnant workers - Are there substances/activities that could harm the unborn child?	
Display Screen Equipment - Is it properly designed and comfortable?	
Personal protective equipment - Is it free, effective and stored correctly?	
Staff Security - Are there lone workers, are there areas where workers are vulnerable?	
Asbestos - Is it present; has there been a survey?	
Confined Spaces - Is there an adequate supply of oxygen?	

Have you identified problems? If so, think about what can be done and who can do it.

REMEMBER

You are not alone: contact your Branch or Region if you have any queries on the above. They can help you with information, training and negotiation.

YOU HAVE RIGHTS - USE THEM