

# Self-inspection checklist



## Implementing safety systems at work

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Risk: Failure to recognise safety hazards in the workplace and apply corrective actions through a formal strategy that encourages inspection, reporting, training, permits to work, job safety analysis and safe work method statements.					
	Yes	No	N/A	Comments	Completed (date)
<b>Formality</b>					
A formal hazard reporting system is provided and encourages our staff to report any safety hazards that they see. All reported hazards and agreed corrective actions are documented in a formal risk register and progress tracked to completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
We have An Occupational Health Safety and Environment (OHSE) committee has been established (or a suitably qualified/experienced person(s) responsible for safety matters) and meets regularly to discuss safety. The committee discusses progress of outstanding corrective actions for addressing known safety hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
The OHSE committee/person(s) is responsible for site safety and regularly conducts formal safety audits/ risk assessments to identify safety hazards including machinery related hazards, manual handling, falling objects, vehicle impact and other safety hazards around the site. Issues identified are documented in a formal risk register and agreed corrective actions progress tracked to completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A formal safe work permit systems and procedures are provided					
Regularly toolbox safety meetings are conducted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Contractors have documented safe work method statements (SWMS) for routine work and conduct job safety analysis (JSAs) prior to conducting any irregular work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Documented standard operating procedures (SOPs) for all machinery and plant operation, manual handling activities and vehicle (e.g. forklift) operations are provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
There is a formal incident reporting system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Training						
	A formal training program for our machine operators and maintainers including operator and safety training is provided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Formal job assessments to verify the operator/maintainers knowledge of the machine and associated safety procedures are conducted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	A formal documented training register is maintained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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