

Soltec UK Ltd Health and Safety Procedure

Title: Workplace Inspection			
Document Number:	Soltec – SP05	Revision 1	Date of Issue: 15/03/2007

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the corporate Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head Office.

CONTENTS

Section 1 Policy

Section 2 Procedure

Section 3 References

Appendix A Workplace Inspection Checklist and action plan

1. Policy

Soltec UK Ltd is committed to ensuring that workplaces within which they operate apply safe systems of work and that the working environment is maintained to standards which eliminate or minimise risks to the health, safety and welfare of staff and third parties. A regular workplace inspection regime will be operated to monitor that these systems and standards are being applied.

2. Procedure

2.1 This procedure will be implemented throughout all buildings where Soltec UK Ltd operates. The responsibility for ensuring its implementation ultimately rests with the Health and Safety Manager. Site Managers will be expected to develop local plans to ensure its successful implementation in buildings and offices within their region.

It will be expected that any manager involved with inspections will have received appropriate training in order that the objectives of the inspection process can be delivered to an acceptable and consistent standard.

2.2 Every Workplace in which Soltec UK Ltd operates will be inspected every 6 months.

The responsibility for ensuring that the inspections take place on time will be the Health and Safety Manager.

2.3 A guidance checklist identifying many of the items to be checked during an office inspection is contained within Appendix A. The list of items identified on the checklist may not cover all items in a workplace, particularly if that workplace is of a specialised non-office environment, however, all items on the list will be relevant to every Soltec UK Ltd workplace. The checklist may be modified to suit local needs.

Soltec UK Ltd Health and Safety Procedure

Title: Workplace Inspection			
Document Number:	Soltec – SP05	Revision 1	Date of Issue: 15/03/2007

2.4 Joint management and safety representative inspections are good practice and cost effective. The management is encouraged to involve trade unions in joint inspections wherever possible. If this is impracticable then they should facilitate the union representatives to conduct their independent inspection.

2.5 All identified defects should be listed onto the form. The form may then be used as an action list to monitor the progress of corrective actions.

2.6 Once completed, the inspection checklist should be forwarded to the Health and Safety Manager and to the Managing Director (For information and data collection purposes). A meeting should take place to ensure actions are agreed and accepted, including timescales for completion based on urgency and nature of hazard.

2.7 The essential element of this procedure is that workplace inspections must be undertaken at regular intervals and systems must be in place to manage any deficiencies found. Site and Installation Managers are free to develop their own checklists and action plans to meet the requirements of this procedure. The forms attached to this procedure are to be considered as useful guidance but may be altered to suit local needs or preferences.

3. REFERENCE

Reference should be made to the following documents:

The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice.

Appendix D – General Workplace Risk Assessment Form

HEALTH, SAFETY & ENVIRONMENTAL WORKPLACE INSPECTION FORM				
Premise: Date of Inspection: Date of last Inspection:				Pass P Fail F N/A
SUBJECT	Y E S ✓ N O ✗	T R A I N I N G	COMMENTS (USE ATTACHED SHEET AS NECESSARY)	Auditor Close out (Initial)
1) Traffic and pedestrian walkways segregated				
2) Housekeeping in order				
3) Are all safety induction's up to date				
4) Is the Notice board tidy and up to date				
5) C.O.S.H.H. data and assessments available				
6) Is the Visitors/Personnel book completed and up to date				
7) Fire log book completed				
8) Are all team briefs available and up to date				
9) Is the company environmental policy displayed				
10) Are environmental risk assessments available				
11) Risk assessments available for all activities				
12) Method statements available for all activities				
13) First aiders available and First aid facilities in order				
14) Are all Extinguishers available/ checked within last 12 months signed				
15) Has a fire drill been conducted within the last 6 months				
16) Trailing cables or potential trip hazards protected				
17) Access and Egress clear and in order				
18) Health and Safety law poster displayed and completed				
19) Insurance certificate displayed				
20) Company Health and Safety policy displayed				
21) Is all lighting working and in order				
22) Are all Welfare facilities adequate and clean, tidy and in order				
23) Have Display screen assessments been conducted within last 6 mths				
24) Are all of the offices suitably, ventilated and lit				
25) Equipment inspected and PAT completed				
26) Are lifting accessories tested & visually in order (Certificates avail)				
27) Are all containers displaying the correct Hazard signage				
28) Are all Materials being recycled where possible				
29) Are all stored Materials tidy within yard				
30) Are spill kits available by all drains				
31) Are all drains marked				
32) All external cables protected/ fixed and marked				
33) Are plant workshop areas clean and tidy				
34) Are all safety signs displayed				
35) Are gates and fences in order				
36) Are all products labelled and stored correctly				
37) Is compressed gas stored correctly				
38) Highly flammable liquids stored correctly				
39) Manual Handling assessments completed				
40) Manual handling training provided				

Inspectors Name (Print)..... (Sign).....

**HEALTH, SAFETY & ENVIRONMENTAL
WORKPLACE INSPECTION FORM**

Premises:

Date of Inspection:

Pass = P Fail = F N/A

**I
T
E
M

№**

ADDITIONAL COMMENTS & ACTIONS:

Inspectors Name

(Print).....

(Sign).....