



SustainAssure

OCCUPATIONAL HEALTH AND SAFETY CONSULTATION QUESTIONNAIRE

For the best results, please complete the questionnaire as comprehensively as possible and return to info@sustainassure.co.za

Company Name:

Contact person:.....

Contact telephone Number:

Email:

Street Address:

.....

.....

Number of employees:

General Duties

1. Does this concern you as the business owner?	Y	N
2. Do you have a written health and safety policy if you employ five or more people?	Y	N
3. Have you assessed all health and safety risks in your business?	Y	N
4. Do you record the significant findings of your risk assessments?	Y	N
5. Do you involve your employees or their safety representatives in health and safety Matters?	Y	N
6. Do you provide free health and safety training or protective equipment where it is needed?	Y	N

Slips, Trips & Falls

7. Do the floors in your workplace ever become slippery (e.g., when wet)?	Y	N
8. Do you ensure spillages and contamination are dealt with quickly?	Y	N
9. Do you provide safe lighting for outdoor paths, yards, or other areas used in the dark?	Y	N
10. When maintenance or alterations take place, do you control hazards such as trailing cables?	Y	N
11. Do you use correct cleaning methods and materials on floors in your business?	Y	N

Asbestos

12. Do you know whether there is asbestos in your premises (e.g., roofs, walls, boilers, ceilings, flooring, panels, pipework)?	Y	N
13. Does your maintenance or repair work risk disturbing asbestos?	Y	N
14. Do you understand the legal requirements for asbestos removal, including when a licensed contractor must be used?	Y	N
15. Would you know how to find a licensed asbestos contractor if needed?	Y	N
16. Do you know whether any materials you or your employees work with contain asbestos?	Y	N

Hazardous Substances

17. Do you or your staff use chemicals at work, including cleaning materials?	Y	N
18. Do you receive safety data sheets and proper labeling from your suppliers of hazardous substances?	Y	N
19. Is there dust or fume present in your workplace, and do you control it?	Y	N
20. Do you maintain water systems that could be colonised by legionella?	Y	N
21. Do you or your staff work with animals or animal products that could carry infections or cause allergies?	Y	N

Working at Height

22. Do you or your staff carry out tasks where a fall could cause injury?	Y	N
23. Can you avoid the need to work at height, for example by using long-handled tools?	Y	N
24. Do you provide the most appropriate equipment (e.g., tower scaffold or elevating platform instead of ladders)?	Y	N
25. Is your equipment well maintained, and are employees trained to use it safely?	Y	N

Manual Handling & Ergonomics

26. Does your work involve lifting, carrying, pushing, pulling, reaching, or repetitive handling?	Y	N
27. Do your staff carry out repetitive finger, hand, or arm movements that are frequent, forceful, or awkward?	Y	N
28. Does work involve twisting, squeezing, hammering, or pounding?	Y	N
29. Do your employees regularly use display screens as part of their work?	Y	N
30. Do people in your business spend long hours using keyboards, mice, or other input devices?	Y	N
31. Are employees reporting discomfort, aches, or pains?	Y	N

Noise & Vibration

32. Is your workplace so noisy that people have to shout to be heard?	Y	N
33. Are noisy powered tools or machinery used in your business?	Y	N
34. Do you have sudden bangs or impact noises from tools or machines?	Y	N
35. Could noise interfere with hearing warning signals or alarms in your workplace?	Y	N
36. Do your staff use vibrating tools or machines such as breakers, grinders, or compactors?	Y	N

37. Do any of your workers experience tingling or numbness in their fingers or hands?	Y	N
38. Do your staff drive off-road or unsuspended vehicles (e.g., tractors, forklifts, dumpers)?	Y	N

Electrical Safety

39. Do you allow only competent, qualified people to carry out electrical work?
40. Is all electrical equipment in your business properly maintained and in good order?
41. Do you ensure equipment is suitable for its environment (e.g., waterproof, dustproof)?
42. When digging, do you take precautions to avoid underground cables?
43. Do you follow safe procedures when working near overhead powerlines?

Machinery & Equipment

44. Do you provide safe access equipment for working at height?	Y	N
45. Do you maintain and guard machinery properly, with safe controls for starting and stopping?	Y	N
46. Are hand tools and lifting equipment in your business regularly inspected by a competent person?	Y	N
47. Do you accept responsibility for contractors, service engineers, and others working in your business?	Y	N
48. Do you control work on roofs, fragile materials, or at height?	Y	N
49. Do you manage repairs and maintenance safely, especially where confined spaces (tanks, pits, silos) are involved?	Y	N
50. Have you confirmed whether any asbestos in your buildings or plant could be disturbed during maintenance or alterations?	Y	N

Vehicles

51. Do you operate vehicles in your workplace, and if so, what types? If Yes please indicate types	Y	N
52. Do you keep pedestrians separated from vehicle movements?	Y	N
53. Are vehicle routes suitable and clearly marked?	Y	N
54. Do you ensure only trained, competent people drive or operate vehicles?	Y	N
55. Are loading and unloading operations managed safely?	Y	N
56. Do you actively monitor and control driving behavior?	Y	N
57. Do you ensure all workplace vehicles are properly maintained?	Y	N

Pressure Systems

58. Do you operate any pressure systems or equipment containing fluids under pressure?	Y	N
59. Have these systems been designed, maintained, and examined to prevent danger?	Y	N
60. Have you appointed a competent person to examine your pressure systems?	Y	N

Fire & Explosion Risks

61. Do you keep or use flammable substances in your business?	Y	N
62. Do you use or store gas cylinders (e.g., propane) safely?	Y	N
63. Do you handle flammable dusts that could cause explosions?	Y	N
64. Do you use materials such as foams or polyester wadding that burn fiercely?	Y	N
65. Do you spray flammable paints, and do you control the vapors?	Y	N
66. Do you understand the dangers of adding flammable liquids to fires?	Y	N

67. Do you use oxygen cylinders for welding or other tasks?	Y	N
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Radiation & Outdoor Work

68. Do your staff spend significant time working outdoors?	Y	N
69. Do you use equipment that emits ultraviolet radiation?	Y	N
70. Do you or your staff work with lasers?	Y	N
71. Is your business located in an area with high radon levels?	Y	N
72. Are radioactive sources or X-ray equipment used in your business, and are they safely managed?	Y	N

Stress & Wellbeing

73. Do you monitor staff turnover, productivity, and morale to spot signs of stress?	Y	N
74. Do your employees appear happy and motivated at work?	Y	N
75. Do you take into account individual differences in stress vulnerability when managing workloads?	Y	N

First Aid & Reporting

76. Have you provided at least the minimum first-aid equipment and trained personnel?	Y	N
77. Have you checked whether more than the minimum first-aid provision is needed?	Y	N
78. Do you know which accidents and health incidents must be reported, and how?	Y	N
79. Do you understand the full costs of accidents in your business, including those not covered by insurance?	Y	N