# COSHH Cabinet Monthly Check

Five minutes, once a month

**This is a look in the cabinet, not an audit of the assessments.** The ten-point audit against the assessment — PPE present, controls working, users able to describe the hazard — is **APP_26**, and it runs on a frequency set by hazard group. Nothing here replaces it or repeats it.

What this check does is the one thing a two-yearly cycle cannot: **catch a product that has appeared in the cabinet and has not been assessed.** Somebody buys a tin, it goes in with the rest, and under COSHH Regulation 6 it should have been assessed before it was used. Found in a month, that is a conversation. Found in two years, it has been in use the whole time.

## The check

Location: Office cabinet ☐ Yard cabinet ☐ Other: .....

Month: ..... Checked by: ..... Date: .....

| # | CHECK | YES | NO | NOTES |
|---|---|---|---|---|
| 1 | **Everything in the cabinet is on APP_09** — count the containers, match them off against the register | ☐ | ☐ | |
| 2 | **Nothing new has appeared** — since the last check | ☐ | ☐ | |
| 3 | **Original supplier labels are intact and legible** — the GHS pictograms can be read | ☐ | ☐ | |
| 4 | **Nothing is decanted** — into an unlabelled bottle, jar or spray | ☐ | ☐ | |
| 5 | **No leaks, no damaged containers** — no loose caps | ☐ | ☐ | |
| 6 | **Cabinet is secure and the right way up** — locked if the assessment says locked, spill tray or bund clear | ☐ | ☐ | |
| 7 | **Someone using this cabinet can reach the assessments** — on the portal, on a phone, in under a minute | ☐ | ☐ | |

**Anything marked No goes in the box below with a date against it.**

| # | WHAT WAS FOUND | WHAT WAS DONE | DATE | DONE BY |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Signed: ..... Date: .....

## If you find something that is not on the register

| | |
|---|---|
| 1 | Leave it where it is and do not use it. |
| 2 | Photograph the label, both sides, so the signal word, the H-codes and the supplier are readable. |
| 3 | Send it to Sean the same day. An assessment takes about twenty minutes from a label and a safety data sheet, on **FORM_COSHH_01**. |
| 4 | It goes on **APP_09** once assessed, and the product can be used from that point. |

**If the cabinet is clear every month, say so.** A month where nothing is found is a result and it is recorded the same way. The record of twelve clear checks is what shows the cabinet is under control.

## Running record

| MONTH | DATE | CHECKED BY | ALL CLEAR | ITEMS FOUND | CLOSED |
|---|---|---|---|---|---|
| | | | ☐ | | ☐ |
| | | | ☐ | | ☐ |
| | | | ☐ | | ☐ |
| | | | ☐ | | ☐ |
| | | | ☐ | | ☐ |