

Instructions for the Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Audit

Insert your Company Name and Date where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name and Date

The data will copy from the Audit Details worksheet

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question and

comments boxes

Enter a score for each question as indicated by the "How and What to score" column

If the question is not applicable score it as max potential score

Note; Different questions have different weighted score potential

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

You may have to adjust the print settings to suit your printer

You have now completed your Health & Safety Audit

You can save this spreadsheet and use it as many times as you like

Any problems e-mail me at tim.hill2@zoom.co.uk

Health & Safety Management System Audit (HSG 65 Model)

Date

Company

Section	Performance
Policy	0
Organising	0
Planning & Implementation	0
Measuring	0
Reviewing	0
Total Audit Score	0 %

Performance not acceptable - urgent action required ■

Performance marginal - ongoing action required ■

Section Scores

Section 1 - Policy

Policy statement	0
Provision	0
Communication	0
Responsibility	0

Section 2 - Organising

Implementation	0
Selection & Training	0
Specialist Training	0
Co-Operation & Communication	0
H&S Committee	0
Methods of Communication	0

Section 3 - Planning / Implementation

Safety Plan	0
General Risk Assessment	0
Hazardous substances	0
Noise	0
Manual Handling	0
Asbestos	0

Section 3 - continued

Display Screen equipment	0
PPE	0
Safe systems/ Permits	0
Contractors & Visitors	0
Electrical safety	0
Workplace safety	0
Equipment Safety	0
Fire & emergency	0
Occupational Health	0

Section 4 - Measuring

Proactive monitoring	0
Reactive monitoring	0
Auditing	0

Section 5 - Reviewing

Review	0
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Question	How and what to score	Potential Score			Comments
		Score		% Performance	
Health & Safety Policy					
The Policy Statement					
Health and Safety Policy statement - Is it prominently displayed	1 one copy on display; 2 Displayed in two or more locations	2		0	
Policy date	1 for dated within 3 years, 2 for within 2 years; 3 for within 1 year	3		0	
Policy signed by company designate	1 for most senior site contact, 2 for director; 3 for MD / CEO	3		0	
	Total	8	0	0	
Provision					
Policy Complies to Legal Requirements	0 definitely not; 1 partially ; 2 mostly ; 3 yes but may need updating ; 4 fully	4		0	
Appropriate Resources are provided to implement the policy	1 partial; 2 mostly; 3 fully	3		0	
Does the policy publish Health and Safety Objectives	1 partial; 2 mostly; 3 fully	3		0	
Does it identify Health and Safety Responsibility	1 partial; 2 mostly; 3 fully	3		0	
Is there a Review Mechanism	1 partial; 2 mostly; 3 fully	3		0	
Does it identify Third Party Protection	1 partial; 2 mostly; 3 fully	3		0	
	Total	19	0	0	
Communication					
Is the policy communicated to all individually	1 on noticeboard, 2 with individual contract of employment, 3 H&S booklet given to individuals ; 4 Employee signs for receipt	4		0	
Is the whole policy document available to all	1 partial; 2 mostly; 3 fully	3		0	
Are employees involved in it's development	1 partial; 2 mostly; 3 fully	3		0	
	Total	10	0	0	

Audit

Question	How and what to score	Potential Score			Comments
		Potential Score	Score	% Performance	
Responsibility					
Are Managers and Supervisors named as responsible for H&S	1 partial; 2 mostly; 3 fully	3		0	
Is there a responsibility management diagram	1 yes, 0 no	1		0	
Managers/Supervisors Responsibilities documented and identified	1 partial; 2 mostly; 3 fully	3		0	
Maintenance Responsibilities identified	1 partial; 2 mostly; 3 fully	3		0	
Management of Third Parties identified	1 partial; 2 mostly; 3 fully	3		0	
Responsibilities fully understood at all levels	1 partial; 2 mostly; 3 fully	3		0	
	Total	16	0	0	
Section Totals		53	0	0	

Question	How and what to score	Potential Score			Comments
		Score	% Performance		
Organising					
Implementation					
Healthy and Safety part of Appraisal System for employees	1 partial; 2 mostly; 3 fully	3		0	
Employee Responsibilities documented and identified within policy	1 partial; 2 mostly; 3 fully	3		0	
Competent H&S Person available	0 no; 1 consultant used as and when; 2 Consultant retained; 3 qualified in house person	3		0	
Are H&S competent person contact details published and circulated	0 no; 1 yes	1		0	
Is responsibility for contact with outside bodies identified	0 no; 1 yes	1		0	
Is there an accountability map published	0 no; 1 yes	1		0	
Are Health and Safety targets/objectives stated	0 no; 1 yes	1		0	
	Total	13	0	0	
Selection & Training					
Training identified at recruitment & documented	1 partial; 2 mostly; 3 fully	3		0	
Training and Information provided for all	1 partial; 2 mostly; 3 fully	3		0	
Health and Safety Training is Managers responsibility	0 no; 5 yes	5		0	
New Starters - Induction Course provided	1 partial; 2 mostly; 3 fully	3		0	
Young Persons - Induction course provided	1 partial; 2 mostly; 3 fully	3		0	
Pregnant or Nursing Mothers - Induction course provided	1 partial; 2 mostly; 3 fully	3		0	
Disabled Persons - Induction Course provided	1 partial; 2 mostly; 3 fully	3		0	
Managers - Health and Safety Training provided	0 no; 5 yes	5		0	
Supervisors - Health and Safety Training provided	0 no; 5 yes	5		0	
Employee - Health and Safety Training provided	1 partial; 2 mostly; 3 fully	3		0	
	Total	36	0	0	

Audit

Question	How and what to score	Potential Score		% Performance	Comments
		Score	Score		
Specialist Training					
Fork Lift Truck Drivers training provided	1 partial; 2 mostly; 3 fully	3		0	
Abrasive Wheel Users training provided	1 partial; 2 mostly; 3 fully	3		0	
Woodworking Machinery Users training provided	1 partial; 2 mostly; 3 fully	3		0	
Racking Awareness training provided	1 partial; 2 mostly; 3 fully	3		0	
Battery Charging training provided	1 partial; 2 mostly; 3 fully	3		0	
Fire Evacuation/Awareness training provided	1 partial; 2 mostly; 3 fully	3		0	
HGV Drivers qualification checked and documented	1 partial; 2 mostly; 3 fully	3		0	
Use of PPE training provided	1 partial; 2 mostly; 3 fully	3		0	
Refresher Training requirements documented	1 partial; 2 mostly; 3 fully	3		0	
Up-to-date Site Training Programme in place	1 partial; 2 mostly; 3 fully	3		0	
Site Training Record System available	0 no; 10 yes	10		0	
Training Records available by individual	1 partial; 2 mostly; 3 fully	3		0	
Informal (on the job) Training provided and documented	1 partial; 2 mostly; 3 fully	3		0	
	Total	46	0	0	
Co-operation & Communication					
Effective and Open Communication within company	1 partial; 2 mostly; 3 fully	3		0	
Employee's Health and Safety Booklet	0 no; 2 yes	2		0	
Location/Shift Pattern Safety Cover provided	0 no; 5 yes	5		0	
New Working Procedures discussed and consulted	1 partial; 2 mostly; 3 fully	3		0	
Appointing Competent Persons discussed and consulted	1 partial; 2 mostly; 3 fully	3		0	
Health and Safety Training/Information discussed and consulted	1 partial; 2 mostly; 3 fully	3		0	
New Equipment/Technology discussed and consulted	1 partial; 2 mostly; 3 fully	3		0	
	Total	22	0	0	

Audit

Question	How and what to score	Potential Score			Comments
		Potential Score	Score	% Performance	
H&S Committee					
Joint Health and Safety Committee in place	0 no; 3 yes	3		0	
Departmental/Section Safety Committees in place	0 no; 1 yes	1		0	
Committee Meetings monthly	1 partial; 2 mostly; 3 fully	3		0	
Published Agenda	1 partial; 2 mostly; 3 fully	3		0	
Action Minutes circulated	1 partial; 2 mostly; 3 fully	3		0	
Minutes - Follow-up Actions checked	1 partial; 2 mostly; 3 fully	3		0	
	Total	16	0	0	
Methods of Communication					
Health, Safety and Welfare noticeboards	0 no; 2 yes	2		0	
Promotional Literature provided	0 no; 2 yes	2		0	
Other notice boards present	0 no; 2 yes	2		0	
Information from External Sources provided	0 no; 2 yes	2		0	
Team Briefings for All Employees	1 partial; 2 mostly; 3 fully	3		0	
HSE Posters displayed	0 no; 2 yes	2		0	
Employee Liability Insurance Certificate displayed	0 no; 5 yes	5		0	
Signs & Signals - appropriate and up to date	0 no; 2 yes	2		0	
	Total	20	0	0	
Section Totals		153	0	0	

Audit

Question	How and what to score	Potential Score			Comments
		Score	% Performance		
Planning & Implementation					
Safety Plan					
Annual Health and Safety Plan	0 no; 5 yes	5		0	
Implemented - Timescales	0 no; 2 yes	2		0	
Legislative Compliance Checks	0 no; 5 yes	5		0	
Corrective Actions within Timescales	0 no; 2 yes	2		0	
Safety Plan - Personnel Awareness of plan	0 no; 2 yes	2		0	
Departmental/Section Plan	0 no; 2 yes	2		0	
Safety Plan has performance targets	0 no; 2 yes	2		0	
Safety Plan - part of overall company business Plan	0 no; 2 yes	2		0	
	Total	22	0	0	
General Risk Assessment Areas					
Contractors	0 no; 5 complete and documented	5		0	
Visitors/Members of the Public	0 no; 5 complete and documented	5		0	
Delivery Drivers	0 no; 5 complete and documented	5		0	
Workplace Transport Operations	0 no; 5 complete and documented	5		0	
Occupational Stress	0 no; 5 complete and documented	5		0	
Pregnant Women/Nursing Mothers	0 no; 5 complete and documented	5		0	
Young Persons (under 18)	0 no; 5 complete and documented	5		0	
Disabled Persons	0 no; 5 complete and documented	5		0	
Lone working	0 no; 5 complete and documented	5		0	
Risk assessments reviewed	0 no; 2 every two years; 3 annually	3		0	
	Total	48	0	0	

Audit

Question	How and what to score	Potential Score		% Performance	Comments
		Potential Score	Score		
Hazardous Substances					
Hazardous Substances identified	0 no; 3 yes	3		0	
Material Safety Data Sheets for all substances available	0 no; 3 yes	3		0	
COSHH Assessment complete	0 no; 1 partially, 2 mostly; 3 fully	3		0	
COSHH Review	0 no; 2 every two years; 3 annually	3		0	
Engineering Controls in place	0 no; 3 yes	3		0	
Local Exhaust Ventilation (LEV) in place	0 no; 3 yes	3		0	
LEV Testing every 14 months and documented	0 no; 3 yes	3		0	
Non-disposable RPE used	0 no; 3 yes	3		0	
Disposable RPE used	0 no; 3 yes	3		0	
Occupational Exposure Limits published	0 no; 3 yes	3		0	
Health/Medical Surveillance in place	0 no; 3 yes	3		0	
Hazards of Substances communicated	0 no; 3 yes	3		0	
Precautions/Control Measures communicated	0 no; 3 yes	3		0	
Results of Monitoring/Surveys communicated	0 no; 3 yes	3		0	
Hazardous Substance Emergency action communicated	0 no; 3 yes	3		0	
Legionella risk assessment complete	0 no; 10 yes	10		0	
Ionising Radiation assessment complete	0 no; 10 yes	10		0	
Isocyanates risk assessment complete	0 no; 10 yes	10		0	
Lead risk assessment complete	0 no; 10 yes	10		0	
Total		85	0	0	

Audit

Question	How and what to score	Potential Score		% Performance	Comments
		Potential Score	Score		
Noise					
Noise at Work Regulations Survey complete	0 no; 3 yes	3		0	
Plan to Reduce Noise in workplace developed	0 no; 3 yes	3		0	
Plan to reduce Employees Exposure	0 no; 3 yes	3		0	
Noise Zones marked	0 no; 3 yes	3		0	
Hearing Protection mandatory	0 no; 3 yes	3		0	
Employees Utilise Hearing Protection is monitored / audit	0 no; 3 yes	3		0	
Pre-employment Medicals undertaken	0 no; 3 yes	3		0	
Noise Audiometry completed	0 no; 3 yes	3		0	
Employee Awareness training on noise	0 no; 3 yes	3		0	
	Total	27	0	0	
Manual Handling					
Residual Manual Handling Tasks assessed	0 no; 3 yes	3		0	
Third Party Premises also assessed	0 no; 3 yes	3		0	
Risk assessments reviewed	0 no; 3 yes	3		0	
Products 'Weight Stamped'	0 no; 3 yes	3		0	
Automation/Mechanisation used where possible	0 no; 3 yes	3		0	
WRULD risk assessed	0 no; 3 yes	3		0	
Lifting/Handling Injuries analysed	0 no; 3 yes	3		0	
Employee Risk Awareness training	0 no; 3 yes	3		0	
Training records maintained	0 no; 3 yes	3		0	
	Total	27	0	0	

Audit

Question	How and what to score	Potential Score	Score		Comments
			Score	% Performance	
Asbestos					
Asbestos surveys completed for all locations	0 no; 1 partially; 5 fully	5		0	
Type 1 survey complete	0 no; 1 yes	1		0	
Type 2 survey complete	0 no; 1 yes	1		0	
Type 3 survey complete	0 no; 1 yes	1		0	
Asbestos register complete	0 no; 1 partially; 5 fully	5		0	
Asbestos register available to all visiting contractors	0 no; 1 partially; 3 fully	3		0	
Training given to maintenance personnel	0 no; 1 partially; 3 fully	3		0	
General awareness training given	0 no; 1 partially; 3 fully	3		0	
Management plan developed	0 no; 1 partially; 3 fully	3		0	
Management plan implemented	0 no; 5 yes	5		0	
Work on Asbestos containing materials subject to permit	0 no; 1 partially; 2 fully	2		0	
	Total	32	0	0	
Display Screen Equipment					
Users Identified	0 no; 1 partially, 3 fully	3		0	
DSE Workstation assessments complete	0 no; 1 partially, 3 fully	3		0	
DSE - Home Workers assessed	0 no; 1 partially, 3 fully	3		0	
Up-to-date Assessments	0 no; 1 within last two years; 2 within last year	2		0	
Safety Requirements explained	0 no; 1 yes	1		0	
Breaks explained	0 no; 1 yes	1		0	
Eye Tests policy and communicated	0 no; 1 yes	1		0	
Assessment Reviewed	0 no; 1 reviewed every 2 years; 3 reviewed annually	3		0	
Training received and documented	0 no; 1 partially, 3 fully	3		0	
	Total	20	0	0	

Audit

Question	How and what to score	Potential Score		% Performance	Comments
		Potential Score	Score		
PPE					
Appropriate types of PPE risk assessed	0 no; 1 partially, 3 fully	3		0	
Risk Reduction measures looked at	0 no; 1 partially, 3 fully	3		0	
Storage Facilities available	0 no; 1 partially, 3 fully	3		0	
PPE - Safety Helmets provided	0 no; 2 yes	2		0	
PPE - Gloves/Gauntlets provided	0 no; 2 yes	2		0	
Eye Protection provided	0 no; 2 yes	2		0	
Hearing Protection provided	0 no; 2 yes	2		0	
Safety Footwear provided	0 no; 2 yes	2		0	
High Visibility Clothing provided	0 no; 2 yes	2		0	
Supervisory Monitoring audits carried out and documented	0 no; 1 partially, 3 fully	3		0	
PPE Records of issue	0 no; 2 yes	2		0	
PPE Training provided	0 no; 1 partially, 3 fully	3		0	
	Total	29	0	0	
Safe Systems / Permits					
PTWS - Hot Work/Welding in place	0 no; 2 yes	2		0	
PTWS - Working at Heights/Roof in place	0 no; 2 yes	2		0	
PTWS - Confined Spaces Entry in place	0 no; 2 yes	2		0	
PTWS - Electrical/Mechanical Isolation in place	0 no; 2 yes	2		0	
PTWS - High Voltage in place	0 no; 2 yes	2		0	
PTWS - Contractor Operations in place	0 no; 2 yes	2		0	
PTWS - Chemical Isolation in place	0 no; 2 yes	2		0	
PTWS - Work on Pressure Systems in place	0 no; 2 yes	2		0	
Safe Systems of Work written	0 no; 1 partially; 2 full	2		0	
Review/Updating of SSW	0 no; 1 partially, 3 fully	3		0	
Regular Briefings - SSW	0 no; 1 partially, 3 fully	3		0	
PTWS Awareness training	0 none; 2 employees aware	2		0	
SSWs on Display	0 no; 1 partially, 3 fully	3		0	
PTWS Authorised Signatures	0 none; 2 signed by Manager	2		0	
	Total	31	0	0	

Audit

Question	How and what to score	Potential Score	Score	% Performance	Comments
Contractors / Visitors					
Contractors - Approved List	0 no; 5 yes	5		0	
Method Statements received before each job	0 no; 1 partially, 3 fully	3		0	
CDM Regulations followed for building works	0 no; 3 always	3		0	
Managing of Contractors supervised	0 no; 1 partially, 3 fully	3		0	
Regular Inspection of Contractor Work	0 no; 1 partially, 3 fully	3		0	
Contractor Personnel/Vehicles checks completed	0 no; 1 partially, 3 fully	3		0	
Delivery Vehicles checked	0 no; 1 partially, 3 fully	3		0	
Visitors' Vehicles parked in designated bays	0 no; 1 partially, 3 fully	3		0	
Visitor Badge/Site Accompanied	0 no; 2 yes	2		0	
Site Emergency/Evacuation Procedures explained	0 no; 2 yes	2		0	
Delivery Information displayed	0 no; 2 yes	2		0	
Site Systems/Permits and Work Procedures explained	0 no; 2 yes	2		0	
Induction Training Sessions for contractors	0 no; 2 yes	2		0	
Employee Training on Contractors and documented	0 no; 2 yes	2		0	
	Total	38	0	0	

Audit

Question	How and what to score	Potential Score	Score	% Performance	Comments
Electrical safety					
Electrical Equipment manuals and Wiring Diagrams available	0 no; 2 yes	2		0	
Qualified, Competent Electricians/Engineers used	0 no; 5 yes	5		0	
Electrical Isolation/Lock Off System	0 no; 5 yes	5		0	
Low Voltage Systems used where possible	0 no; 5 yes	5		0	
Live Work - Trained, Competent Persons	0 no; 5 yes	5		0	
Inspections/Checks - Tagged/Labelled	0 no; 5 yes	5		0	
I.E.E. Requirements followed	0 no; 2 yes	2		0	
Fixed Wiring Inspections undertaken within last five years- Records/Logs	0 no; 5 yes	5		0	
Portable Appliance testing completed	0 no; 1 within last two years; 2 within last year	2		0	
Employee Training - Electrical Equipment	0 no; 2 yes	2		0	
Electrical Equipment - Information available	0 no; 2 yes	2		0	
	Total	40	0	0	
Workplace Safety (at this point carry out an inspection and grade marks from 0 to 10 for each question)					
Traffic/Pedestrian Routes - Marked	0 - 10	10		0	
Vehicle and Pedestrian Segregation	0 - 10	10		0	
Vehicle Reversing/Parking safe system written	0 - 10	10		0	
Vehicle Loading/Unloading safe system written	0 - 10	10		0	
Clear Labelling/Colour Coding of Pipework	0 - 10	10		0	
Racking Awareness/Safe Use	0 - 10	10		0	
Good Housekeeping	0 - 10	10		0	
Safe Stacking/Storage/Stability	0 - 10	10		0	
Minimisation of Passive Smoking Risk	0 - 10	10		0	
Minimising the Risk of Slips/Trips/Falls	0 - 10	10		0	
Racking Systems - Regular Checks	0 - 10	10		0	
Racking Systems - Maximum Load Notices	0 - 10	10		0	
	Total	120	0	0	

Audit

Question	How and what to score	Potential Score		Score	% Performance	Comments
Equipment Safety						
Work Equipment Complies with PUWER	0 no ; 5 yes	5		0		
Equipment Disposal policy in place	0 no; 2 yes	2		0		
New Equipment - compliance with PUWER	0 no; 2 yes	2		0		
Safety considered at Design/Planning Stage	0 no; 2 yes	2		0		
New Equipment - Risk Assessments completed	0 no; 2 yes	2		0		
Marking Guarding Meets all Requirements	0 no; 2 yes	2		0		
Emergency Stop Buttons/Other Safety Devices	0 no; 2 yes	2		0		
Pre-use/Pre-shift Checks	0 no; 2 yes	2		0		
Planned Preventive Maintenance System	0 no; 10 yes	10		0		
Pressure Systems statutory inspections complete	0 no; 5 yes	5		0		
Lifting Equipment/Tackle statutory inspections complete	0 no; 5 yes	5		0		
Local Exhaust Ventilation (LEV) statutory inspections complete	0 no; 5 yes	5		0		
Lifts/Cranes/FLT's statutory inspections complete	0 no; 5 yes	5		0		
Power Presses statutory inspections complete	0 no; 5 yes	5		0		
FLT's - Regularly Maintained	0 no; 2 yes	2		0		
FLT's - Daily Maintenance and Pre-use Checks	0 no; 2 yes	2		0		
FLT's - Authorised Drivers	0 no; 2 yes	2		0		
FLT's - Visible/Audible Alarms	0 no; 2 yes	2		0		
Palletised Products	0 no; 2 yes	2		0		
Damaged Pallets disposed of	0 no; 2 yes	2		0		
Ladders - Tagged/Regularly Inspected	0 no; 2 yes	2		0		
Defective Ladders reporting system	0 no; 2 yes	2		0		
Ladders/Access Equipment controlled	0 no; 2 yes	2		0		
Total		72	0	0		

Audit

Question	How and what to score	Potential Score	Score	% Performance	Comments
Fire / Emergency Arrangements					
Serious and Imminent Dangers risk assessment	0 no; 3 yes	3		0	
Fire Evacuation Procedure	0 no; 3 yes	3		0	
Third Parties catered for within emergency procedures	0 no; 3 yes	3		0	
Fire Evacuation Drills	0 no; 3 yes	3		0	
Obstructed Exit Routine Drills	0 no; 3 yes	3		0	
Clearly Labelled, Unobstructed Fire Points	0 no; 3 yes	3		0	
Fire Extinguishers available	0 no; 3 yes	3		0	
Fire Extinguishers - Trained Persons	0 no; 3 yes	3		0	
Clearly Labelled Evacuation Routes/Fire Exit Doors	0 no; 3 yes	3		0	
Trained Fire Wardens	0 no; 3 yes	3		0	
Labelled Fire/Muster Points	0 no; 3 yes	3		0	
Systems to Detect Fire automatic	0 no ; 5 yes	5		0	
Fire Alarm System	0 no ; 3 yes	3		0	
Testing of all Call Points	0 no; 2 yes	2		0	
Fire Alarm System Checks	0 no; 2 yes	2		0	
Sprinkler Systems present	0 no; 5 yes	5		0	
Flammable Gases/Substances stored on premises	0 yes; 3 no	3		0	
Explosives stored on premises	0 yes; 3 no	3		0	
	Total	56	0	0	

Audit

Question	How and what to score	Potential Score			Comments
		Potential Score	Score	% Performance	
Occupational Health / First Aid					
Risk Assessments for Occupational Health complete	0 no; 3 yes	3		0	
Pre-employment Medicals/Health Screening	0 no; 3 yes	3		0	
First Aid Needs in the Workplace adequate	0 no; 3 yes	3		0	
Return to Work interviews held	0 no; 3 yes	3		0	
Adequate number of First-Aiders	0 no; 3 yes	3		0	
First Aid Facilities adequate	0 no; 3 yes	3		0	
First-Aiders & Location Clearly Displayed	0 no; 3 yes	3		0	
Record all Injury Accident	0 no; 3 yes	3		0	
Occupational Health Records	0 no; 3 yes	3		0	
Specific assessments completed for Dermatitis	0 no; 3 yes	3		0	
Specific assessments completed for Respiratory ailments	0 no; 3 yes	3		0	
	Total	33	0	0	
Section Totals		648	0	0	

Audit

Question	How and what to score	Potential Score	Score	% Performance	Comments
Measuring					
Proactive Monitoring					
Joint Safety Inspections	0 no; 3 yes	3		0	
Findings/Recommendations published	0 no; 3 yes	3		0	
Housekeeping Inspections	0 no; 3 yes	3		0	
Manager/Supervisor - Safety Tours/Visits	0 no; 3 yes	3		0	
Hazard Log System	0 no; 3 yes	3		0	
Unsafe Activities recorded/reported	0 no; 3 yes	3		0	
Employee Health/Medical Surveillance	0 no; 3 yes	3		0	
Regular Safety Checks by Managers/Supervisors	0 no; 3 yes	3		0	
Health & Safety Training Programme Checks/audits	0 no; 3 yes	3		0	
Personal Protective Equipment Checks audits	0 no; 3 yes	3		0	
Risk Assessment Checks / audits	0 no; 3 yes	3		0	
	Total	33	0	0	
Reactive Monitoring					
Fatal/Major/Reportable Injuries reported	0 no; 2 yes	2		0	
Reportable Diseases reported	0 no; 2 yes	2		0	
Dangerous Occurrences reported	0 no; 2 yes	2		0	
Notification to Company's Insurers	0 no; 2 yes	2		0	
BI510 Accident Book	0 no; 2 yes	2		0	
Causal Analysis (Accidents)	0 no; 2 yes	2		0	
Site/Company Accident Reporting System	0 no; 2 yes	2		0	
Investigation of all Accidents	0 no; 5 yes	5		0	
Damage and Near Miss Accidents reported	0 no; 2 yes	2		0	
Costs of Accidents analysed	0 no; 2 yes	2		0	
Analysis - Diseases/Injuries/Non-injuries	0 no; 2 yes	2		0	
Analysis Results used to 'Benchmark'	0 no; 2 yes	2		0	
	Total	27	0	0	

Audit

Question	How and what to score	Potential Score			Comments
		Potential Score	Score	% Performance	
Monitoring / Auditing					
Formal Site Health & Safety Audits	0 no; 5 yes	5		0	
An Audit Checklist in place	0 no; 3 yes	3		0	
Audit - Findings and Recommendations published	0 no; 3 yes	3		0	
Site/Individual Action Plans	0 no; 3 yes	3		0	
Satisfactory Completion of all Recommendations	0 no; 3 yes	3		0	
Set Quantitative Targets	0 no; 3 yes	3		0	
Audit Results communicated	0 no; 3 yes	3		0	
	Total	23	0	0	
Section Totals		83	0	0	
Reviewing					
Overall Performance reviewed	0 no; 3 yes	3		0	
Findings/Recommendations published	0 no; 3 yes	3		0	
Accident/Disease Record reviewed periodically	0 no; 3 yes	3		0	
Organisational Structure/Staff reviewed periodically	0 no; 3 yes	3		0	
New and Pending Legislation reviewed periodically	0 no; 3 yes	3		0	
New Technology/Processes reviewed periodically	0 no; 3 yes	3		0	
Future Health & Safety Action Plans developed	0 no; 3 yes	3		0	
Company/Group Circulation of H&S performance	0 no; 3 yes	3		0	
Health & Safety Performance - Annual Report	0 no; 3 yes	3		0	
Improving trend in Health and Safety Performance	0 no; 3 yes	3		0	
Section Totals		30	0	0	
Total Audit Score		967	0	0	