

# H S E

HEALTH

SAFETY

ENVIRONMENT



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## Safety Audit & Site Inspection Systems

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**Duration:** 5 Days



### Introduction:

Every system however good on paper, needs to be checked if it actually works in practice. How much more important is this need when what is at stake is not only money but human lives? There are two levels of checks. Level one being Workplace Inspections undertaken by supervisors and involve the equipment and activities in the workplace looking both for unsafe conditions and unsafe acts. The supervisor in this case must have sound knowledge of what is actually required.

Level two is the Audit where the weaknesses of a system are identified and plans put in place to correct them. An Audit may also identify areas that although working can be improved. The competent Auditor critically examines the Safety Management System and identify weakness; where improvements may be necessary and also changes required for compliance with legal requirements through a systematic, organized, thorough, assessment of how well, efficient and effective the systems are operating.

Workplace Inspections are undertaken by supervisors and involve the equipment and activities on a workplace looking both for unsafe conditions and unsafe acts. In both these activities, the personnel undertaking these tasks have to have sound knowledge of what is

actually required and a sound basis on the legal aspects. In this Safety Audit & Site Inspection course, **you will learn:**

- Appreciate the legal aspects of audits
- Conduct effective Company and Contractors Safety Audits
- The importance of pre audit questionnaires
- Improve your knowledge on safety issues
- Gain skills in undertaking Site Inspections

## Who Should Attend?

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Team Leaders, Managers, Line Managers, Supervisors, Team Leaders, Project Managers, Control Center Operators and Supervisors, Emergency Dispatchers, Security Personnel and CCTV Operators, HSE Officers, HSE Personnel, HSE Professionals, Emergency Response Team members, HSE Managers and Auditors, Health & Safety and Environmental Professionals, Fire Officers, Incident Control Point (Forward Control) Team Members, Supervisors, Inspectors, Advisors, Auditors, Laboratory Personnel

## Course Objectives:

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**By the end of this course delegates will be able to:**

- Understand the legal background
- Appreciate all Audit activities
- Gain knowledge about the elements of a Safety Management system
- Successfully undertake Site Inspections
- Assess the Safety Culture of the organization
- Evaluate the Emergency Plans of the Organization

## **Course Outline:**

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### **Introduction to Audits, Legislation & Contractors**

- Introduction to safety audits and inspections
- The Legal Aspects
- Good Practice for the Oil and Gas Industry
- The New Seveso III Directive
- PSM 1910.119
- Directive 92/57/EEC - temporary or mobile construction sites
- Contractor Selection & Induction
- Risk Management & Risk Assessments
- Evaluating Risk Assessments

### **Elements of a Safety Management System: Audits**

- Types of Safety Management Systems
- Mechanical Model
- Socio Technical Model
- Elements of Safety – Management Systems
- SMS Policy – Elements of SMS policy statements
- Proactive and reactive monitoring of performance
- ANSI/API 754 Process Safety Indicators for the Refining and Petrochemical Industries
- The Auditors' qualifications
- Audits
- Pre Audit Activities
- On Site Activities
- Post Audit Activities
- Classification of Findings

## **Inspections**

- Observation Techniques
- Specific audit / inspection systems - physical inspection of the site
- Confined Space Entry
- Work at height
- Scaffolding
- Ladders
- PPE
- Fire Assessment
- Chemicals
- Work Permit Systems

## **Safety Culture**

- Safety Culture and Behavioral Safety
- Motivation - Taylor, Herzberg, Vroom, Gueller, Maslow
- ABC Analysis
- What drives behavior
- Natural penalties and consequences
- Auditing the Safety Culture
- Improving the Culture

## **Emergencies**

- Internal Emergency Plans
- External Emergency Plans
- Auditing emergency Plans
- Audit Reports