



BACKGROUND

Implementing OHSAS 18001 is one way of ensuring the high-standard health and safety management which is critical to an organisation's overall quality performance. Internal auditing is fundamental to any quality improvement initiative and OHSAS 18001 requires that an organisation conduct regular internal Occupational Health and Safety (OHS) audits to determine the effectiveness of its health and safety management. However, if the auditing process is to deliver, the auditors carrying out these internal audits must be competent. Otherwise, the internal audits carried may be little more than safety inspections with hardly any business benefit. This course focuses on building auditing skills for OHSAS 18001 to identify real, 'value added' system improvements rather than just basic compliance. This course first develops an understanding of the purpose and structure of OHSAS 18001 and then nurtures the skills necessary to be an effective internal OHS auditor.

COURSE OBJECTIVES

The training is designed to meet IRCA criteria for this course. On completing this course the participant will:

- ▶ Understand the purpose, structure and different elements of the OHSAS 18001 Occupational Health and Safety standard,
- ▶ Have a knowledge of how to implement an OHSAS 18001-based system,
- ▶ Understand the importance of internal auditing for improvement of OHS management systems,
- ▶ Have a knowledge of managing audit programmes,
- ▶ Understand the competencies and responsibilities of internal auditors,
- ▶ Be able to plan and develop an internal audit based on appropriate audit criteria,
- ▶ Be able to conduct an effective internal audit by proper gathering of evidence and interview,
- ▶ Collect and objectively analyse the evidence and produce an internal audit report.

PRE-REQUISITES

Some health and safety or management system knowledge would be beneficial, but is not critical.

COURSE PROGRAMME (WHAT WILL YOU LEARN?)

- ▶ Introduction to Occupational Health and Safety Management Systems,
- ▶ The purpose, structure and elements of OHSAS 18001,
- ▶ Implementation of OHSAS 18001 and use of OHSAS 18002,
- ▶ Introduction to 19011 auditing standard,
- ▶ Establishing & managing an audit programme.
- ▶ Pre-audit activities : Objectives, scope, planning and preparation of work documents,

- ▶ Conducting audits - communications, managing audit teams, document review, physical observation, questioning skills & good interview technique,
 - ▶ Analysis of evidence, findings, conclusions and preparation of audit report,
 - ▶ Completion of audits and audit follow-up,
 - ▶ Competencies, responsibilities & CPD of auditors,
 - ▶ Key do's and don'ts.
- Case studies, discussions and interactive, problem-based individual and group training exercises are used throughout the course to reinforce delegates' learning.

E-BOOK, REFERENCE COURSE MATERIAL & MANUAL

A comprehensive e-book provides supplementary reading and reference materials to improve your knowledge of auditing, health and safety practice and legislation. The course manual contains copies of the course presentation slides along with detailed footnotes for extra information. Email and phone support is also provided.

WHO SHOULD ATTEND?

Personnel responsible for conducting internal audits, managing audit programmes and developing and implementing Occupational Health & Safety systems. The course will be of interest to Departmental managers and line management, Health and Safety Managers, Health and Safety Coordinators and supervisory staff or anyone who wishes to gain an understanding of the requirements of an OHS management system.