

SOP 11 – Safety audit procedure

S11.1 Purpose

The purpose of this Standard is to describe safety audit for EESL onsite operations and for its office.

S11.2 Scope

This Standard is mandatory and applies to EESL corporate office and its on-site activities.

S11.3 References

- OSHA Safety Audit Checklist
- British Standards Institutions (BSI) – Occupational Health and Safety management System
- International Organization for Standardization – Guidelines for auditing quality system and Environmental Management System
- Workplace Regulations 1992

S11.4 Types of Audit

Safety audit shall be done to ensure safety of workers and EESL employees. Two types of safety audit can be conducted:

- Internal Audit
- External Audit

S11.4.1 Internal Audit

Internal audit shall be conducted for on-site operations and corporate office. EESL EHS officer shall conduct audit for on-site operations every month. Office inspections shall be conducted by EESL employees every month as per checklist in Annex A.

S11.4.2 External Audit

External audit shall be conducted by independent consultant on chosen operations. It is recommended to conduct this audit at least once in two years for high hazard potential areas.

S11.5 Requirements of conducting safety audits

The following requirements should be adhered to

- The EHS Officer shall ensure that periodic safety audits are conducted to verify that the system is working as planned and is facilitating achievement of the EESL objectives and targets.
- The Safety audits will be completed in accordance with the checklist attached.
- Auditors will conduct the safety audits using the audit guidelines in annex B as a guide.
- Auditors will record audit findings using notes, the internal audit report, and safety audit work sheet forms as appropriate.
- Each area supervisor will review audit findings:
 - Develop corrective action or rebuttal to non-conformances.

- Implement response actions within one week of their submittal, unless circumstances specified in writing prevent such response.
- The EHS Officer will determine which findings will be referred to the formal corrective action review system.
- Summarize and present the results of the safety audits to management on a quarterly basis at the Management Review Board meeting.
- Collect and file safety audit reports.
- Prior to an on-site audit, an auditor is to obtain copies of all documented procedures and training records and arrange a pre-audit interview with the area supervisor.
- Each member of an audit team will meet once they have each completed their assigned audit task to compile all notes and complete an audit report.
- The safety officer will meet with the area supervisor to hand over the audit report and answer any questions he or she may have at that time.

S11.6 Responsibility

S11.6.1 EHSS department

- EHS officer shall conduct safety audit for on-site operations every month and document it properly.
- EESL employees shall conduct monthly office inspection and findings shall be escalated to the higher management.
- EHS officer shall ensure that findings of both office inspection and on-site operations shall be followed and mitigated through appropriate measures.

S11.6.2 EHS Officer of Contractor

- EHS officer of contractor shall conduct safety audit daily and document it. Immediate actions shall be taken for the findings.
- Every day before start of work, EHS officer shall ensure that findings of previous day are closed.
- In case of any critical finding, EHS officer of contractor shall immediately inform EHS officer of EESL.

Annex A –Office Inspection Checklist

This checklist shall be completed by the EHS Officer; however, consideration should be given to bringing a 'second set of eyes' on each audit.

| Field Visit Review Questions | | Yes | No | N/a |
|------------------------------|---|-----|----|-----|
| 1.0 | HOUSEKEEPING | | | |
| 1.1 | Is the overall condition of the area neat/items not out where they present a hazard? | | | |
| 1.2 | Are cabinet tops free of stored items? | | | |
| 1.3 | Are heavier items are stored at bottoms of shelves or at "thigh height" where they can be more easily lifted? | | | |
| 1.4 | Are aisleways and emergency exits are free of obstruction? | | | |
| 1.5 | Are floors are free of slip/trip hazards? | | | |
| 1.6 | Are cabinets/shelves are secure/anchored to prevent tipping or falling materials? | | | |
| 2.0 | ELECTRICAL SAFETY | | | |
| 2.1 | Are electrical plugs, outlets, and cords are in good condition and are not missing covers, taped or broken? | | | |
| 2.2 | If "power strips" are used, they are not overloaded or "daisy-chained?" (e.g., a power strip plugged into another power strip) | | | |
| 3.0 | FIRE SAFETY | | | |
| 3.1 | Fire exits and escape routes are clear/free of obstruction. | | | |
| 3.2 | Has a fire drill been conducted (documented) this calendar year? If so, what was the date? | | | |
| 3.3 | If space heaters are used, they are safely located (at least 12") away from combustible materials? | | | |
| 3.4 | All portable fire extinguishers have been inspected (accessible and fully charged) and inspection documented? | | | |
| 4.0 | ERGONOMICS/MATERIAL HANDLING | | | |
| 4.1 | Are obvious ergonomic hazards (awkward postures) observed? | | | |
| 4.2 | Dollies/carts are available for handling/moving heavy loads? | | | |
| 5.0 | EMERGENCY PREPAREDNESS | | | |
| 5.1 | Does the receptionist have a list of currently trained first responders? Is an adequate number trained in first aid/CPR (guidance 1 trained per 20 staff) | | | |
| 5.2 | An adequately stocked first-aid kit is available in a prominent location? | | | |
| 5.3 | An office "evacuation" map is prominently posted and includes emergency phone numbers? | | | |

| Field Visit Review Questions | | Yes | No | N/a |
|------------------------------|---|-----|----|-----|
| 5.4 | Emergency Exit signs functioning properly? | | | |
| 5.5 | Are office Emergency and Contingency plans available/posted and up to date? | | | |

| Audit Overview and Approval | | | |
|--------------------------------------|--|---------|--|
| Date of Inspection: | | Office: | |
| Auditor(s): | | | |
| Office H&S Coordinator Signature: | | | |
| Office Head Signature: | | | |

Other observations / Auditor's Notes / Photos / Additional comments (including positive observations):

| Audit Findings Action Plan | | | |
|---|-------------------|-------------|-------------|
| Finding <i>(Please provide checklist ref.)</i> | Corrective Action | Responsible | Target date |
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History of amendments

The latest versions of the Documentation Format must be used at all times. This page needs to be updated whenever there is a change in the version number of the documents.

| S. No | Date of amendment | Version | Details of amendment |
|-------|-------------------|---------|--|
| 1. | DD.MM.YYYY | 01 | Initial approval of the documentation format |
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Prepared by

Approved by