

INSTITUTION OF SAFETY ENGINEERS (INDIA)

इंस्टीट्यूशन ऑफ़ सेफ्टी इंजीनियर्स (इंडिया)

SAFETY AUDIT

IN ANY

ORGANISATION

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SAFETY AUDIT

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OUR JOURNEY TO

ZERO 
HARM

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INTRODUCTION

OBJECTIVE OF SFAETY AUDIT



To identify Potential Sources of :

- Harm
- Situation
- Acts

Identify to existing gaps in safety system

Ensure to Implemented Safety system is effective or need any improvement

To ensure compliance of respective state or country legislation

Advise to organization for implementing to Recommendation of effective Control measure on based of finding

STATUTORY PROVISION OF SAFETY AUDIT

- ❑ The Occupational Safety, Health & Working Condition Code 2020, Section 37,
Third Party Audit & Certification
- ❑ Manufacturer Storage, Import of Hazardous Chemical Rules 1989, Rule 10,
SAFETY REPORTS I [AND SAFETY AUDIT REPORTS]
The occupier shall update the safety audit report once a year by conducting a
fresh safety audit and forward a copy
- ❑ Respective State rules such as Maharashtra Factories (Safety Audit) Rules, 2014
Published vide Notification No. FAC. 2012/C.R.278/Lab- 4, dated 24.2.2014
- ❑ The IS 14489:2018
5.1.2, Audit Frequency, Conduct Internal Safety Audit in a one Year & External
Safety Audit in a Two Year

TERMINOLOGY

AUDITEE

AUDIT TEAM

AUDITOR

LEAD AUDITOR

CLIENT

NONCONFORMANCE

CONFORMANCE

OBSERVATION

MANAGEMENT
REPRESENTATIVE

SMS

PERFORMANCE EVALUATION/
INDICATOR

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Types of Audit

OH&S Audit

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A woman wearing a yellow hard hat and a purple and black plaid shirt is standing in a factory or industrial setting. She is holding a black notebook and a pencil, appearing to be conducting an inspection or audit. The background shows various industrial equipment, including pipes and machinery.

How to conduct
an effective Safety Audit

SAFETY AUDIT PROCESS

4. FOLLOW-UP

- Effective Closure of Finding

3. REPORT

- Review of Proposed CAPA
- Audit Report

1. PLAN

- Audit Plan
- Audit Program
- Auditor Checklist

2. CONDUCT

- Opening Meeting
- Auditing Techniques
 - Sampling
 - Questioning
 - Probing
 - Writing a finding
- Closing Meeting

Who does it?

Auditor / Audit Team

Basis of Audit?

Audit Criteria or Requirements

Purpose?

- To check compliance
- To facilitate improvement
- To identify the risks



ROLE OF AUDITEE ORGANIZATION TO COMPLETE SUCCESSFUL EFFECTIVE SAFETY AUDIT

- Senior Mgt. of Auditee Organization should inform to respective Head/Area incharge of their plant/ project about audit schedule, scope & support to audit team.
- Auditee Organization should provide adequate resources to Auditor if require.
- Auditee Organization should share correct information to Auditor as require or ask by auditor.
- Confidential document or information when ever sharing to Auditor, Auditee Organization should inform proactively.
- If any issue with Safety System of Auditee Organization, Need to share with Auditor
- Respective Head/ Area in-charge should share process flow details or area summary to Auditor when Auditor ask
- Auditee should show all record, Procedures & program to Auditor when Auditor ask etc.

ROLE OF AUDITOR TO COMPLETE SUCCESSFUL EFFECTIVE SAFETY AUDIT

- Keep details Knowledge about Applicable Element of Safety System/ OHS system where safety audit is to be conducted
- Applicable content of Emergency Plan & Other Similar items must be know
- Auditor should be more observant/ vigilant during Audit Auditor must be effective skill to deal with Auditee
- Auditor should verify to available documents, Procedure or system with site to know their implementation status.



POINTS TO BE REMEMBER DURING AUDIT

- Always Take support with Auditee or respective area in-charge to know details about area or require items
- Conduct walkthrough with Audit checklist
- Respective Legislation should be linked with Checklist
- Check all components of Safety Audit
- Collect evidence of observation
- Always observe to conformance as well as Non-conformance
- Conduct interview with site/ department workmen or employees
- Write observation clearly with location/ Section wise and equipments name
- As Per observation, evaluate to potential impacts and write it in note book
- At end of Audit share all observed items with Lead Auditor

DOCUMENTS EXAMINED DURING SAFETY AUDIT



SAFETY AUDIT REPORT CONTENT

- Executive Summary
- Acknowledgement
- Scope of Safety Audit & Purpose of Safety Audit
- Overview of Plant/ Project (Brief summary of Plant/ Project include brief of achievement if any)
- Methodology
- Observation as Per Safety System Element or OSH system
 - Observation as Per Safety System Element
 - Observation as Per Safety Audit Checklist
- Recommendation
- Conclusion
- List of Annexure (Graph, Chart, Abbreviation, References etc)



IS 14489:2018 Vs ISO 45001:2018



QUESTION & ANSWER

