

HEALTH AND SAFETY CHECKLIST FOR EMPLOYERS AND WORKERS



All UK employers have a legal duty of care to the health and safety of their employees. This means they must provide a safe place of work and make sure their workplace complies with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health (COSHH) 2002 regulations.

These safety checklists are designed to support health and safety representatives and union activists with keeping colleagues safe, and **#UnderTheCOSHH**, at work.

Workers too have a responsibility to look after their work environment and to protect their fellow workers from hazardous substances. Feeling **#UnderTheCOSHH** means feeling protected from dangerous toxins, vapours and other substances – it's something Thompsons Solicitors believes every worker deserves.

NAME:

SIGNATURES:

CHECKLIST FOR EMPLOYERS

	YES/NO	DATE	INITIALS
Is there a defined health and safety policy for your workplace?			
Are work areas safe and well-maintained?			
Are all accidents and ill-health at work recorded?			
Have you gathered information about what substances are used in the workplace?			
Have you evaluated the risk that exposure to these substances could have on your employees?			
Have you provided adequate health and safety information and training to new employees?			
Have you provided refresher training for those who need it?			
Is the PPE kept clean and in good condition?			
Is the PPE repaired and replaced when necessary?			
Are you reviewing all risk assessments when introducing new substances, when there is ill-health at work, or new evidence about hazardous substances in the workplace comes to light?			

CHECKLIST FOR WORKERS

Do you know the names of the substances you are exposed to, and do you understand the health risks associated with them?			
Are you aware of the precautions you should take to protect yourself and your fellow employees if you are exposed to hazardous substances?			
Have you received adequate health and safety information and training from your employer?			
Is your work area tidy and well-maintained?			
Do you know who to turn to if you have a concern about exposure to hazardous substances at work?			
Do you know what to do in an emergency at work?			
Do you report all spills or exposures at work?			
Do you have access to safety information and relevant safety data sheets if you need them?			

Everyone has the right to work in a safe environment. If you have any concerns about your health and safety at work, contact your trade union representative for advice and support.

