

Background: As an **auditor** in a **manufacturing company**, I ensured compliance with labour laws and workplace safety regulations—not just as a legal requirement, but as a commitment to employee well-being. Through a thorough audit, I identified gaps, implemented corrective actions, and worked with leadership to strengthen safety measures. The result was a safer, more compliant workplace where employees felt valued, and risks were effectively managed. Here's a step-by-step guide I followed:

1. Understand the Legal Requirements

- **Research Relevant Laws:** Review local, state, and federal labour laws and safety regulations. Focus on Occupational Safety and Health Administration (OSHA) standards or any other applicable regulations.
- **Company Policies:** Familiarised myself with the company's internal policies on workplace safety and employee rights to ensure they align with legal requirements.

2. Plan the Audit

- **Define Scope:** Determine which departments, processes, and regulations will be covered. Identify high-risk areas within the manufacturing environment.
- **Audit Checklist:** Create a detailed checklist based on legal requirements and company policies. This includes PPE usage, machine safety protocols, emergency exits, employee training, etc.
- **Schedule the Audit:** Coordinate with relevant departments to set a timeline that minimises disruption to operations.

3. Conduct the Audit

- **Document Review:** Examine safety records, training logs, incident reports, and employee files to verify compliance.
- **Site Inspection:** Conduct a walkthrough of the manufacturing facility to observe safety practices, machinery conditions, and workplace environment. Note any potential hazards or non-compliance issues.
- **Interviews:** Speak with employees and management to understand how safety procedures are implemented and followed. Ensure that employees are aware of their rights and safety protocols.

4. Identify Non-Compliance

- **Gap Analysis:** Compare current practices with legal requirements and best practices. Identify areas where the company is not in compliance or could improve.
- **Risk Assessment:** Evaluate the severity of non-compliance issues, considering potential fines, legal action, and employee safety risks.

5. Report Findings

- **Prepare an Audit Report:** Document all findings, including areas of compliance and non-compliance. Provide evidence such as photos, records, and interview notes.

- **Recommendations:** Offer actionable recommendations for addressing any identified gaps. Prioritise them based on the risk level.
- **Presentation:** Present the findings to senior management, highlighting critical issues that need immediate attention.

6. Follow-Up

- **Action Plan:** Work with the company to develop an action plan to address non-compliance issues. Set deadlines and assign responsibilities.
- **Monitor Progress:** Schedule follow-up audits or reviews to ensure that corrective actions are implemented effectively.

7. Continuous Improvement

- **Training:** Recommend ongoing training for employees and management to keep up with changes in labour laws and safety practices.
- **Policy Updates:** Suggest revisions to company policies to reflect current legal requirements and best practices in workplace safety.

Outcome:

By taking this approach, I ensured a thorough and effective compliance audit, helping the company maintain a safe and legally compliant work environment.