

Document Title: Safety File Contents

1. Corporate Safety Statement Revised Dec 2021 Download NHSF site
2. MLM CHO Safety Statement Attached
3. Section 11 Site Specific Completed at local level Attached
 - a. Risk Assessment List (See Generic List) Template available
 - b. Risk Assessments Templates available
(Numbered, Signed by each HOD/SM/LM, Dated)
 - c. Standard Operating Procedures / Safe Work Practice Sheets
 - d. Safety Data Sheets for any Chemicals
4. Section 11 Site/Location/Department contact details, org chart
 - a. Equipment List
 - b. Signature Sheet In Section 11 Template
5. Emergency Plans
 - a. Include Maps of location, building as appropriate
 - b. Contact details of local response persons/organisation (Gardai, Fire, County council, ESB, Bord Gas, Plumber, Electrician, Out of Hours numbers)
6. Covid Response Plan (Name Covid Lead Worker) Template available
7. Training Needs Analysis
8. Forms / Others
 - a. Notification of Inspection by External Inspectors
 - b. Incident Reporting Process Map
 - c. Reporting to HSA Process Map
 - d. Safety Representative Election Process Map
 - e. Audit Process Map
 - f. Safety File Self Audit
 - g. DGSA Self Audit

Not included in Safety File:

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|--|------------------------|
| 1. Policies | (Separate Folder) |
| 2. Training Records | (Separate File/Folder) |
| 3. Audit forms, audit reports, audit details | (Separate Folder) |
| 4. Fire Documentation | (Separate Folder) |