

OH & S GENERAL CHECKLIST

Contact Name:

Firm:

Company Name:	
Date of Appointment:	


Action	Completed (Y/N)
Is there an overall risk assessment for the operation?	
Is there operating and maintenance instructions and records available for plant and equipment used on site?	
Is there a hazardous substances register and have risk assessments for use been developed?	
Has an insurance fire and security risk assessment/audit been completed in the last 12 months?	
Have personnel been inducted to the worksite? Are there current records to verify? Have personnel been trained and assessed as competent for high risk tasks such as manual handling, confined space entry, involving a potential to fall, electricity, fatigue and asbestos, spray painting, abrasive blasting, welding, electroplating, molten metal, lead, construction or demolition work?	
Are the premises in sound condition with access that is safe and without risks to health?	
Are facilities provided for the welfare of the employees at work?	
Do you have a register of all contractors on site and a copy of the risk assessments associated with their tasks and their Professional Indemnity, Public Liability & Workers' Compensation insurance?	

If the company is trading and any of the above questions have been answered NO, we encourage you to contact us to arrange an OH & S plant risk review.

Authorised Representatives of


**INSURANCE ADVISERNET
AUSTRALIA PTY LIMITED**

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