

COSHH 2002: reg 6, assess before the work starts; reg 7, prevent exposure or control it adequately, applying the principles of good practice in Schedule 2A with RPE last; reg 8, the controls used; reg 9, controls maintained, examined and tested — local exhaust ventilation at least every fourteen months; reg 11, health surveillance where the test is met; reg 12, information, instruction and training. The assessor asks for the register of substances with an assessment for each — and looks for the ones the work creates rather than buys: silica dust, wood dust, cement, welding fume, diesel exhaust. The register and checklist is KD-INS-CO-017, the assessments by substance the KD-COSHH range, the RPE register KD-OH-RP-004, the LEV register KD-INS-LV-040. Workplace exposure limits come from EH40/2005 (4th edition, 2020) — write the current figure in from the source, never print one.

1 THE EMPLOYER

EMPLOYER / BUSINESS

RESPONSIBLE PERSON

DATE

REVIEW BY

2 HOW THIS BUSINESS DOES IT

THE REGISTER — WHAT IS USED, AND WHAT THE WORK CREATES

WHO ASSESSES, AND HOW THE ASSESSMENT REACHES THE JOB

CONTROLS IN THE ORDER THE REGULATIONS REQUIRE

MONITORING, SURVEILLANCE AND TRAINING

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ COSHH register and assessment checklist — KD-INS-CO-017
- ☐ Assessments for every substance and process — the KD-COSHH range, adapted
- ☐ Safety data sheets, current, for every product held
- ☐ RPE selection and face-fit test register — KD-OH-RP-004
- ☐ LEV and on-tool extraction examination register — KD-INS-LV-040
- ☐ Health surveillance register — KD-OH-HS-001; skin check record — KD-OH-SK-005
- ☐ Toolbox talks — KD-TBT-CO-008, KD-TBT-DU-005, KD-TBT-SI-021, KD-TBT-BD-052
- ☐ Fuel, oil and spill log — KD-SITE-FL-022

WHERE THE RECORDS ARE HELD

KEPT BY

KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME

POSITION

COMPANY

SIGNATURE

DATE

TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.