DAILY SAFETY AUDIT
Maximum duration 30 mins

Site: Birmingham Hub	Area: Hub, Yard, QC, Office	Date: 14/11/2024	Time: 12:00
Auditor/s:	1. Liam Pegg	2.	3.	4.

BEHAVIOUR					
ITEM	OBSERVATION	ACTION REQUIRED	PERSON RESPONSIBLE	PRIORITY LEVEL	ACTION DATE
Personal protective equipment / site rule breaches.	PPE given out to individuals	Sorting out more orders in the afternoon.	L.Pegg	1	14/11/24
Use of mechanical handling equipment.	No action needed				
Toilets, smoking areas and welfare facilities.	No action needed				
Lift trucks – including the L.P.G refuelling stations and bottles.	No action needed				
Housekeeping including the emergency exits.	No action needed				
EQUIPMENT					
Work Equipment – including hazardous energy.	No action needed				
Firefighting and first aid equipment (Check dates)	No action needed				
Substances hazardous to health – COSHH / ADR / spillages	No action needed				
Pre-shift checks – present and signed.	No action needed				

ENVIRONMENT

ITEM	OBSERVATION	ACTION REQUIRED	PERSON RESPONSIBLE	PRIORITY LEVEL	ACTION DATE
Lighting	No action needed				
Walkways / roadways / Skips	Noticed a pest control station lid was open near A section	Contacted maintenance who advised me that this station was obsolete and will be removed.	Maintenance	1	14/11/24
Pallets	No action needed				
Roller shutter doors	No action needed				
Signage / Barriers / Sleepers / Fences	Signage was still displayed	Lasted for now, keep on checking.	L.Pegg	4	Ongoing

IMAGES

ADDITIONAL COMMENTS / REMARKS

PRIORITY KEY

Priority 1	Non-compliance corrected immediately.
Priority 2	Non-compliance corrected within 3 days.
Priority 3	Deviation corrected within 7 days.
Priority 4	Deviation needs a budget or additional resources / skill must be accompanied by an achievable completion date.