

# Safety Audits

How to prepare and what to expect



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**HZW**  
Environmental  
Consultants

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# Why and When

Required for certifications, registrations, licenses and insurance

Typically, annually

Develop and improve education and programs

- Preparation
- Conclusions

Duty of care





# Audit or Inspection

## Audit

Focus on why

Focus on processes

Qualitative

Complex

Create recommendations

## Inspection

Focus on what

Focus on actions

Quantitative

Simple

Create actions

# Benefits

Provides an unbiased, external and independent perspective

Provides a consistent interpretation of policy

Reduces risk

Demonstrates leadership commitment

Facilitates excellent educational advancement across the business

Establishes a corrective action plan

Aligns management practices

Sets the foundation for meaningful leadership objectives



# Selecting an Auditor

Certifications / Qualifications

Client List

References

Understand the Objective

Understand the Output



# Assembling Your Team

Establish the following:

Facilitator

Scribe

Photographer

Prep Team

Audit Team

Safety Committee

Sponsor





# Preparing

Workspace for auditor(s)

Quiet space – Post signs

Receptacle

Internet access

Printer access

Disinfecting wipes

Accessibility

Bathrooms

Food and drink

Liaison



# Preparing

## Communications

Leadership

Workers

Contractors

## Interviews

Employees

Employee Representatives

Supervisor

Vendors

## Physical Considerations

Housekeeping

Paths of travel



# Preparing

Paperwork

Filing system

Organization

Retention rights

Access offsite?



# Key Documentation

Inspections

Maintenance

Disciplinary records

Health records

Exposure assessments

Orientation records

Previous audit records

Policies

OSHA Logs

Investigations

First aid logs

Training

Manufacturer's documentation

SOPs

Committee meeting minutes



# Debrief and Report

Clear and concise

Gives you the knowledge to learn more

Prioritized

Under cover

Executive summary



# Prioritizing







#	Regulatory Category	Regulation	Requirement	Observation	Recommendation
12	Materials Handling and Storage	29 CFR 1910.176(b)	Storage of material shall not create a hazard.	Observed load capacities posted on most racks. Did not observe safety retainers in all horizontal rack beams.	Refer to manufacturer's manuals for storage racks to determine actual rack capacity. Label and re-label each horizontal beam on the storage racks.  Install proper retainers.

Thank you!



ANY  
QUESTIONS  
?

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