**Annual Health & Safety Checklist 2013**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Frequency** | **Responsibility** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Fire Alarms | Monthly | ?? |  |  |  |  |  |  |  |  |  |  |  |  |
| Smoke Detectors | Monthly | ?? |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Torches | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Extinguishers | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Aid Boxes | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eye Wash Station | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health & Safety Meeting | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety Inspection | Monthly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Driving Licenses | Quarterly |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Extinguishers - Cert | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gas Boiler | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lifting Equipment | Bi Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance Renewal Certs | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PAT Testing | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health & Safety Review | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Air Compressor | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Forklift Truck | Bi Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vehicles | 6 weeks |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vehicle Tail-lifts | Bi Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Access Equipment | 6/12 Months |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BLDG Electric - Due 2012 | Every 3 years |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CHAS Renewal | Annually |  |  |  |  |  |  |  |  |  |  |  |  |  |

?? – Insert Name | ?? – Insert Name | ?? – Insert Name | ?? – Insert Name | ?? – Insert Name | ?? – Insert Name | ?? – Insert Name