



A Successful 5-Day In-house Training Course

Safety Audit & Site Inspection

04/00116

Safety Audit & Site Inspection

WHY CHOOSE THIS TRAINING COURSE?

“What you do not measure you cannot improve on”. All Safety Management Systems (SMS) require a systematic organized, thorough, and competent assessment of how well efficient and effective the systems are working. A competent Auditor will be able to critically examine the SMS and identify weakness and where improvements may be necessary and required to show compliance with legal requirements. Workplace Inspections are undertaken by supervisors and involve the equipment and activities on a workplace looking both for unsafe conditions and unsafe acts. In both these activities the personnel undertaking these activities have to have a sound basis on the legal aspects.

In this course you will learn to:

- Conduct effective Company and Contractors Safety Audits
- The importance of pre audit questionnaires
- Appreciate the legal aspects of audits
- Improve your knowledge on safety issues
- Gain skills in undertaking site inspections

WHAT ARE THE GOALS?

Participants attending the programme will:

- Understand the legal background
- Appreciate all Audit activities
- Gain knowledge about the elements of a Safety Management system
- Successfully undertake site inspections
- Assess the Safety Culture of the organization
- Evaluate the Emergency Plans of the Organisation

WHO IS THIS TRAINING COURSE FOR?

- All supervisors and line management who have assigned responsibilities within the organisation's Safety Management System (SMS)
- Maintenance personnel
- HSE personnel
- Staff involved in Contractor work

HOW WILL THIS TRAINING COURSE BE PRESENTED?

Participants will learn by active participation during the programme through the use of exercises, case studies and open discussion forums. Videos shown will encourage further discussions. The programme will be run using power point slide, copies of which will be distributed both in hard and soft copies.

QUALITY CERTIFICATIONS



Daily Topics

DAY ONE

Introduction to Audits, Legislation & Contractors

- Introduction to safety audits and inspections
- The Legal Aspects
- Seveso, COMAH and PSM 1910.119
- Construction Design & Management (CDM) regulations & ILO C-167
- Directive 92/57/EEC - temporary or mobile construction sites
- Contractor Selection & Induction
- Risk Management & Risk Assessments
- Evaluating Risk Assessments

DAY TWO

Elements of a Safety Management System – Audits

- Types of Safety Management Systems
 - » Mechanical Model
 - » Socio Technical Model
- Elements of Safety – Management Systems
- SMS Policy – Elements of SMS policy statements
- Proactive and reactive monitoring of performance
- Measurement Techniques
- The Auditors' qualifications
- Audits
 - » Pre Audit Activities
 - » On Site Activities
 - » Post Audit Activities
 - » Classification of Findings

DAY THREE

Inspections

- Observation Techniques
- Specific audit / inspection systems - physical inspection of the site
- Lifting Equipment

- Work at height
 - » Scaffolding
 - » Ladders
 - » PPE
- Fire Assessment
- COSHH Assessments
- Work Permit Systems

DAY FOUR

Safety Culture

- Safety Culture and Behavioural Safety
- Motivation - Taylor, Herzberg, Vroom, Geller, Maslow
- Natural Penalties and Consequences
- ABC Analysis
- What drives behaviour
- Natural penalties and consequences
- Auditing the Safety Culture
- Improving the Culture

DAY FIVE

Emergencies

- Internal Emergency Plans
- External Emergency Plans
- Auditing emergency plans
- Audit Reports
- Course Review
- Evaluation



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