



**South Tees
Site Company**

	QUESTIONS	Guidelines
HSE	1. Name the company appointed H&S Adviser and list their relevant qualifications?	NEBOSH / IOSH Standard either internally or external Company if there are more than 5 Employees
	2. Describe the company's procedure for communicating with employees on Health, Safety & Environmental Awareness matters. Please indicate which the company uses:	Please provide examples of H&S communication to employees
	Toolbox Talks	Any of these formats is acceptable please tick one or more of the boxes and provide a recent example
	H&S Briefings	
	Newsletters	
	Other	
	3. What potential environmental impact will company operations, services, supplied plant, machinery, equipment or goods have on STSC works or surrounding areas and what steps have/need to be taken to minimise impact?	A copy of an environmental statement or policy document and details about how site work will be managed. Please provide ISO certification if applicable and also required procedures and comments
	4. Describe your arrangements for site visit inspections carried out by all levels of management (Directors, Managers, and Supervisors etc.) Please attach a copy of a site visit report	Procedures for site visits/audits and example of such a visit - Any Company/location is acceptable
5. How are action plans developed to address any shortcomings that are identified/observed?	Monitor and measurement procedures, Management Meeting Notes, Review and H&S improvement Plans are acceptable evidence.	
6. Describe the company procedure for the notification and registration of accidents?	Accident, Near Miss procedures, Accident Books, Riddor Forms (For any Riddors a summary report and any learning to be supplied), communication and feedback	
7. Describe how you ensure that all accidents, incidents and near misses have been adequately and effectively identified, evaluated, investigated and corrective actions implemented?	Company Procedures, Actual Investigations, Corrective Actions, Accident Books etc.	
8. Describe the company Health & Safety Improvement Plan?	Example of Improvement Plan, Trend Analysis and Corrective Actions	
RISK ASSESSMENT	1. How are risk assessments and safe systems of work communicated to all members of the working party?	RAMS, Procedures, SSW, Handover Log Books, Toolbox Talks, Emails
	2. What is the planned programme of periodic reviews of RAMS?	Diarised Review, Annual Reviews, COSHH Risk Assessments, Safety and Management Meeting Agenda
	3. Describe how risk assessments are reviewed following any notifications/incidents/accidents or events?	Accident Reviews, COSHH Risk Assessments, Safety and Management Meeting Agenda
TRAINING	1. Please supply a matrix of training and experience requirements available for each job/position? Please attach an example of an individual's competency certification	Training Policy/Matrix, Example of one employees Certification, Competency and Safety Passport
	2. Are the operational employees employed by the Company in possession of relevant a safety passport or other qualification? Please select from below and provide an example CCNSG/ECITB - EMSS - SPA - PERSONAL TRACK SAFETY - IOSH MANAGING SAFELY - IOSH WORKING SAFELY - NEBOSH	Example of the Safety Passport held from the following: CCNSG/ECITB - EMSS - SPA - CSCS - IOSH MANAGING SAFELY - IOSH WORKING SAFELY - NEBOSH
	3. Are all supervisors employed by the company in possession of a relevant supervisor's safety passport or other qualification? Please select from below and provide an example CCNSG/ECITB SUPERVISORS IOSH MANAGING SAFELY NEBOSH CERT/DIPLOMA	Example of the Supervisors Safety Passport held from the following: CCNSG/ECITB - EMSS - SPA - IOSH MANAGING SAFELY - IOSH WORKING SAFELY - NEBOSH
WELFARE	1. How does the company identify any personnel who require medical screening/surveillance to satisfy statutory requirements?	Procedures, Employee Medicals, Records, Annual Tests, Drugs and Alcohol Screening/Policy
	2. Describe the arrangements the company has to ensure effective provision is made for staff at higher risk? (e.g. young persons, return to work employees, new and expectant mothers and staff with language/learning disabilities)	Risk Assessments, Employee Handbook, Procedures on Light Duties, Return to Work Interviews
	3. Describe how the company ensure all employees are issued with the appropriate PPE and is it maintained and replaced?	PPE Issue Records, Visual Audits, Site Inspections, Replacement Procedures
	4. Describe how the company audits or monitors compliance with PPE Requirements?	PPE Issue Records, Visual Audits, Site Inspections, Replacement Procedures
EQUIPME	1. Describe how the company carries out periodic inspections and maintenance of tools and equipment?	Service Records, Certification Please Provide Examples of PAT Tests, Calibration Certificates & Lifting Gear Reports
	2. Describe your system for making sure all non-conforming materials, equipment and tools are immediately taken out of operation, tagged and quarantined for inspection, servicing, disposal or replacement?	Quarantine Procedure, Tagging System, Non conforming Procedures, Disposal of Non Conforming Materials and Tools