**Unite Safety Representative’s H&S Checklist**

**Work Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Safety Rep ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Date of last inspection: .

*This is not an exhaustive checklist: It may need expanding or reducing depending on the workplace.*

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| **Section 1** **Consultation** | **Y/N** |
| Have there been any changes in the work area since the last inspection? |  |
| Has the safety rep been consulted in good time on any changes, such as risk assessments, changes in work practice, new machines/substances? |  |
| If you have a Safety Committee have agreed actions been completed? |  |
| If there is no Safety Committee, do workers want one? |  |
| Is there adequate number of Unite trained safety reps? |  |
| Do safety reps have access to adequate facilities, resources and information? |  |
| Is the health and safety poster visible and completed e.g. is a safety rep and local inspector listed in the contact details? |  |
| **Section 2** **Training** |  |
| Do all workers receive sufficient training to do their job safely? |  |
| Is refresher training given frequently enough? |  |
| Are young and inexperienced workers adequately trained and supervised?  |  |
| Have safety reps received up to date trade union training in health and safety? |  |
| **Section 3** **Accidents** |  |
| Have all accidents and near misses been recorded in the Accident Book? Have all illnesses caused by work being reported and investigated? |  |
| Have accidents and near misses been investigated; were safety reps involved? |  |
| If there have been an accident, near miss or illness reported, were the risk assessments reviewed? |  |
| **Section 4** **Chemical and biological hazards** |  |
| Are there harmful substances in the work area? |  |
| Is yes, have risk assessments (COSHH) been carried out and safety precautions put in place? |  |
| Have workers received information and training on the safe use of hazardous substances? |  |
| Are chemicals clearly labelled and stored safely? |  |
| Are emergency procedures un place in case of dangerous occurrence e.g. spillage? |  |
| Is health surveillance carried out where required? |  |
|  |  |
| **Section 5** **Manual handling and RSI** |  |
| Are workers expected to move loads or do repetitive tasks that could cause injury? |  |
| Have risk assessments been carried out on manual handling activities and repetitive work? |  |
| Have workers received information and training on safe manual handling techniques? |  |
| Are mechanically lifting aids regularly used, inspected and maintained? |  |
| Have reports of aches and pains been recorded in the accident book and investigated? |  |
| **Section 6** **The Working Environment**  |  |
| **Temperature, lighting and housekeeping** |  |
| Is the temperature comfortable; are thermometers positioned at work areas? If the temperature must be high or low, has an assessment been carried out? Is lighting adequate? |  |
| Are stairs and escape routes adequately lit? |  |
| Are all work surfaces, walls and floors kept clean and tidy? |  |
| Are all floors and walkways non-slip and free of trip/slip hazards. |  |
| **Ventilation and noise** |  |
| Are ventilation systems regularly maintained and inspected? Is there an adequate supply of fresh air with no draughts? |  |
| Are noise levels safe? (You should not need to shout to be heard 2 metres away) |  |
| **Section 7** **Facilities** |  |
| **Toilet and washing facilities** |  |
| Are there enough clean toilets for men and women in good repair? |  |
| Are washing facilities provided? (hot water, soap, towels, and sanitary disposal) |  |
| **Rest Rooms** |  |
| Is there a rest room away from the working area with adequate seating where workers can eat and drink? |  |
| Are there rest room facilities for pregnant workers or breastfeeding mothers? |  |
| **First Aid** |  |
| Are there enough trained first aiders and appointed persons in the work area? Do workers know how to contact first aiders and where the First Aid box is located? |  |
| Is there a fully equipped First Aid box? |  |
| **Section 8** **Work and Electrical equipment** |  |
| Is there dangerous machinery in the work area? |  |
| If so are the safety guards and mechanisms in place and working at all times? |  |
| Are machinery, work equipment and electrical appliances regularly maintained and inspected? |  |
| Have all staff been trained to use, clean and adjust equipment safely? |  |
| Are there procedures for reporting faulty equipment and removing it from use?  |  |
| Is access to live electrical equipment restricted to authorised persons? |  |
| **Section 9** **Workplace transport safety** |  |
| Is it safe for pedestrians and drivers in the location; has this been assessed?  |  |
| Are walkways and roads adequately segregated, maintained and repaired?  |  |
| Are speed limits in force? |  |
| Are workers adequately trained and certified to operate moving equipment? |  |
| **Section 10** **Fire Safety** |  |
| Are fire exits kept clear at all times? |  |
| Do staff know what to do in the event of a fire; are fire drills held every 6 months? |  |
| Are fire alarms regularly tested and can they be heard in all parts of the building? |  |
| Are there adequate and appropriate fire extinguishers present? |  |
| **Section 11** **Stress, violence and bullying** |  |
| Are risk assessments carried out for stress, violence and bullying? |  |
| Are the issues being addressed to reduce the risk, e.g. is there a policy for each of the above. |  |
| Do workers have access to independent support if they experience the above? |  |
| **Section 12** **Risk assessments** |  |
| Are there up to date risk assessments for all work? |  |

**Other issues which may require assessment**

* **Working with vibrating hand tools** – is the level of vibration safe, are there control measures?
* **Pregnant workers** – are there substances / activities that could harm the unborn child?
* **Display Screen Equipment** – is it properly designed and comfortable?
* **Personal Protective Equipment** – is it free, effective and stored correctly?
* **Staff Security** – Are there lone workers, are there areas where workers are vulnerable?
* **Asbestos** – Is it present; has there been a survey?
* **Confined spaces** – Is there an adequate supply of oxygen?

**Have you identified problems?**

**If so, think about what can be done and who can do it.**

**REMEMBER**

**You are not alone: contact your Regional Officer or the Health and Safety Unit**

**They can help you with information, training and negotiation.**