****

OSH AUDIT

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

Document ID: MSP-013

**Document Approval History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Revision No.** | **Effective Date** | **Created** **by:** | **Reviewed & Approved** **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
|  |  |  |  |

**Document Revision History**

|  |  |  |
| --- | --- | --- |
| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
|  |  |  |
| 00 | N/a | Published |
|  |  |  |

Contents

[1 Purpose 3](#_Toc52627949)

[2 Terms and Definitions 3](#_Toc52627950)

[3 Responsibility 3](#_Toc52627951)

[4 Procedure 3](#_Toc52627952)

[4.1 OSH Audit Scope, Criteria and Objectives 3](#_Toc52627953)

[4.2 Audit Responsibilities, Competencies and Resources 4](#_Toc52627954)

[4.3 Audit Documentation Criteria 4](#_Toc52627955)

[4.4 Audit Frequency and Schedules 4](#_Toc52627956)

[4.5 Audit Findings Collection and Verification 4](#_Toc52627957)

[4.6 Non-Conformances and Corrective Actions 5](#_Toc52627958)

[4.7 Audit Records 5](#_Toc52627959)

[4.8 Auditing Subcontractors 5](#_Toc52627960)

[4.9 Audit Monitoring and Review 6](#_Toc52627961)

[4.10 Internal and External Reporting Requirements 6](#_Toc52627962)

[5 Annexure 6](#_Toc52627963)

# Purpose

### To define requirements for a systematic OHS audit procedure.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization

### Project Manager / Department Head is responsible for implementing this procedure

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## OSH Audit Scope, Criteria and Objectives

### The OSH audit scope shall be included on the yearly internal audit plan.

### The OSH audit scope shall include the business areas (departments) or projects that shall be audited.

### The OSH audit criteria shall incorporate standard, federal and regulatory requirements that the organization complies to, including:

* ISO 45001:2018
* OSHAD V3.1 (applicable to projects that fall under that jurisdiction)

### The objective of the OSH audit is to ensure the organizations complies with the requirements of all federal, regulatory, client and organizational requirements (OSH Management System).

### The OSH audit shall be conducted yearly with the month specified in the audit plan.

## Audit Responsibilities, Competencies and Resources

### The QHSE Manager is responsible for ensuring that the overall internal audit program is effective and reaching its objectives.

### Internal auditors shall be trained in conducting audits and shall have a minimum of 5 years construction experience.

### Auditor training shall be delivered by an IRCA approved training service provider or by an inhouse auditor who has undergone an IRCA approved auditor training course (either Internal Auditor or Lead Auditor training course)

### Internal auditors shall be provided with all the resources required to conduct the audit effectively.

## Audit Documentation Criteria

### All internal audits shall have an audit summary report prepared for each business unit or project audited.

### The audit summary report shall include a summary of the findings and the audit checklist which includes details of the audit findings.

## Audit Frequency and Schedules

### The OSH audit shall be conducted yearly with the month specified in the audit plan.

### The audit schedule which includes the specific days of the audits shall be submitted to all auditees at least 1 week prior to the audit

## Audit Findings Collection and Verification

### Audit findings shall be objective and evaluated based on the sampling of the following:

* Documentation review
* Interview with persons
* Results review

### Audit results shall be communicated to the auditees in the closing meeting of that business unit or project.

### Audit results shall be compiled in the audit summary report and audit checklist and submitted to the auditees as soon as is practicable.

## Non-Conformances and Corrective Actions

### Should any non-conformances be identified during the audit, the auditor shall prepare a nonconformance to be submitted to the auditee.

### The auditee shall identify the root causes, corrections and corrective actions in accordance to the Non-conformance and Corrective Actions procedure.

### The auditee shall identify the root causes and corrective actions and resubmit them to the auditor for review and closeout.

## Audit Records

### Records of OSH audits shall be maintained in the organization’s corporate head office for a minimum of 5 years.

### Records shall include the audit summary, audit checklists and closeouts.

## Auditing Subcontractors

### Subcontractors that have a major scope on the project shall be audited by the project team.

### The project lead OHS practitioner shall audit the subcontractors.

### Audit frequency shall be decided by the project lead OHS practitioner.

### The objective of the subcontractor audit shall be to ensure that a management system is implemented for the project and that OSH requirements that can affect the project are managed.

### Due to the limited scope of the audit, the person conducting the audit does not require any training however they should have a minimum of 5 years OSH experience.

### Subcontractor audits shall not be included in the organization’s annual OSH audit program.

## Audit Monitoring and Review

### The organization’s audit results shall be reviewed in the management review meeting.

### The auditors and auditees are encouraged to submit feedback to the QHSE Department regarding the audit at abc@abc.com

## Internal and External Reporting Requirements

### The auditors shall report their findings internally to the auditees, this shall include the audit summary, audit checklist and any reports of non-conformances identified.

### The QHSE Manager shall report the results of the audits to the top management in the management review meeting.

### The QHSE Manager shall submit the third-party OSH MS compliance audit to the SRA using the Annual External OSH MS Audit form.

### The organization shall ensure that any updates to the progress of implementation of corrective actions are submitted to the SRA.

# Annexure

|  |  |
| --- | --- |
| **Reference** | **Document Title** |
| None | None |