

health & safety checklist

for the use of providers/
 organisations

The Health and Safety in Employment Act 1992 places duties on a number of people (and particularly employers) to manage health and safety. This checklist ensures that as an employer, contractor or sub-contractor you have taken ‘all practicable steps’ to ensure that any individual is not harmed while carrying out work funded by the LTSA through the CRSP.

1. Name of provider/organisation:

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2. Do you have a health & safety plan? **Yes** **No**

If not, you will either need to develop one or use and apply the guidelines provided by the LTSA.

Guidelines are available for the following activities:

- Classroom-based courses
- Drivers driving away from home location
- Driver training, skid courses and off-road driving events
- People carrying out inconspicuous surveys
- Restricted driver licence assistance courses
- Roadside checkpoints e.g. child restraint checks

3. If so, does your plan have emergency procedures in the event of an accident? **Yes** **No**

Provide a copy of the health and safety plan and/or emergency procedures.

4. Complete the table below for each activity (that is not covered by a health and safety plan) included in this application.

Activity	Risks (areas where accidents may be possible)	Control (action you would take to prevent an accident)
Example: Classroom-based course	Emergency in building such as fire requiring evacuation Immobile participant unable to leave building unaided Accident or sudden illness of person on site	Tell participants of emergency exit procedures at start of course Identify people who will need help and nominate person to assist them if emergency evacuation is needed Make a cellphone or landline available to call emergency services Ensure a first aid kit and fire extinguisher are available on the site

Signature _____

Name _____