

Daily H&S Check

Site name	HSM Logistics
Shift	Early Shift
Auditor	Mike Smith

Access & Exits

Ref	Audit Question	Answer	Comments
1.1	Are all Aisles clear and in good condition?	Acceptable	
1.2	Are all walkways and exits clear from obstruction and debris?	Area of Concern	Fire door A7 has litter in the corner and could cause a hazard
1.3	Is there adequate access and exit in all workplaces?	Acceptable	
1.4	Are all exit signs in good condition and visible?	Area of Concern	Aisle signs need replacing some are not readable
1.5	Are all corridors clear from obstruction and in good condition?	Acceptable	

House Keeping

Ref	Audit Question	Answer	Comments
2.1	Are floors clear of debris and in good condition?	Acceptable	
2.2	Are floors clear of spillages or if spillages occurred have they been cleared with correct signage in place?	Acceptable	
2.3	Are all waste containers within fill lines and not overflowing?	Non Conformance	2 of the bins are overflowing
2.4	Is all waste stored in correct waste containers?	Non Conformance	Unsecured waste containers in A9
2.5	Are working areas clear of excessive dust and debris?	Acceptable	



REF: 2.1



REF: 2.5

Work place

Ref	Audit Question	Answer	Comments
3.1	Are workplaces clear of slip, trip or fall hazards?	Non Conformance	Pallets left in A3
3.2	Are pallets stored in racking safely?	Acceptable	
3.3	Are bay & key control procedures being followed correctly?	Acceptable	
3.4	Are operatives adhering to manual handling procedures?	Acceptable	
3.5	Are MHE and operatives maintaining a safe working distance?	Area of Concern	FLT drivers are in close proximity to operators
3.6	Are all operatives using correct PPE for tasks?	Acceptable	
3.7	Is PPE in acceptable working condition?	Acceptable	
3.8	Are any damaged pallets removed and stored in adequate location?	Acceptable	
3.9	Are all workplace media stored correctly with damaged media segregated?	Area of Concern	
3.10	Is all damaged media tagged as damaged to prevent use?	Acceptable	



REF: 3.1



REF: 3.1



Fire Safety

Ref	Audit Question	Answer	Comments
4.1	Are all fire exits clear of obstruction and in good condition?	Area of Concern	Fire exit lighting is not clean and creates a visual impairment
4.2	Are all fire extinguishers clear from obstruction and in good condition?	Acceptable	
4.3	Are all fire extinguishers in correct areas and positions?	Acceptable	
4.4	Are all fire exit signs visible and clear to view?	Acceptable	
4.5	Are all fire marshals correctly identified on shift?	Acceptable	

First Aid

Ref	Audit Question	Answer	Comments
5.1	Are all first aid boxes in correct locations and in good condition?	Acceptable	
5.2	Are all first aid boxes adequately stocked for use?	Acceptable	
5.3	Are all eye wash station in correct location and in good condition?	Acceptable	
5.4	Are all eye wash stations adequately stocked for use?	Area of Concern	
5.5	Are all first aiders correctly identified on shift?	Acceptable	

Summary

Potential Score is based on the number of questions within the section

Audit Area	Potential Score	Actual Score	Percentage
Access & Exits	25	20	80%
House Keeping	25	15	60%
Work place	50	40	80%
Fire Safety	25	22.5	90%
First Aid	25	22.5	90%
Overall Total	150	120	80%

Corrective Action

Access & Exits	
Item	Action
Are all walkways and exits clear from obstruction and debris?	Arrange for cleaners to clear the debris before ends of shift
Are all exit signs in good condition and visible?	Arrange Health and Safety team to perform a site safety tour for signage
House Keeping	
Item	Action
Are floors clear of debris and in good condition?	Team Leaders on all shifts are to be re-aligned on their duties to keep their stations clean and clear
Are all waste containers within fill lines and not overflowing?	Cleaners to be shown the area and job list to be reviewed
Work place	
Item	Action
Are workplaces clear of slip, trip of fall hazards?	Speak to banding operative to ensure no banding is missed from his process
Are MHE and operatives maintaining a safe working distance?	Review floor plans and assess potential layout change to remove the proximity risk
Are all workplace media stored correctly with damaged media segregated?	Arrange for revised signage to be created and posted in the area
Fire Safety	
Item	Action
Are all fire exits clear of obstruction and in good condition?	Arrange for safety tour to be conducted to review cleaning aspect of signs and lighting
Are all fire marshals correctly identified on shift?	Arrange identification and training of a replacement FM
First Aid	
Item	Action
Are all eye wash stations adequately stocked for use?	Arrange for all stations to be reviewed

Signature

Name: Mike Smith

Date: 31/08/2025

A handwritten signature in black ink, appearing to read 'Mike Smith', with a large, sweeping flourish extending from the end of the name.