

Safety Rep Weekly Checksheet

Name of Safety Rep		OK/ Not OK	Comments
Site			
Week Commencing			
1	<u>FIRE HYDRANTS</u> <ul style="list-style-type: none"> Are all Fire Hydrants accessible and operational? Are fire mains checked for condition of appliance/couplings/hoses and clear access to hydrants ensured? 		
2	<u>FIRE EXTINGUISHERS</u> <ul style="list-style-type: none"> Fire extinguisher to be checked for full contents. Check extinguisher maintenance records. Check correct location against ID Tag. 		
3	<u>FIRST AID BOXES AND OTHER CONSUMABLES</u> <ul style="list-style-type: none"> Are all first aid boxes, eye wash stations, hearing protection dispensers around various parts of the site, adequately stocked? Is the Defibrillator available for use with the batteries charged? Check the re-charging date for the defibrillator and have the equipment recharged or battery replaced within one month of the date. Check the use by dates on the defibrillator pads and also check the spare pads and replace within one month of use by date. 		
4	<u>WELDING</u> <ul style="list-style-type: none"> Are welding leads in good condition free from bare wires? Are welding leads connected properly to crocodile clips? Do welding lead connectors fit properly? Welding equipment is not left unattended whilst in operating mode. The area at least one metre surrounding where welding is carried out is always free of combustible and flammable material. 		
5	<u>GAS CUTTING EQUIPMENT</u> <ul style="list-style-type: none"> Are the hoses in good condition free from splits/perishes/burns etc? Do the hoses have flash back arrestors fitted? Are the pressure gauges free from damage? Is the register being filled out & in date? 		
6	<u>SCRAP GAS CYLINDERS</u> <ul style="list-style-type: none"> Are there any scrap cylinders lying around the site? Is the storage of scrap cylinders safely contained in the safe storage area? 		
7	<u>COSHH</u> <ul style="list-style-type: none"> Are employees/ contractors using oils/ greases/ chemicals in line with hazard data sheets and familiar with safe working precautions/PPE etc.? 		
8	<u>LADDER/STEP LADDERS INSPECTIONS:</u> <ul style="list-style-type: none"> Are ladders in good working condition, free from missing rungs, damaged foot pads, dents and free from grease Do they carry a current in date inspection tag? 		
9	<u>SAFETY HARNESSES</u> <ul style="list-style-type: none"> Does the safety harness have any damage/fraying/burns to the body straps/lanyards/clips etc? Harnesses must carry a current inspection date certificate. Is the register being completed and in date? 		
10	<u>LIFTING ACCESSORIES</u> <ul style="list-style-type: none"> Are all in service lifting accessories carrying a current in date colour code tag/zip tie? Are all in service lifting accessories in good condition and free of defects? Is the Booking Procedure being adhered to? Is the lifting accessory log-book being used? 		
11	<u>DE-POLLUTION (Liverpool and Manchester Only)</u> <ul style="list-style-type: none"> Housekeeping – Access to spill kits, eye wash, fire extinguishers. Any bad practices taking place? Are the weekly/daily inspection checks being carried out and in date? 		
12	<u>GRAB INSPECTION & MPO DAILY CHECK SHEETS</u> <ul style="list-style-type: none"> Has all the relevant documentation been filled in and to date? Are the daily checks being carried out accordingly? 		
13	<u>LOCK-OFF</u> <ul style="list-style-type: none"> Is the lock off procedure being carried out correctly? 		

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	<ul style="list-style-type: none"> Are lock-off registers being used and are permits to work being issued? 		
14	<u>MACHINE GUARDING/SAFETY RAILINGS</u> <ul style="list-style-type: none"> Are the machine guardings and safety rails adequate and secure? 		
15	<u>QUAYSIDE LIFESAVING EQUIPMENT</u> <ul style="list-style-type: none"> Is the equipment accessible and fully stocked? 		
16	<u>PERIMETER FENCING</u> <ul style="list-style-type: none"> Is the perimeter fencing in good condition? Check for holes and whether access to the site is possible 		
17	<u>SITE LIGHTING</u> <ul style="list-style-type: none"> Does the site lighting adequately light up the working area? Are there any light fittings damaged or not working? 		
18	<u>SAFETY MIRRORS</u> <ul style="list-style-type: none"> Are the Convex safety mirrors in good order around site. Do they require cleaning? 		
19	<u>OILY AND GREASY CLEANING WASTE</u> <ul style="list-style-type: none"> Are oily and greasy cleaning waste and wipes kept in metal receptacles with hinged metal lids and removed from the premises regularly each week? 		
20	<u>WASTE/ TRADE REFUSE</u> <ul style="list-style-type: none"> Is waste and any other trade refuse kept in closed metal receptacles outside working hours OR swept up daily and removed from the premises? 		
21	<u>TYRE SKIPS</u> <ul style="list-style-type: none"> Are any skips containing tyres stored at least two metres away from buildings? 		
22	<u>COMBUSTIBLE MATERIAL</u> <ul style="list-style-type: none"> Are all combustible materials (including but not limited to stock, packaging, pallets, waste, waste skips or bins stored at the premises) are stored a minimum of five metres from any building 		
23	<u>STORAGE OF FLAMMABLE LIQUIDS</u> <ol style="list-style-type: none"> Storage areas are cleared and a space of at least one metre around is maintained at all times. Smoking is prohibited within the vicinity of the storage areas (check signage). There is fire resistant separation between the storage and production areas The storage areas are not heated. The storage items are marked as 'Highly Flammable'. Warning notices are clearly visible around the storage area. 		
24	<u>STORAGE OF GAS CYLINDERS</u> <ol style="list-style-type: none"> The storage area has been cleared and a space of at least one metre around is maintained at all times. Smoking is prohibited within the vicinity of the storage area (check signage). There is fire resistant separation between the storage and the production areas The storage area is not heated. The storage items are marked as 'Highly Flammable'. Warning notices are clearly visible around the storage area. Gas cylinder bottles are kept securely upright at all times. 		
25	<u>COVID-19 CONTROLS</u> <ul style="list-style-type: none"> On inspection of the workplace, is there any evidence that the controls for COVID-19 are not being observed? 	OK/NOK	
26	<u>72 HR QUARANTINE BINS</u> <ul style="list-style-type: none"> Are 72 hour quarantine bins being regularly emptied following the requirements of the COVID-19 risk assessment? 	OK/NOK	