

<b>SECTION 7 Facilities</b>	
<b>Toilet &amp; Washing Facilities</b>	
Are there enough clean toilets for men and women in good repair?	<input type="checkbox"/>
Are washing facilities provided (hot water, soap, towels, and sanitary disposal)?	<input type="checkbox"/>
<b>Rest Rooms</b>	
Is there a rest room away from the working area with adequate seating where workers can eat or drink?	<input type="checkbox"/>
Are there rest room facilities for pregnant workers or breastfeeding mothers?	<input type="checkbox"/>
<b>First Aid</b>	
Are there enough trained first aiders and appointed persons in the work area?	<input type="checkbox"/>
Do workers know how to contact first aiders and the First Aid box location?	<input type="checkbox"/>
Is there a fully equipped First Aid box?	<input type="checkbox"/>

<b>SECTION 8 Wrk. &amp; electrical equipment</b>	
Is there dangerous machinery in the work area?	<input type="checkbox"/>
If so are the safety guards and mechanisms in place and working at all times?	<input type="checkbox"/>
Are machinery, work equipment and electrical appliances regularly maintained and inspected?	<input type="checkbox"/>
Have all staff been trained to use, clean and adjust equipment safely?	<input type="checkbox"/>
Are there procedures for reporting faulty equipment and removing it from use?	<input type="checkbox"/>
Is access to live electrical equipment restricted to authorised persons?	<input type="checkbox"/>

<b>SECTION 9 Workplace transport safety</b>	
Is it safe for pedestrians and drivers in the location; has this been assessed?	<input type="checkbox"/>
Are walkways and roads adequately segregated, maintained and repaired?	<input type="checkbox"/>
Are speed limits in force?	<input type="checkbox"/>
Are workers adequately trained and certified to operate moving equipment?	<input type="checkbox"/>

<b>SECTION 10 Fire safety</b>	
Are fire exits kept clear at all times?	<input type="checkbox"/>
Do staff know what to do in the event of a fire; are fire drills held every 6 months?	<input type="checkbox"/>
Are fire alarms regularly tested and can they be heard in all parts of the building?	<input type="checkbox"/>
Are there adequate and appropriate fire extinguishers present?	<input type="checkbox"/>

<b>SECTION 11 Stress, violence &amp; bullying</b>	
Are Risk Assessments carried out for stress, violence and bullying?	<input type="checkbox"/>
Are the issues being addressed to reduce the risk, eg is there a policy for each of the above?	<input type="checkbox"/>
Do workers have access to independent support if they experience the above?	<input type="checkbox"/>

<b>SECTION 12 Risk assessments</b>	
Are there up to date Risk Assessments for all work?	<input type="checkbox"/>

<b>Other issues which may require assessment</b>	
<b>Working with vibrating hand tools</b> - Is the level of vibration safe, are there control measures?	
<b>Pregnant workers</b> - Are there substances/activities that could harm the unborn child?	
<b>Display Screen Equipment</b> - Is it properly designed and comfortable?	
<b>Personal protective equipment</b> - Is it free, effective and stored correctly?	
<b>Staff Security</b> - Are there lone workers, are there areas where workers are vulnerable?	
<b>Asbestos</b> - Is it present; has there been a survey?	
<b>Confined Spaces</b> - Is there an adequate supply of oxygen?	

Have you identified problems? If so, think about what can be done and who can do it.

## REMEMBER

You are not alone: contact your Branch or Region if you have any queries on the above. They can help you with information, training and negotiation.

## YOU HAVE RIGHTS - USE THEM