

# Elco Learning & Knowledge Center

Building Capability to Learning Edge



## Conducting an Effective Internal OHSMS Auditing

An effective internal Occupational Health & safety Management System (OHSMS) auditing is actually part of the continual improvement process as required by an OHSMS and also required by the Malaysia Occupational Safety & Health Act 1994.

An internal OHSMS auditing will help the company to identify new hazards, adequacy of risk assessment and control thus help to creating an Incident & Accident free work environment.

## SH-102 Conducting an Effective Internal OHSMS Auditing

### COURSE OBJECTIVES

The course has been designed to fulfill the following objectives:

- To have the basic understanding of the OHSAS 18001 Standard.
- To have basic concept of Hazard Identification, Risk Assessment & Control.
- To have basic understanding of Occupational Safety & Health Law
- To have the understanding of the process of OHSMS auditing, from initiating the audit to post audit activities.

### TRAINING APPROACH

This practical course combines classroom teaching, practical exercises, group discussion and Harvard-Style case study with actual factory based projects to provide a complete action learning experience. The course has been designed to enable all participants leave the training with a set of new knowledge, skills and direct experience of how to implement an effective occupational health & safety management.

### HOW YOU WILL BENEFIT

- Develop an effective internal OHSMS audit plan.
- Develop the checklist for internal OHSMS auditing
- Develop the necessary skill required as a trained and competent internal OHSMS auditor

### COURSE LEADER

The course leaders are experienced and qualified trainers as well as experienced Occupational Safety & Health Management professionals with numerous projects certified under their assistance. They are chosen for their proven industrial experience, technical competency, good communication skills and capability to understand the problem you face.

### WHO SHOULD ATTEND

This course is designed for directors, managers, engineers, executives, supervisors, safety & health officers or anyone who is responsible for the establishment of an Internal Effective OHSMS Auditing.

### COURSE DURATION

This is a two days course running from 9.00am to 5.00pm.

## SH-102 Conducting an Effective Internal OHSMS Auditing

### COURSE CONTENT

#### Section 0: Introduction

- Course content and course objective.
- Criteria for the award of certificate

#### Section 1: Introduction of Internal OHSMS auditing

- OHSMS Auditing Definition
- Scope of OHSMS auditing
- Typical OHSMS Performance Measurement Method

#### Section 2: Overview of OHSAS 18001 Standard

- Overview of OHSAS 18000 Standard Series
- Review on OHSAS 18001 Standard.
- Review on Hazard Identification, Risk Assessment & Control.

#### Section 3: Introduction of Auditing Process

- Audit Terminology
- Audit Program
- Audit Scheduling

#### Section 4: Planning for Auditing

- Preparing Audit Plan.
- Pre-audit preparation.
- Selecting Auditors and Auditing Team.
- Preparing Checklist.

#### Section 5: Conducting the Auditing

- Auditors Ethics.
- Opening Meeting.
- Interviewing Skills.
- Recording of Evidence.
- Dos and Don'ts of Auditors.
- Reviewing of Evidence.
- Raising a CAR and Observation.
- Closing Meeting

#### Section 6: Post Auditing Activities

- Reporting the Audit result.
- Audit Report Preparation.
- Follow Up & Close Out CAR.

#### **Note:**

Live Audit can be carried out if the course is conducted in-house



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