

## Health and Safety Auditing

### Aims

This course aims to equip auditors to carry out workplace audits of the company's H&S management systems

### Objectives

At the end of the course each delegate should be able to:

Understand the general description of an internal quality audit and discuss the requirement, scope and benefit of self-quality inspection.

Look at the way in which an internal quality audit programme is organised and role that it plays in the quality management system within the company.

Understand how to plan and perform internal quality audit in the company and the practical issues that may arise when you want to check that the company is complying with its legal duties.

### Content

Health and safety management systems  
The purpose and technique of auditing  
Planning the audit  
The role of the auditor  
Use of checklists  
Application to the company safety management system  
Asking questions  
Listening skills  
Appearance and body language  
Assigning and communicating corrective actions

All delegates will receive a certificate of attendance

Client specific process and procedures will be used throughout this session.

*Programme may be subject to change without prior notification*