



Assess the Effectiveness of your Health and Safety Records

Health and Safety Records	Yes	No	Unsure
Have all your employees been inducted? And do you have records of the inductions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all your employees signed the induction records to show that they have understood the information given to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all your employees signed a health and safety code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records of all the health and safety training undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records that show visitors and contractors have been informed of the hazards and emergency procedures in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records of health and safety meetings held in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an incident register that shows all accidents and "near hits" in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have investigation records for all serious harm or potential serious harm incidents in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a hazard register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that hazards are systematically and regularly reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that emergency plans are communicated to affected persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records that show you have informed contractors and subcontractors of the minimum requirements while working on your site or off-site while engaged in their contracted activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your records show that you have assessed any contractor's health and safety system and relevant skills and qualifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records that document who has been provided with protective equipment and clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have records that document the maintenance and cleaning of protective equipment and clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system that records when personal protective equipment is due to be replaced and when it is actually replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>