

# COSHH Site Checklist



## Health Speak

- COSHH** Control of Substances Hazardous to Health Regulations
- PPE** Personal Protective Equipment
- RPE** Respiratory Protective Equipment
- HSDS** Health and Safety Data Sheet
- LEV** Local Extract Ventilation
- HEPA** High-Efficiency Particulate Air

Controlling exposures to prevent occupational lung disease in  
**CONSTRUCTION**

Construction Managers Toolkit   
**Checklist**

Contractor:	
Inspected by:	
Date:	

Question	Help!	Yes / No / N.A.	Comments / positive observations	Actions required	L/M/H	Responsible person / company	Completion date
<b>Do you have a hazardous substances "champion"?</b>	It's helpful to have one or two people who have the specific responsibility of looking after all aspects of hazardous substances. They may need some additional training such as a COSHH assessors course.  <b>Control of Substances Hazardous to Health (COSHH).</b>						
<b>Do your checks on hazardous substances cover subcontractors?</b>	It might be helpful for the "champion" to check over subcontractors COSHH assessments to see that their control measures (eg PPE) seem good.  <b>Using Contractors; A brief Guide.</b>						

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<p><b>Do you have a list of all hazardous substances used on site?</b></p>	<p>Don't forget those used by subcontractors, and those that arise from the work eg Welding Fumes. Keeping this list up to date might be a job for the Champion. A Health and Safety Datasheet should be available for each material. Suppliers should provide these. The sheet will help you determine what control measures to use. They will also contain helpful information about what to do if something goes wrong such as a splash on the skin or breathing in harmful materials.</p> <p><b>COSHH; Health and Safety Datasheets.</b> <b>Chemical safety data sheets - COSHH</b></p>						
<p><b>Do you have a COSHH assessment for each task with a hazardous substance? Do workers follow the controls in them?</b></p>	<p>COSHH assessments need to focus on the task to ensure each one is done without exposing workers to harmful levels of materials. You need to make sure workers know what the assessment says and that they use the controls specified properly.</p> <p><b>Step by Step to COSHH Assessment.</b></p>						

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<p><b>Can you expose people less to harmful materials?</b></p>	<p>Check HSDSs to see what is in the product. Ask your supplier if they have a less harmful product. Can you do the job differently to avoid breathing in the product or getting it on the skin?</p> <p><b>Substance substitution - COSHH.</b></p> <p><b>Control measures to prevent or limit exposure to hazardous substances.</b></p>						
<p><b>Do you have a safe place to store hazardous materials?</b></p>	<p><b>Safe Storage of Substances.</b></p>						

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<p><b>Are hazardous materials ever used where natural ventilation is reduced such as a small room, in a pit or a sheeted in area?</b></p>	<p>Take extra care in this situation, it's likely to be where people get exposed to harmful levels. Can you avoid doing the job in this way? Try to increase the level of ventilation or draw away harmful materials eg a welding extractor. A special type of Respirator might be required. These tasks might be worth seeking further advice.</p> <p><b>Confined spaces - HSE.</b> <b>Working safely with solvents - A guide to safe working practices.</b></p>						
<p><b>Are measures to reduce exposure being used?</b></p>	<p>Some equipment has safeguards to reduce exposure eg water on stone cutting equipment or dust extraction on power saws. It's very important to regularly check that this is being used and working ok. If it's not being used listen to the reasons why and try and fix them. A detailed check should be done and recorded for LEV every 14 months and for non disposable RPE monthly.</p> <p><b>Controlling hazardous substances.</b></p>						

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<p><b>Has somebody checked that the right type of respirators are being used?</b></p>	<p>RPE is complicated. There are different types of masks and filters. If you get the wrong one it could be no use at all. You need someone who understands this subject to check that the COSSH assessments state the right RPE and workers are wearing it correctly. If filters are used they must be changed regularly or they will become useless.</p> <p><b>Respiratory protective equipment (RPE).</b></p>						
<p><b>Have all workers who need to wear a respirator had a face fit test?</b></p>	<p>For all respirators that seal against the face wearers need to have a face fit test.</p> <p><b>Fit testing basics - Respiratory protective equipment (RPE).</b></p>						

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<p><b>Has somebody checked that the right type of other types of PPE are being used?</b></p>	<p>Gloves or body protection also need to be chosen carefully. You need someone who understands this subject to check that the COSHH assessments are correct and workers are wearing the right types.</p> <p><b>Personal Protective Equipment (PPE).</b></p>						
<p><b>Can PPE be easily cleaned and stored in a clean area?</b></p>	<p>Re-usable PPE may need to be cleaned. If dust gets inside respirators, or protective clothing gets dirty on the inside workers may be exposed to harmful materials.</p>						

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<p><b>Do workers eat and drink in a clean area?</b></p>	<p>To avoid accidental ingestion of harmful materials workers should be able to wash before eating and take meals in an area free from harmful materials. Eating and drinking should not be allowed in areas where contamination is possible.</p> <p><b>Construction welfare: Changing, eating and rest areas.</b></p>						
<p><b>If someone is splashed with or overexposed to a harmful material do you have people who know what to do and the right equipment to treat them?</b></p>	<p>Part of your COSHH risk assessment for each task should consider what might go wrong and what you need in place if this happens. You might need some people trained as first aiders. If you have irritant or corrosive materials you may need eyewash bottles or safety showers. HSDS should be available to give to Paramedics if a worker is overexposed.</p>						

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<p><b>Have any measurements been taken of what workers are breathing in?</b></p>	<p>Personal exposure monitoring of hazardous substances requires some specialist help. It could be money well spent however as it will indicate where an improvement in control could make a big difference in protecting health.</p> <p><b>Exposure monitoring in construction.</b> <b>Exposure Monitoring.</b></p>						
<p><b>Do your workers have health checks that might detect early signs of ill health caused by work substances?</b></p>	<p>For example lung function tests or x-rays may detect the early stages of Silicosis. Preventing ill health in the first place is obviously better than detecting it by Health checks.</p> <p><b>Health Surveillance ; Silica.</b> <b>HSE: Health surveillance.</b></p>						



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<p><b>Are records kept of all tests and maintenance of control measures (including LEV and respirators)?</b></p>	<p>If you use extraction systems (LEV) to reduce exposure to the dusts, fumes, vapours etc. then you must maintain the LEV in efficient working order so it continues to provide the necessary protection. You should have a thorough examination and test (at least every 14 months) and must keep this record for at least 5 years</p> <p><b>Local exhaust ventilation - Frequently asked questions.</b></p>						
<p><b>Are records kept of air monitoring results?</b></p>							
<p><b>Are records kept of health checks?</b></p>							

## Any other comments

The checklist items cannot be entirely comprehensive. Write down any other important points below.

