



ISE (INDIA)

# ISEI-SM

(SAFETY MANAGEMENT  
AT WORKPLACE)

Prepared by

Institution of Safety Engineers  
(India)

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**INSTITUTION OF SAFETY ENGINEERS (INDIA)**

**Welcome**

in training

**ISEI-SM (SAFETY Mgt. at work place)**

on

**10/06/2021 To 12/06/2021**



## MEMBERSHIP SERVICES



## JOURNAL PUBLICATION



## SAFETY HEALTH ENVIRONMENT RELATED TRAINING & SERVICES



ISE (INDIA)

## ABOUT US

Institution of Safety Engineers (India) is Non - Profitable organisation set up in year 2012 under ZJEW Trust, Govt. Reg. No.5240 & Regd. Under Govt. of India and working with objective to prevent accident, protect environment & minimize losses during disaster. Institution of safety engineers (India) imparting safety, health, Environment & quality related training to needy & provide similar services to industries, organization, institution to achieve zero harm.

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1	• Lesson 1 • Introduction
2	• Lesson 2 • Terms & Definition
3	• Lesson 3 • Reason to Manage Safety at work place
4	• Lesson 4 • Principle of Safety Management
5	• Lesson 4 • Cause of Accident & its Control Prevention Strategies

6	• Lesson 5 • Hazard in Industries & hazard Control method
7	• Lesson 6 • Safety Management System (SMS) & Its Element
8	• Lesson 7 • Housekeeping & PPE's
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10	• Conclusion, • Question & Answer

## CONTENT OF COURSE

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- **Lesson 1**
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- Risk Control at work place (Working at height, Welding, Gas cutting, Ladder, Safety Scaffolding, Safety, Gas Cylinder Storage Safety, Hoisting & Rigging Safety, Fork Lift Safety etc.

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- **Lesson 7**
- Safety Reporting

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- **Lesson 8**
- Conclusion,
- Question & Answer

## CONTENT OF COURSE

# JOB SAFETY ANALYSIS (JSA)

**Job safety Analysis** is a technique used to identify hazard to categorise an activity in different parts as Sub- activity & developing safety precaution. It consist four basic steps.

- Select the job
- Break the job into each successive steps
- Identify hazard & potential of accident
- Develop way to eliminate hazard & prevent accident.

# JOB SAFETY ANALYSIS

Name of Contractor/Department :

Date:

Prepared by:

Activity	Sub-activity	Hazard	Safety precaution

# Job Safety Analysis

**Location:**

**Activity:** Sheetting Job

**JSA Prepared By:**

Job Steps/ Sub Activity	Hazard	Control Measure	Remarks
General	<ul style="list-style-type: none"> <li>• Hazard due to unawareness of safety rule</li> <li>• Job related hazard</li> <li>• Hazard due to failure of lifting appliances, Tools and tackles</li> <li>• Fall of person</li> <li>• Falling of sheet &amp; other material</li> <li>• Physical Hazard due to poor illumination other factor</li> </ul>	<ul style="list-style-type: none"> <li>• Barricade the Ground areas</li> <li>• Display Warning notice</li> <li>• Tool Box Talk will be conducted before starting job by sub-contractor engineer/supervisor</li> <li>• Trained workmen will perform such job</li> <li>• Unauthorised entry prohibited</li> <li>• Depute 1 workman at ground</li> <li>• Check all Lifting appliances, Tools and tackle before use &amp; certified by competent person</li> <li>• Use suitable PPE'S as per IS</li> <li>• Hold the material with lifting appliances, till not fitted properly</li> <li>• Proper illumination will be maintained</li> <li>• Don't allow to perform such work during bad weather condition such as rain, high wind etc</li> <li>• Work permit should be taken before starting job</li> </ul>	
Material Handling (Manually & Mechanically)	<ul style="list-style-type: none"> <li>• Failure of lifting appliances</li> <li>• Improper Handling of material</li> <li>• Over speeding</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid excess projection of materials- Avoid overloading&amp; over speeding</li> <li>• During loading/ unloading of materials carried closed supervision</li> <li>• All lifting appliances, tools &amp; tackles must be checked by a competent person before starting loading &amp; unloading work- Keep C.G points of the materials as law as possible</li> <li>• Use suitable PPE's</li> </ul>	

## Job Safety Analysis

	<ul style="list-style-type: none"> <li>• Fall of man, machine &amp; materials</li> <li>• Failure of Lifting appliances</li> <li>• Cut, bruises</li> </ul>	<ul style="list-style-type: none"> <li>• Barricade the ground areas</li> <li>• Un-authorized entry prohibited in lifting areas</li> <li>• Check all lifting arrangement before starting job.</li> <li>• Sheet should be locked properly before lifting</li> <li>• Use standard quality Lifting appliances as per IS</li> <li>• Wear suitable PPE'S</li> </ul>	
Working at height	<ul style="list-style-type: none"> <li>▪ Fall of person</li> <li>▪ Fall of material</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use full body harness attached with life lifeline</li> <li>▪ Rope grab fall arrestor should be used for ascending &amp; Descending purpose</li> <li>▪ During Rain and storms don't allow for perform such work</li> <li>▪ Medical check up at regular interval</li> </ul>	
Drilling, Grinding & other associated activity	<ul style="list-style-type: none"> <li>• Electrocutation</li> <li>• Fire</li> <li>• Eye injury</li> <li>• Hit by object</li> <li>• Burn</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Use standard quality electrical cable</li> <li>• Use three pin plug for electrical connection</li> <li>• Earthing provided for all electrical portable hand tools</li> <li>• Overhead electrical cable should be provided</li> <li>• Check all Gas cutting set before starting job</li> <li>• Gas cutting set must be equipped with NRV/ Flash back arrestor</li> <li>• Don't allow to perform hot job near Flammable materials</li> <li>• Wear suitable PPE's</li> </ul>	

# ACCIDENT INVESTIGATION & REPORTING

**Accident investigation** is carried out to find root cause of incident. This help to prevent similar incident in future. Therefore all Incidents investigate by expert team to identify cause and taking corrective and preventive action. Databases of incidents and near misses that have occurred are a useful reference because they give a very clear indication of how incidents can occur.

## Reasons to investigate a workplace accident include:

- To find out the cause of accidents and to prevent similar accidents in the future
- To fulfil legal requirements
- To determine the cost of an accident
- To determine compliance with applicable safety regulations
- To process workers' compensation claims

## Steps to Accident Investigation:

- Survey the scene
- Secure the scene (initiate interim controls)
- Get help for the injured
- Collect evidence
- Analyze data
- Determine causes (Scientific methods)
- Prepare Report & Follow up (To eliminate hazards)

## Who should do the accident investigating?

Ideally, an investigation would be conducted by experienced person that have experienced in investigative techniques, fully knowledgeable of the work processes, procedures, persons, and industrial relations environment of a particular situation.

In most cases, the supervisor should help investigate the event.

Other members of the team can include:

- Employees with knowledge of the work
- Safety officer
- Health and safety committee
- Union representative, if applicable
- Employees with experience in investigations
- "Outside" expert
- Representative from local government

## What should be looked at as the cause of an accident?

- Material,
- Person,
- Task,
- work location
- Work Environment.

# ACCIDENT REPORT FORMAT SAMPLE

INCIDENT INVESTIGATION REPORT	
<b>Type of Incident: (Please fill the box)</b>	
Near Miss : <input type="checkbox"/>	First Aid Injury: <input type="checkbox"/> Lost Time Injury: <input type="checkbox"/> Other: <input type="checkbox"/>
<b>Brief Details:</b>	
Name of Injured Person :	Age:
Designation:	Contractor / Department:
Date and Time:	
Nature of Injury:	Location:
<b>Description of Incident:</b>	
<b>Causes of Incident:</b>	
Direct Cause:	
Indirect Cause:	
<b>Corrective / Preventive Action:</b>	

# HAZARD IDENTIFICATION & RISK ASSESSMENT TECHNIQUES (HIRA)

Hazard identification & Risk assessment Techniques (HIRA) is a Technique used to identify hazard, assess Risk and viewing that risk is tolerable or not as per organisation policy.

## HAZARD IDENTIFICATION & RISK ASSESSMENT TECHNIQUES (HIRA)

### Terminology

**Risk:** Combination of likelihood & consequences of specific hazardous event occurring.

**Risk Assessment:** The overall process of estimating the magnitude of risk and deciding whether the risk is tolerable.

**Tolerable Risk:** Risk that has been reduced to a level that can be endured by the organization having regards to its legal obligations and its own OH&S Policy.

### Classification & Potential Sources of Hazards

- Mechanical - Sharp points & edges, overload.
- Electrical - Insulation damaged or cover broken
- Fire - Poor housekeeping, Hot job near Flammable material
- Biological - Exposed, airborne/blood borne
- Chemical - Expose to carcinogens chemical
- Ergonomics - Expose to unnatural postures
- Psychological- Stress or violent at workplace.



## RISK EVALUATION METHOD

**1. Classify work activities** - prepare a list of work activities covering plant, raw materials/ chemicals handled, premises, people and procedures, and gather information about them;

**2. Identify hazards** - identify all hazards relating to each work activity.

Consider who might be harmed and how; what might be damaged and how;

**3. Determine risk** - make a subjective estimate of risk associated with each hazard assuming that planned or existing controls are in place. Assessors should also consider the effectiveness of the controls and the consequences of their failure;

**4. Decide if risk is tolerable** - judge whether planned or existing OH&S precautions (if any) are sufficient to keep the hazard under control and meet legal requirements;

5. Prepare risk control action

### HAZARD IDENTIFICATION METHODS:

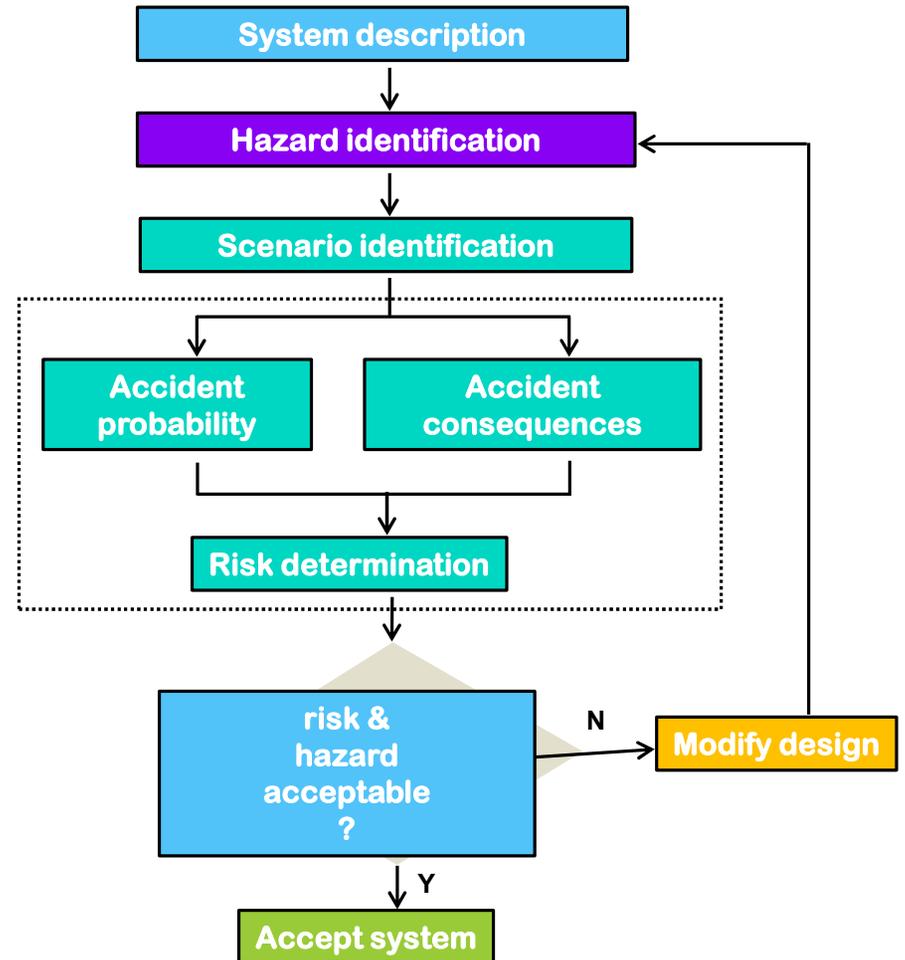
- Process hazard checklist
- Hazard survey
- Safety review

### RISK ASSESSMENT:

- What can go wrong & how ?
- What are the chances ?
- Consequences ?

### EXTREMES:

- Low probability
- Minimal consequences



## Risk Rating Score

### Likelihood that hazardous event will occur

1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very Likely

### Consequence of hazardous event

1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days' absence
4	major – more than seven days' absence
5	catastrophic – death

### Action Level Table

Risk rating	Action	
17-25	Unacceptable	stop activity and take immediate action
10-16	Tolerable	improve within specified timescale
5-9	Adequate	look to improve at next review or if there is a significant change
1-4	Acceptable	No further action but ensure controls are maintained and reviewed

## RISK ASSESSMENT PERFORMA

**Name of Depart./Contractor:**

**Job No. :**

**Date:**

Activity	Hazard	Who might be harmed	Existing control measure	Current risk rating			Additional Control Measure	Residual risk			Remarks
				L	C	R		L	C	R	

**Organizations should prepare a simple Performa that can be used to record the findings of an assessment, typically covering:**

- Work activity;
- Severity of harm;
- Hazard(s);
- Risk level;
- Controls in place;
- Residual Risk
- Personnel at risk;
- Remarks and
- Likelihood of harm;
- Administrative details, for example, name of assessor, date, etc.

# INTRODUCTION

In industries Several Techniques used to Prevent Accident, Protect environment & minimise losses during disaster, in which one techniques is Safety Audit

Safety Audit is independent examination of Organization

During Safety Audit, Auditor Physical Visit to site and review to existing system.

Safety Audit is proactive approach to identify Organisation deficiency and eliminating/correcting them.

Safety Audit is detailed examination of effectiveness, efficiency & reliability of organisation Safety performance.

Safety Audit is effective method used to seek opportunities to improve organization Safety Performance

# PURPOSE OF SAFETY AUDIT

To check & verify Safety system of organization that are Fulfilling or meeting legal requirements or not

Examine existing safety system of organization to know deficiency & work to improve safety system

To Identify potential sources of harm, See their risk & recommending to organization to control such risk

To determine Non-conformity or gaps and Seek opportunities to improve organization Safety performance

# STATUTORY PROVISION OF SAFETY AUDIT

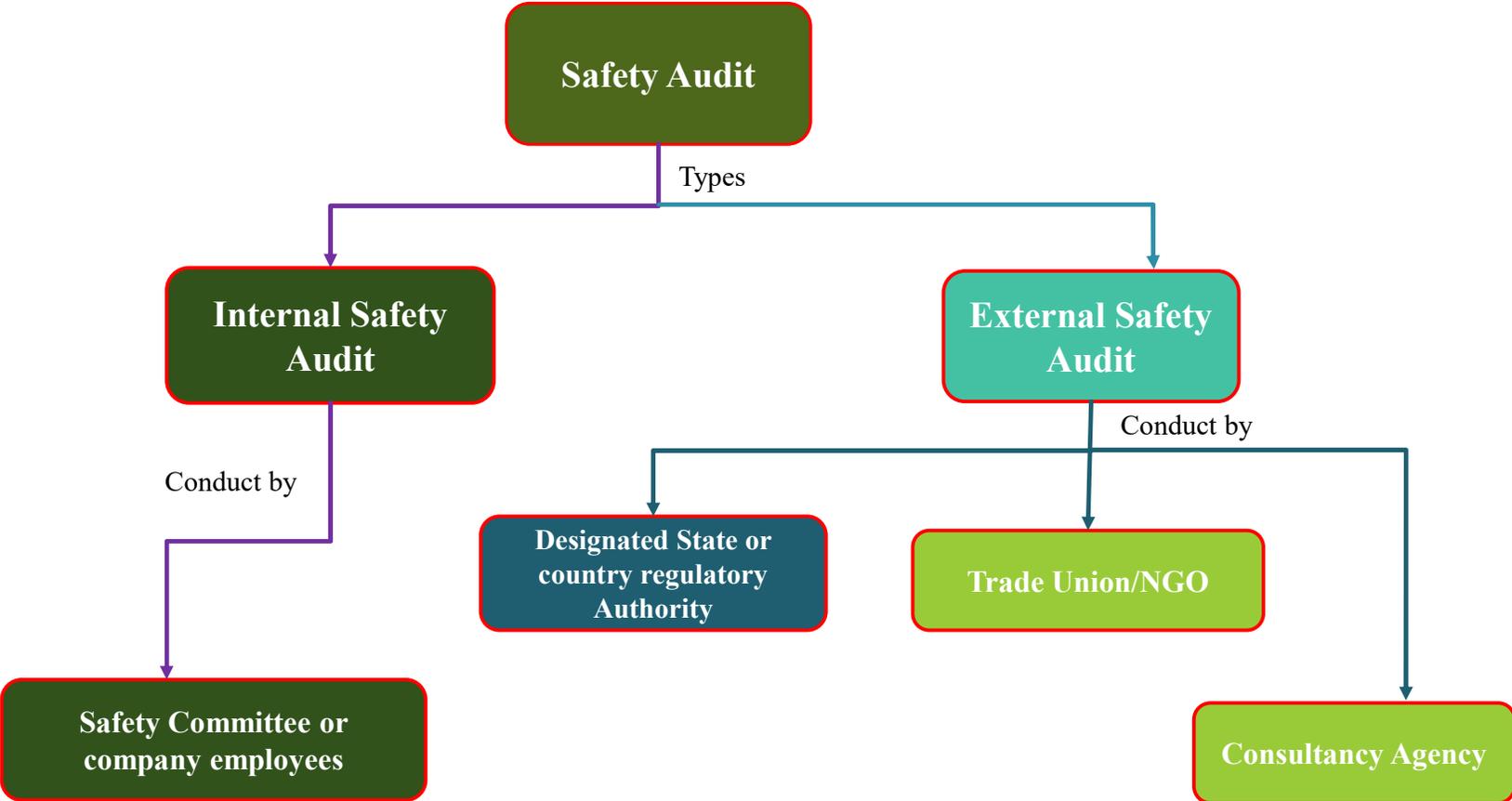
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- ❑ The Occupational Safety, Health & Working Condition Code 2020, Section 37, Third Party Audit & Certification
- ❑ Manufacturer Storage, Import of Hazardous Chemical Rules 1989, Rule 10, SAFETY REPORTS I [AND SAFETY AUDIT REPORTS]  
The occupier 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 14489:1998  
4.1.2, Audit Frequency, Conduct Internal Safety Audit in a one Year & External Safety Audit in a Two Year

# ADVANTAGE OF DOING SAFETY AUDIT

- They Highlight Potential Problem
- The increase employee awareness
- They enhance your company Credential
- They save your money
- They may be viewed by regulatory agency
- They will offer Knowledge & Validation
- They will be offer Objectivity
- They offer greater result accuracy
- They can Lower your business impacts

# TYPES OF SAFETY AUDIT



# Internal Safety Audit V.S External Audit

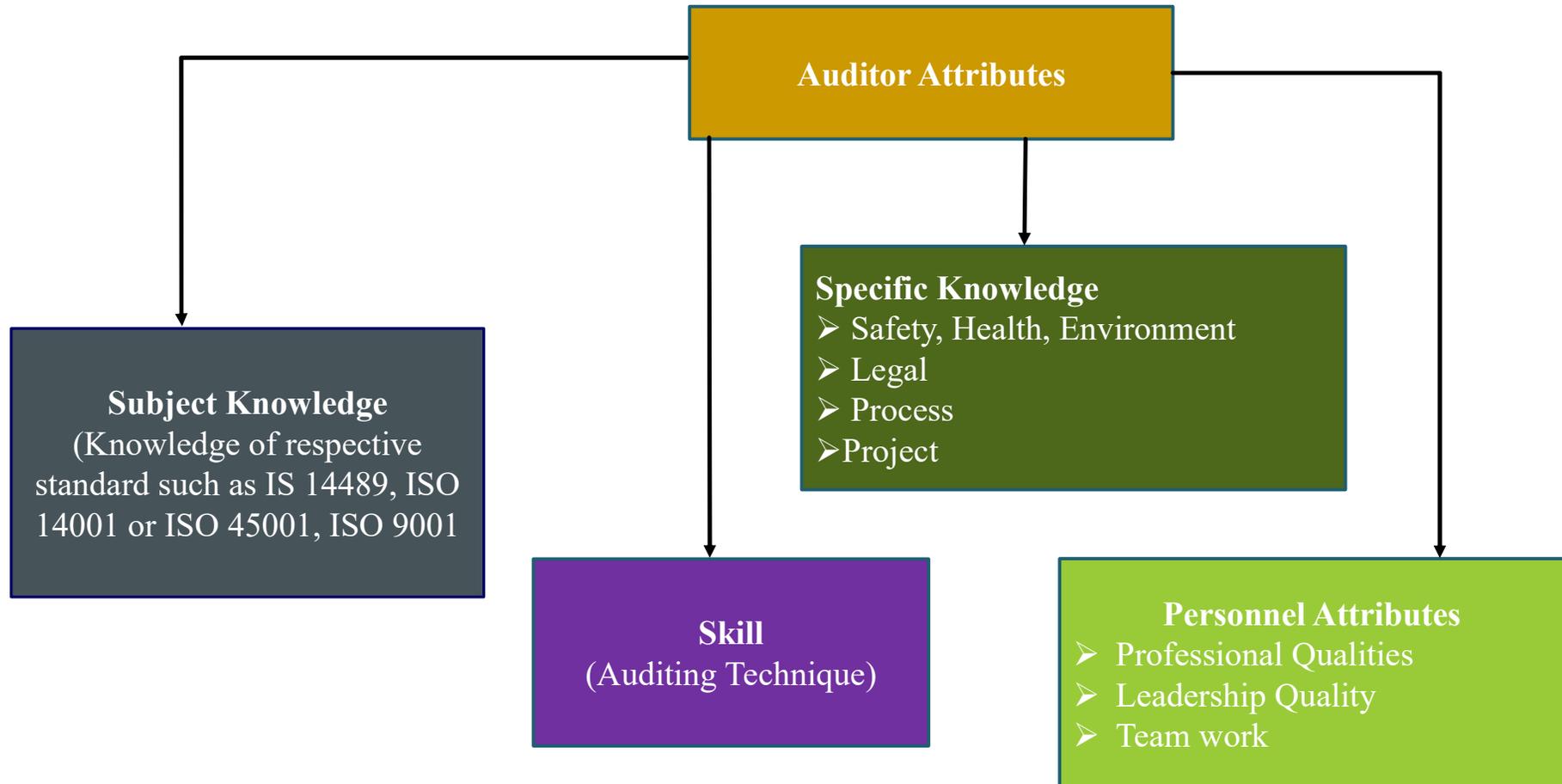
## Internal Safety Audit

- More Effective Management.
- On going Review.
- Performances of Staff Improve.
- Ensures Optimum Use of Resources.
- Shortage of Qualified Staff.
- Ignorance of Management.
- No or Less expensive
- Auditor know About Organisation
- Less independency of Auditor

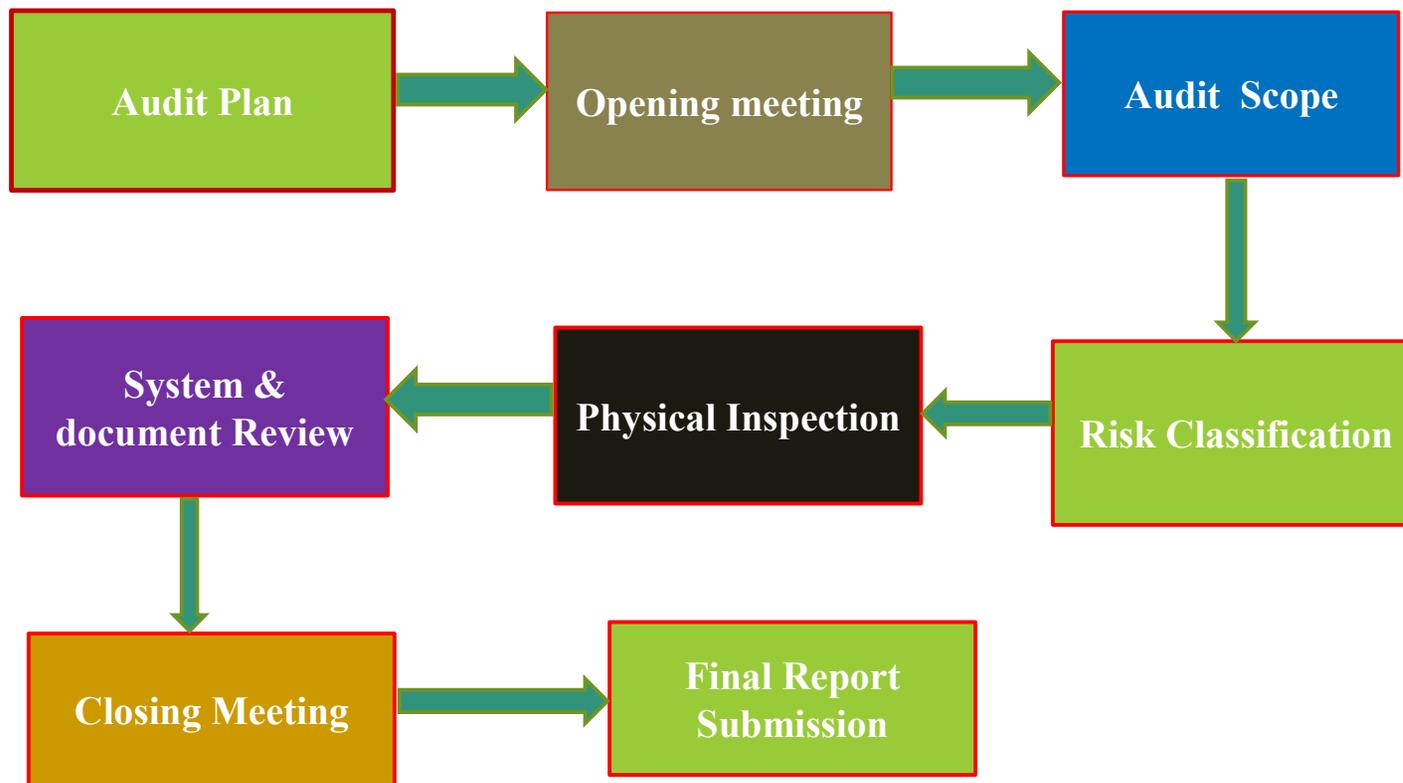
## External Safety Audit

- An external audit improves internal systems and controls. Auditors do not just focus on the numbers but will gain an understanding of the businesses overall systems and controls environment.
- An external audit provides credibility.
- An external audit gives shareholders confidence.
- More expensive
- Independency of Auditor
- Time consuming

# AUDITOR ATTRIBUTES



# AUDIT PROCEDURE



# ISEI-AUDIT PROCEDURE



Auditor will Submit Draft Report to Customer and in case of Acceptance, final Audit Report will be submitted

## TYPES OF RECORDS TO BE EXAMINED DURING THE SAFETY AUDIT

- Safety policy
- Safety organization chart
- Competency & Skill of Safety Personnel
- Record of defined Role & Responsibilities
- Training records
- Record of plant/Project safety inspections
- Accident investigation reports including Near Miss
- Accidents and dangerous occurrences – statistics and analysis
- Record of tests and examinations of equipment and structures as per statutes
- Safe operating procedures for various operations
- Work Permit Program & Record of work permits
- Record of monitoring of flammable and explosives substances at work place

- Medical records of employees
- Maintenance and testing records of fire detection and firefighting equipment
- Records of industrial hygiene surveys (noise, ventilation and levels, illumination levels, airborne and toxic substances, explosive gases)
- Material safety data sheets
- Record of Lock out/ Tag out System
- Safety Manuals, Safety Management Plan (SMP) & Tool Box Talk Manual
- Role & Responsibility Clear Defined and its Record
- Motivational Scheme Program & its Record
- Record of HIRA & JSA
- Environmental Clearance from CPCB/CPCB if Applicable

## TYPES OF RECORDS TO BE EXAMINED DURING THE SAFETY AUDIT

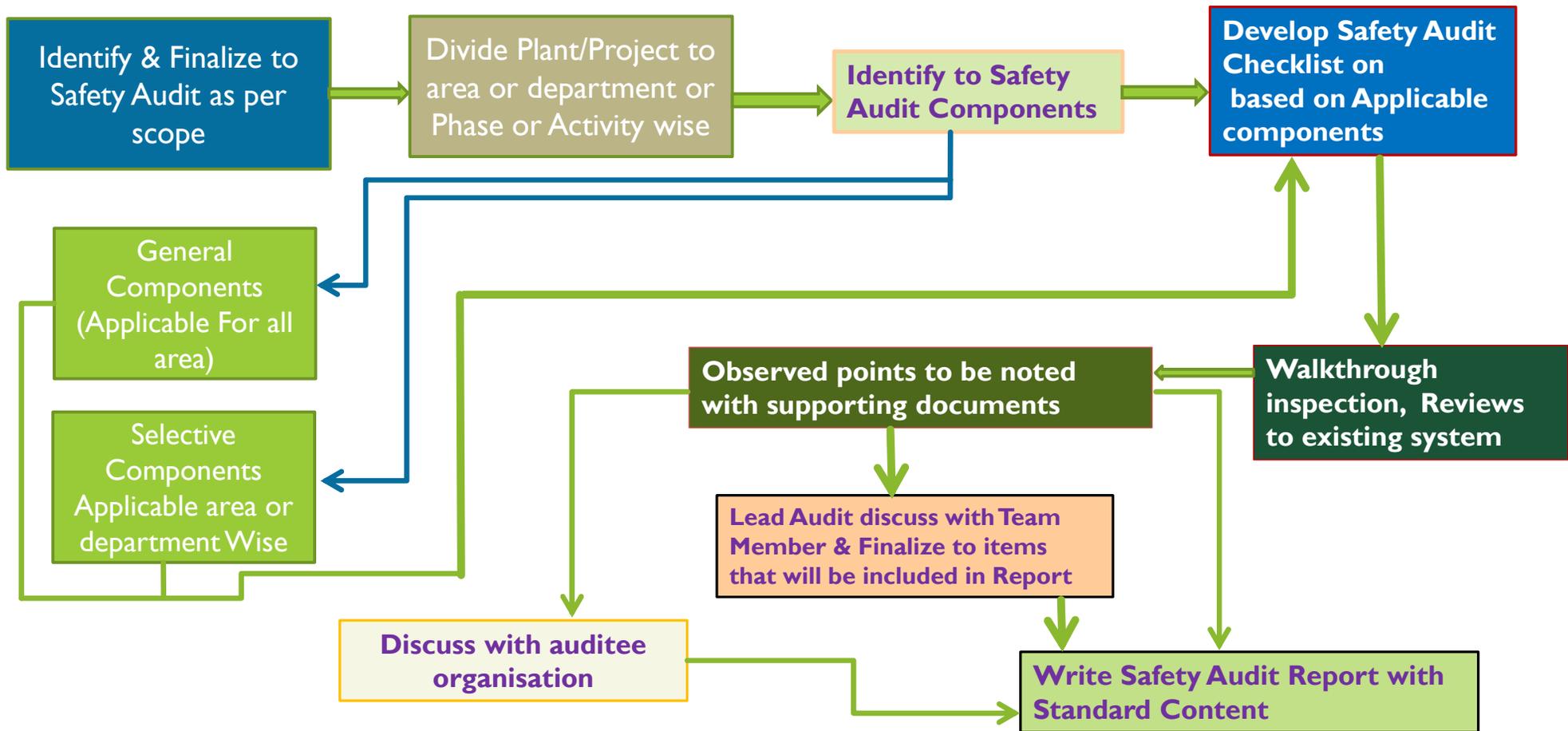
- On-site emergency plans and record of Mock Drills
- MOU with outside agency or organization to tackle emergency
- Records of effluent discharges to the environment
- Housekeeping inspection records
- Minutes of safety committee meetings
- Approval of layouts; and other approval from statutory authorities
- Records of any modifications carried out in plant or process
- Maintenance procedure records

- Shut down maintenance procedures
- In service inspection manuals, records including that of material handling
- Safety budget
- Inspection books and other statutory records
- Records of previous audits
- Safety in transportation of hazardous substances
- PPE's Issued Register and Inspection Record
- Record of Minutes of Meeting & their compliance status
- Existing welfare Amenities
- Safety Reporting system & record of past year report
- Govt. Permission Letter to Operate Plant or Project site

# TYPES OF RECORDS TO BE EXAMINED DURING THE SAFETY AUDIT

- Waste Management Plan, Record of Waste Generation & disposal
- Calibration and testing records
- Motivational Scheme Program & Its Record
- Record of workplace Environmental monitoring Report etc.

# AUDITOR CAN CONDUCT EFFECTIVE AUDIT



# 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**

# Code of Practices of Occupational Safety & Health Audit (IS 14489:1998)

<u>Clause</u>	<u>Description</u>
---------------	--------------------

- 1) Scope
- 2) Definition
- 3) Occupational Safety & Health Audit Objective, Goal & Responsibility
- 4) Occupational Safety & Health Audit Methodology
- 5) Occupational Safety & Health Audit Completion
- 6) Action for Implementation for Occupational Safety & Health Audit

**Annexure A :** Elements of occupational safety and health system (OS&H)

**Annexure B :** Types of records to be examined during the safety audit

**Annexure C :** Safety Audit Questionnaire

# Code of Practices of Occupational Safety & Health Audit (IS 14489:1998)

## **Clause 3 : Occupational Safety & Health Audit Objective, Goal & Responsibility**

- 3.1 : Occupational Safety & Health Audit Objective
- 3.2 : Occupational Safety & Health Audit Goal
- 3.3 : Occupational Safety & Health Audit Responsibility

## **Clause 4: Occupational Safety & Health Audit Methodology**

- 4.1 Initiating of Occupational Safety & Health Audit
- 4.2 Preparation of Occupational Safety & Health Audit
- 4.3 Execution of Occupational Safety & Health Audit
- 4.4 Occupational Safety & Health Audit Documents

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# Code of Practices of Occupational Safety & Health Audit (IS 14489:1998)

**Clause 05:** Occupational Safety & Health Audit Completion

**Clause 06:** Action for Implementation for Occupational Safety  
& Health Audit

## COMPARISON BETWEEN ISO 45001, ISO 9001 & ISO 14001

ISO 45001:2018	ISO 9001:2015	ISO 14001:2015
1. Scope	1. Scope	1. Scope
2. Normative references	2. Normative references	2. Normative references
3. Terms and definitions	3. Terms and definitions	3. Terms and definitions
4. Context of the organization	4. Context of the organization	4. Context of the organization
5. Leadership	5. Leadership	5. Leadership
6. Planning	6. Planning	6. Planning
7. Support	7. Support	7. Support
8. Operation	8. Operation	8. Operation
9. Performance evaluation	9. Performance evaluation	9. Performance evaluation
10. Improvement	10. Improvement	10. Improvement

## COMPARISON BETWEEN ISO 45001:2018 & OHSAS 18001:2007

ISO 45001:2018	OHSAS 18001:2007
<b>1 SCOPE</b>	<b>1 SCOPE</b>
<b>2 NORMATIVE REFERENCES</b>	<b>2 REFERENCE PUBLICATIONS</b>
<b>3 TERMS AND DEFINITIONS</b>	<b>3 TERMS AND DEFINITIONS</b>
<b>4 CONTEXT OF THE ORGANIZATION (Title)</b>	Corresponding Clause does not exist
4.1 Understanding the organization & its context	
4.2 Understanding the needs and expectations of interested parties	
4.3 Determining the scope of the OH & S management system	
4.4 OH & S management system	4.1 General requirements, paragraph-1
<b>5 LEADERSHIP (Title)</b>	Corresponding Clause does not exist
5.1 Leadership and commitment	4.4.1 Resources, roles, responsibility, accountability and authority, paragraph-1
5.2 OH & S policy, paragraph-1	4.2 OH&S policy
5.2 OH & S policy, paragraph-2	
5.3 Organizational roles, responsibilities and authorities	4.4.1 Resources, roles, responsibility, accountability and authority, paragraph-2.b & 3 to 6
5.4 Consultation and participation of workers	4.4.3.2 Participation and consultation

## COMPARISON BETWEEN ISO 45001:2018 & OHSAS 18001:2007

6 PLANNING (Title)	4.3 PLANNING (Title)
6.1 Actions to address risks & opportunities (Title)	Corresponding Clause does not exist
6.1.1 General	
6.1.2 Hazard Identification and assessment of risks and opportunities	4.3.1 Hazard identification, risk assessment, and determining controls, paragraph-1 part, 2 to 4 & 7
6.1.3 Determination of legal requirements and other requirements	4.3.2 Legal and other requirements
6.1.4 Planning action	4.3.1 Hazard identification, risk assessment, and determining controls, paragraph-1 part, 5 & 6
6.2 OH & S objectives and planning to achieve them (Title)	Corresponding Clause does not exist
6.2.1 OH & S objectives	4.3.3 Objectives and programme(s), paragraph-1 to 3
6.2.2 Planning actions to achieve OH & S objectives	3. Objectives and programme(s), paragraph-4 & 5
7 SUPPORT (Title)	4.4 IMPLEMENTATION AND OPERATION (Title)
7.1 Resources	4.4.1 Resources, roles, responsibility, accountability and authority, paragraph-2.a
7.2 Competence	4.4.2 Competence, training & awareness, paragraph-1 & 2
7.3 Awareness	4.4.2 Competence, training & awareness, paragraph-3
7.4 Communication (Title)	4.4.3 Communication, participation & consultation (Title)
7.4.1 General	4.4.3.1 Communication
7.4.2 Internal Communication	Corresponding Clause does not exist
7.4.3 External Communication	
7.5 Documented information (Title)	

## COMPARISON BETWEEN ISO 45001:2018 & OHSAS 18001:2007

ISO 45001:2018	OHSAS 18001:2007
7.5.1 General	4.4.4 Documentation
7.5.2 Creating and updating	4.4.5 Control of documents, paragraph-2 part
	4.5.4 Control of records, paragraph-2 part
7.5.3 Control of documented information, paragraph-1	4.4.5 Control of documents, paragraph-1
	4.5.4 Control of records, paragraph-1
7.5.3 Control of documented information, paragraph-2 & 3	4.4.5 Control of documents, paragraph-2 part
	4.5.4 Control of records, paragraph-2 part & 3
<b>8 OPERATION (Title)</b>	<b>4.4 IMPLEMENTATION AND OPERATION (Title)</b>
8.1 Operational planning and control	4.4.6 Operational control
8.2 Emergency preparedness and response	4.4.7 Emergency preparedness and response
<b>9 PERFORMANCE EVALUATION (Title)</b>	<b>4.5 CHECKING (Title)</b>
9.1 Monitoring, measuring, analysis and evaluation (Title)	Corresponding Clause does not exist
9.1.1 General, paragraph-2, 4, 6	4.5.1 Performance measurement and monitoring
9.1.1 General, paragraph-1, 3, 5	
9.1.2 Evaluation of compliance	4.5.2 Evaluation of compliance
9.2 Internal audit (Title)	Corresponding Clause does not exist

## COMPARISON BETWEEN ISO 45001:2018 & OHSAS 18001:2007

ISO 45001:2018	OHSAS 18001:2007
9.2.1 General	4.5.5 Internal audit, paragraph-1
9.2.2 Internal audit programme	4.5.5 Internal audit, paragraph-2 to 4
9.3 Management review, paragraph-1	4.6 Management review, paragraph-1
9.3 Management review, paragraph-2	4.6 Management review, paragraph-2
9.3 Management review, paragraph-3	4.6 Management review, paragraph-3
Corresponding Clause does not exist	4.6 Management review, paragraph-4
<b>10 IMPROVEMENT (Title)</b>	Corresponding Clause does not exist
10.1 General	
Corresponding Clause does not exist	4.5.3 Incident investigation, NC, CA & PA (Title)
10.2 Incident, Nonconformity & corrective action, paragraph-1, 2	4.5.3.1 Incident investigation, paragraph-1 to 3
	4.5.3.2 Nonconformity, CA and PA
10.2 Incident, Nonconformity & corrective action, paragraph-3	4.5.3.1 Incident investigation, paragraph-4
10.3 Continual improvement	Corresponding Clause does not exist

# CONTENT OF SAFETY AUDIT REPORT

Cover Letter & Foreword

- 1) Executive Summary
- 2) Acknowledgement
- 3) Introduction (Project / plant Description  
overview & Achievement if any)
- 3) Purpose of Safety Audit
- 4) Methodology (method and their steps that is  
used to conduct safety Audit)
- 5) Findings

5.1 Finding as per Applicable Elements

5.2 Finding as per checklist

6) Recommendation (As per Findings to link with  
respective rules, standards & Codes)

7) Conclusion

8) Annexure

- Chart                      - Results                      - Drawing
- Supporting documents      - EHS activity Photograph

9) References

10) Abbreviation

## POINTS TO BE REMEMBER DURING REPORT WRITING

- Write Safety Audit Report in positive manner
- Write down Auditor Qualification, Experience summary
- Write brief about Plant or Project in introduction section
- Recommendation should be show positive impacts if comply
- Risk Should be Categories as per Observation to include its Potential impacts in report
- Write to observed N.C with Priority Level of Compliance
- Recommendation of Observation should be Link with Respective regulation
- Always Use Graphs, Charts, Table to increase effectiveness of report
- Always add to observation with Supporting Documents in report
- Write down Positive observation (Conformance) also with Non-Conformance
- Always use Standard Content during Report writing
- Always use suitable and positive word in each sentence during content writing

# QUESTION & ANSWER



**References:**

- ISEI Manual, IS 18001, IS 14489
- ISO 45001, ISO 14001, ISO 9001





**Talk Safety | Walk Safety | Do Safety**

Institution of Safety Engineers (India)

**THANK YOU!**

FOR MORE DETAILS VISIT - [WWW.ISEINDIA.IN](http://WWW.ISEINDIA.IN)

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