

Daily H&S Check

Site name	Private Site
Shift	Late Shift
Auditor	Paul M

Access & Exits

Ref	Audit Question	Answer	Comments
1.1	Are all Aisles clear and in good condition?	Acceptable	Well maintained
1.2	Are all walkways and exits clear from obstruction and debris?	Area of Concern	Fire door A7 has litter in LHS corner - could cause a trip hazard
1.3	Is there adequate access and exit in all workplaces?	Acceptable	No issues
1.4	Are all exit signs in good condition and visible?	Area of Concern	Area signs are in place but need replacing as they are faded and some not legible
1.5	Are all corridors clear from obstruction and in good condition?	Acceptable	Clear and swept well



REF: 1.2



REF: 1.2

House Keeping

Ref	Audit Question	Answer	Comments
2.1	Are floors clear of debris and in good condition?	Area of Concern	Generally ok but Packing area has been missed from clean-up - paper and banding still on the floor
2.2	Are floors clear of spillages or if spillages occurred have they been cleared with correct signage in place?	Acceptable	No issues
2.3	Are all waste containers within fill lines and not overflowing?	Area of Concern	8 out of 10 bins allocated meet expectations. 2 bins are overflowing with plastic banding
2.4	Is all waste stored in correct waste containers?	Acceptable	No issues
2.5	Are working areas clear of excessive dust and debris?	Acceptable	General standards are ok



REF: 2.1



REF: 2.1



REF: 2.2



REF: 2.2

Work place

Ref	Audit Question	Answer	Comments
3.1	Are workplaces clear of slip, trip or fall hazards?	Non Conformance	Banding on walkway near A7 fire exit doorway
3.2	Are pallets stored in racking safely?	Acceptable	No issues
3.3	Are bay & key control procedures being followed correctly?	Acceptable	Correctly followed, no issues
3.4	Are operatives adhering to manual handling procedures?	Acceptable	Observations show correct procedures are being followed
3.5	Are MHE and operatives maintaining a safe working distance?	Area of Concern	FLT drivers are working in close proximity to operators
3.6	Are all operatives using correct PPE for tasks?	Acceptable	Checks completed at start of shift - all PPE ok
3.7	Is PPE in acceptable working condition?	Acceptable	
3.8	Are any damaged pallets removed and stored in adequate location?	Acceptable	Correct location used
3.9	Are all workplace media stored correctly with damaged media segregated?	Area of Concern	Segregation is not clear

Ref	Audit Question	Answer	Comments
3.10	Is all damaged media tagged as damaged to prevent use?	Acceptable	Yes, correct process is being followed



REF: 3.1



REF: 3.9

Fire Safety

Ref	Audit Question	Answer	Comments
4.1	Are all fire exits clear of obstruction and in good condition?	Area of Concern	Fire exit lighting is not clean, and creates a visual impairment
4.2	Are all fire extinguishers clear from obstruction and in good condition?	Acceptable	All ok
4.3	Are all fire extinguishers in correct areas and positions?	Acceptable	All ok
4.4	Are all fire exit signs visible and clear to view?	Acceptable	All in correct locations and clear to view
4.5	Are all fire marshals correctly identified on shift?	Non Conformance	1 Fire Marshall has left the business

First Aid

Ref	Audit Question	Answer	Comments
5.1	Are all first aid boxes in correct locations and in good condition?	Acceptable	First Aid boxes, placed in ideal locations
5.2	Are all first aid boxes adequately stocked for use?	Acceptable	Stocked well and in date
5.3	Are all eye wash station in correct location and in good condition?	Acceptable	All ok
5.4	Are all eye wash stations adequately stocked for use?	Area of Concern	Some eye wash bottles are coming up to due date for changing
5.5	Are all first aiders correctly identified on shift?	Acceptable	Identification is ok

Summary

Potential Score is based on the number of questions within the section

Audit Area	Potential Score	Actual Score	Percentage
Access & Exits	25	20	80%
House Keeping	25	20	80%
Work place	50	40	80%
Fire Safety	25	17.5	70%
First Aid	25	22.5	90%
Overall Total	150	120	80%

Corrective Action

Access & Exits	
Item	Action
Are all walkways and exits clear from obstruction and debris?	Arrange for cleaners to clear the debris before ends of shift
Are all exit signs in good condition and visible?	Arrange Health and Safety team to perform a site safety tour for signage
House Keeping	
Item	Action
Are floors clear of debris and in good condition?	Team Leaders on all shifts are to be re-aligned on their duties to keep their stations clean and clear
Are all waste containers within fill lines and not overflowing?	Cleaners to be shown the area and job list to be reviewed
Work place	
Item	Action
Are workplaces clear of slip, trip of fall hazards?	Speak to banding operative to ensure no banding is missed from his process
Are MHE and operatives maintaining a safe working distance?	Review floor plans and assess potential layout change to remove the proximity risk
Are all workplace media stored correctly with damaged media segregated?	Arrange for revised signage to be created and posted in the area
Fire Safety	
Item	Action
Are all fire exits clear of obstruction and in good condition?	Arrange for safety tour to be conducted to review cleaning aspect of signs and lighting
Are all fire marshals correctly identified on shift?	Arrange identification and training of a replacement FM
First Aid	
Item	Action
Are all eye wash stations adequately stocked for use?	Arrange for all stations to be reviewed

Signature

Name: P Miller

Date: 12/08/2021

A handwritten signature in black ink, appearing to be 'P Miller', written in a cursive style.