

Health and Safety Practice Checklist

- Appointed Person Responsible for Health and Safety and Environmental Issues
- Certification and inspection of ventilation equipment
- Certification of building/ gangways as safe means of escape
- Director ultimately responsible
- Electrical equipment safety and testing
- Fire Extinguisher Maintenance:
- First Aid equipment provision
- First aider training and supervision
- General Fire Safety
- Legal management of waste disposal
- Lifting equipment inspection
- Machinery guards etc
- Maintenance of means of escape in case of fire/ signage/ lighting
- Mechanical equipment inspection and certification
- Provision of safety policy
- Recording and reporting of accidents
- Risk assessment of workplace
- Safe storage of chemicals and highly flammable materials
- Safe use of equipment/ training
- Safe use of ladders/ scaffolding / towers etc
- Safe use of toxic materials
- Safe working from heights
- Safety training and instruction
- Supervision of contractors and visitors
- Supervision of new employees and young persons
- Evacuation procedures