

Managing COSHH* Checklist (*Control of Substances Hazardous to Health)

Use this checklist, to follow the eight steps to COSHH Assessment.

For support in carrying out a COSHH assessment, please contact the Health, Safety and Welfare Team by e-mailing: safetyadvice@gov.im

Department:

Address:

Useful Links:

- HSE COSHH - <https://www.hse.gov.uk/coshh/>
- IOM Government Guidance Document - Audit Your COSHH Assessment and Controls - HSW - 116 - 09.2022
- IOM Government Guidance Document - COSHH Risk Assessment for Employees - HSW - TBC - 09.2022
- IOM Government Toolbox Talk - COSHH and Respiratory Sensitisers

Eight Steps to COSHH Assessment		
Action	How to Comply	Tick when Complete
1. Assess the risks	Identify Substances that may cause harm	<input type="checkbox"/>
	Assess risk of exposure to personnel	<input type="checkbox"/>
	Decide if levels of exposure are of concern.	<input type="checkbox"/>
2. Decide what precautions are required	Examine the existing controls and decide if exposure is adequately controlled.	<input type="checkbox"/>
	Decide on any additional controls that are necessary.	<input type="checkbox"/>
3. Prevent or control exposure	Implement the necessary controls and check that they have worked.	<input type="checkbox"/>
4. Ensure Control Measures are Used and Maintained	Ensure your procedures are accurate and implemented.	<input type="checkbox"/>
	Make sure your controls are implemented.	<input type="checkbox"/>
	Make sure any control measures are properly maintained.	<input type="checkbox"/>
5. Monitor exposure	Consider measuring exposure where there is any doubt.	<input checked="" type="checkbox"/>

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6. Carry out Health Surveillance where required	Implement health surveillance where required by COSHH or where there would be benefit in establishing, maintaining or confirming control of exposure	<input type="checkbox"/>
7. Plan for Accidents and Emergency	Consider the circumstances that may lead to an accident, incident or emergency	<input type="checkbox"/>
	Put in place procedures to deal with such events	<input type="checkbox"/>
8. Inform, Instruct and Train Employees	Provide any information that is necessary to those persons exposed to hazardous substances	<input type="checkbox"/>
	Instruct staff and others in the procedures and measures they must take to avoid or limit exposure	<input type="checkbox"/>
	Train staff in the use of control measures and emergency procedures	<input type="checkbox"/>
	Ensure staff are properly supervised	<input type="checkbox"/>
	Ensure managers are competent to manage the risks from hazardous substances and the measures necessary to ensure controls remain effective	<input type="checkbox"/>

