

DISS HEALTH AND SAFETY CHECKLIST

Qatar is one of the safest places in the world to live and work but this only because we put effort into maintaining standards of health and safety. At its heart, this effort comprises understanding where risks exist and then taking reasonable steps to eliminate, reduce or avoid the risk and manage any residual risks. The legal framework is to 'encourage' organizations to make the effort.

So, are *you* 'legal'? Do you really know what risks you face? and which are the greatest risks? Are you protecting your employees, customers, or members from needless exposure to risk? Could you demonstrate what steps you have taken even if something has not gone horribly wrong?

Complete this Health & Safety Check List to see how you are doing and do not worry – if you have a concern, just call us on +97444666792 because we will probably have a practical solution for you.

1. Health and Safety Policy	Comments / Actions Required
Do we have a Health and Safety Policy signed by a senior person in the organization?	
Was it reviewed and signed in the past 12 months	
Have we communicated the policy to our workforce?	
Does the policy contain a general statement containing manageable aims and objectives for the creation of a safe working environment?	
Does the policy include an organization chart that depicts the accountability and responsibility of all staff?	
Does it contain details of the arrangements we have put in place for health and safety and identify how staff and managers will operate?	
2. First aid arrangements	
Have we carried out a first aid risk assessment?	
Do we have a first aid policy?	
Do we have a first aid kit that contains adequate items?	
Have we informed all staff of its location?	
Have we nominated an Appointed Person and/or a trained First Aider?	
Have we a record of all first aid training and is it up to date?	
Have we made their contact details available to all staff?	

3. Risk Assessments	
Have we carried out risk assessments for all activities that present a risk of harm?	
Are work related risk assessments made available to staff?	
Are risk assessments regularly reviewed and specifically if things change?	
Are all risk assessments readily available?	
4. Fire safety	
Have we had a fire risk assessment carried out and is it regularly reviewed?	
Do we have a fire logbook and is it up to date?	
Have we provided suitable fire extinguishers for our premises and are they regularly serviced with the results recorded in the fire logbook?	
Are fire safety signs on display?	
Are all escape routes and fire exit clearly signed and free from obstructions?	
Do all fire doors operate such that they are self-closing?	
Do we have a fire alarm system and is it regularly serviced and maintained with the results recorded in the fire logbook?	

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