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## EFL Contractor HSE Management System Guidelines

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# EFL Contractor General Health And Safety Checklist

**Document No.          HSE41C06**

### Contract Details

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor representative: \_\_\_\_\_

EFL Contract Manager: Hira Shandil

Contract description: \_\_\_\_\_

Location of works: \_\_\_\_\_

Timing of works (approximate):          Start date: \_\_\_\_\_ End date: \_\_\_\_\_

#### **Instructions**

This document is to be submitted as part of the HSE tender specification to potential bidders. They are **ONLY** to be submitted back to EFL upon request

## Contractor General Health and Safety Checklist

### General Health and Safety Checklist

Contract Name:.....

Contract Description:.....

Contractor:.....

Worksite Location:..... Date:.....

Persons Completing inspection:.....

**Indicate in the following manner.**

√ Acceptable

X Not Acceptable

N/A Not Applicable

#### 1. Health and Safety Systems

1.1 OH&amp;S policy displayed

1.2 Accident report book

1.3 Induction records

1.4 Workplace inspection records

1.5 Emergency procedures

1.6 Training records

1.7 Documented safe work procedures

1.8 MSDS Available

1.9 Health &amp; Safety system manual

1.10 H&amp;S representative appointed

1.11 Management safety representative appointed

1.12 Contract risk assessment available

1.13 Contract health and safety plan available

#### 2. Housekeeping

2.1 Work areas free from rubbish and obstruction

2.2 Surfaces safe and suitable

2.3 Free from slip/trip hazard

2.4 Floor openings covered

2.5 Stock/material stored safely

AISLES

2.6 Unobstructed and clearly defined

2.7 Adequate lighting

2.8 Vision at corners

2.9 Wide enough

#### 3. Electrical

3.1 No broken plugs, sockets, switches

3.2 No frayed or defective leads

3.3 Power tools in good condition

3.4 No work exposed near live electrical equipment

3.5 Tools and leads inspected and tagged.

3.6 No strained leads

3.7 No cable trip hazards

3.8 Switches/circuits defined

3.9 Lock-out procedures in place

3.10 Earth leakage system used

3.11 Start/Stop switches clearly defined

3.12 Switchboard secured

3.13 Appropriate fire fighting equipment

#### 4 Mobile Plant & Equipment

4.1 Plant and equipment in good condition

4.2 Daily safety inspection procedure/checklists

4.3 Fault reporting/rectification system used

4.4 Operators trained and licensed	
4.5 Warnings and instructions displayed	
4.6 Warning lights operational	
4.7 Reversing alarm operational	
4.8 Satisfactory operating practices	
4.9 Fire extinguisher	
4.10 Tyres satisfactory	
4.11 SWL of lifting or carrying equipment displayed	
4.12 Safe transportation system of mobile plant	
<b>5. Machinery and Workbenches</b>	
5.1 Adequate workspace	
5.2 Clean and tidy	
5.3 Free from excess oil and grease	
5.4 Adequately guarded	
5.5 warnings or instructions displayed	
5.6 Emergency stop appropriately placed and clearly identifiable	
5.7 Operated safely and correctly	
<b>WORKBENCHES</b>	
5.8 Clear of rubbish	
5.9 Tools in proper place	
<b>6. Hazardous Substance</b>	
6.1 Stored appropriately	
6.2 Containers labelled correctly	
6.3 Adequate ventilation/exhaust system	
6.4 Protective clothing/equipment available/used	
6.5 Personal hygiene – dermatitis control	
6.6 Waste disposal procedure	
6.7 Material Safety Data Sheet provided	
6.8 Chemical handling procedures followed	
6.9 Chemical register developed	
6.10 Appropriate emergency/first-aid equipment – shower, eye bath, extinguishers	
6.11 Hazchem signing displayed	
<b>7. Welding</b>	
7.1 Gas bottles secured to trolley	
7.2 Welding fumes well ventilated	
7.3 Fire extinguisher near work area	
7.4 Only flint gun used to light torch	
7.5 Flash back spark arrestors fitted	
7.6 Vision screens used for electric welding	
7.7 LPG bottles within 10 years stamp	
7.8 PPE provided and worn	
7.9 Hot Work permit system used.	
<b>8. Excavations</b>	
8.1 Shoring in place and in sound condition	
8.2 Excavation well secured	
8.3 Signage displayed	
8.4 Clear and safe access around excavation	
8.5 Separate access and egress points from excavation	
8.6 Safe work procedures in place	
<b>9. Prevention of falls</b>	
9.1 All work platforms have secure handrails, guarding or fence panels	
9.2 Harness and lanyards or belts provided	
9.3 All floor penetrations covered or barricaded	
9.4 Unsafe areas signposted and fenced	
9.5 Safe work procedure in place	
<b>10. Stairs, steps and landings</b>	
10.1 No worn or broken steps	
10.2 Handrails in good repair	
10.3 Clear of obstructions	
10.4 Adequate lighting	
10.5 Emergency lighting	

10.6 Non-slip treatment/treads in good condition	
10.7 Clear of debris and spills	
10.8 Used correctly	
<b>11. Ladders</b>	
11.1 Ladders in good condition	
11.2 Ladders not used to support planks for working platforms	
11.3 Correct angle to structure 1:4	
11.4 Extended 1m above top landing	
11.5 Straight or extension ladders securely fixed at top	
11.6 Metal ladders not used near live exposed electrical equipment	
<b>12. Personal Protection</b>	
12.1 Employee provided with PPE	
12.2 PPE being worn by employee	
12.3 Sun protection provided (cream/glasses)	
12.4 Correct signage at access points	
<b>13. Manual Handling</b>	
13.1 Mechanical aids provided and used	
13.2 Safe work procedures in place	
13.3 Manual handling risk assessment performed	
13.4 Manual handling controls implemented	
<b>14. Workplace Ergonomics</b>	
14.1 Workstation and seating design acceptable	
14.2 Ergonomic factors considered in work layout and task designs	
14.3 Use of excessive force and repetitive movement minimised	
14.4 Appropriate training provided	
<b>15 Material Storage</b>	
15.1 Stacks stable	
15.2 Heights correct	
15.3 Sufficient space for moving stock	
15.4 Materials stored in racks/bins	
15.5 Shelves free of rubbish	
15.6 Floors around stacks and racks clear	
15.7 Drums checked	
15.8 Pallets in good repair	
15.9 Heavier items stored low	
15.10 No danger of falling object	
15.11 No sharp edges	
15.12 Safe means of accessing high shelves	
15.13 Racks clear of lights/sprinklers	
<b>16. Confined Spaces</b>	
16.1 Risk assessment undertaken	
16.2 Communication and rescue plan in action	
16.3 Safety equipment in good working condition	
16.4 Suitable training provided to employees	
16.5 Confined space entry permit used	
<b>17. Lasers</b>	
17.1 Operator has laser operator licence	
17.2 Signage displayed	
17.3 Laser not used in a manner to endanger other persons	
<b>18 Demolition</b>	
18.1 Risk assessment undertaken in advance	
18.2 Access prevented to demolition area	
18.3 Overhead protection in place	
18.4 Protection of general public	
18.5 Safe work procedures	
<b>19. Public Protection</b>	
19.1 Appropriate barricades, fencing, boarding, in place	
19.2 Signage in place	
19.3 Suitable lighting for public access	
19.4 Footpath clean and free from debris	
19.5 Dust and noise controls in workplace	

19.6 Site access controlled	
19.7 Traffic control procedures place	
19.8 Public complaints actioned.	
<b>20. Amenities</b>	
20.1 Washrooms clean	
20.2 Toilet clean	
20.3 Lockers clean	
20.4 Meal rooms clean and tidy	
20.5 Rubbish bins available - covered	
<b>21. First Aid</b>	
21.1 Cabinets and contents clean and orderly	
21.2 Stocks meet requirements	
21.3 First aiders names displayed	
21.4 First aiders location and phone numbers	
21.5 Qualified first aiders	
21.6 Record of treatment and of supplies dispensed	
<b>22 Lighting</b>	
22.1 Adequate and free from glare	
22.2 Lighting clean and efficient	
22.3 Windows clean	
22.4 No flickering or inoperable lights	
22.5 Emergency lighting system	
<b>23 Fire Control</b>	
23.1 Extinguishers in place	
23.2 Fire fighting equipment serviced/tagged	
23.3 Appropriate signing of extinguishers	
23.4 Extinguishers appropriate to hazard	
23.5 Emergency exit signage	
23.6 Exit doors easily opened from outside	
23.7 Exit pathways clear of obstruction	
23.8 Alarm/communication systems adequate	
23.9 Smoking/naked flame restriction observed	
23.10 Minimum quantities of flammable at worksite	
23.11 Flammable storage procedures	
23.12 Emergency personnel identified and trained	
23.13 Emergency procedures documented - issued	
23.14 Emergency telephone numbers displayed	
23.15 Alarms tested	
23.16 Trial evacuation conducted	
23.17 Personnel trained in use of fire fighting equipment	