

Seawolf Building Co.

Health and Safety Review Checklist

POLICY	YES	NO
Reviewed yearly		
Have the objectives changed		
Are workers involved with the review		
Have audits been conducted yearly		
HAZARD / OPPORTUNITY IDENTIFICATION		
Hazard & opportunity identification complete		
Reviews undertaken when required (timetable)		
Responsibilities signed off		
Controls developed and implemented		
Monitoring (personal and environmental) undertaken		
PPE available and used		
Hazard training recorded		
TRAINING		
Induction training completed for new workers		
Training completed as scheduled		
Evidence that competency achieved		
Information available to staff		
INCIDENTS		
All incidents recorded		
Investigations completed		
Recommendations for improvements implemented		
Incidents collated and reported to management		
WORKER PARTICIPATION		
Meeting minutes maintained		
Recommended for improvements implemented		
EMERGENCY PLANNING		
Evacuation drill held every 6 months		
Drill records maintained		
Training sessions are recorded		
PLANT EQUIPMENT		
Maintenance records kept		

Comments:

Signed and Dated

Sign: _____



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Date: ____/____/____
SEAWOLF
 BUILDING CO.