

Health, Safety and Wellbeing - Control of Substances Hazardous to Health (COSHH)

Things to look out for



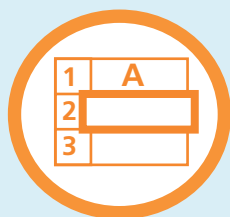
Have COSHH risk assessment been completed for every substance used?



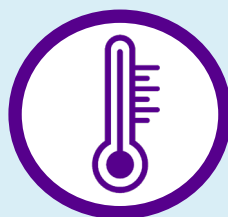
Have you provided employees information about the controls?



Have all COSHH risk assessments been entered on Datix?



Do you have the latest Material Safety Datasheets (MSDS) for all



Are all substances stored in accordance with MSDS (material safety datasheet)



Have you provided colleagues with information about first aid treatment?



Have all COSHH risk assessments been reviewed and are they in date?



Has an inventory of substances FRM1404 been completed?



Have the controls all been implemented?



Have spillages been considered in COSHH risk assessments?



Is the inventory of substances FRM1404 displayed on the front of the chemicals cabinets?



Are employees aware about emergency procedures for dealing with any spillages?

Immediate feedback

Feedback directly to the person you have observed
Have an open and honest conversation with the observee
Reinforce POSITIVE behaviour by telling them what they did well

A behavioural safety observation is the key to identifying hazards in the way people carry out tasks before an accident happens.

The idea is to visit your team and observe the work for a few minutes, identifying things that are good as well as bad and then discuss the points with your team. The information on the other side of this sheet may provide some guidance on what to look for.

Below is advice on how to carry out the conversation and what to look for in the observations.

Introduce yourself

- Advise the observee who you are if they don't know and why you are there
- Advise all observations are anonymous
- Watch the whole process you are observing
- Record good and poor practice
- Only interrupt if there is an immediate danger of injury or worse

Immediate feedback

- Feedback directly to the person you have observed
- Reinforce POSITIVE behaviour by telling them what they did well
- Have an open and honest conversation with the observee

Do this by asking the right question in the right way

- Highlight what they have done correctly and present any issues as a question for them to answer:

- Q. Does everyone do it that way?
- Q. What is slow / inconvenient uncomfortable about doing that safely?
- Q. What is the worst thing that could happen with that approach?
- Q. How would that affect your spouse, children, partner, children, friends, colleagues?
- Q. What could be done to address the issue highlighted?

Date	What was observed?
What went well?	
What didn't go well? - Please report all issues as near misses	
What could be better?	
How can we improve?	