

GB06 COSHH management action plan checklist

Company name		Project title	
Location		Contract no.	
COSHH management action plan			
		Yes	No
1. Compile an inventory of all hazardous substances to which employees may be exposed, which are either purchased (e.g. proprietary products), created by a work process (e.g. dust and fumes) or may be already on site (e.g. micro-organisms, contaminated land and residues).			
2. Gather relevant technical information about each substance from sources such as labelling, safety data sheets, the HSE website and trade organisations.			
3. For each substance (listed for item 1. above), evaluate the work task(s) and working practices associated with it. If necessary, observe the work activity in which the hazardous substance is used or created.			
4. From information and observations, decide if there are any risks to health.			
5. Assess what action needs to be taken to prevent exposure as a priority, or to control it to an acceptable level.			
6. Record the significant findings of the assessment for each substance and/or activity.			
7. Take the actions necessary to ensure that the appropriate control measures are provided, properly used and maintained as necessary.			
8. Provide all users of (or those creating) each hazardous substance with the necessary information, instruction and training.			
9. From the information gained, decide if there is any requirement for exposure monitoring and health surveillance.			
10. Review the assessment regularly and revise it as necessary.			
Comments			
Name		Position	
		Signature	
		Date	