PROCEDURE

HSEQ Audits and Inspections

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
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2	Review as per internal Audit A014	A.Forrest	M.Delaney	06.07.2016
3	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
4	Review	M Vorpagel	D McNeil	26.09.2019
Electronic approval by: **Name:** David McNeil **Position:** Managing Director **Date:** 03.11.2016				

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1 PURPOSE

The purpose of this Procedure is to provide guidance on Workplace Inspections and Audits to ensure effectiveness for a safe workplace.

2 SCOPE

This Procedure is applicable for all Workplace Inspections and Audits by all employees and sub-contract workers.

3 DEFINITIONS

For the purpose of this document, the following definitions will apply:

Company / the company – refers to Reay Services Group.

Compliance Audit – A comprehensive review of the business's undertakings that requires systematic examination and evaluation against its own HSE procedures and processes including any regulatory requirements and any associated mandatory guidelines.

Workplace Inspections – Inspections of work areas to check compliance with documented procedures in relation to housekeeping, equipment, work practices, use of personal protective equipment, emergency equipment, etc.

SLAM – SLAM is a quick, easy and personalised risk assessment tool.

- The process helps us to identify about how we could get hurt in the task we are about to do
- This is a system for risk assessment and must be conducted prior to starting any task.

4 ROLES AND RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 PROCEDURE

5.1 Managing Director/Operations Manager

The Managing Director/Operations Manager will regularly audit/inspect SLAM tasks and conduct area inspections and safe behaviour audits as specified by the company's Safety Management Plan.

5.2 Workers & Sub-Contractors

At the start of shift workers are to receive instructions on duties to be carried out, taking into account written instruction, toolbox/pre-start meetings, notice boards for incident/safety alerts and hand over reports from previous shift.

Employees are obligated to inspect their work areas before starting work and carry out a SLAM on the task assigned to them. SLAM's are carried out on all tasks and during work.

Upon completion of the job or at the end of shift, workers are required to leave their area in a safe condition and highlight any hazards or concerns about safety or the environment to the oncoming shift.

5.3 Audits Schedule and Frequency

The company's Safety Management Plan will specify number and type of audits and inspections. A site nominated person will periodically audit the Safety Management System in order to establish a level of confidence in the effectiveness of the system and to permit the implementation of corrective and preventative actions should the system develop deficiencies. The Managing Director or a nominated representative will audit/inspect the workplace at least once during the contract or if in the opinion of the Manager it is obvious that the documented safety system is at risk of becoming ineffective. These audits can be reported on the Daily Inspection Sheets or a more formal format can be used.

5.3.1 Safety Management Plan Audit

Full HSE Audits shall be conducted by an external Safety Representative every 12 months.

5.4 Inspections

Daily inspections of the workplace will be carried out by the Site Supervisor or by a nominated person using Daily Inspection Sheets to monitor compliance with the Safety Management Plan. The Site Supervisor or nominated person will rectify immediately, then report any safety hazards for notification or correction and include the issue in the next Toolbox Meeting.

5.5 Conducting Audits

Audits shall include an opening and closing meeting, attended by the audit team and site management representative/s. Audits shall be conducted through examination of documents, work practices and other evidence, including interviews with personnel. The audits shall cover at least the following:

- Compliance with the company's HSE requirements, (ie. guidance notes, procedures and work instructions)
- Compliance with relevant Australian Standards and Codes of Practice; and,
- Compliance with all applicable legislative requirements.

A Corrective Action Request (QMS-FRM-014) shall be raised for identified non-compliances. Corrective actions shall be collated into a single register using the QMS-REG-001 for ease of reference and actioned in accordance with the determined priority.

5.6 Audit Report

A report, which summarises the audit outcome, shall be prepared and issued to the Auditee(s) and the Manager.

5.7 Actions and Follow-up

All actions arising from the inspection shall be documented and prioritised by the individual who conducted the inspection or their delegate. This shall be recorded using QMS-FRM-014 Corrective and Preventative Action Request and QMS-REG-001 Corrective and Preventative Actions Register.

Copies of the completed inspection shall be sent to the Operations Manager, who shall initiate formal corrective action if required. All completed inspections and associated corrective actions shall be filed and maintained by the Administration Manager.

The Operations Manager shall enter Corrective Actions that extend two weeks past their allocated due date into a Corrective Action Register.

6 COMPETENCIES

For the relevant competencies required, refer to Training Procedure and the site training needs analysis.

7 REFERENCE DOCUMENTATION

Work Health & Safety Act 2011
Work Health & Safety Regs 2011
WHS-FRM-406 Workplace Inspection Checklist
QMS-FRM-014 Corrective Action Request
QMS-REG-001 Corrective Actions Register.