

Compliance Checklist for Safety Statement

Description	Compliance Checklist for Safety Statement
Company Name:	
Address:	
Date Received:	
Date Last reviewed by Company:	

No.	Section 1: Policy Statement	File Ref:	Compliant	Non-Compliant	Comments
1.	Policy Statement				
2.	Declaration Signed				
3.	Duties listed of employees regarding safety, health and welfare at work (including cooperation with employer), 20, 2, (d)				
4.	Names and where applicable the job title or position of each person responsible for performing tasks documented, 20, 2, (e)				
5.	Arrangements made regarding the appointment of safety reps and consultation and participation by employees, 20, 2, (f)				
6.	Safety statement brought to the attention of employees at least annually or any other time following its amendment, 20, 3 (a)				
7.	Safety statement brought to the attention of newly recruited employees, , 20, 3 (b)				
8.	Safety statement brought to the attention of other persons who may be exposed to any specific risk, 20, 3, (c)				
9.	Emergency plans and procedures documented in the event of a				

	serious and imminent danger, 20, 2 (c)				
10.	Emergency telephone numbers				
11.	List of plant and equipment				
12.	All contractors must be in possession of an up to date safety statement, 20 (6)				
13.	A copy of the safety statement must be available for inspection at or near every place of work to which it relates, 20 (7)				
14.	Employer employing 3 or less employees, may comply with code of practice, 20 (8)				

No.	Section 2: Risk Assessments/Method Statements/Controls	File Ref:	Compliant	Non-Compliant	Comments
15.	Appropriate hazards and risks identified and assessed, 20, 2 (a)				
16.	Specific hazards/risks relating to sub-contractors activities identified 20, 2 (a)				
17.	Appropriate protective and preventative measures identified, 20, 2 (b)				
18.	Where tasks pose a serious risk to employees, the relevant extracts of the safety statement must be brought to the attention of those affected including risks identified, assessed and protective and preventative measures, 20, 4 (a), (b), (c)				
19.	Procedures in place to review the safety statement where there has been a significant change in the risk assessment, 20, 5, (a)				
20.	Procedures in place to review the safety statement where the safety statement is no longer valid, 20, 5, (b)				
21.	Procedures in place to review the safety statement where an inspector directs it, 20, 5, (c)				
22.	Insurance up to date				

	Report Summary Totals: 22	
	Audited by:	
	Date:	