

Safety Audit

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1. ABSTRACT

At current scenario, Safety Management system is very important tools of any organisation to manage safety at workplace. It help to grow business opportunities and increasing productivity to control organisation losses that arises due to accident. Poor Safety management system also effect to organisational performance. Causes of organisational losses are such sources that have potential to cause harm which is known as hazard or any unsafe practices that is carried by people. Different techniques used to identify hazard and ensuring suitable control measure to prevent any type of organisational losses or harm.

Safety Audit is Types of examination help in seeking opportunities to improve safety performance. In another way Safety Audit is defined as a techniques that is used to identify hazard and control them. This study indicate positive safety impacts to control organisational loses proactively and ensure safe work place. It focuses to identify Non-conformance and ensuring their compliance.

2. Keywords:

Safety Audit, Non-conformance identification, Risk Control, Risk Management

3. Introduction:

Safety Audit is detailed examination of effectiveness, efficiency & reliability of organisational Safety performance. Safety Audit is proactive approach to identify organisational deficiency and correcting them. Safety Policy, Planning, Implementation & Operation, Measure & Evaluation, Management review and continual improvement are main element of safety management system and compliance of its all parts are checked and verify during Safety Audit.

Non-conformance means any deviation from work standard or rules or norms. **Auditee** is an organization or part of an organization that is being audited and Person or Team that have nominated or selected to conduct audit is known as **Auditor**.

External & Internal are Two Types of Safety Audit. External Audit is conducted by third party and internal audit is conducted by organisational people.

4. Purpose of Safety Audit:

- To check & verify Safety system of organisation that meet legal requirements or not.
- To ensure Zero organisational Loss.
- To Ensure Statutory requirements.
- To Identify & Control workplace risk.
- To determine non-conformity or gaps where is opportunities to improve organisation Safety performance.

5. Element of Safety Audit;

Element of safety Audit depend on nature of organisation. Auditor identify Element before starting audit and they check and verify compliance of identified element that is applicable for that organisation. Main Element of Safety Audit are:

- Safety Policy
- Safety Manuals
- Organisation Charts with clear defined Role & Responsibility
- Safety Committee formation as per respective state and country legislation and compliance of Minutes of meeting.
- Safety Budget
- Health surveillance record
- Safety Training & Awareness Program and its Records
- Testing & Examination of Tools, Tackles & Equipments by competent person and its record
- Personnel Protective Equipments & its inspection record
- Work Permit System including procedure.
- Welfare Amenities (Toilet & Urinals, Rest Room, Drinking water, Canteen etc.)
- Operataion control Procedure (OCP)/ Safe work Procedure (SWP)
- First Aid Record

- Accident investigation & Reporting
- Emergency preparedness and plan (Assembly point, Rescue Team & Equipments, etc.)
- Mock Drill demonstration & its record.
- Safety Statistics Report
- Tools, Tackles & Records
- Safety Induction & Safety Training
- Safety Signage
- Housekeeping Inspection record.
- Fire Safety Management (Fire Detection & equipment, Emergency door, Emergency Sirens, availability of Fire Extinguishers. Display of emergency contact no. etc)
- Chemical Safety (MSDS, Safe Storage etc.)
- Occupational Health Centre (OHC)
- Safety Inspection procedure & record
- Environmental monitoring & its record etc.

Auditor identify safety audit elements, check and verify their compliance. They Develop Standard format and write all observation and make effective safety audit report. Simple format of Audit report are

Safety Audit Report				
Name of Auditee:			Name of Auditor:	
Date of Audit:				
Sl. No.	Elements	Observation	Recommendation	Remarks

6. Procedure of Audit:

Procedure to conduct safety audit is

- **Select the team:** Select Team to conduct Audit. Auditor should be competence (Qualification & experience), Knowledgeable (Knowledge of Process), Knowledge of Legislation & Codes and they should have leadership quality.
- **Define role:** Define Clear Role and responsibility of Team member.
- **Identify Audit element:** Identify elements of Safety Audit that is applicable for organisation. It will help to Check and verify the system and to identify non-conformance in easy manner.
- **Conduct opening meeting:** Conduct opening meeting with Auditee before starting Audit.
- **Start Audit:** Start Audit and check the system, documents & examine work place physically.
- **Prepare Report:** Prepare Effective report with observation, Recommendation and good practices. Mentioned Legislation & Codes with observation that is applicable to ensure compliance on based non-conformance. Include introduction, Executive summary, Objective, Organisation Profile, Observation & Recommendation with Conclusion in effective manner in Report.
- **Closing meeting:** Organised closing meeting and Share Conformance and non-conformance with client/ Auditee and submit Safety Audit report to ensure compliance for improving organisational safety system.

7. Recommendation:

Select competent Auditor for safety Audit. Safety Audit will be effective if Audit is carried out by competent auditor. Competent Auditor means a person that have Process knowledge, Leadership quality, Knowledge about legislation & Codes, Enough experience & Qualification. Make Report in effective and simple manner to include introduction, Executive summary, Objective, Organisation Profile, Observation & Recommendation with Conclusion. Mention legislation & codes with observation in safety audit report. Such parts of legislation and codes will help to understand to management regarding their obligation related to safety.

8. Conclusion

Safety Audit help to identify Non-conformance and control work place risk. Safety audit is effective techniques used to control hazard. It is type of hazard identification procedures. Its effectiveness depends on safety Audit report and management commitment. Safety Audit always help to prevent organisational losses and improving safety culture within organisation. It is best method to measure safety performance of organisation and seeking gap where are possibility of improvement. Auditor check & verify compliance of identified Safety audit element that is applicable for that organisation. So Safety Audit is major tool used to ensure safety compliance to control work place risk.

References

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