

A Barbour Checklist: Checklist for Health and Safety Policies

If you employ five or more people, have you an up-to-date written health and safety policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your document have a statement of general policy, ie, an introduction by the top person in your organisation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy contain an 'Organisation' section allocating responsibilities to appropriate staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you checked that all staff with safety responsibilities are competent to carry them out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your policy have stated objectives, standards, and arrangements for carrying it out eg, references to written safe working methods?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy state that the company is responsible for the provision of safe place of work, systems of work and equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy provide detailed arrangements for safety training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy state that all necessary safety training will be given?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy state that some responsibilities will be delegated, but that overall responsibility is with a named member of senior management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy state that there will be regular safety auditing, monitoring and reviews?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy identify the competent person with day-to-day responsibility for advising on health and safety issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy state there is a periodic review, eg annually or after a change in operation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the policy statement signed and dated by the senior person responsible for safety in the organisation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have the contents of the policy been discussed with supervisors and staff representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy spell out the role of employees, including statutory requirements and in-house rules?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are health and safety duties and responsibilities clearly presented from Board/Senior management level through to individual employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the health and safety decision making process made clear eg role of meetings and individuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Does the policy cover the health and safety of visitors, contractors, trainees and members of the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Where the policy refers to other documents, does it state where they can be found?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy acknowledge that external advice will be sought on specialist health and safety issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy confirm that workplace risk assessments will be used to identify and prioritise actions dealing with hazards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail the allocation of finance and other resources for health and safety?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy outline how safety performance will be monitored?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail fire arrangements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail occupational health arrangements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy identify the main hazards within the workplace and explain how the risks arising, are controlled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail the organisation's purchasing policy as it affects health and safety?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail how accidents/incidents should be reported and investigated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail the first aid arrangements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy commit to ensuring that contractors will be managed and explain how this will be achieved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail requirements on personal protective equipment, where allocated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy detail arrangements for communicating to and consulting with employees (do not forget to involve all levels of staff)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the policy distributed to all staff, including new recruits and temporary employees and is this stated within the policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the policy identify those responsible for risk assessment and management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the policy monitored against clear objectives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there a review process to update the policy periodically?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Disclaimer

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