



Health Safety & Environment (HSE) Auditing



Trainer Profile

Qualifications

- ▶ Qualification 1
- ▶ Qualification 2
- ▶ Qualification 3

Work Experience

- ▶ Work Experience 1
- ▶ Work Experience 2
- ▶ Work Experience 3



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Introduction

- What is meant by an Audit?

An audit is a formal, independent, and systematic process to evaluate the effectiveness of the management system, identification of loopholes to ensure the corrective plan is devised so that relevant corrective actions are adapted.

- Why HSE Audit is conducted?

In health and safety, an audit is conducted to confirm if the health, safety and environment management system is constructed and implemented to;

- ▶ Fulfil the requirements of national and international standards;
- ▶ Achieve the objectives pertaining to the health and safety;
- ▶ To check the effectiveness and validity of the health and safety management system of the organization;



Summary

The primary objective is to identify the cause of factors obstructing health and safety so that corrective actions are adapted timely, and recurrence is prevented.

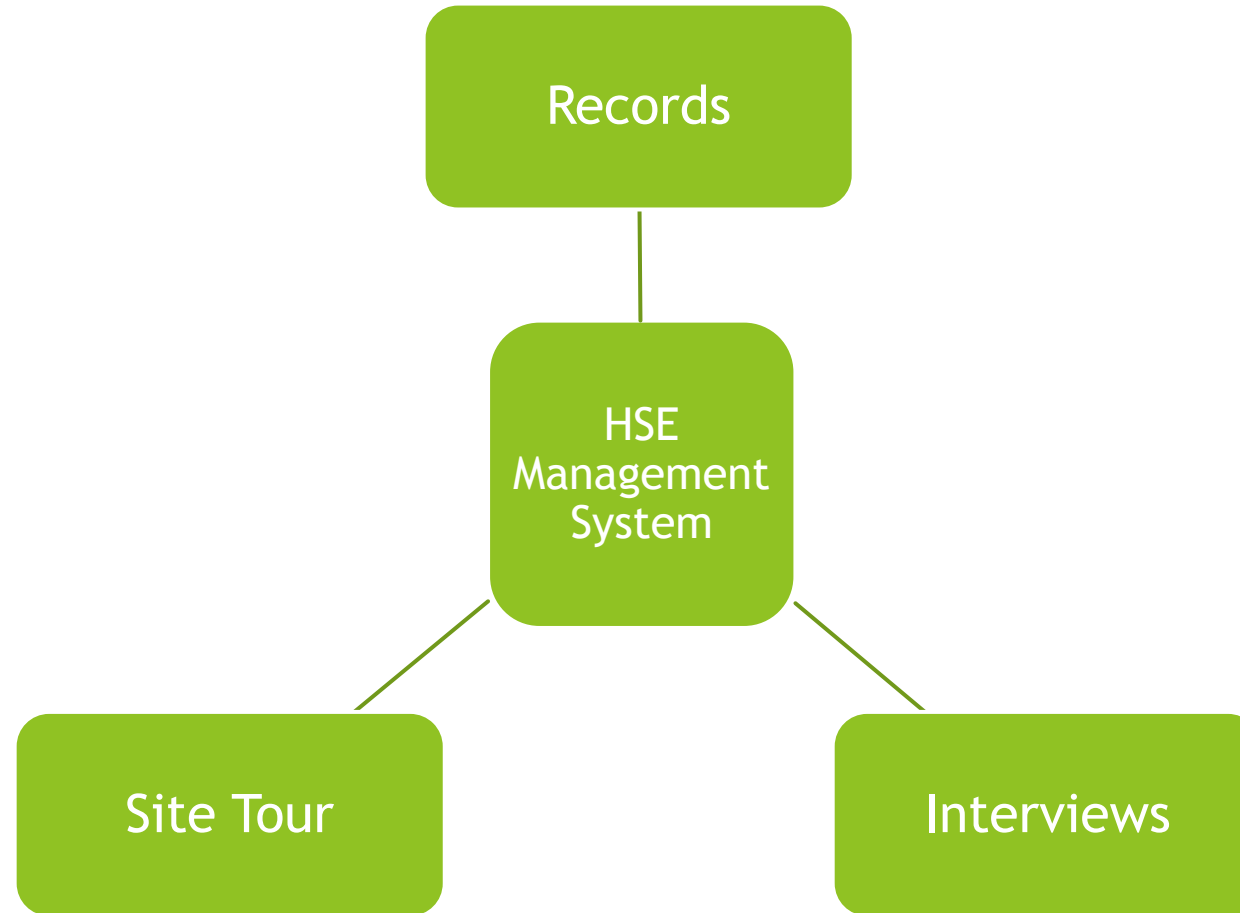


Auditor Qualifications

1. In relation to the range, complexity, work specialty, an auditor shall be designated based on his/her;
 - ▶ Qualifications
 - ▶ Training and Experience
2. If necessary, the Audit personnel will be sent for the training before audit commencement.
3. All HSE personnel part of the audit team shall be required to pass the Audit Training Course.



Audit Elements



HSE Management System

1. HSE Plans and Operational Control Procedures (OCPs)

- ▶ HSE Policy
- ▶ HSE Objectives/ Targets
- ▶ HSE Plan & Work Procedures
- ▶ Hazard Identification & Risk Assessment (HIRA) and Job Safety Analysis (JSA)
- ▶ Permit to Work (PTW), Lock Out & Tag Out (LOTO)
- ▶ Emergency Response Plan (ERP)

2. Organization

- ▶ HSE Organization
- ▶ Roles and Responsibilities/ Job Descriptions (JDs)



HSE Management System

3. HSE Trainings

- ▶ HSE Training Plan
- ▶ HSE Induction Training
- ▶ HSE Work Specific Training
- ▶ Emergency Response Training

4. Meeting & Inspection

- ▶ HSE Meetings
- ▶ Management Review Meetings
- ▶ Follow-Up Meetings
- ▶ Site Inspections



HSE Management System

5. Statistics & Reporting

- ▶ Accident Reports & Investigation Reports
- ▶ HSE Accidents Reports Analysis
- ▶ HSE Records

6. Incentives, Appraisals, Warnings, & Disciplinary Action

- ▶ Rewarding and Appraisal system for best performing worker
- ▶ Incentives and prizes system for best performing worker
- ▶ Warning to workers for violating HSE regulations
- ▶ Disciplinary action for regular violators



HSE Management System

7. Emergency Response Preparedness

- ▶ Emergency Response Team Organizing
- ▶ Emergency Planning
- ▶ Mock Drills & Training Exercises
- ▶ Emergency Management & Arrangements



Health and Safety Implementation (HSI)

- ▶ Personal Protective Equipment
- ▶ Gas Control
- ▶ Hot Work & Cold Work Control
- ▶ Scaffolding
- ▶ Excavation Work Control
- ▶ Chemicals Handling & Use Control
- ▶ Power Tool & Vehicles Control
- ▶ Lifting Operations Control
- ▶ Work At Height
- ▶ Color Coding
- ▶ Confined Space Work Control
- ▶ Electrical Work Control
- ▶ Manual Handling Control
- ▶ Material Safety Data Sheet (MSDS)
- ▶ Radiography
- ▶ Healthcare, Hygiene



Environmental Assessment & System (EAS)

1. Environmental Management System (EMS)

- ▶ Environmental Policy, Objectives & Targets
- ▶ Environmental Organization
- ▶ Environmental Management Plan (EMP)
- ▶ Environmental Contingency Plan

2. Environmental Improvement Plan

- ▶ Environmental Aspects & Impacts (EAI) Assessment
- ▶ Follow-Up Arrangements



Environmental Program Implementation (EPI)

1. Environmental Trainings

- ▶ Training Plan
- ▶ Training Record
- ▶ Emergency Trainings (Scenario/ Drill/ Mock Drill) & Record

2. Environmental Legislation & Requirements

- ▶ Environmental Legislation (National & International)
- ▶ Environmental Requirements (Client)

3. Waste Management

- ▶ Waste classification
- ▶ Waste segregation and storage
- ▶ Waste recycling & disposal
- ▶ Monitoring, and improvement

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Environmental Program Implementation (EPI)

4. Water Quality

- ▶ Waste water disposal
- ▶ Sewage effluent monitoring

5. Air & Noise Control

- ▶ Air Pollution Prevention
- ▶ Noise Control

6. Environmental Inspection, Measurements, & Monitoring

- ▶ Environmental Inspection
- ▶ Environmental Audit
- ▶ Non-Conformance & Reporting (NCR)
- ▶ Corrective Actions & Reporting (CAR)



Audit Assessment

Audit Assessment is performed to identify the effectiveness of the management system. The one of the 3 below-mentioned criteria is adapted to represent the audit findings;

S/#	Assessment	Description
1	Good	Satisfactory
2	Fair	Good performance, still require some improvements
3	Poor	1. Non-Conformance identified; 2. HSE MS not implemented as per requirements; 3. Corrective Actions required on immediate basis



Audit Execution

1. HSE Audit Team members should prepare an Audit Plan & Share with all stakeholders.
2. HSE Audit Team shall prepare an audit checklist.
3. HSE Audit Team shall check the records and make notes.
 - ▶ HSE Policy
 - ▶ Objectives & Targets
 - ▶ Training, Emergency Drills, Inspection, Maintenance Records
 - ▶ Accident Record
4. HSE Audit Team shall randomly select the employees, and interview them to ensure they are aware of the HSE Management System (HSEMS) requirements.
5. HSE Audit Team shall visit and inspect the worksite



HSE Audit Finding Discussion

1. HSE Auditor should discuss all deficiencies to the organization and site management.
2. Recommendation should be made and communicated to the management.
3. Deficiencies Rectification time frame should be decided.



Audit Report

1. HSE Auditor will prepare the audit report.
2. All good and bad practices shall be summarized in this report.
3. All noted points of good and bad practices shall be supported with their reasonable evidences;
 - ▶ Photos
 - ▶ Certificates
 - ▶ Meeting Attendances
4. Audit report shall be submitted to the HSE Manager or HoD.

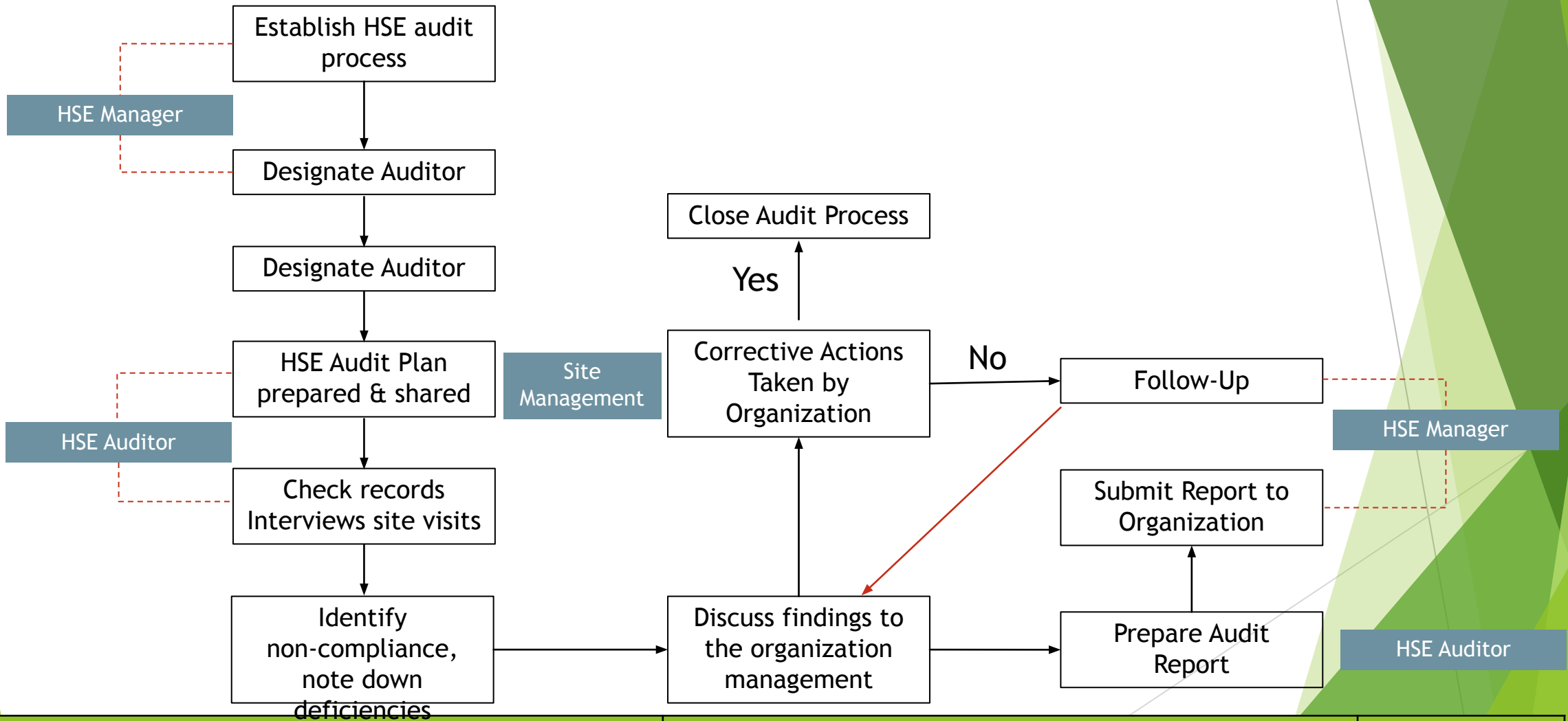


Audit Report Contents

1. HSE Audit report should contain;
 - ▶ Auditor Name
 - ▶ Identified deficiencies
 - ▶ Hazards and associated risk level
 - ▶ Recommendations
 - ▶ Target Date
 - ▶ Auditor signatures
 - ▶ Acknowledgement by the organization
 - ▶ Action taken with respective date
 - ▶ Additional remarks



Audit Process Flow Chart



Doc Ref #:

Issue Date:

Rev #:



Revision Summary

S/#	Rev #	Reviewed By	Description
1			
2			
3			
4			
5			

Doc Ref #:

Issue Date:

Rev #:



Questions & Answers

Doc Ref #:

Issue Date:

Rev #:



The End!

