

# HEALTH & SAFETY

A JOURNAL OF RECORD ON HEALTH, SAFETY AND ENVIRONMENTAL ISSUES AS THEY AFFECT THE WORKPLACE

## REVIEW

SHWW (General Application)  
Regulations 2007 Checklist

# SHWW (General Application) Regulations 2007 - Checklist

**The Safety, Health and Welfare at Work (General Application) Regulations 2007 (SI 299/07), are after the Safety, Health and Welfare at Work Act 2005, the most important health and safety legislative enactment in the Irish Statute Book.**

The SHWW Act 2005 sets out the framework legal rules relating to safety, health and welfare at work with which employers, employees and third parties (such as the owners of property, designers, manufacturers and others) must comply. The General Application Regulations 2007 set out the specific duties of employers in relation to the:

- Workplace
- Use of Work Equipment
- Personal Protective Equipment (PPE)
- Manual Handling of Loads
- Display Screen Equipment (VDUs)
- Electricity
- Work at Height
- Noise
- Vibration
- Young persons and Children
- Pregnant, post natal and breastfeeding employees
- Night work and shift work
- Safety signs at places of work and.
- Explosive Atmospheres

The Government's stated objective in enacting the General Application Regulations 2007 was to simplify health and safety law by incorporating into one legislative enactment the specific health and safety laws which apply generally to all employments.

The General Application Regulations 2007 will come into force on November 1st 2007. When the Regulations come into force 26 different statutory instruments dating back to 1956 will be repealed. While the General Application Regulations 2007 are more extensive than the General Application Regulations 1993, this is because the new General Applications incorporate many of the regulations which they repealed, including most of the provisions of the 1993 Regulations. While a number of new regulations are introduced, most of the changes are of a subtle nature, such as the requirement to inspect and test electrical installations annually or in relation to manual handling to "ensure that particularly sensitive risk groups of employees are protected".

This Checklist has been designed as an aide memoiré to help employers and safety advisors to comply with the legal duties under the regulations. The Checklist is divided into sections:

- 1) What is new or subtly changed
- 2) Topic checklist.

There are numerous references to

- competent persons
- records
- and health surveillance

scattered throughout the General Applications Regulations. These references are drawn together into the topic checklists in section 2, with the objective of making it easier for employers and safety advisors to identify when they may be required to appoint competent persons, keep records and provide health surveillance.

The checklist is intended to be comprehensive, but not necessarily exhaustive. The questions in the checklists are prompts and when considering the measures an employer should take the employer should read the full wording of the relevant regulation. To assist readers to find the full text of the relevant regulation the regulation number and the page it is on in the regulations is noted in brackets at or near the end of each question.

Each of the questions are designed to be answered with a 'yes' if the undertaking is compliant and 'no' if it not. If the undertaking is not compliant, it will then have to put measures in place to comply. Employers should note what needs to be done and record the measures taken.

The checklists may serve as a template for organisations designing documentation to assist in managing safety following the coming into force of the regulations, so copyright on the checklists is waived to the extent that that subscribers may copy and adapt the checklists and use them for the subscribing organisation's purposes, but not for publication. Subscribers should take professional advice related to their own particular workplace circumstances.

When HSR published similar checklists after the enactment of the SHWW Act 2005 and the Construction Regulations 2006, there was considerable demand for extra copies. Those checklists and now this checklist have been published on the HSR website. To access and download, click on the PDF icon and scroll down to find the documents.

**Herbert Mulligan, *Editor***  
September 2007

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## SECTION 1: NEW OR SUBTLETY CHANGED REGULATIONS

### Part 1: Interpretation and General

#### DUTY

#### HAVE WE COMPLIED?

Do we use lifting equipment that is equipment for lifting, lowering loads or pile driving, and includes anything used for anchoring, fixing or supporting such equipment (Reg 2.1 pg8)?

YES  NO

Are we responsible for the maintenance of a public road (Reg 2.1 pg8)?

YES  NO

Are we a road authority – a county council, city council or town council (Reg 2.1 pg8)?

YES  NO

Are we aware that appliances are now defined as work equipment (Reg 2.1 pg8)?

YES  NO

Have we when identifying hazards and assessing risks, taken account of the particular risks, if any, affecting working alone at the place of work or working in isolation at remote locations (Reg 2.3 pg8)?

YES  NO

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### Part 2: Workplace and Work Equipment

#### Chapter 1: Workplace

#### DUTY

#### HAVE WE COMPLIED?

Have we checked the room temperature in workplaces (Reg 7, pg10)?

YES  NO

Is the room temperature appropriate having regard to the work methods used and the physical demands placed on employees (Reg 7.1.a pg10)?

YES  NO

Is the room temperature, after the first hour's work, at a minimum of 17 degrees centigrade for sedentary office work and 16 degrees for other sedentary work and where due to process requirements a temperature below 16 degrees is necessary, have we assessed the risks and taken the measures necessary to ensure employees' safety, health and welfare (Reg 7.1.b, c and 3, pg10/11)

YES  NO

Has the temperature been taken at dry bulb temperature at the working position of the employee at 1.1 metres above the floor surface (Reg 7.2, pg11)?

YES  NO

Have we placed appropriate warning signs, in accordance with the Signs Regulations, at access points to roofs and suspended ceilings made of materials of insufficient strength (Reg 9.1.c.ii, pg 11)?

YES  NO

Are all our workplaces equipped with fire fighting equipment and, as necessary, fire detectors and an alarm system and are these suitable to the building, and if non-automatic easy to access, simple to use (Reg 13 a&b, pg 13)?

YES  NO

Is fire detection and fighting equipment inspected and maintained as frequently as necessary and serviced by a competent person as frequently as necessary (Reg 13.c.i&ii)?

YES  NO

Are any of our loading bays longer than the width of five vehicles and if they are is there an exit point at each end, where this is technically feasible or, alternatively, have we provided an appropriate refuge which may be used to avoid persons at work being struck or crushed by a vehicle (Reg 16.d, pg14)?

YES  NO

**DUTY****HAVE WE COMPLIED?**

Have we provided suitable facilities for sitting for employees, a substantial proportion of whose work can be done sitting or where employees can sit without detriment to their work, and if this is not practicable, are the employees ergonomically supported (this regulation is not new, but is new in the General Application Regulations and comes from Miscellaneous Welfare Regulations SI 358/95) (Reg 18.c, pg14)?

YES  NO

Do we provide fixed living accommodation for our employees at a place of work (Reg 22, pg16)?

YES  NO

If we do provide such living accommodation, is it safe and without risk to health and have we provided sufficient sanitary accommodation, beds, cupboards and the like, taking account of the number of persons at work (Reg 22.a&b.1&ii, pg16)?

YES  NO

Do we ensure that where we provide fixed living accommodation, the accommodation is allocated taking account of the presence of persons of both sexes (Reg 22.b.iii, pg22)?

YES  NO

Does the agreement (e.g. Lease) under which we occupy our workplace prevent us from complying with the General Application Regulations (Reg 26, pg16)?

YES  NO

If the agreement does prevent us from doing work to comply with the General Application Regulations, do we, to resolve the issue need to apply to the Circuit Court for an order that will permit us to do the required works (Reg 26, pg16)?

YES  NO

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**Chapter 2: Use of Work Equipment****DUTY****HAVE WE COMPLIED?**

Are we aware that definition of work equipment has been widened by the new General Application Regulations, by the inclusion of a number of definitions that effectively provide that work equipment now includes lifting equipment (Reg 27, pg17)?

YES  NO

The definitions we need to note in this regard are those of: carrier; EC declaration of conformity; fishing vessel; hoist or lift; lifting accessories; load; non-integrated cage or basket; selection and use of work equipment; and through examination (Reg 27, pg17). Have we noted them?

YES  NO

Do we ensure that the working posture and position of employees and ergonomic requirements are taken into account (Reg 28.g, pg18)?

YES  NO

Do we ensure that the areas and points for working on or maintaining work equipment are suitably lit having regard to the operation to be carried out (Reg 28.h, pg18)?

YES  NO

Do we protect employees from coming in to contact with or coming too close to parts of work equipment which are at high or very low temperatures (Reg28.g, pg18)?

YES  NO

Are we aware and do we ensure that employees, even if they do not use work equipment located at or near their workstations, are made aware of the risks associated with the equipment which are relevant to them (Reg29.b, pg19)?

YES  NO

Have the results of the inspections carried out on work equipment, where the safety of the equipment depends on installation conditions or if the equipment is exposed to conditions causing deterioration, been recorded and are they available for inspection by an inspector for five years from the date of inspection and is access to these records available to users of the equipment on request (Reg 30.d, pg19)?

YES  NO

**DUTY****HAVE WE COMPLIED?**

Do we maintain machinery so that it complies with the Regulations (Reg 31.a, pg19)?  YES  NO

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Is work equipment maintained so as to reduce the risk to users and otherpersons at work (Reg 31.c, pg19)?  YES  NO

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The regulations now require that "a maintenance log for any machine is kept up to date". This is a subtle change from the old regulations which required "If any machine has a maintenance log, it shall be kept up to date". Have we now got maintenance logs for all machines and have we put in place a system to ensure logs are kept up to date (Reg 31.d, pg19)?  YES  NO

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Do we ensure that mobile work equipment with a combustion engine is not used in a working area unless that area is adequately ventilated so as to prevent danger from exhaust gases (Reg37.b, pg21)?  YES  NO

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Are carriers with roofs on work equipment for lifting goods or people equipped with an inspection control station and stopping device (Reg 45.b.iv)?  YES  NO

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Can we ensure that persons trapped in a carrier, where work equipment is being used to lift persons, are not exposed to danger and can raise an alarm (Reg 45.b.iv)?  YES  NO

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If we have to use equipment that is not specifically designed for lifting persons to lift people, do we check to ensure that the ground underneath the equipment is even and reasonably flat (Reg 48.1.e, pg27)?  YES  NO

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Do we ensure that lifting equipment with provision for free fall is not used to lift persons (Reg 48.2, pg27)?  YES  NO

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The rules regarding the signaling and operation of lifting equipment now apply to all work areas. Have we put in place policies to ensure we comply with the regulations (also see below under competent persons) (Reg 51, pg28)?  YES  NO

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As the rules regarding the examination and testing of lifting equipment now apply to all lifting equipment, have we reviewed our policies to ensure all such equipment is examined and tested (also see below under competent persons) (Reg 52, pg28)?  YES  NO

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As the rules regarding reports of the examination and testing of lifting equipment now apply to all lifting equipment, have we reviewed our policies in relation to such reports (also see below under competent persons) (Reg 53, pg29)?  YES  NO

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Are we now keeping records and registers in respect of all lifting equipment (also see under competent persons below) (Reg 54, pg30)?  YES  NO

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If equipment has been hired, has the person who hires out the equipment, ensured that it complies with regulation 52 (examination and testing of lifting equipment) and regulation 54 (keeping registers and records of lifting equipment) (Reg59, pg33)?  YES  NO

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**Chapter 3: Personal Protective Equipment**

No significant changes

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## Chapter 4: Manual Handling of Loads

### DUTY

### HAVE WE COMPLIED?

How do we ensure that particularly sensitive risk groups are protected against the dangers that specifically affect them in relation to manual handling and the individual risk factors and in doing so do we have regard to the risk factors set out in Schedule 3 to the Regulations (Reg 69.c.ii, pg35)?

YES  NO

Do we ensure that the tasks entrusted to an employee are within his or her capabilities (Reg 69.c.iii, pg35)?

YES  NO

If we do carry out health surveillance in relation to manual handling (the regulations do not specifically require us to so), do we take account of the risk factors set out in Schedule 3 (Reg 69.c.iv)?

YES  NO

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## Chapter 5 and Schedule 4: Display Screen Equipment

### DUTY

### HAVE WE COMPLIED?

The General Application Regulations now include provisions, which were formerly included in guidance documents, requiring employers to ensure that display screens, keyboards, work desks/surfaces and work chairs are what could be described as being ergonomically friendly and that space, lighting, heat, noise, humidity and the employee/computer interface meet minimum standards (Schedule 4, pg88). Do we meet these standards?

YES  NO

How do we ensure that the general use of display screen equipment is not a source of risk to employees (Reg 72.1.a, pg36)?

YES  NO

When an employee transfers to a new work station or we introduce significant new work equipment, change work equipment or introduce new technology, we are require to perform an analysis of the workstation (Reg 72.f.i&ii). Do we do so?

YES  NO

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## Part 3: Electricity

### DUTY

### HAVE WE COMPLIED?

Are we aware that the definition of danger in relation to electricity has now been qualified so that preventing danger is to be construed as preventing danger in so far as is reasonably practicable (Reg 74, pg 37)?

YES  NO

Are we aware that the definition of voltage now refers to "higher" as opposed to "high" in the old regulations (Reg74, pg37)?

YES  NO

Are we aware that overhead line is now defined and means any electric line suspended above ground carrying or intended to carry electric energy at a voltage exceeding 80 volts to earth (Reg 74, pg38)?

YES  NO

Are we aware that underground cable means any electric cable below ground carrying or intended to carry electrical energy at a voltage exceeding 80 volts to earth (Reg 74, pg38)?

YES  NO

Switch room is defined as meaning a room intended primarily to house electrical switching and distribution equipment for a building (Reg 74, pg38). Do we have such a room?

YES  NO

**DUTY****HAVE WE COMPLIED?**

The Electricity Regulations apply to persons who design, install, maintain, use or are in control to any extent of an electrical installation in a place of work or an electrical network (Reg 75.1, pg38). Do we perform any of these functions?

YES  NO

As an employer have we ensured that electrical installations are designed so as to prevent danger (Reg 76.1, pg38)?

YES  NO

Have we ensured that all electrical equipment is suitably protected from the ingress of moisture or particles or foreseeable impacts (Reg 76.b, pg39)?

YES  NO

Are all electrical circuits suitably identified at their source to allow those circuits to be safely and securely de-energised and isolated (Reg 78.c, pg39)?

YES  NO

Have we taken precautions to ensure in relation to adverse or potentially hazardous conditions and where all of the electrical installation is dependent on one or more residual current devices the prevention of the transmission of dangerous voltage by installing it/them in non-conductive material or by using equally effective means (Reg 80.b, pg39)?

YES  NO

Are all electrical circuits supplying electric water heating, heated showers and pumps, which are located in zone 1 (as defined in the ETCI's National Rules for Electrical Installations) protected by a residual current device having a tripping current not exceeding 30 milliamperes within such period of time as is necessary to prevent danger to any person coming into direct or indirect contact with any live part of the circuit (Reg 80.c.ii)?

YES  NO

Have we checked our measures in relation to portable electrical equipment to ensure that protection operates within such period of time so as to provide protection against danger to any person coming into direct or indirect contact with any live part of the circuit (Reg 81a.ii, pg40)?

YES  NO

Is portable electrical equipment maintained in a manner fit for safe use (Reg 81.1.b, pg40)?

YES  NO

Have we had portable electrical equipment tested by a competent person and has the competent person certified that, as far as could be reasonably ascertained, the equipment is safe and without risk to persons coming into direct or indirect contact with any live part (Reg 81.2., pg40)?

YES  NO

If a competent person certifies that portable electrical equipment is not safe, do our management systems ensure it cannot be used until it is made safe and certified as being safe (Reg 81.3, pg40)?

YES  NO

Is the transformer or generator we are using to supply portable electrical equipment at a voltage greater than 25 volts but not exceeding 125 volts, connected to earth and is the transformer or generator of the double wound type (Reg 81.4.c, pg41)?

YES  NO

Have we ensured that cables for portable electrical equipment (and those used in construction and external quarrying) are connected to the equipment by efficient permanent joints or properly constructed connectors and that the tension in the cables cannot be transmitted through conductors at either end of the cable (Reg 82.b&c, pg41)?

YES  NO

Do we operate, install, maintain, transport or store auxiliary generators and batteries? If so, do we ensure precautions are taken to prevent danger, both to persons working with this equipment and to those working on the external electrical network supplying an electrical installation (Reg 84, pg41)?

YES  NO

Have we taken measures to ensure that before work is carried out on live electrical equipment, it is, where appropriate, made dead, so as to prevent danger (Reg 86.1.b, pg42)?

YES  NO



**DUTY****HAVE WE COMPLIED?**

Where it is necessary for work to be carried out on or near a live part, other than one covered with insulting material, do we ensure that persons are not engaged in such work unless it is unreasonable for it to be dead, it is reasonable to work at or near it while it is live and suitable precautions to prevent danger are taken (Reg42.1.d, pg42)?

YES  NO

Have we ensured that emergency lighting is fitted in all switch rooms in order to give adequate light in the event of a loss of electrical supply (Reg87, pg42)?

YES  NO

Do we ensure that existing electrical installations are inspected and tested annually (Reg 89.b, pg43)?

YES  NO

Have we been advised by an inspector or a competent person that further testing of an electrical installation is necessary and if so have we acted on that advice (Reg 89.c, pg43)?

YES  NO

Have all defects found during testing and inspection of an electrical installation being rectified promptly (note the use of the word promptly) so as to prevent danger (Reg 89.d, pg43)?

YES  NO

Are overhead lines and their supporting structures and underground cables constructed, installed, connected and maintained in a manner suitable for work and the conditions so as to prevent danger (Reg 93.1.a, pg43)?

YES  NO

Where cables are installed underground do we need to ensure that the ducting is coloured red, has high resistance impact and is covered with suitable warning tape in the ground above the duct (Reg93.1.b, pg43)?

YES  NO

If we are going to carry out excavation work in proximity to a known or suspected underground cable, has the position of the cable been accurately determined, the material surrounding it excavated using a safe system of work and where, reasonably practicably, the electrical supply to the cable been isolated (Reg 93.2, pg44)?

YES  NO

Are we the owners of a new or known underground cable and if so have we, where practicable, determined and recorded the position of the cable on a plan so as to prevent dangerous contact (Reg 93.3, pg44)?

YES  NO

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## Part 4: Work at Height

**DUTY****HAVE WE COMPLIED?**

Do we ensure that scaffolds and parts of scaffolds are of good design and construction, made of sound material and are of adequate strength for the purpose for which they are used or intended to be used (Reg 107.a, pg49)?

YES  NO

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## Part 5: Physical Agents

### Chapter 1: Control of Noise at Work

### Chapter 2: Control of Vibration at Work

No significant changes.

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## Part 6: Sensitive Risk Groups

### DUTY

### HAVE WE COMPLIED?

The choice of words for this part of the General Application Regulations prompts the question: do we employ persons who are in any of the sensitive risk group categories?

YES  NO

If we employ staff who are regarded as being in a sensitive risk group have we taken measures to protect their health and safety?

YES  NO

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## Chapter 1 and Schedule 7: Protection of Children and Young Persons

No significant changes in the Regulations but a number of new substances from which children and young persons must be protected are listed in the Schedule.

### DUTY

### HAVE WE COMPLIED?

Have we taken measures to protect children and young workers from exposure to substances listed in Schedule 7 on page 93?

YES  NO

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## Chapter 2: Protection of Pregnant, Post Natal and Breastfeeding Employees

### DUTY

### HAVE WE COMPLIED?

Have we adjusted our safety statement and other documents to take account of the additional wording of the definition of an employee – a post natal employee – in these regulations and the definition of a post natal employee as an employee who gave birth not more than 14 weeks preceding a material date (Reg 147, pg67)?

YES  NO

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## Part 7: Safety Signs and First Aid

### Chapter 1: Safety Signs at Places of Work

#### DUTY

#### HAVE WE COMPLIED?

As a result of the revised definition of signboard, which requires that in future a safety sign shall not include words, have we checked our signs to see that they comply with the revised Regulations (Reg 158, pg70)?

YES  NO

Have we made a plan to ensure that by January 1st 2011 all signboards do not include words (Reg 160.2, pg71)?

YES  NO

### Chapter 2: First Aid

#### DUTY

#### HAVE WE COMPLIED?

Are the occupational first aiders whose services we use persons trained and qualified in occupational first aid, as defined in the Regulations (Reg 163, pg72)?

YES  NO

Are the names, addresses and telephone numbers of the local emergency services clearly displayed at each of our places of work (Reg 165.1.d.ii)?

YES  NO

**DUTY****HAVE WE COMPLIED?**

Have we arranged that in the event of our occupational first aider being absent, we have designated a person to take charge of any person who is injured or ill (Reg 165.2, pg72)?

YES  NO

**Part 8: Explosive Atmospheres at Places of Work****DUTY****HAVE WE COMPLIED?**

Have we included our explosion protection document in our safety statement and if not have we made reference to it (Reg 169.2.c)?

YES  NO

**SECTION 2: TOPIC CHECKLISTS*****Competent Persons***

Employers are required by the SHWW Act 2005 (section 82.1) to appoint competent persons to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of employees. A competent person is defined as a person who having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Account shall be taken, as appropriate of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999.

Apart from the general over-riding duty to appoint competent persons, the General Application Regulations specifically require employers to appoint competent persons to perform certain functions.

Employers need to be able to answer yes – if the answer is no action must be taken to ensure compliance – to the question, have we appointed a competent person.

***The Workplace*****DUTY****HAVE WE COMPLIED?**

- Has fire detection and fighting equipment been serviced by a competent person as frequently as necessary (Reg 13.c.ii, pg13)?

YES  NO

***Working and Lifting Equipment*****DUTY****HAVE WE COMPLIED?**

- Have repairs, modifications, the maintenance or servicing of equipment involving a specific risk been carried out by competent employees (Reg 28.g, pg18)  YES  NO
- Have inspections of work equipment where the safety of the equipment depends on installation conditions or it is exposed to conditions causing deterioration been carried out by a competent person (Reg 30.c, pg19)?  YES  NO
- Is self-propelled work equipment only operated by competent persons who have been trained (Reg 40.a, pg22)?  YES  NO
- Can we ensure that working equipment is not used beyond its safe load except when being tested under the direction of a competent person (Reg42.j, pg23)?  YES  NO
- In relation to cranes has a competent person assigned a safe working load of 1000kg or less (Reg 431.a.iii, pg 24)?  YES  NO
- Has the crane been tested by a competent person after erection, installation or alteration (Reg 43.1.a.iii.iii, pg24)?  YES  NO
- Does the derrick jib of a crane not exceed the maximum radius specified by the manufacturer or a competent person (Reg 43.1.c.ii, pg24)? Note: if the answer to this question is 'yes' then action needs to be taken.  YES  NO

- Where non-guided loads are being lifted is a competent person in communication with the operator to guide him/her (Reg 50.c.1, pg27)  YES  NO
- Is lifting equipment operated by or under the supervision of a competent person (Reg 51.a, pg28)?  YES  NO
- Has lifting equipment been tested and thoroughly examined by a competent person (Reg 52.1.a.i, pg28)?  YES  NO
- Has equipment, which has been repaired or altered and the repairs or alterations relate to safe operation, been examined by a competent person before it is returned to service (Reg 52.c.ii, pg29)?  YES  NO
- Can we ensure that equipment specified in column 1 of Parts B or C of Schedule 1 is not used unless it has been examined by a competent person (Reg 52.3, pg29)?  YES  NO
- Has a competent person carrying out a report informed us of the need to carry out repairs and/or specified that more frequent inspections than specified in the Regulations are required (reg 53, pg29)?  YES  NO
- Has a competent person certified the safe working load/s which may be raised or lowered when excavators, telehandlers, loaders and combined excavators/loaders are used as a crane (Reg 55.2.1, pg30)?  YES  NO
- Have chains, ropes and other lifting accessories been tested and examined by a competent person before being used and has the competent person given a certificate of test and examination specifying the safe working load (Reg 571.a.v, pg31)?  YES  NO
- Can we ensure that chains, ropes and lifting accessories are not loaded beyond their safe working load expect by and under the direction of a competent person carrying out tests (Reg 57.b, pg31)  YES  NO
- If a chain or lifting gear requires annealing or is subjected to heat treatment unless this has done under the supervision of a competent person can we be sure it will not be used (Reg57.1.i (pg32)?  YES  NO

## Display Screen Equipment

### DUTY

### HAVE WE COMPLIED?

- Where as an employer we are providing eye and eyesight tests for employees as required by the Display Screen Equipment Regulations can we ensure that the tests are carried out by competent persons (Reg73.a, pg36)?  YES  NO

## Electricity

### DUTY

### HAVE WE COMPLIED?

- Has a competent person tested the portable electrical equipment that we use and certified that, it was on the day it was tested, safe (as far as could be reasonably ascertained) (Reg 81.2, pg40)?  YES  NO
- If it was not certified as being safe and without risk by the competent person, have we ensured that it will not be used until it is made safe (Reg 81.3, pg40)?  YES  NO
- Can an authorised person (an authorised person means a person who is competent) readily access every switch, circuit breaker or other control device in a suitable and adequately lit location (Reg 85.b.ii)?  YES  NO
- Can we ensure that only competent persons or persons under appropriate supervision are engaged in work where technical knowledge and experience is necessary to prevent danger (Reg 88, pg42)?  YES  NO
- Have ensured that before use new electrical installations and those that have been altered in a major way or extended, have been inspected and tested by a competent person, who has verified that the requirements of the regulations have been complied with (Reg89.a, pg42)?  YES  NO
- Are our electrical installations tested and inspected annually by a competent person (Reg 89.b, pg43)?  YES  NO
- If a competent person has advised further testing, have we acted on that advice (Reg 89.c, pg43)?  YES  NO
- Is our substation or main switch room under the control of authorised persons (this is related to the task to be undertaken) (Reg 91.1.e, pg43)?  YES  NO
- Can we ensure that only an authorised person or a person acting under his/her supervision can enter a substation or switch room in which there may be danger (Reg 91.2, pg43)?  YES  NO

## Work at Height

### DUTY

### HAVE WE COMPLIED?

- Before using scaffolding has a plan on its selection, assembly, use and dismantling been drawn up by a competent person and are those tasks carried out under the supervision of a competent person (Reg 107.c&g, pg49)?  YES  NO
- In relation to the inspection of work equipment, as required by regulation 19, inspection means a visual or more rigorous inspection carried out by a competent person (Reg 118, pg53)?  YES  NO

## Physical Agents: Noise and Vibration

### DUTY

### HAVE WE COMPLIED?

- Have we ensured that noise assessments have been planned and carried out competently (the regulations do not refer to a competent person but the implication is that the inspection should be by a competent person) (Reg 124.c, pg56)?  YES  NO
- Have we ensured that vibration assessments have been planned and carried out by a competent person (Reg 136.c, pg61)?  YES  NO

## Explosive Atmospheres

### DUTY

### HAVE WE COMPLIED?

- Have we, before using a workplace that is classified as hazardous in relation to explosive atmospheres, ensured that the overall explosion safety of both the workplace and that place it contains has been verified by a competent person (Reg170.2.a, pg75)?  YES  NO
- Do we, where required by an explosion protection document, ensure permits to work are issued by a competent person before work commences (Reg 173.b.iii, pg77)?  YES  NO

## Records and Health Surveillance

Employers are required by the General Application Regulations to make and keep records. Employers are also required in relation to certain types of work that carry health risks to make health surveillance available. There is a degree of cross-over between the requirement to keep records and make health surveillance available and so the two topics are covered under a joint heading. Employers should be able to answer yes to the following questions: employers who answer no will have to put in place systems to ensure records are made and kept.

## Work Equipment

### DUTY

### HAVE WE COMPLIED?

- Have the results of the inspections carried out on work equipment, where the safety of the equipment depends on installation conditions or if the equipment is exposed to conditions causing deterioration, been recorded and are they available for inspection by an inspector for five years from the date of inspection and is access to these records available to users of the equipment on request (Reg 30.d, pg19)?  YES  NO
- We are required to keep a maintenance log for any machine. Is the log kept up to date (Reg 31.d, pg19)?  YES  NO
- Are the records of the weekly statutory inspection of lifting equipment on construction sites recorded in a suitable form and are the records available for inspection by an inspector for three months from the date of the examination (Reg 43.f, pg25)?  YES  NO
- Have we records of the periodic testing and examination of equipment specified in Schedule I Part B of the Regulations (52.1.a, pg28)?  YES  NO
- Where the competent person inspecting equipment (specified in Schedule 1, Part B); if he/she has advised immediate cessation of the work being done, has that person sent a copy of the examination report to the HSA not more than 20 days after the examination (Reg 53.b.ii, pg30)?  YES  NO
- Are the certificates specifying safe working loads of excavators, draglines, telehandlers, loaders or combined excavators and loaders when used as cranes kept with the machine for inspection (Reg55.2.b, pg30)?  YES  NO

## Manual Handling

### DUTY

HAVE WE COMPLIED?

- Where we have carried out manual handling related health surveillance have we taken account of the risk factors set out in Schedule 3 of the Regulations (Reg 69.c.iv, pg35)?  YES  NO

## Electricity

### DUTY

HAVE WE COMPLIED?

- Has the competent person, who inspected and tested a new electrical installation or the major alteration or extension of an existing installation completed a report verifying that the requirements of the regulations have been complied with (Reg 89.a, pg43)?  YES  NO
- Has the competent person, who carried out an annual inspection and tested an electrical installation completed a report verifying that the requirements of the regulations have been complied with (Reg 89.a, pg43)?  YES  NO

## Work at Height

### DUTY

HAVE WE COMPLIED?

- A person who carries out an inspection of work equipment used in connection with working at height shall within 24 hours of completing the inspection provide a report (containing the particulars set out in Schedule 5 of the Regulations) to the person on whose behalf the report was carried out (Reg 119.2a&b, pg54)?  YES  NO
- Where as an employer we have received such a report we must keep it at the site where the inspection was carried out until work is completed and afterwards at our office. Have we done so (Reg 119.3, pg54)?  YES  NO

## Physical Agents: Noise and Vibration

### DUTY

HAVE WE COMPLIED?

- Have we kept record in respect of health surveillance carried out in relation to noise so that it is available to the employee concerned or the HSA, if the employee or the HSA want to access health records (Reg 131.3, pg59)?  YES  NO
- Have we kept record in respect of health surveillance carried out in relation to vibration so that it is available to the employee concerned or the HSA, if the employee or the HSA want to access health records (Reg 141.37S, pgS63/64)?  YES  NO

## Young Persons

### DUTY

HAVE WE COMPLIED?

- Does our risk assessment reveal a risk to the safety of or health or physical or mental development of a child/young person employed by us? If it does have we made health surveillance available to the child/young person and informed the child/young person of the result and in the case of a child informed the child's parent or guardian (Reg 146, pg66)?  YES  NO

## Nightwork and Shiftwork

### DUTY

HAVE WE COMPLIED?

- Do we make health assessments available to workers before employing them as nightworkers (Reg 157.1.a, pg69)?  YES  NO
- Do we make health assessments available to nightworkers at regular intervals (Reg 1771.b)?  YES  NO