



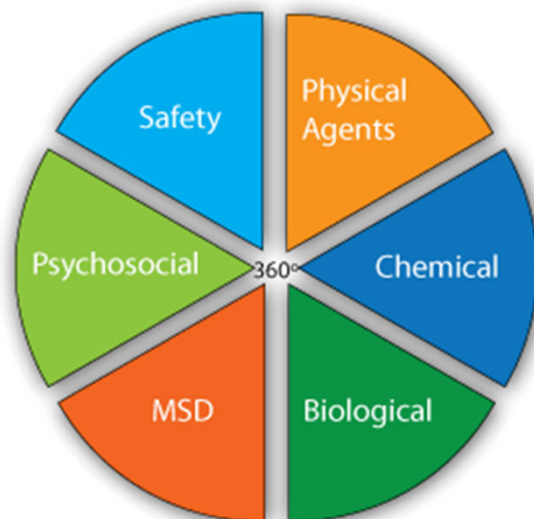
HOW TO CONDUCT A HEALTH & SAFETY AUDIT

Robert Butler, Head of Learning & Development

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WHAT IS A HAZARD

How can a person be ...
'an accident waiting to happen'?



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WHY DO AUDITS / INSPECTIONS?

What the law says?
- Legal duty

Why we do them?
- Duty of care

When and where?
- Onsite / frequency

How we do them?
- Systems

After an incident?
- Future prevention

What happens after?
- Action and by who

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PRE-AUDIT/ INSPECTION

- An inspection is not just a physical inspection of the workplace. It is an inspection of all the processes and paperwork.
- Check the accident book – Is it blank
- HSA dangerous Occurrence /Accident reports
- Examine sickness absence records
- Risk assessments – last review dates
- Safety data sheets – Do we have these for all substances
- Training records – How up to date are these

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UNDERTAKING THE AUDIT



Prepare a checklist ensure it is relevant to your site.



High risk tasks; e.g. Working at Height, Plant & Machinery interaction with pedestrian construction workers.



Not just ticking boxes - talk to people.



Take photos – Corrective Actions



Make notes – for discussion



Don't be afraid to ask advice after on any issue from your site team.

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PURPOSE OF WORKPLACE INSPECTIONS

The purpose of workplace inspections is to:

- listen to concerns
- recognize substandard conditions / processes and behaviors (hazards) to prevent accidents or loss
- assess the underlying causes of hazards to determine the risk
- make recommendations to implement controls to eliminate or reduce the risk to an acceptable level

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DON'T!

- interrupt workers performing critical tasks
- touch potentially hazardous equipment, objects or work surfaces
- just perform the quick once over and leave
- leave serious hazards unaddressed
- become distracted


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**WORKPLACE
INSPECTION
REPORT**


- identify location of hazard
- describe hazard in detail
- indicate if repeat item
- assess or prioritize hazard
- suggest possible causes
- recommend corrective actions
- indicate person responsible
- follow-up


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ACTIONS POST AUDIT / INSPECTION

 Serious problems should be notified verbally immediately.

 **Prioritise!**

 Try to agree a timetable with site management.

 Check the measures are implemented properly and in time.

 Take it further if necessary and the issue is serious.

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AUDIT / INSPECTION SNAPSHOT

The goal of a health and safety audit is to assist in the continuous improvement of your company's OHS procedures/ risk management.

The audit should:

- identify the risks and the levels of those risks within the construction site;
- identify strengths and weaknesses in your safety procedures/risk assessments;
- assess whether your safety procedures/risk assessments are legally compliant;

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AUDIT / INSPECTION SNAPSHOT

The audit should:

- compare current documentation and practices against best practice and legal obligations;
- recommend improvements in your safety procedures/risk assessments;
- ensure that there adequate resources available to manage OHS;
- ensure that the resources devoted to health and safety are being utilised effectively.

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WHAT DOES A HEALTH AND SAFETY AUDIT INVOLVE?

- An audit of your health and safety management systems identifies whether the safety systems are operating effectively, or whether they need to be more efficient.
- An audit may be an independent event or part of an ongoing program.

In addition, audits:

- can focus on a particular activity (e.g. how hazardous substances are controlled);
- can focus on a particular part of the operation (e.g. scaffolding / temporary works);
- may address the overall performance of the health and safety management system.

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**AN AUDIT OF AN OHS
MANAGEMENT SYSTEM
WILL ADDRESS AREAS
SUCH AS:**

-  Health & Safety Planning;
-  OHS responsibilities & structure's;
-  Consultation arrangements;
-  Implementation of all procedures and activities;
-  Hazard identification, assessment and control;
-  Training and competence;
-  Measurement, KPI's, reporting and evaluation; and
-  Annual review of the OHS system and its overall performance.

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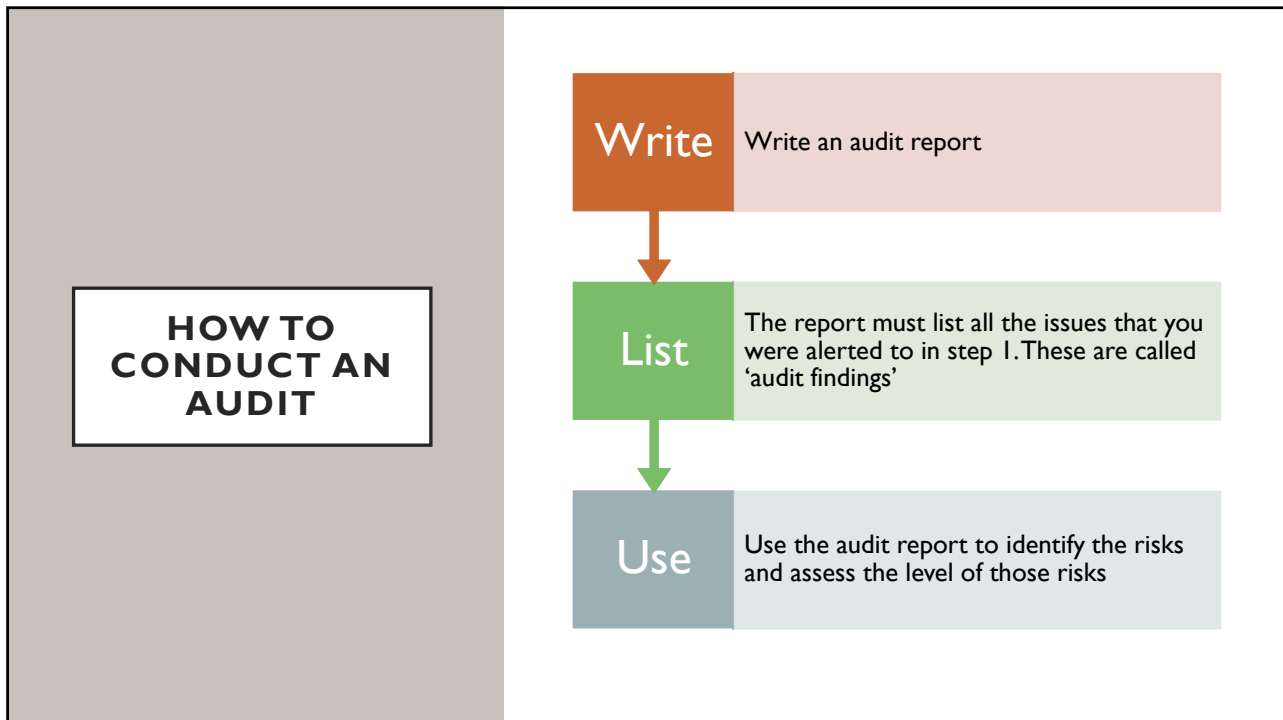
HOW TO CONDUCT AN AUDIT

After you have chosen the area to audit:

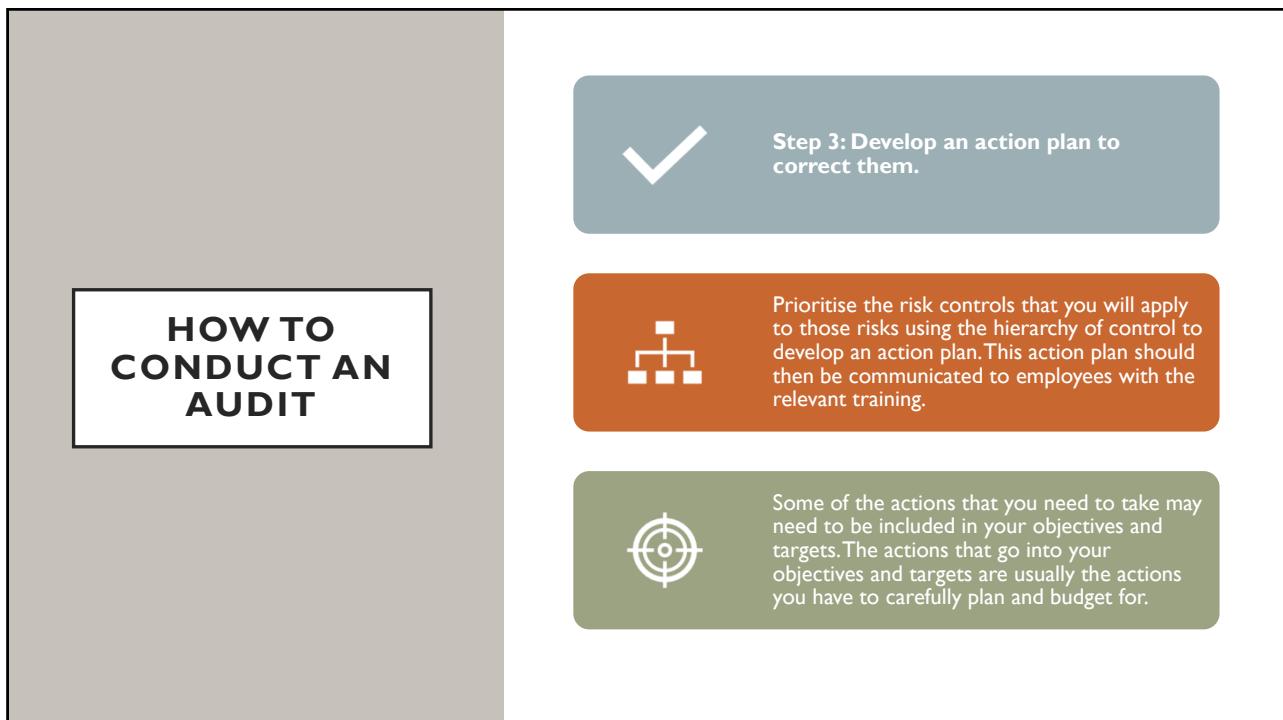
Step 1 : Answer a group of questions in a particular sequence

- Base your audit questions around law and standards.
- Firstly, audit your documented safety procedures to ensure they are compliant.
- Secondly, audit the level of compliance to these safety procedures in the actual workplace by doing an inspection of the way things are carried out by your employees.

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Construction Site Inspection Checklist for Safety Representatives

This checklist can be used as a guide to help inspect a construction site for common problems. It is not an substitute for of items and will not cover all hazards on all sites. It can be completed in a single inspection or over a series of shorter inspections. The template can be adapted to suit your construction site or project and the back cover to add additional items that you want checked in items that you come across.

Date: _____
 Name of Location Inspected: _____

Inspected by: _____

No	Issue	Yes	No	Comments
1	Do workers have a safe route to their place of work?			
2	Is the site fenced and secure to the public, unauthorised access prevented?			
3	Are members of the public, such as people passing by the site, protected? e.g. from falling materials, etc.			
4	Are traffic routes kept clear and are they well lit?			
5	Do vehicles have their rear reversing aids fitted when needed e.g. reversing camera, cones, mirrors?			
6	Is the site tidy and well laid out?			
7	Are appropriate safety signs in place e.g. traffic, no entry, authorised personnel only?			
8	Are welfare facilities e.g. shelter and restrooms, adequate and are they kept clean?			
9	Are first aid facilities in place and do workers know where they are?			
10	Have workers been instructed and trained on safe manual handling?			
11	Is appropriate PPE equipment provided for handling heavy loads, is it suitable for the job, correct and inspected regularly?			
12	Have existing services been identified and protected and if e.g. overhead or buried electricity or gas lines?			
13	Are electrical systems and equipment maintained and regularly inspected by a competent person?			
14	Is the only power supply being used? If not, are there adequate transfer switches in use?			
15	Are electrical measures in place to stop workers and objects from falling e.g. netting, scaffolding?			
16	Are scaffolds erected, placed and dismantled by competent CCKs or fallers?			

Construction Site Inspection Checklist for Safety Representatives

No	Issue	Yes	No	Comments
17	Are scaffolds inspected at least weekly by a competent person and the results recorded?			
18	Are any removable works identified during scaffold inspections completed?			
19	Where collective fall protection measures are not possible, are persons working at height using appropriate fall arrestment equipment?			
20	Are ladders and extension ladders used for light work of short duration and when there is no other choice?			
21	Have lifts and hoists been properly installed, certified and checked by competent people?			
22	Are all cranes on site meeting the current national practice equipment e.g. SafeLift, SafeLift?			
23	Are suitable protective measures being used to prevent or reduce exposure to noise and vibration?			
24	Are suitable protective measures being used to prevent or reduce exposure to dust and asbestos?			
25	Is work equipment, plant and machinery maintained in a safe condition and is it inspected regularly by competent persons?			
26	Are good and necessary safety devices, signs in good working order e.g. sound signals, guards?			
27	Are competent supervisors instructed to reduce the risk of collapse and are they inspected before work starts and given a thorough examination by a competent person when and after alterations?			
28	Are people working on the construction of a wall, barrier and work they are instructed?			
29	Are workers safely instructed in the provision of a safe CCK use work equipment?			
30	Do all employees get information about potential slip and trip hazards in a language and at a level that they understand?			
31	Are there systems in place for consultation with workers on safety, health and welfare matters and to report the safety representative?			

Additional Items / Hazards in your installation

No	Issue	Yes	No	Comments
32				
33				
34				
35				

SAMPLE INSPECTION REPORT

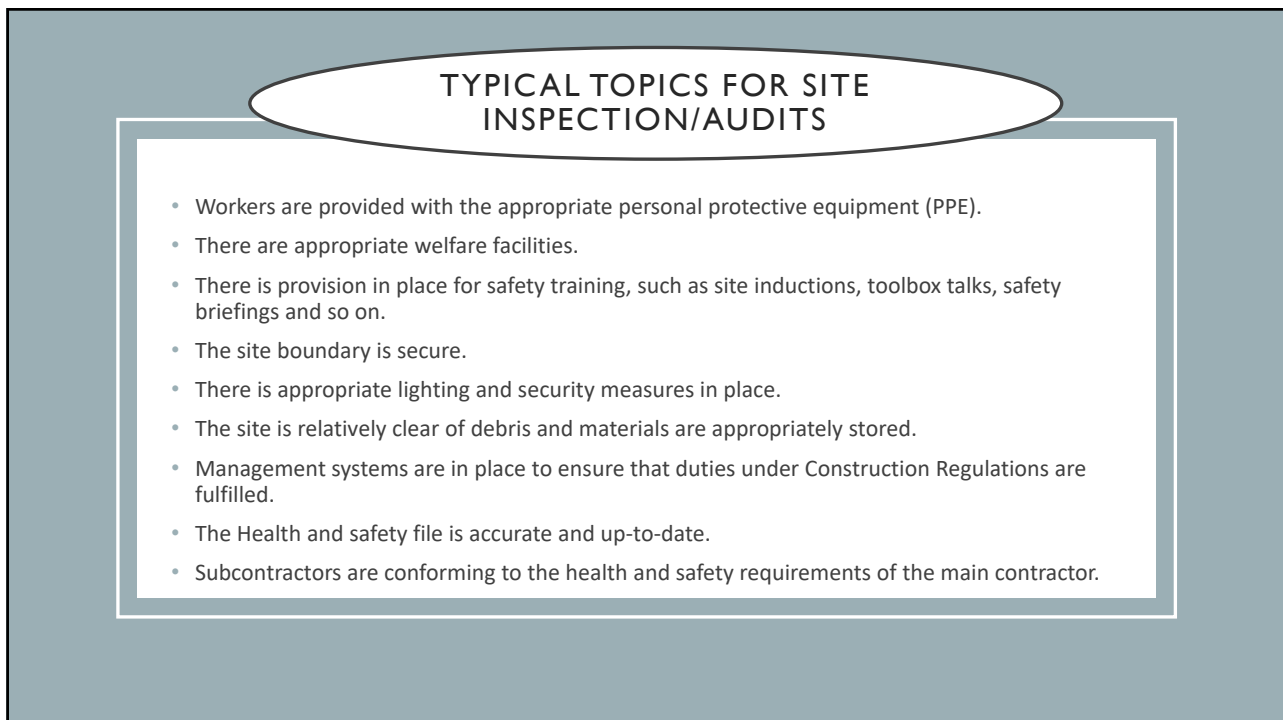
TYPICAL TOPICS FOR SITE INSPECTION/AUDITS

- Administrative requirements
- Training, risk management, and general requirements
- Consultation, cooperation, and coordination
- Safe work systems / Method statements
- The work environment
- Confined spaces / Rescue
- Falling objects and public protection
- Falls from Height
- Ladders and platforms supported by ladders
- Scaffolding
- Demolition Works

- Welding and hot work
- Essential underground services
- Excavation
- Electrical
- Plant
- Tilt-up and pre-cast concrete construction
- Manual handling tasks
- Hazardous substances and dangerous goods
- Asbestos management
- Noise & Vibration
- General traffic management
- Hazardous atmosphere



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THANK YOU FOR YOUR TIME AND ATTENTION!

ANY QUERIES, PLEASE CONTACT:

PHONE: (01) 406 6000
EMAIL: INFO@CIF.IE

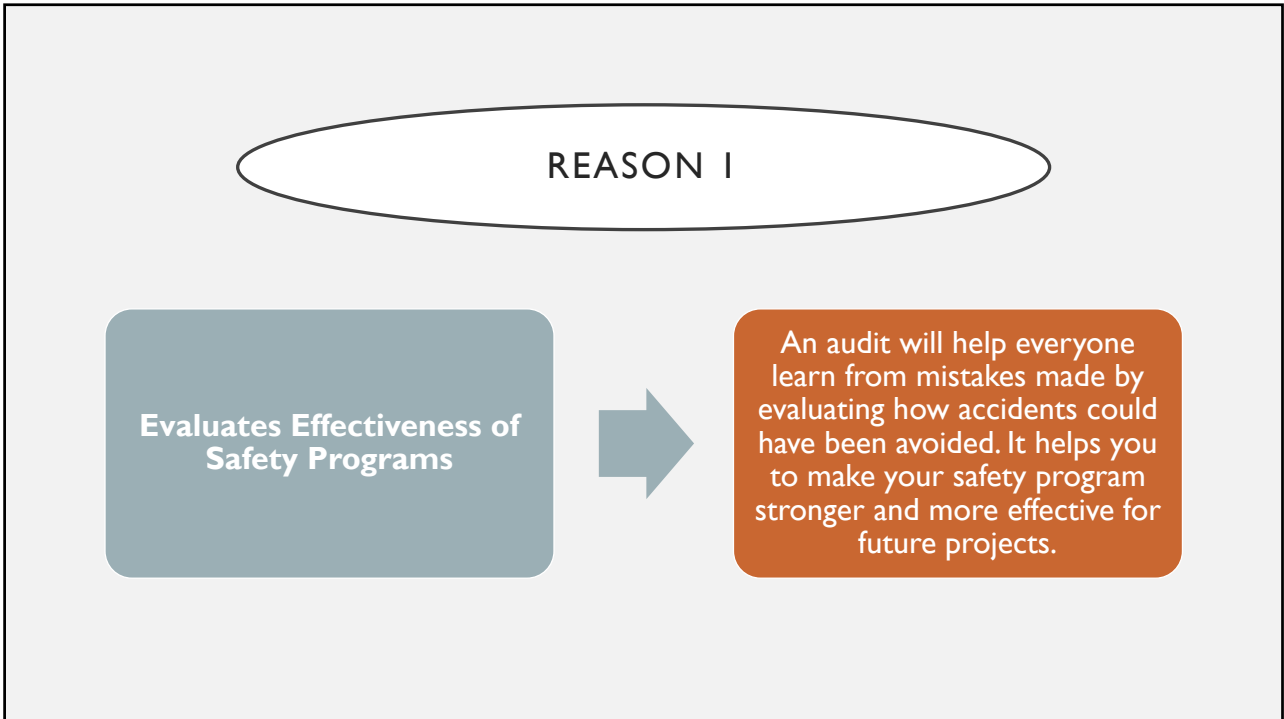


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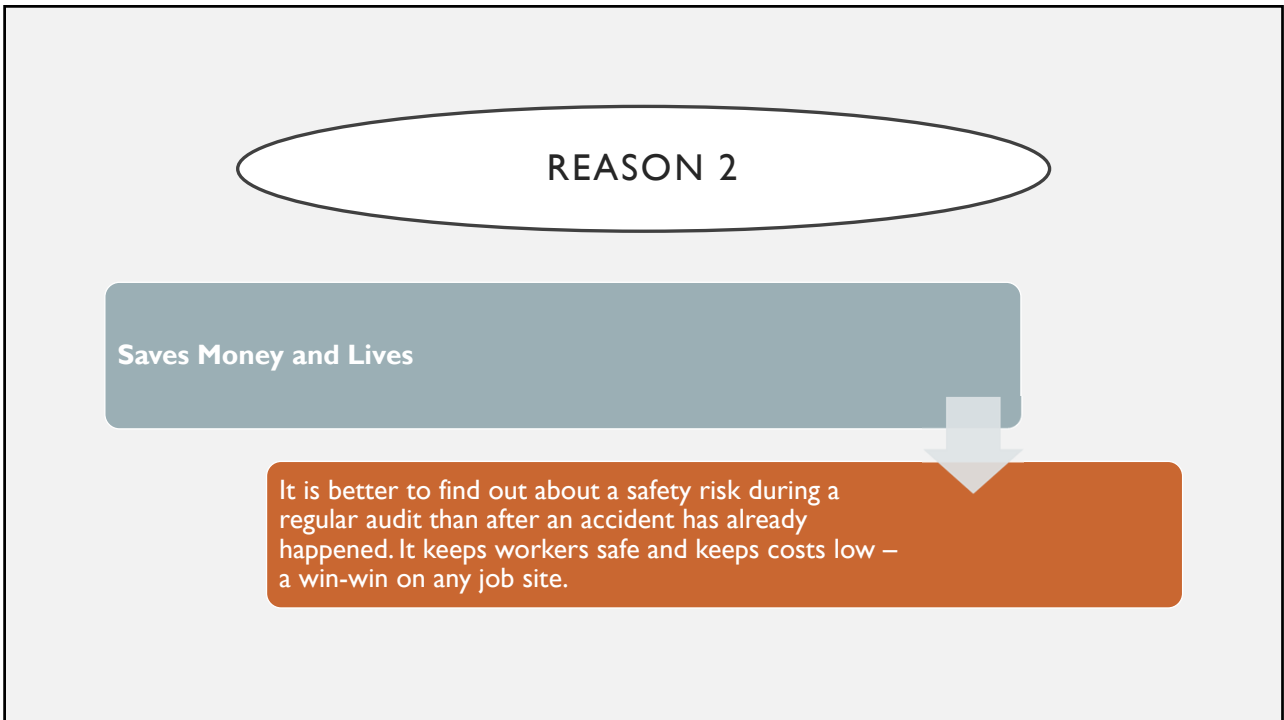
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**10 REASONS TO
IMPLEMENT
REGULAR
SAFETY AUDITS
NOW**

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REASON 4

Ensures That Equipment is Safe to Use

These are just a few of the things that you can watch for during regular audits:

- Equipment can pose a safety hazard if it's not properly maintained (*e.g. exposed wiring, and tools that don't work properly can lead to injury for the user*).
- Larger equipment should be checked for damage prior to use.
- You should also make sure that all users receive the proper training for operating any large equipment.
- Could you improve the safety of your equipment by making simple replacements?
- How about ensuring all safety covers are in place?
- Is there any damage to tools or equipment that would make it unsafe to use?

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REASON 5

Allows You to Evaluate the Level of Safety Training

- Has everyone on your team – including supervisors and employees – received safety training?
- During your safety audit, check on who has attended safety training.
- If anyone hasn't attended safety training yet, or perhaps his or her training has expired, you should schedule up-to-date training sessions as soon as possible.



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REASON 6

Keeps Everyone on High Alert


- Safety is an area that often gets overlooked as soon as no one's looking.
- A regular audit of your safety program will ensure that everyone on the job site makes safety a priority and follows safety protocols closely.

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REASON 7



Increases Productivity



A safe and clean job site allows workers to move around with ease and accomplish their tasks in record time. When everyone knows how to work safely – eliminating the delays and interruptions that job site accidents cause – the project can be completed on schedule.

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REASON 8



Attracts New Clients

With the rising cost of job site injuries, it's no wonder that investors look for contractors with a reputation for safety. It keeps their costs down and ensures that the job will be completed on time.

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REASON 9

Verify HSA Compliance

- HSA has required set out in legislation the legal duties for all construction sites.
- If your job site is not compliant with this legislation, you could be facing prosecution and significant fines on top of a delay in work while issues are resolved.
- A safety audit ensures that every part of your job site - from equipment to workers, are compliant with legal duties set out in legislation.

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REASON 10

Keeps Everyone Prepared

While audits are meant to cut down on unsafe work practices, accidents will happen.

An audit also serves to prepare people for these occasions. For instance, if someone falls, everyone should know the steps to take to get the person the care they need.

If your crew works around hazardous materials, such as lead, everyone should know what signs to look for to identify lead poisoning. These are the types of things an audit can prepare your crew to handle.



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