

GB09 COSHH management action plan checklist

Company name		Project title	
Location		Contract no.	
COSHH management action plan			
		Yes	No
1. Has an inventory been compiled of all hazardous substances to which employees may be exposed, which are either purchased (e.g. proprietary products), created by a work process (e.g. dust and fumes) or may be already on site (e.g. micro-organisms, contaminated land and residues)?			
2. Has relevant technical information been gathered about each substance from sources such as labelling, safety data sheets, the HSE website and trade organisations?			
3. For each substance (listed for item 1. above), have the work task(s) and working practices associated with it been evaluated? If necessary, observe the work activity in which the hazardous substance is used or created.			
4. From information and observations, are there any risks to health?			
5. Has the action that needs to be taken to prevent exposure as a priority, or to control it to an acceptable level, been assessed?			
6. Have the significant findings of the assessment for each substance and/or activity been recorded?			
7. Have the necessary actions been taken to ensure that the appropriate control measures are provided, properly used and maintained as necessary?			
8. Have all users of (or those creating) each hazardous substance been provided with the necessary information, instruction and training?			
9. From the information gained, is there any requirement for exposure monitoring and health surveillance?			
10. Is the assessment regularly reviewed and revised as necessary?			
Comments			
Name		Position	
		Signature	
		Date	