

Management Health & Safety Quick Checklist

- Are specific health and safety (H&S) responsibilities included in your job description?
- Are H&S requirements reviewed at your annual performance review?
- Do you provide formal H&S reports to your manager?
- Is there an established forum to discuss H&S with your staff?
- Have you appointed a Departmental Health and Safety Officer(s) (DHSO) for your area?
- Do you meet with your DHSO at least quarterly?
- Are you familiar with the hazard register for your department/area?
- Have you discussed hazard controls with your DHSO?
- Is there a training programme for your staff relating to hazard controls?
- Are signed training records maintained?
- Is H&S information/resources relating to your work area provided for reference for staff?
- Are emergency plans documented and practised?
- Do you review the accident register?
- Are accident reports and trends discussed with your DHSO at your quarterly meetings?
- Have you been involved in accident investigations?
- Have you been involved in rehabilitation for any staff?