

Dealer Principal and Senior Manager's Quarterly Review

*To be completed once per quarter by the Dealer Principal, or designated
Site Senior Manager.*

*Allow 15 min site walk around (depending on site size) and 15min to talk to
staff.*

Site:

Date:

Completed by:

Accompanied by:

[other managers, safety committee members and HSRs]

Review of Inspection Regime

- Has the monthly departmental safety inspections been conducted?
- Have the weekly inspections been completed in each area?
- Have the daily pre-shift checks been conducted & correctly recorded?
- Have identified deficiencies been corrected or entered onto risk register?

Observations from walk through inspection

- Are all site areas clean & tidy?
- Are all traffic ways and exits clear & in good condition?
- Is all signage and line marking clear & in good condition?
- Is all emergency equipment accessible?
- Safety noticeboard(s) maintained in good condition?
- Are all actions from the safety plan up to date?
- Is safety included as an agenda item in frequent staff meetings?

Discussion with Staff List feedback from staff discussions:

Any Concerns:

Key positive observations:

CORRECTIVE ACTIONS

Any identified deficiencies shall be communicated to the management team and where not immediately rectifiable listed on the risk action register.

List Identified hazard and Recommended Control:

Area/ Location	Hazard	Recommended Action	Completed*

*If actions will take time or resources are required to complete enter onto a hazard register to monitor.

