

Check	Ward/Site/ Office	Department speceif	External	Internal	Response	Skip Logic	Compliance
Foreword: Hazard checks are a vital and important part of hazard identification, They allow the identification of potential dangers in the workplace or enviroment and take steps to mitigate or eliminate them, thus ensuring the safety of individuals and preventing accidents or injuries. By regulary conducting hazard checks, SNSWLHD can create a safer work enviroment, reduce risk, and comply with relevant regulations and laws.							
Q1. Has a code black drill been completed during 6am and 6pm for your ward or site? (to capture staff working furing the day)	Ward	No	Yes	Yes	Yes / No	If "No" go to question 2 if "Yes" go to question 3	Yes
Q2. When will the drill be completed?	Ward	No	Yes	Yes	Yes / No	Text Response	
Q3. Has a code black drill been completed during 6pm and 6am for your ward or site (to capture staff working during the evening)	Ward	No	Yes	Yes	Yes / No	If "No" go to question 4 if "Yes" go to question 5	
Q4. When will the drill be completed	Ward	No	Yes	Yes	Yes / No	Text Response	
Q5. Has the Code Black post action report been completed for the am drill conducted in your area?	Ward	No	Yes	Yes	Yes / No	If "No" go to question 6 if "Yes" go to question 7	Yes
Q6. Have you conducted a second drill and completed a post action report?	Ward	No	Yes	Yes	Yes / No	Text Response	
Q7. Has the Code Black post action report been completed for the pm drill conducted in your area?	Ward	No	Yes	Yes	Yes / No	If "No" got question 8 if "Yes" go to question 9	
Q8. Have you conducted a second drill and completed a post action report?	Ward	No	Yes	Yes	Yes / No	Text Response	
Q9. Are all identified memebers of the code black team current?	Site	No	Yes	Yes	Yes / No	If "No" got to question 10 if "Yes" got question 11	Yes
Q10. Have you updated the Code Black team members listing to be current?						Text response	
Q11. Are internal CCTV Camera's functio	Site	Yes	Yes	Yes	Yes / No	If "No" go to question 13 if "Yes" go to question 14	Yes
Q12. Have repairs been organised?						Text Response	
Q13. Are external CCTV Camera's functioning and free of damage?	Site	Yes	Yes	Yes	Yes / No	If "No" go to question 14 if "Yes" go to question 16	Yes
Q14. Have repairs been organised?						Text Response	

Q15. Are you able to view previous CCTV footage?	Site	Yes	Yes	Yes	Yes / No	If "No" go to question 16 if "Yes" go to question 17	Yes
Q17. Have repairs or addiotnal training been organised?							
Q18. Have all Keys and Swipe cards been returned for any employees that have ceased employment or changed postions at the site?	Site	No	Yes	Yes	Yes / No	If "No" go to question 19 if "Yes" go to question 20	Yes
Q19. Conduct a review of all missing swipe cards and remove access to any team members who no longer require access.	Site	No	Yes	Yes	Yes / No	Text Response	
Q19. Is the Code Black Procedure for the site current (no major changes occurred since last checked)	Site	No	Yes	Yes	Yes / No	If "No" go to question 20 if "Yes" go to question 21	Yes
Q20. Has the Code Black Procedure been reviewed and updated?	Site	No	Yes	Yes	Yes / No	Text Response	
Q21. Is the sites Access Control Document current (no major changes since last checked)	Site	No	Yes	Yes	Yes / No	If "No" got to question 22 if "Yes" go to question 23	Yes
Q22. Has the site Access Control Document been updated?	Site	No	Yes	Yes	Yes / No	Text Response	
Q23. Is the condition of entry sign posted at each entry to the site?	Site	Yes	No	Yes	Yes / No	If "No" go to question 24 if "Yes" go to question 25	Yes
Q25. Have the signs been erected at every entrance	Site	Yes	No	Yes	Text response		
Q25. Tool box guidance							