

# Safety and Ergonomics Audit Process

## Written Program

### Purpose

The purpose of this written program is to define and document the safety and ergonomics audit process at (*name of company*). This process will help to identify and eliminate hazardous conditions and activities that can lead to accidents and injuries.

The program elements below outline the process and define the responsibilities of managers, supervisors and audit team members in identifying, prioritizing and correcting hazardous conditions and behaviors. It also provides specifications as to how the organization will use the audit system to monitor and measure safety performance.

### Program logistics

- The organization will conduct unannounced facility/departmental audits on a monthly basis to help identify and correct hazardous conditions and actions.
- Two audit team members, consisting of one hourly and one salaried employee, will conduct the audits.
- The audit teams will rotate assignments on a quarterly basis.
- The team will conduct the audits using an observation form/check list.

### Audit procedure

- Auditors will inform the supervisor when they arrive to conduct the audit. They will invite the supervisor to accompany them on the audit.
- The auditors will observe the various conditions. They may observe or ask questions of the supervisor or individual employees regarding conditions policies, procedures and techniques.
- The auditors will not counsel the employees on specific work techniques or procedures. But, they may mention general/facility wide policies.
- The auditors will provide a summary of their observations to the supervisor before leaving the work area and will discuss suggestions for correction.
- The auditors will report any deficiency that could be immediately dangerous to life or health to company management and the Safety Audit Program Administrator immediately for resolution.

### Audit follow-up procedure

- The program administrator will receive the audit results within one day of the audit.
- The program administrator will tally and enter the audit results into the audit summary report within two days.
- The program administrator (or audit team members) will place into the safety issues action plan deficiencies he or she cannot correct immediately.
- The program administrator will forward the safety issues action plan to the plant manager (or management team) for prioritization and assignment within two days.
- A departmental and facility-wide analysis report will be completed within 24 hours of the audit
- Department management will initiate corrective action according to the corrective action plan and report completion or progress.

- The safety audit program administrator will receive a copy of the corrective action report within two days.

## **Responsibilities**

Plant/Facilities manager (person's name):

- Support the program by providing the necessary time, resources and authority to the program administrator and audit team members.
- Ensure all managers support the program and the program administrator.
- Review and sign-off on all audit summaries.
- Provide regular feedback to managers, supervisors, audit team members and employees as to the effectiveness of the program.
- Use the audit results to help evaluate the performance of all managers and supervisors, and to help establish goals and safety policy enhancements.

Program administrator (*person's name/title*):

- Issue written material that help define responsibilities and clarify support and communicate the program elements.
- Coordinate all activities related to training of employees who will conduct the audits.
- Communicate the results of the audits with top management and those responsible for follow-up activities.
- Use the results of the audit to help provide recommendations to top management on safety policy changes.
- Maintain a log and summary of the audit findings.
- Analyze audit findings to help identify program deficiencies.
- Schedule managers, supervisors and audit team members for training.
- Maintain training records.

Department supervisors and managers:

- Cooperate with the auditors in determining the contributing factors to the hazardous conditions and activities observed.
- Take the necessary corrective actions as soon as possible and communicating completion with the program administrator.
- Show consistent improvements in the audit results.
- Communicate the audit results with employees to provide positive reinforcement and coaching, as appropriate.
- Conduct informal safety audits within your departments and provide appropriate corrective actions.

Audit team members:

- Learn how to identify and verify hazardous conditions and actions.
- Learn how and when to communicate concerns and corrective actions in a constructive manner.
- Learn how and when to provide positive reinforcement to supervisors and employees.
- Be consistent, fair, and impartial.

### Safety committee

- The committee will review audit results and corrective actions, and make recommendations for communications and policy improvements.

### Training

- All supervisors and managers will be trained and knowledgeable in the audit process and the safety and health hazards to which employees under their immediate direction and control may be exposed

### Training documentation

Maintain a written record of all training activities. It should include:

- The name (or other identity) of the person trained;
- The date(s) of training;
- The signature of the person conducting the training or of the employer.

### Recordkeeping

- The program administrator will review, summarize and retain the audit forms in a file by department/by supervisor.
- The program administrator will post an updated copy of the safety action plan on the employee bulletin board on a monthly basis and retain copies of all previous action plans.
- The program administrator will keep a copy of this policy in(specify location)
- The program administrator will keep all records documenting training for each employee, including employee name or other identifier, training date(s), type(s) of training and training providers.

### Definitions

Audit form — form used during the departmental audit to help prompt auditors to review certain conditions or actions

Audit log/summary — form used to summarize the findings of the audit, the recommended corrective actions, the person responsible for completion and the target date for completion

Hazard — anything that presents a danger to employees or property

Hazard Control — any method used to reduce or eliminate a hazard such as:

- Engineering controls;
- Administrative controls;
- Personal protective equipment;
- Safe work practices;
- Training.

Incident — any accident that caused or could have caused an injury, illness or damage to equipment