**OHS Action Plan 2017 (Oakley Depot)**

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| Date: 30th October 2017 | Depot: Oakley | Prepared by: Sean Whittle | Approved by: Ivor Swatton |

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| **Safety Issue or Hazard** | **Target Date** | **Remarks** | **Action Required** | **By Whom** | **Associated Costs** | **Resources Required** | **Completed Date** |
| **H&S Policy to be displayed around site on notice boards** | Immediate |  | A copy of the A1 H&S Policy needs to be signed and printed and displayed in various locations around the depot. Devise posters of all first aider and fire marshals with contact details | Depot Manager |  |  |  |
| **General house keeping** | Immediate | Employees tend to leave clothing/ materials scrap rubbish / equipment / hoses / leads etc around site which can create trip hazards etc | Daily H&S walk around. Remind employees of H&S responsibilities and what action to take. | Depot Manager |  |  |  |
| **Flammable liquids / gas bottles** | Immediate |  | A lockable cage should be purchased to store gas cylinders in when not in use and key held by responsible person | Depot Manager |  |  |  |
| **Smoking Area** | Immediate | A smoking area needs to be devised away from main building (minimum 4 mtrs) and not close to flammable materials. | Remind employees to smoke in designated areas only. | Depot Manager |  |  |  |
| **Cleaning Materials** | Immediate | All cleaning materials need to be stored n lockable cabinet | A lockable cupboard should be purchased to store all potentially hazardous material when not in use and key held by responsible person | Depot Manager |  |  |  |
| **Fire Extinguishers** | immediate | Some depot fire extinguishers were stored on the floor, out of date and in some places wall brackets were missing extinguishers. Annual checks need to be set in place with a local company | Fire extinguisher tests whilst conducted some of the labels have become un readable and the extinguishers should ideally be stored off the floor and on a wall with signage to indicate their location and use. | Depot Manager |  |  |  |
| **Smoke Alarms** | Immediate |  | Install smoke detectors in office / kitchen area | Depot Manager |  |  |  |
| **First Aiders** | November 17 | There will need to be at minimum two trained first aiders on site. | Picture and contact details of First Aiders at Depot | Depot Manager |  |  |  |
| **Fire Evacuation plan** | November 17 | Fire Evacuation procedures need to be visible around site in office / canteens / Workshop | Print of fire evacuation plan and place in Officers / Canteens and Workshop / Warehouse |  |  |  |  |
| **Legionella testing** | December 17 | Shower area will need to be tested for legionella is left standing for a long period of time without being used. | Competent person to conduct legionella test in shower and ensure conducted at regular intervals | Depot Manager |  |  |  |
| **Doors leading out to side entrance at back of workshop canteen** | immediate | Doors leading outside that open outwards will need to be secured or closed as they can move in the wind and could hit employees | Ensure doors are secured at all times or closed and place sign to remind employees to check at all times | Depot Manager |  |  |  |
| **Main gates to site** | Immediate |  | Two main gates to site need to be locked in place when open to prevent movement | Depot Manager |  |  |  |
| **Low level beam on Mezzanine floor** | Immediate | Beam exposed on Mezzanine floor | Place yellow warning tape and bump protection around beam and place warning signage in area and on beam | Depot Manager |  |  |  |
| **Pressure Wash area** | immediate | Need to ensure all hoses area hung up when not in use as could be trip hazards / Ensure all employees working in this area are wearing appropriate PPE | Tidy area / store hoses and all employees to wear PPE at all times.  Consider cordoning off area to prevent water entering other areas | Depot Manager |  |  |  |
| **Salt/Grit bin** | Immediate | No salt and grit for site to be used in freezing conditions | Purchase salt and grit bin and place outside Workshop. To be used in freezing conditions in yard area. | Depot Manager |  |  |  |
| **Perimeter fencing** | Immediate | There are security bars on all workshop windows but not on windows to general office and there is low level wall without security barbed wire. | Extend the barbed wire along the outside wall of the site to prevent access over the wall. Consider bars on the 4 windows to the office and a metal roller shutter to close off the general office at night. | Depot Manager |  |  |  |
| **Defined Walkway** | Immediate |  | Devise a walkway from main building to employee parking area and also to Wash down area | Depot Manager |  |  |  |
| **Workshop Pit** | Immediate |  | Ensure Workshop pit is covered when not in use and signage is in place to warn employees and visitors of open pit | Depot Manager |  |  |  |
| **Emergency lighting** | Immediate |  | Consider emergency lighting and warning lights above all exits | Depot Manager |  |  |  |
| **Site signage** | Immediate |  | Consider all site signage and where it is currently placed. Some signage is hidden and will  need to be relocated when site operational. | Depot Manager |  |  |  |