Manufacturing

vero

Self-assess your business risk

We've pulled together a handy checklist so you can self-assess the risks for your business. It's just for your own information purposes and won't affect your policy — **so you don't need to send it back to us.**

Allow approximately 30 mins to complete this checklist

Management controls

Do you have a robust self-inspection routine in place? (This checklist will help with that)	☐
Do you have a maintenance programme for the building, plant, equipment and appliances? Is this up to date?	☐
Do you take steps to reduce the risk of water and weather damage?	☐
Do you regularly check that housekeeping standards are being maintained?	☐
Are cleaning practices suitable for the nature of the business?	☐
Do you manage waste, recycling and combustibles to minimise the fire and arson risk?	☐
Do you control smoking on site?	☐
Is there a procedure for when sprinkler and fire alarm systems are out of commission for a more than a few hours (An impairment procedure)?	☐
Do you have a permit to work system in place e.g. for hot work	☐

Fire protection

Do you have the right type and size fire extinguishers or hose reels?	☐
Have fire extinguishers and hose reels been serviced in the last 12 months? (Check the inspection tag)	☐
Have you and your staff been trained to use fire extinguishers?	☐
If you have a fire sprinkler system, is testing and maintenance up to date?	☐
Are sprinkler heads unobstructed i.e. clear of stored goods?	☐
Are storage heights controlled to within the capability of the sprinkler system?	☐
If you have a fire alarm system, is it serviced regularly and inspected annually?	☐

SUNCORP

PART OF SUNCORP NEW ZEALAND

Security precautions

Are exterior walls, doors and door frames, windows and window frames, floors and roof in good condition and well maintained?	☐
Are door/window locks, latches and hinges in good condition and provide adequate security?	☐
Are roller doors secured? For motorised doors lock the electric open/close switch, for manual doors lock the chain to the building or door frame?	☐
Have you considered installing steel bars, security mesh, bollards to vulnerable parts of the building e.g. skylights?	☐
Do you have an intruder alarm monitored by an external monitoring company with patrol response?	☐
Do detectors cover all possible entry points and are they unobstructed?	☐
Has the intruder alarm been serviced in the last 12 months?	☐
If you don't have any form of fire detection have you considered linking fire detectors to your intruder alarm system?	☐
Do you have CCTV surveillance (think high definition, motion sensing and low light capability)?	☐
Do you have good exterior lighting?	☐
Do you take special precautions to protect high value items?	☐

Electrics and lighting

Does your electrician make regular checks on the electrical system to make sure it's in good order? (At least annually)	☐
Do you maintain all electrical equipment according to the manufacturer's guidelines?	☐
Do you test and tag portable electric equipment?	☐
Do you limit the use of power boards and extension leads?	☐
Do you replace fluorescent lights when they fail to light up properly and have an electrician investigate if the problem persists?	☐
High intensity discharge (HID) lights are turned off for at least 15 minutes per week and lamp replacement frequency follows manufacturers guidelines?	☐
Have you considered the benefits of thermographic imaging as a diagnostic tool for electrical maintenance?	☐
Have you done Periodic Verification because the building is older, there are ongoing electrical problems, or the electrical system is showing signs of wear and tear?	☐

Housekeeping

Are areas around plant/equipment and appliances kept clear and free of combustibles?	☐
Do you keep combustible items away from ignition sources such as switchboards, heaters and battery chargers?	☐
Are waste and recycle skips/bins and combustibles kept well clear of the building?	☐
Are spills cleaned up as soon as possible?	☐
Do you store pallets away from the building and in separate groups, each group separated from the next?	☐
Do you remove tagging/graffiti as soon as possible after its noticed?	☐

Housekeeping (continued)

Do you clear vegetation, bushes and trees from around the building to improve security, reduce the fire risk and protect against falling branches?	☐
Do you check for damage to walk in chillers made of sandwich panel and repair the damage as soon as possible?	☐
Are racking systems, containers/vessels, overhead machinery and extraction plant secure and seismically restrained?	☐
Are high fire risk areas in separate fire cells e.g. battery charging, plastics regranulating?	☐

Impact damage

Do you control traffic movement on site?	☐
Are areas of the building prone to impact damage protected by bollards, barriers, height and width signage?	☐
Are staff trained to use forkhoists and goods-handling equipment and licensed where necessary?	☐

Hazardous substances

Are hazardous substances managed correctly, their storage is appropriate and incompatible substances separated?	☐
Are staff trained to handle and use hazardous substances safely and all certificates of compliance are current?	☐
Are Safety Data Sheets available for hazardous substances stored on site?	☐
Are gas cylinders chained so that they can't fall over?	☐
Flash back arrestors are fitted to all oxy-fuel gas cutters?	☐
Are gas appliances and lines checked by a gas fitter once per year?	☐
Do you have controls in place to manage dangerous processes involving hazardous substances e.g. decanting flammable liquids from a fuel tank?	☐
Are spray booths, mixing rooms and ovens compliant with applicable legislation and maintained appropriately?	☐
Can you safely clean up a hazardous substance spill?	☐
Are oil/solvent contaminated rags stored in an airtight metal container awaiting disposal?	☐

Sandwich panel safety

Are there any areas of exposed polystyrene or damaged sandwich panel?	☐
Are service penetrations through sandwich panels flashed with non-combustible flashing?	☐
Are only cold methods used to make holes in the sandwich panel?	☐
Is hot work prohibited within 5 metres of the sandwich panel or the sandwich panel protected by welding screens or non-combustible covers?	☐
Is any polyurethane foam protected by a thermal barrier?	☐

Business interruption

Have you evaluated the strength of your cyber security?	☐
Do you back up critical data regularly to a separate location?	☐
Is your computer system anti-virus protection up to date?	☐
Are important paper documents kept in a fireproof container?	☐
Do you have a business continuity plan?	☐

Visit **Vero.co.nz/risk-profiler** to check out our other advice sheets for more tips and in-depth information about managing risk.

vero