

**HEALTH AND SAFETY AT WORK ACT 1974
ANNUAL SAFETY AUDIT QUESTIONNAIRE
FOR DEPARTMENT MANAGERS**

1. MANAGEMENT ARRANGEMENTS	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Accident and ill health prevention is an essential part of the management function.</p> <p>1.1 Do the Job Descriptions of all managers and supervisors set out their Health and Safety responsibilities?</p> <p>1.2 Is the Departmental Safety Policy/Guidelines up to date?</p> <p>1.3 Is the Policy/Guidelines displayed on the notice board(s)?</p> <p>1.4 Where in the building is the Health and Safety "Information for Employees" poster displayed?</p> <p>1.5 Have all your staff received a Health and Safety "Information for Employees" leaflet?</p> <p>1.6 Is the Department Guideline used during induction training?</p> <p>1.7 Is there a defined Health and Safety training programme for the staff of the department?</p> <p>1.8 What records are kept of Health and Safety training for supervisors and staff?</p>	

NB. Health and Safety legislation requires the employer to provide information, instruction and training for employees.

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<p align="center">2. ACCIDENT REPORTING PROCEDURE/</p>	<p align="center">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>2.1 What mechanism do you have for discussing Health and Safety issues with your staff?</p> <p>2.2 How many cases of Reportable Disease have there been in the department in the last 12 months?</p> <p>2.3 How many Dangerous Occurrences have there been in the department in the last 12 months?</p> <p>2.4 Has any action been taken as a result of accident statistic analysis?</p> <p>2.5 Do all staff complete the:</p> <ul style="list-style-type: none"> • Accident Book; • Accident Form; <p>after an accident?</p> <p>2.6 What measures have you taken over the last year to prevent accidents?</p>	This area is currently blank for the user to provide answers

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3. MACHINERY GUARDING	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Faulty machine guarding causes some of the most serious accidents. If you have no machinery in your department, please write N/A and continue to the next section.</p> <p>If you have machinery:</p> <p>3.1 Are all moving parts of the machinery guarded in accordance with regulations or as otherwise advised by the Manufacturers?</p> <p>3.2 Are all fixed guards securely bolted in position and in good condition?</p> <p>3.3 When were they last checked?</p>	This area is currently blank for the user to provide answers

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4. MANUAL HANDLING OF LOADS AND USE OF LIFTING EQUIPMENT	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>4.1 Are all lifting appliances marked with the Safe Working Load (SWL)?</p> <p>4.2 Are any in use where the SWL might be exceeded?</p> <p>4.3 How often are lifting appliances checked, and are the checks recorded?</p> <ul style="list-style-type: none"> • Who carries out the check? • What qualification does the person hold to carry out the check? <p>4.4 Are you sure you have adequate lifting equipment in all places where it is required?</p> <p>4.5 Have all staff received training in the use of lifting equipment?</p> <p>4.6 Has all training been recorded?</p> <p>4.7 How many back injuries have been sustained in this department over the past 12 months?</p> <p>4.8 How many days have been lost due to back pain over the last 12 months?</p>	

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5. MOBILE EQUIPMENT	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>5.1 If you have any mobile equipment, is it checked regularly?</p>	Empty space for response

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6. STORAGE	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>6.1 Have you any materials or substance in your department which require special storage procedures?</p> <p>6.2 Are these procedures being followed?</p> <p>6.3 What problems arise, if any, through inadequate storage facilities in your department?</p> <p>6.4 Have all Health and Safety requirements, concerning the storage of gases and flammable liquids been complied with?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">17. Offshore wind Farm Support</p>

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7. WORK STATIONS	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>7.1 Does the operator's chair have adjustments for seat height, back-rest height and back-rest angle?</p> <p>7.2 Are document holders available to enable documents to be read at eye level?</p> <p>7.3 Is there sufficient leg-room under the desk?</p> <p>7.4 Is there a footstool if required?</p> <p>7.5 Is there sufficient work space to work comfortably?</p> <p>7.6 If the work surface free of glare?</p> <p>7.7 Is the Display Screen Equipment (DSE) adjustable for:</p> <ul style="list-style-type: none"> • brightness; • contrast? <p>7.8 Is the DSE screen and keyboard independently moveable?</p> <p>7.9 Is the DSE screen clean?</p> <p>7.10 Are the images on the DSE:</p> <ul style="list-style-type: none"> • clearly defined; • stable (i.e. flicker free) 	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-30deg);">11. Offshore Wind Farm Support</p>

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7. WORK STATIONS (Continued)	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>7.11 Is the VDU work broken up by other work. If so, what?</p> <p>7.12 Is the VDU work shared?</p> <p>7.13 Are staff trained in the use of the VDU?</p> <p>7.14 Are staff aware of the Health and Safety (Display Screen) Regulation 1992?</p> <p>7.15 Have all staff, working with VDUs for the majority of their time, had their eyesight screened?</p> <p>7.16 Is the overall environment warm, ventilated, well lit and conducive to pleasant working conditions?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">11. Offshore wind farm Support</p>

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8. CONTROL OF SUBSTANCES HAZARDOUS TO (COSHH) REGULATIONS 1988	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>8.1 Do you know what COSHH is?</p> <p>8.2 Have you got a list of substances known to be harmful to health?</p> <p>8.3 Have they been assessed?</p> <p>8.4 Are there any control measures as required under COSHH Regulations?</p> <p>8.5 Do you have written safe working practices?</p> <p>8.6 Is there any need for special ventilation (legal requirement to check under COSHH)?</p> <p>8.7 How do you monitor COSHH and control measures?</p> <p>8.8 What information is available for staff?</p> <p>8.9 Where is it kept?</p> <p>8.10 How are staff informed?</p> <p>8.11 What record do you keep of information, instruction and training given to staff?</p> <p>8.12 Does anything need to be changed following your COSHH audit: e.g. work practices, work environment, protective clothing, equipment?</p>	

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<p align="center">9. MANAGEMENT OF SICKNESS ABSENCE/ALCOHOL AND OTHER DRUGS AT WORK POLICY</p>	<p align="center">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>9.1 Are you and your staff fully aware of the Management and Control of Sickness and Absence Policy?</p> <p>9.2 Do you follow the recommendations in this policy when staff return after absence?</p> <p>9.3 Are your staff fully aware of the Alcohol and Other Drugs at Work Policy?</p> <p>9.4 Would you know how to handle a problem of suspected alcohol or drug abuse within your department?</p>	<p align="center" style="font-size: 2em; opacity: 0.3; transform: rotate(-30deg);">17. Offshore wind Farm Support</p>

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<p style="text-align: center;">10. HOUSEKEEPING/ WORKING ENVIRONMENT</p>	<p style="text-align: center;">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>10.1 Are all exits and entries to your department safe?</p> <p>10.2 Are all floors in good condition?</p> <p>10.3 Do staff deal with spillages as they occur?</p> <p>10.4 Do staff keep their work area clean and tidy?</p> <p>10.5 Is the general standard of lighting adequate?</p> <p>10.6 Have you adequate washing and toilet facilities?</p> <p>10.7 Is the general ventilation satisfactory?</p> <p>10.8 Is there a need for Local Exhaust Ventilation in any area of your department?</p> <p>10.9 Is the normal temperature in your department comfortable to work in?</p> <p>10.10 If you have experienced any problem with temperature, what action has been taken</p>	This area is mostly blank in the image, overlaid with a large watermark

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11. PROTECTIVE EQUIPMENT	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Eyes</p> <p>11.1 Which jobs in your department require eye protection?</p> <p>Feet</p> <p>11.2 Do any of your staff need to wear safety footwear?</p> <p>Clothing</p> <p>11.3 How are your staff made fully aware of the hazards of loose clothing around machinery?</p> <p>11.4 Which jobs in your department require protective clothing?</p> <p>11.5 Is it removed before leaving your department?</p> <p>11.6 Are there any problems with the protective clothing provided?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">11. Offshore Wind Farm Support</p>

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11. PROTECTIVE EQUIPMENT (continued)	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Ears</p> <p>11.7 Have you got a noise problem in your area?</p> <p>11.8 Has it been formally assessed?</p> <p>11.9 Did the assessment show the need for ear protection?</p> <p>11.10 Is ear protection provided?</p> <p>Hands</p> <p>11.11 Which jobs require hand protection?</p> <p>11.12 How do you monitor that gloves are used appropriately?</p> <p>11.13 Have any problems arisen the use of gloves?</p> <p>11.14 Are hands regularly checked for dermatitis?</p> <p>Lungs</p> <p>11.15 Do any work practices require respiratory protection (please specify)?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">11. Offshore Wind Farm Support</p>

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12. GREEN ISSUES	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Five key areas have been identified as playing a part in protecting the environment. Are you or your staff involved in any of these activities?</p> <p>12.1 Phasing out the use of aerosols and safe disposal of chlorofluorocarbons (CFCs)</p> <p>12.2 Reducing the use of fossil fuels?</p> <p>12.3 Supporting conservation?</p> <p>12.4 Increasing the re-use of materials?</p> <p>12.5 Purchasing environmentally friendly products?</p>	This area is currently blank, intended for the respondent's answers

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13. NO SMOKING	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>13.1 How are your staff made aware, and kept aware, of the Policy on No-Smoking or Vaping?</p> <p>13.2 How are visitors made aware of the Policy of No-Smoking or Vaping?</p> <p>13.3 Are signs displayed clearly designating there is no smoking or vaping allowed in the building?</p> <p>13.4 What positive actions are you taking to discourage staff smoking?</p> <p>13.5 Are leaflets/information about giving up smoking available for people who wish to give up?</p> <p>13.6 Has there been an area designated for smoking / vaping away from the company's buildings?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-30deg);">11. Offshore wind Farm Support</p>

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<p style="text-align: center;">14. FIRST AID AT WORK (HEALTH AND SAFETY) REGULATIONS 1981</p>	<p style="text-align: center;">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>14.1 What are the First Aid needs in your workplace?</p> <p>14.2 Are there many hazards which require special training?</p> <p>14.3 Have you enough First Aiders to cover all shifts and holiday absences?</p> <p>14.4 Have you a list of Trained First Aiders?</p> <p>14.5 If a member of your staff has received First Aid Training, has a record been kept and if so, when is refresher training due?</p> <p>14.6 Who is responsible for the First Aid box?</p> <p>14.7 Where is treatment recorded?</p> <p>14.8 Is the First Aid box stocked properly and everything in date?</p> <p>14.9 What is the expiry date on your Eye Wash bottle if you have one?</p>	This area is mostly blank in the image, overlaid with a large watermark

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15. HEALTH PROMOTION	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>15.1 Are there any health promotion activities available locally for your staff?</p>	<p><i>17. Offshore wind Farm Support</i></p>

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16. STAFF FACILITIES	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>Are the following available to staff?</p> <p>16.1 Rest room?</p> <p>16.2 Access to a clean area to prepare / eat food and drinks?</p> <p>16.3 Adequate changing facilities?</p> <p>16.4 Adequate car parking and cycle storage?</p>	<p><i>17. Offshore wind Farm Support</i></p>

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<p align="center">17. ELECTRICITY AT WORK REGULATIONS 1989</p>	<p align="center">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>17.1 How often do you carry out visual checks on portable electrical equipment, eg. cable not damaged/frayed, plug not damaged/ broken, socket not damaged/broken?</p> <p>17.2 Is this recorded?</p> <p>17.3 Have there been incidents involving electrical equipment over the last year?</p> <p>17.4 Has any additional/replacement electrical equipment been brought into your department without being checked by a qualified person?</p>	This area is currently blank, intended for the respondent's answers

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<p style="text-align: center;">18. FOOD SAFETY ACT 1990/ FOOD HYGIENE (AMENDMENT) REGULATIONS 1991</p>	<p style="text-align: center;">INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED</p>
<p>18.1 Are any of your staff handling food?</p> <p>18.2 If so, have they had training in basic food preparation?</p> <p>18.3 Is this recorded?</p> <p>18.4 Have all fridges and freezers been equipped with fridge/freezer thermometers for instant checking?</p> <p>18.5 Are all fridge/freezer temperatures monitored and recorded?</p> <p>18.6 How often?</p> <p>18.7 Who is responsible for doing this?</p> <p>18.8 List the foods in your fridge now and length of time they have been stored.</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-30deg);">11. Offshore Wind Farm Support</p>

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19. WORKING TIME REGULATIONS	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>19.1 Do any of your staff work more than an average of 48 hours per week (averaged over 17 weeks)?</p> <p>19.2 Do your night workers average more than 8 hours per 24 hours within a 17 week period?</p> <p>19.3 Do any workers who are doing work of heavy physical or mental strain actually work more than 8 hours per night?</p> <p>19.4 Have your night workers had a confidential health assessment?</p> <p>19.5 Does the pattern of work in the department allow: an uninterrupted rest period of:</p> <ul style="list-style-type: none"> • not less than 11 consecutive hours in each 24 hour period • not less than 24 hours in each 7 day period (may be averaged over 2 weeks) <p>Where a daily work period is more than 6 hours a worker is entitled to a minimum of at least 20 minutes uninterrupted break away from their work station</p> <p>19.6 Do your casual staff have an entitlement to annual leave?</p>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-30deg);">11. Offshore Wind Farm Support</p>

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19. WORKING TIME REGULATIONS (Continued)	INDICATE CURRENT POSITION AND PROPOSED REMEDIAL ACTION WHERE REQUIRED
<p>19.7 Do you have staff records which record the following for all your staff:</p> <ul style="list-style-type: none"> • weekly time limit • night work limits • health assessment for night workers • rest periods including compensatory rest 	

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