

Safety Audit & Site Inspection

Date	Venues	(\$)Fees	Book your seat
21 Dec -25 Dec 2025	Kuala Lumpur	3499	Register Now

Introduction

“What you do not measure you cannot improve on”; every system however good on paper need 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 training seminar you will learn to:

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

Objectives

By the end of this training seminar, participants will:

- 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 Organisation

Training Methodology

Participants will learn by active participation during the seminar through the use of exercises, case studies and open discussion forums. Videos shown will encourage further discussions. The seminar will be run using power point slides, copies of which will be distributed both in hard and soft copies.

Organizational Impact

The organisation sending staff to this seminar will gain from:

- Staff being able to undertake audits and prepare audit reports
- The professional development of staff
- A reduction in incidents
- Staff equipped to carry out effective site inspections
- Personnel able to sample behavioural and physical aspects of the site and its workers
- Inspectors being sure of what areas require further controls

Personal Impact

- Confidence in conducting audits
- Understanding the legal background
- Appreciate how risk assessments may be evaluated
- Improved knowledge on safety issues
- Be familiar with the requirements of HS(G)65, ILO OHS 2001, OHSAS 18001
- Be able to assess the safety culture of the organisation

Who Should Attend?

This training seminar is suitable to a wide range of professionals but will greatly benefit:

- All supervisors and line management who have assigned responsibilities within the Safety Management system (SMS)
- Maintenance personnel
- HSE personnel
- Staff involved in Contractor work

SEMINAR OUTLINE

DAY 1

Introduction to Audits, Legislation & Contractors

- Introduction to safety audits and inspections
- The Legal Aspects
- Good Practice for the
 - 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

DAY 2

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
- The Auditors’ qualifications
- Audits
 - Pre Audit Activities
 - On Site Activities
 - Post Audit Activities
 - Classification of Findings

DAY 3

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

DAY 4

Safety Culture

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

DAY 5

Emergencies

- Internal Emergency Plans
- External Emergency Plans
- Auditing emergency plans
- Audit Reports
- Seminar Review
- Evaluation