

ROUTINE WING STAFF INSPECTION



WINGS	
SQUADRON/DF	

1. During routine wing staff inspections, the following H&S related checks should be carried out:

QUESTION	YES	NO	N/A	ACTION REQUIRED
Is the Squadron H&S Arrangements statement on display?				
Is this information current?				
Does the Sqn have an H&S Binder?				
Have the monthly H&S inspections been carried out & recorded?				
Have the 3 monthly Fire Drills been carried out & recorded?				
Do all appropriate activities have RAs?				
Has a RA been carried out for the accommodation and surrounds?				
When viewing the accommodation, are any H&S hazards observed?				
Does the OC Sqn have any H&S issues he/she wishes to raise?				
Are there any significant H&S issues outstanding? – if “YES”, add below.				
Has the Sqn received the H&S CD?				
Have the appropriate H&S CD forms been downloaded?				
Is there an up to date H&S CD training register now on the Sqn?				
*Validation question 1 – “What does ‘reasonably practical’ mean ?”				
* Validation question 2 – “Name any repeat messages from the CD ?”				

	RANK	NAME (print)	SIGNATURE	DATE
WSO				
OC Sqn				

* Will validate if Squadron staff have remembered key messages on the CD.