

# **SHE COMPLIANCE AUDITING**

## ***(UTILIZING THE SHE AUDIT COMPANION)***

To ensure an organizations existence in a competitive environment, it is a business requirement to implement sound principles of corporate governance and social responsibility. Legal compliance is the first step towards implementing a successful Health and Safety Management System and forms part of the elementary requirements of OHSAS 18001 and ISO 14001 Standards.

Besides the above and the inflicted reputational risk to the company in not complying to the law, reviews and audits furthermore demonstrates that an organization values its people and their diversity and being a model corporate citizen by controlling its OH&S risks and improving its SHE performance.

The Occupational Health and Safety Act (OHS Act) and its integrated standards have many legal requirements that workplaces need to comply with.

By empowering yourself with the competence of performing SHE audits in terms of the applicable OHS Act and Regulations, it ensures that you are pro-actively identifying non-compliances to the law which creates the basis of identifying critical gaps and to enforce a principle of continual improvement .

This course provides the competence and tools to conduct an internal OHS Act legal compliance audit ensuring to minimize potential contraventions including warnings, fines, penalties, notices, etc.

### **Purpose of the course**

- Learner will be able to perform, initiate remedial action, report on and follow up a workplace pre-use, safety and/or audit inspection by utilizing the provided software and document templates.
- The learner will be able to explain the legal and specific requirements pertaining to conducting these inspections / audits.

### **Pre-Requisites**

- Communications at NQ2 Level
- Mathematical Literacy at NQF Level 2
- Computer literate in the M.S. Office software package (MS Word & Excel)
- Be in possession of a suitable computer and a copy of the Auditor Companion software
- Completed an advanced SHE course / diploma (SAMTRAC / NADSAM or similar)
- Appointed in the company as a SHE Consultant or Specialist

### **Course Duration**

- 4 days, after hour preparation work and a post-assignment that must be completed within 20 working days

### **Assessment method**

- Ongoing formative assessments will be conducted to ensure that each process is practically applied.
- A sample of a completed audit report will be completed by the end of the course.
- Reports completed and remedial action instituted.

### **Course Outcomes**

- Explain the legal and specified requirements pertaining to conducting, reporting and acting on the outcome of a pre-use, safety and / or audit inspection.
- Prepare for the audit inspection.
- Conduct pre-use, safety and audit inspections
- Initiate immediate remedial action where necessary
- Report on and follow up on inspection / audit results

**Learning Material:**

- Delegates will obtain a Learner Guide and an electronic version of the OHAS legislation, necessary audit templates and the generic audit companion.

**Language**

- This course is presented in the English language.

**Course Requirements**

- It is a strong recommendation to bring a laptop with to the course to use for the assignments and class work.

**Certification & Assignment**

- On successful completion, the delegate will be issued with a Certificate of Attendance / Competence.

**Assessment and moderation for Unit Standard credits**

- Please take note that although the contents is aligned to a Unit Standard, that no formal assessment, portfolio of evidence and moderation, as required by the relevant ETQA, will be conducted against the achievement of credits against the Unit standard.

## **COURSE CONTENTS**

**PREFACE:**

- Course information
- Purpose of the Course
- Pre-requisites
- Aligned to SAQA Unit Standard title and I.D.
- Assessment method
- Course program
- Acronyms

### **1.0 Occupational Safety, Health and Environmental Management (SHE) Drivers**

**1.1 Overview**

- Introduction
- Specific Learning outcome
- Assessment criteria

**1.2 SHE External and Internal Drivers**

- Introduction
- Primary Drivers
- Other benefits

**1.3 SHE Legislation and Specified Requirements**

- Classification and sources of law
- Occupational Health & Safety and Environmental Management
- History of the South African Health and Safety Legislation
- Structure of the Act and Regulations
- Summary of structure
- National Building Regulations
- How changes are made to legislation
- SHE Management System

**1.4 Danger, Hazards, Risks and Impacts**

- Scope of hazard identification
- Risks associated to hazards
- Basic risk factors
- Type of hazards
- Initiating remedial action
- Auditors and risk
- Risk profile

## **2.0 Audit planning**

### **2.1 Overview**

- Introduction
- Specific Learning outcome
- Assessment criteria

### **2.2 Preparing for the audit**

- Audit objective
- Key roles related to audit
- Types and levels of Audits
- Levels of audit
- Audit terms of reference (ToR)
- Selection of audit team
- Set-up stage of the audit
- Review and verify
- Reporting
- Sampling techniques

## **3.0 Audit Review**

### **3.1 Overview**

- Introduction
- Specific Learning outcome
- Assessment criteria

### **3.2 Audit process**

- Setting up the audit
- Meeting with auditee
- Obtain Background information
- Develop interview strategy
- Prepare questions
- Audit working papers and the audit file

### **3.3 The Audit**

- Introduction
- OHSAS 18001:1999
- Legal compliance (HAS-CON's audit assistant)
- General features of the audit report
- Index spreadsheet
- Data Capture sheet
- Statistical Report
- Statistical Chart
- Audit report spreadsheets
- General hints on completing the report

- Testing instruments

## **4.0 Initiating Remedial Action**

### **4.1 Overview**

- Introduction
- Specific Learning outcome
- Assessment criteria

### **4.2 Dealing with hazards and risks**

- Risk control system
- Audit result work papers
- Dealing with risks having a serious potential

## **5.0 Reporting and follow up**

### **5.1 Overview**

- Introduction
- Specific Learning outcome
- Assessment criteria

### **5.2 Final reports and follow up**

- Reporting

## **6.0 SHE AUDIT ASSIGNMENT:**

- Details
- Completion date
- Submission

**FOR A QUOTE AND FURTHER DETAILS REGARDING ARRANGEMENTS TO  
ATTEND THE COURSE, PLEASE CONTACT  
HAS-CON**