

Managing COSHH* Checklist

(*Control of Substances Hazardous to Health)

Eight Steps to COSHH Assessment...

Action	How to comply	Tick when complete
1. Assess the risks	<ul style="list-style-type: none"> a) Identify Substances that may cause harm b) Assess risk of exposure to personnel c) Decide if levels of exposure are of concern. 	<ul style="list-style-type: none"> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
2. Decide what precautions are required	<ul style="list-style-type: none"> a) Examine the existing controls and decide if exposure is adequately controlled. b) Decide on any additional controls that are necessary. 	<ul style="list-style-type: none"> a) <input type="checkbox"/> b) <input type="checkbox"/>
3. Prevent or Control Exposure	<ul style="list-style-type: none"> a) Implement the necessary controls and check that they have worked. 	<ul style="list-style-type: none"> a) <input type="checkbox"/>
4. Ensure Control Measures are Used and Maintained	<ul style="list-style-type: none"> a) Ensure your procedures are accurate and implemented. b) Make sure your controls are implemented. c) Make sure any control measures are properly maintained. 	<ul style="list-style-type: none"> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>
5. Monitor Exposure	<ul style="list-style-type: none"> a) Consider measuring exposure where there is any doubt. 	<ul style="list-style-type: none"> a) <input type="checkbox"/>
6. Carry out Health Surveillance where required	<ul style="list-style-type: none"> a) Implement health surveillance where required by COSHH or where there would be benefit in establishing, maintaining or confirming control of exposure 	<ul style="list-style-type: none"> a) <input type="checkbox"/>
7. Plan for Accidents and Emergency	<ul style="list-style-type: none"> a) Consider the circumstances that may lead to an accident, incident or emergency b) Put in place procedures to deal with such events 	<ul style="list-style-type: none"> a) <input type="checkbox"/> b) <input type="checkbox"/>
8. Inform, Instruct and Train Employees	<ul style="list-style-type: none"> a) Provide any information that is necessary to those persons exposed to hazardous substances b) Instruct staff and others in the procedures and measures they must take to avoid or limit exposure c) Train staff in the use of control measures and emergency procedures d) Ensure staff are properly supervised 	<ul style="list-style-type: none"> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/>

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	e) Ensure managers are competent to manage the risks from hazardous substances and the measures necessary to ensure controls remain effective	e) <input type="checkbox"/>