COS-09

COSHH and Hazardous Substances — Register and Refresher Tracker

One line per person. This turns a one-off into a system.

Authorised persons register

Name	Trained	Theory score	Practical	Authorised	Scope / equipment	Refresher due	Status

Review

Review at least annually, and immediately after any incident, near miss, new starter, new equipment or change of process.

Review date	Reviewed by	Changes made	Next review

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every workplace is different, and only the employer knows their own site, vehicles, people and tasks. The legal duties under the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 and all other relevant law remain with the employer at all times and cannot be transferred to PHW Services or to any document. You must read, adapt and complete this material for your own site, satisfy yourself that it is suitable and sufficient, and seek competent advice where you are unsure. PHW Services does not warrant that using this pack will prevent an accident, prevent enforcement action, or achieve compliance in any particular case. Nothing in this pack is approved or endorsed by the Health and Safety Executive.

Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence v3.0. This pack is not an HSE publication, is not approved or endorsed by HSE, and does not reproduce the HSE logo. Always refer to the current HSE guidance and legislation at hse.gov.uk, which may have changed since this pack was written.