

#### ☞ SAFETY AUDITING Why ?

To check & measure the effectiveness of compliance with statutes on Safety, Health & Environment.

#### ☞ WHAT IS SAFETY AUDIT ?

Safety Audit is to examine the "Whole Organisation" from Safety, Health and Environment perspective in line with SAFETY POLICY of the Organisation.

#### ☞ INTRODUCTION TO SAFETY AUDIT

##### ☞ TYPES OF SAFETY AUDIT.

**Internal Safety Audit** - Safety Audit team is who are not part of the local plant Management. The Audit team is who are technical persons from Safety Department, Corporate and or from other Unit.

**External Safety Audit** - The Audit team is from external Consulting agency specialised Safety Professional Engineers : - Chemical, Mechanical, Electrical, Civil, Environment & Medical Professionals.

#### ☞ OBJECTIVES OF SAFETY AUDIT

Depending on the requirement and demands of the Organisation, Audit can focus attention on the following aspects of Safety Programme.

Fire and Explosion: Prevention, Protection and Emergency Management.  
Health Hazard Control; Identification of Potential; Major Fires; Explosion; Toxic releases and Natural calamities.

To assess such consequences of Emergencies on :  
Employees; Company Property; Neighboring population and Plan of action On-Site

#### ☞ SAFETY AUDITING - is nothing but facts finding and not fault finding.

Audit areas :  
POLICIES; PROCEDURES; PRACTICES; PROGRAMMES.

#### ☞ ADVANTAGE OF SAFETY AUDIT

Strengthens :

- Safety standards.
- Safety programmes.
- Improves skill & performance of Managers.
- Helps to create group & self awareness & Provides motivation.

Identifies

- Safety Programme.
- Information-prior to accident.

Management involvement.

Acts as self regulatory.

Identifies-potential risk area

- modification, and plant improvement.

Helps in evaluation.

The Safety, Health & Environment Audit System also covers the following:

☞ Under Section 41.B (4) of Factories Act. (Amendment) 1987 & respective State Factories Rules."

☞ Under 13, of Manufacture, Storage & Import of Hazardous Chemical Rules of 1989 under Environment Protection Act.1986.

☞ Under Rule 10, (4), (5), & (6) of Manufacture, Storage & Import of Hazardous Chemical Rules 1989 under Environment Protection Act.1986 & Amendment 1994.

## **SAFETY AUDIT.**

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### **SCOPE OF WORK:**

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1. Pre Audit visit to the Plant.
2. Studying the Production process system.
3. Discussion with the concerned personnel about various process and activities.
4. Studying the Safety Management system, and recommend any changes or additions any if needed.
5. Studying the Safety procedures under Statutory requirement or otherwise and any recommendations if needed to comply the same.
6. Preparation of checklist, questionnaire etc.,
7. Detailed round of the Plant, Auditing the present Safety Management systems, followed and recommend additions or changes if needed.
8. Taking Photographs in the plant pertaining to both positive and negative aspects of Safety Management system, Unsafe conditions & Unsafe acts.
9. Studying the present safety Programme and recommend any additions if needed.
10. Identification of hazards as per checklist.
11. Preparation of Final Audit report.

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### **Documents & Information required for Carrying out Safety Audit.**

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(Wherever possible, keep Xerox copies ready and give it to our Auditors)

1. Copy of the SAFETY, HEALTH & ENVIRONMENT POLICY.
2. Factory Licence/ application for renewal.
3. Consents from Pollution Control Board (air/ water/ solid waste disposal).
4. Licence from Chief Controller of Explosives (under Explosive, Petroleum, Gas Cylinder & static & Mobile Pressure Vessels Rules).
5. Prevention of Food Adulteration/ Drug Licence (if applicable).
6. Any other Licences/ Permits pertaining to Safety, Health & Environment.
7. Occupier – authorisation letter from Board of Directors/ Partners.
8. Work Permits/ Accident Register/ Safe operating Procedures etc.,
9. Factory Inspector's remarks (Inspection book).
10. Approved plans of the Factory with condition letter from the Chief Inspector of Factories.
11. Detailed areas of each operating section.
12. Details of Fire fighting equipment/ Hydrant system/ water storage tank capacities/ Hydrant pumps/ records of testing and maintenance.
13. Copy of On-Site Emergency Plan.
14. Record of Safety Training Programme/ Fire drills/ Mock Drills.
15. Details of Safety promotional activities.
16. Details of Storage and manufacturing activities.
17. Remarks of Second Environment Committee, along with the compliance report.
18. I S O 9000 Safety Manual with N.C.R's if any. Pressure Vessels, Lifting machines, Lifting tackles, Chain Pulley Blocks, Hoist, and Lifts Test Certificates / Storage tank thickness test reports and Stability Certificate under Statute.
19. Boiler Test Certificates.
20. Noise/ Illumination/ Ambient air concentration survey report if any.
21. HAZOP Study/ Risk & Consequence Analysis reports if it has being done.
22. Medical facilities, including First-Aid/ Factory medical officer/ Emergency Health Center/ medical checkup reports of employees etc.,
23. Organisational Hierarchy chart.
24. Minutes of meetings of Safety Committee.
25. Personal Protective Equipment – availability, types, methods of issue etc.,
26. Electrical Inspector's report/ Test reports for Transformer Oil/ Earth resistance
27. Public Liability Insurance Policy.

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