



## Developing a Health and Safety Plan - Checklist

Element	In Place	Not in Place	Date Planned	Priority
<b>EMPLOYER COMMITMENT</b>				
Develop a health and safety policy, and other policies like rehabilitation, working from home etc				
H&S policy signed by manager/CEO/Director				
A senior manager accepts responsibility for overseeing health and safety				
A senior manager approves the health and safety plan				
A budget is committed to achieving health and safety objectives and plan				
Health and safety responsibilities written into employment contracts, job descriptions and managerial positions				
Health and Safety roles and responsibilities allocated				
Develop health and safety procedures and systems				
<b>PLANNING REVIEW AND EVALUATION</b>				
Develop annual health and safety objectives				
Review objectives annually				
Undertake annual health and safety performance reviews with managers and staff				
Update and write any new policies needed				
Develop and update annual health and safety plan				
Ensure all relevant Codes of Practice, Guides, Guidelines and Standards are onsite or accessible				
<b>HAZARD MANAGEMENT</b>				
Identify your hazards using a number of methods, eg physical checks, process analysis, body mapping, surveys				
Hazards are kept on a hazard register				

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Hazard register is updated every three months				
Control measures have been developed for all significant hazards				
Controls are monitored regularly.				
There is a hazard reporting process in place.				
Staff are trained how to use the hazard reporting system				
Investigate whether health monitoring should occur for any hazards				
Arrange any health monitoring to be undertaken				
Personal protective equipment - <ul style="list-style-type: none"> <li>• Issue</li> <li>• Arrange for adequate storage</li> <li>• Arrange for maintenance/ replacement</li> <li>• There may need to be a bring up facility</li> </ul>				
<b>ACCIDENT MANAGEMENT</b>				
Ensure staff are aware they need to report all accidents and near miss incidents				
All accidents and incidents are investigated				
Accident reports are signed off my senior management				
All accident reports include recommendations for ensuring a similar event does not happen again				
The accident investigation staff are trained in this task				
A person is designated to report serious harm accidents to OSH.				
There is a return to work policy in place				
There is a return to work process in place				
Staff off work due to injury or illness are contacted once a week				
Accident/incident data is collated six monthly or annually				



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Accident/incident data report is signed off by senior management				
<b>INFORMATION, TRAINING AND SUPERVISION</b>				
Induct all new staff using the Health and Safety Induction Checklist				
Keep training records and develop a process to keep them updated				
Have a bring-up system for any recurring training or certification				
Build in an annual health and safety training needs evaluation of staff at performance review time				
Arrange training for people who need to have skills updated				
Keep health monitoring records up-to-date				
Develop a system where staff can be trained on any new procedures				
Develop a contact list for health and safety expertise				
<b>EMERGENCY MANAGEMENT SYSTEM</b>				
Develop a comprehensive emergency plan. This should include all relevant phone numbers and staff contact details				
Check first aid kits every three months				
Keep first aiders' training up to date				
Appoint fire/civil defence wardens				
Train fire/civil defence wardens				
Appoint and train a building civil defence warden				
Arrange for training in use of emergency equipment				
<b>CONTRACTOR AND VISITOR HEALTH AND SAFETY MANAGEMENT</b>				
Make a list of contractors				
Decide what evidence you need from them				



Element	In Place	Not in Place	Date Planned	Priority
Send contractor health and safety information out to them				
Look over their replies				
Induct contractors onto your site				
Develop a system to keep track of visitors and inform them of your hazards, eg a visitor's sign in book				
Sign agreements with contractors				
<b>EMPLOYEE PARTICIPATION</b>				
Encourage staff to set up a health and safety committee				
Ensure health and safety is on any meeting agenda.				
Decide on a reward system for excellence and innovation in health and safety				
If staff members decide on having a health and safety representative, then allowing the person two days training leave				
<b>MONITORING COMPLIANCE OF YOUR HEALTH AND SAFETY PROCEDURES AND THE LEGISLATION</b>				
Report to senior manager with health and safety responsibilities every six months				
Monitor performance of team leaders				
Produce an annual compliance report				

