

# HRNZ HEALTH & SAFETY BI-ANNUAL INSPECTION

|  |            |           |                            |                       |
|--|------------|-----------|----------------------------|-----------------------|
| <b>Location:</b>   |            |           | <b>Date:</b>               |                       |
| <b>Person Conducting Inspection:</b>   |            |           | <b>Signature:</b>          |                       |
| <b>Documentation</b>   | <b>Yes</b> | <b>No</b> | <b>Actions to be taken</b> | <b>Date Completed</b> |
| The Risk Register is up to date and controls are adequately in place                                     |            |           |                            |                       |
| The Health and Safety Policy is up to date and signed  |            |           |                            |                       |
| Event Report Forms are easily accessible for every employee  |            |           |                            |                       |
| <b>Safety Inductions</b>   | <b>Yes</b> | <b>No</b> | <b>Actions to be taken</b> | <b>Date Completed</b> |
| All <u>existing</u> employees have gone through and signed off the HRNZ Safety Induction                 |            |           |                            |                       |
| All <u>new</u> employees have gone through and signed off the HRNZ Safety Induction                      |            |           |                            |                       |
| There is a record of each employees current licenses   |            |           |                            |                       |
| <b>Equipment</b>   | <b>Yes</b> | <b>No</b> | <b>Actions to be taken</b> | <b>Date Completed</b> |
| All equipment being used for work have been maintained and inspected                                     |            |           |                            |                       |
| All employees have access to PPE and is in good repair   |            |           |                            |                       |
| <b>Events and Emergencies</b>  | <b>Yes</b> | <b>No</b> | <b>Actions to be taken</b> | <b>Date Completed</b> |
| Events and accidents are being reported by employees   |            |           |                            |                       |
| All reported events have been followed up with an investigation and signed as completed                  |            |           |                            |                       |
| <b>Safety Communications</b>   | <b>Yes</b> | <b>No</b> | <b>Actions to be taken</b> | <b>Date Completed</b> |
| Any concerns raised by employees regarding the safety communication have been investigated and addressed |            |           |                            |                       |