

Investing Safety Audit in connecting up to Perpetual Safety

A Presentation in
Safety Auditors Conference
on 16 April 2011

*YAU Tat-man, Ag. DSO(SMA)
SMA Office, Labour Department*

1

Perpetual Safety

- Long-lasting safety excellence
- and beyond
- The destination
- safety profession striving for
- Let invest in making it promising

2

Way towards Destination

- 1, 2, 3 Go

1 Character
2 Focuses
3 Good Practices

3

1 Character

- Together We Can Achieve All
- CoP (SM) 4.2.1
 - ▶ Prescribing formal relationships between people and resources in the organization to accomplish objectives

4

1 Character (cont.)

- S&H becomes part of the way of company management
 - ▶ let "synergy" work
- Commitments are adopted and demonstrated by leaders at all levels
- Greater OSH awareness with clear lines of responsibility

5

2 Focuses

- Prevent Accident
 - ▶ Build the insurmountable shield of protection
- Prepare for Emergency
 - ▶ Murphy' law:
 - If something can go wrong, it will go wrong
 - ▶ Reality: No matter how well-defended a system, how remote the hazards, the insurmountable shield will be defeated one day
 - ▶ It is **predictable** ∴ Fail-Safe/Plan B Mindset

6

3 Good Practices

- **Do Right Thing then**
- **Do It Right and**
- **Do It with Senses**
 - ▶ **6 senses** : Vision, Sound, Taste, Smell, Touch and **Make Sense**

7

Do Right Thing (1)

- **CoP (SM) 4.1**
 - ▶ Understanding your present status, setting out your objectives and establishing the plans
- **Based on ISA/PSA and Risk Assessment, Decide Objectives and Make Arrangements**
- **Arrangements: Authority, Responsibility and Accountability Mechanism, Communication System, Supporting Systems (Finance, Human Resource, Documentation and so forth), Management Review Mechanism, Training System (Right Person for Right Work), Workplace Precautions...etc.**

8

Do Right Thing (2)

- **Plan and Develop Safe Working Method, Safe System of Work, Safety Culture/Behaviour**
- **To ensure design processes do not introduce S&H risks into a company**
- **The plans target specific activities associated with S&H to ensure that those activities are commensurate with the S&H risk profile and that adequate resources (time, people and budget) are allocated accordingly**

9

Do Thing Right (1)

- **CoP (SM) 4.2.2**
 - ▶ Carrying out and putting into practice the plans to achieve the desired objectives, with appropriate and adequate control...
- **By adhering to best trade practices and meeting the actual demands, implement the Plans prudently and diligently**
- **Achieve and maintain it in a high standard of S&H**
- **Made all significant hazards under control**

10

Do With Senses (1)

- **CoP (SM) 4.3.1**
 - ▶ Means of monitoring the extent to which policies and objectives are being met and provision of 'feedback' looping.
 - ▶ Enable building up abilities to reduce risks to the fullest extent and to continue the successes

11

Do With Senses (2)

- **Measure and analyse 'Success' and 'Failure'**
- **Periodic safety audit / review**
- **Leading indicators:**
 - ▶ "Safety Climate Index (SCI)", safety culture index survey by OSHC
 - ▶ "Management/Work Safety Behavioural Programme" i.e. Measure behaviour
- **Lagging indicators**
 - ▶ Accident Rate and Analysis
- **Synergists : Building up best trade practices**

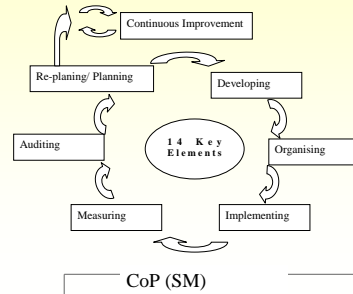
12

Safety Management System (1)

- Beacon for Success
- Excellent safety and health associated with
 - ▶ successful S&H management and
 - ▶ commitment of adequate resources to safety
- A promising way to long-lasting safety excellence and beyond
- SMS is the right track
- Let invest in making it work

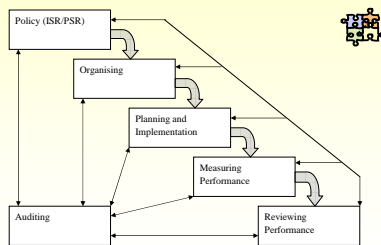
13

Safety Management System (2)



14

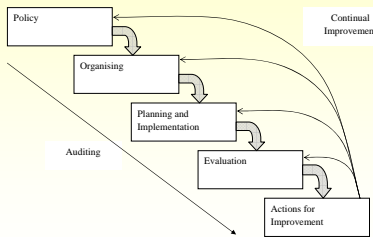
Safety Management System (3)



HS (G)65 / BS8800

15

Safety Management System (4)



ILO OSHMS


16

Role of Safety Audit

- Safety Audit ensure the Effectiveness, Efficiency and Reliability of SMS
- Safety Audit help Reinforce, Maintain and Develop of SMS
- Safety Audit is an Indispensable Part of a SMS
- Legislation/Self-regulation Drive us to the destination step by step
- Let step forwards for betterment of SMS

17

Safety Management System in Reality (1)

- Total Loss Control is a management system developed in the 1960s by Frank Birds
- *HS(G) 65 Successful Health and Safety Management -- a series of stages* 
- BS 8800 2004: Guide to Occupational health and safety management system
- OHSAS 18001: Occupational Health and Safety Assessment Series; embracing BS8800; compatible with the ISO 9001 (Quality) and ISO 14001 (Environment)

18

Safety Management System in Reality (2)

- ILO-OSH 2001: Guidelines on occupational safety and health management systems from the International Labor Office
- Other National Standard on Safety Management System (e.g. ANSI/AIHA Z.10: in the USA; Z1000: in Canada; AS/NZS 4804 in Australia/New Zealand.....)
- Other Proprietary / Tailor-made Occupational Health and Safety Management Systems

19

Audit Instrument (Overseas)

- Diekemper and Spartz method (D & S Method)
- NOSA 5-star Health and Safety Management System
- Complete Health and Safety Evaluation (CHASE) Series
- International Safety Rating System (ISRS)
- OHSAS 18001 based

20

Audit Instrument (Overseas)

- American Industrial Hygiene Association (AIHA) ISO 9001 Harmonized
- Method for Industrial Safety and Health Activity Assessment (MISHA)
- Construction Safety Index by Singapore
- DNV Standard for Certification of Occupational Health and Safety Management Systems

21

Audit Instrument (Local)

- Audit instrument developed based on OHSAS18001 & FIU(SM)R
- Independent Safety Audit Scheme (ISAS) administered by Occupational Safety and Health Council (OSHC)
- Other local proprietary audit protocols
 - ▶ For example:

22

Audit Instrument (Local)

- ▶ Safety Management Audit for Construction (SMA-CON)
- ▶ Safety Management Audit Rating Tool (SMART)
 - developed for assessing the occupational safety and health management system of contractors in construction work
 - based on British Standard BS8800:1996 Guide to Occupational health and safety management systems and the standards set by local legislation

23

Standardisation of Auditing Procedures (1)

- Appointed by Auditee
- Collect basic information
- Book designated manager to present in the safety audit
- Notify LD (i.e. SMAO)
- Differentiate audits for project, multi-site (corporate level) and single site

24

表格 3
FORM 3

工廠及工業經營(安全管理)規例
FACTORIES AND INDUSTRIAL UNDERSTANDINGS (SAFETY MANAGEMENT) REGULATIONS

註冊安全審計員進行安全審計通知書
NOTICE OF CONDUCTING SAFETY AUDIT BY REGISTERED SAFETY AUDITOR

此表根據勞工處局長(職工)職權法例第13條
Approved form granted by the Commissioner for Labour for the purpose of section 13 of
the Factories and Industrial Undertakings (Safety Management) Regulations

致: 註冊安全審計員
To: The Commissioner for Labour, Hong Kong

註冊安全審計員姓名
Name of Registered Safety Auditor

聯絡電話號碼
Contact Telephone No.

聯絡地址
Contact Address

受審工廠經理/主任
Appropriation of Proprietor or Controller who has approved the above Registered Safety Auditor

工廠經理/主任
Name of proprietor/controller

聯絡電話號碼
Contact Telephone No.

工廠地址
Address of proprietor/controller

業務性質
Nature of Business

進行安全審計的處所
Place of Conducting Safety Audit

(1) 至少, "公司層級" - 地址: 總辦事處 for multi-site audits
(2) Full Contract Title - Contact No. are required for project audits

審計進行日期及時間
Date and Time of Commence name of Safety Audit

註冊安全審計員簽名
Signature of Registered Safety Auditor

日期 Date

Submission of F3 to SMAO

- Units 2501-2505, 25/F, Metroplaza Tower I, 223 Hing Fong Road, Kwai Chung, N.T.
- 新界葵涌興芳路223號新都會廣場辦公大樓一座25樓2501-2505室
 - ▶ By Hand
 - ▶ By Mailing
 - ☎ Fax: 2484 9914
 - ☎ Email: od-sma@labour.gov.hk

Date of Notifying LD

- Upon received an original F3, the "Date of receiving" will be recorded
- Your notification is valid only after "Date of receiving" of your original F3 has been recorded by SMAO
- Date of notification is the earliest one among date of receiving fax, date of receiving email and date of receiving original F3, subject to applicability

S18 of FIU(SM)R

- Notify SMAO
 - ▶ using F3
 - ▶ not less than 14 days before the date of commencing a safety audit

Standardisation of Auditing Procedures (2)

- Pre - Audit Meeting for well audit planning
 - ▶ Provide an overview of the audit process and method to auditee
 - ▶ Confirm the subjects and areas to be audited
 - ▶ Select sample sites / places of audit (essential for multi-site/corporate audit)
 - ▶ Collect a copy of safety plan/manual where relevant
 - ▶ Request for providing information and facilities e.g. risk assessments or maintenance records, coping services ...etc.

Standardisation of Auditing Procedures (3)

- Pre-Audit Meeting for well audit planning (cont.)
 - ▶ Locate the personnel who is/are assigned to assist during the audit process e.g. section leader, safety officer
 - ▶ Select personnel for interview and request them to standby
 - ▶ Discuss outstanding issues from previous audits
 - ▶ Finalise the schedule of your safety audit
- Submit audit plan for affirmation
- Copy to SMAO

Standardisation of Auditing Procedures (4)

- **Conduct Safety Audit**
 - ▶ Arrival on time
 - ▶ Open meeting with management staff
 - ▶ Brief of plan and schedule
 - ▶ Commencement of audit log book

31

Standardisation of Auditing Procedures (5)

- **Document Examination**
 - ▶ Check for validity of documents
 - ▶ Make copy for observance of NCs
 - ▶ Record in audit log book
 - ▶ Start audit interview, if appropriate

32

Standardisation of Auditing Procedures (6)

- **Physical Checking (observations of activities)**
 - ▶ Inspection routes should have been planned by
 - drawing reference from past OSH records
 - adding weight to key activities
 - ▶ Pay attention to traces of activities left
 - ▶ Take photos on NCs as evidences
 - ▶ Record in audit log book
 - ▶ Request supplementary information subsequent to physical audit, whenever necessary
 - ▶ Gain a general view of auditee's safety culture

33

Standardisation of Auditing Procedures (7)

- **Verification through Interview**
 - ▶ Verify the answers by making reference to the documentation checked and the observation of the random physical checking
 - ▶ Strategic sampling according to safety structure
 - Designated manager who take up final responsibility and accountability for safety and health
 - Human Resource Manager and Procurement/Asset Manager
 - Subcontractor and Supplier (Employment Agency, if any)
 - Safety Manager/Officer
 - Senior/Middle Manager, Line Manager/Supervisor
 - Competent Person and Foreman/Group Leader
 - Workers/ Relevant Staff

34

Verification through Interview (con't)

- **Produce photos or copies of document/record for cross-examination**
- **Record names of personnel interviewed**
- **Record key points in audit log book**

35

Standardisation of Auditing Procedures (8)

- **Closing-off meeting after organising your findings**
 - ▶ Explain audit findings
 - ▶ Obtain acknowledgement that the audit evidence is accurate and that the NCs are understood.
 - ▶ Allow submission of further documents before closing-off
 - ▶ Resolve any diverging opinions on the audit evidences and/or your findings
 - ▶ Unresolved points should be recorded in audit log book
 - ▶ Sealing off of audit log book
 - ▶ Enter date of closing
 - ▶ Close audit log

36

Standardisation of Auditing Procedures (9)

- Writing-up of Report
 - ▶ Evidence supported by audit log book
 - ▶ Audit findings supported by evidence
 - ▶ Attachment of evidence for support
 - ▶ Analyse audit findings and make recommendations
 - ▶ Recommendations be commensurate with findings
 - ▶ Practical recommendations be made
 - ▶ Prioritise your findings and recommendations

37

Standardisation of Auditing Procedures (10)

- Submission of Report
 - ▶ Pay attention to statutory deadline
 - ▶ Clarify if you are an internal auditor or not
 - ▶ Disclose any unresolved argument with auditee
 - ▶ Advise not to submit draft report to auditee
 - ▶ Sign and date on final report
 - ▶ Keep the receipt/record issued by auditee for receiving your audit report

38

Standardisation of Auditing Procedures (11)

- Give Recommendations for improvement of SMS (Immediate Improvement) and/or
- Practical advices for advancement of SMS (Long-term Improvement)

39

Challenge ahead

- Remaining 4 SM elements will be brought into operation
- Continue to invest
 - ▶ SMS and
 - ▶ the counterpart → Safety Audit

40

Excel in Sustainability

- Sustainability in Safety Management System
 - ▶ Example:-
 - CISPROS
持續進步安全管理確認計劃
- Sustainability in Auditing
 - ▶ Example:-
 - SHARP
安全審核確認計劃

41

同心合力，預防意外，預計災禍；
計劃周詳，切實執行，周而復始。

Thank You !

42