

Casualty and General Insurance Checklist

Financial Services

ACCIDENT AND INCIDENT OVERVIEW

Were all accidents/incidents recorded in detail?

☐ Yes☐ No☐ NA

Were identifying and reporting procedure done at HSE/EHO?

☐ Yes☐ No☐ NA

For accident/incident investigation were any procedure being followed?

☐ Yes☐ No☐ NA

Were accident/incident investigations findings being used?

☐ Yes☐ No☐ NA

Did the directors produced and checked for accident/incident statistics?

☐ Yes☐ No☐ NA

CONTRACTORS

Were contractors health and safety standards examined properly before engagement?

☐ Yes☐ No☐ NA

Was a proper briefing given to the contractors ?

☐ Yes☐ No☐ NA

Was the performance of the contractors checked during and post completion of the work?

Yes

No

NA

GENERAL INFORMATION

Profile details

Contact number of the employee

Name of the competent person

Write the turnover details

What is the wage roll?

Mention the buisness trend?

MANAGEMENT POLICIES

Were the policy information, exclusions, limitations details proper?

Yes

No

NA

Was the health and safety responsibilities training given to the directors?

Yes

No

NA

Was the health and safety responsibilities training given to the managers/supervisors?

Yes

No

NA

Was competent advice available to the company?

Yes

No

NA

OCCUPATIONAL MEDICATION RECORDS

Are proper medical questionnaires done by the staff?

Yes

No

NA

Were medical examinations reports being recorded properly?

Yes

No

NA

Were medical surveillance reports being recorded properly?

Yes

No

NA

Mark where there is adequate management including safe systems of work and training

☐

Company comes indirect contact with asbestos

☐

Vibration issue in the work area

☐

Noise issue

☐

Company directly deals with the Lead

Does the company have separate policy and procedures to run the business for Drug and Alcohol?

Yes

No

NA

PLANNING FOR HEALTH AND SAFETY

Was proper health and safety policy available in the company?

Yes

No

NA

Was risk assessments available in the company proper?

Yes

No

NA

Were the raw material that were being used by the company include COSHH assessments?

Yes

No

NA

Was manual handling assessments used by the company proper?

Yes

No

NA

Were health and safety documentation with the staff being recorded?

Yes

No

NA

SECURITY AND SAFETY CHECKS

Did the trespassers provide proper parameter to the business?

Yes

No

NA

Was the company entry/exit security proper?

Yes

No

NA

Did the company have a proper arrangement for the visitors?

Yes

No

NA

STRUCTURE OF THE WORK

Was safe systems of work document recorded by the company?

Yes

No

NA

Was proper permit to work systems being used by the company?

Yes

No

NA

Are working practices in accordance with industry best practice standards?

Yes

No

NA

Was proper working practices being followed?

Yes

No

NA

TRAINING PROCESS

Were all the new trainees given an introduction about the health and safety issues of the company?

Yes

No

NA

Were all the new trainees given an introduction about the health and safety issues of the department?

Yes

No

NA

In the employee appraisal process were health and safety added?

Yes

No

NA

Were proper training given to the staff for the allotted works?

Yes

No

NA

Is all health and safety training updated and signed for?

Yes

No

NA

WORK SITE

Was Workplace Regulations 1999 being implemented in the workplace?

Yes

No

NA

Was proper steps being taken for fire safety?

Yes

No

NA

Did company premises or other workplaces housekeeping meet upto the expectation?

Yes

No

NA

Was the arrangements proper for the segregation of vehicles and pedestrians?

Yes

No

NA

Elaborate on the Observation, Requirement, and Recommendations.

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