

OHSAS 18001:2007

An Auditees Perspective

Stan Akhurst

Aims & Objectives

Aim

Brief - Insight into being an 'Auditee'

Objectives

History & overview

Planning for audit

Final preparation

During the audit

Egs. of systems I use

History & Overview

- Housing Dept - Swindon Borough Council accredited to OHSAS 18001 since 2005.
- X2 previous allocated H & S Advisors
- SGS appointed as External Auditors
- Scope – Provision of Housing Services
 - Estate & Tenancy Mgmt for GP and Sheltered
 - Neighbourhood Wardens
 - Housing Needs (Needs, allocation, homelessness & development)
 - Housing repair maintenance & construction
- SA started January 2010 – (6 month gap)
- Construction added to scope of audit for 2011



Planning for audit

Failure to Prepare

- Understand the standard research OHSAS 18001
- Confirm closure of previous OFI's & N/C's with all areas
- Retain closure evidence
- Agree dates with all parties – Auditors & Management/Key Staff
- Early notification is paramount
- Produce a Schedule – identify issue date (See eg.)
- Hold Managers meeting to agree Who, Where, When
- Book rooms
- Plan the audit route
- Review & update all H & S documentation
- Prepare evidence examples of good practice

Final Preparation



- Pre audit?

Site walk throughs, Business plan, R/A's, SSW, Service Records, Training records, Internal audit closure , Accident Stats/Analysis, Contractor management, Emergency arrangements in place, Notice boards etc.

- Car parking

- Coffees

- Lunch



- Brief areas to be audited

- PPE allocation/confirmation

- Transportation of documents – Day before

- Prepare safety briefing

- Contact tel nos. & mobile nos.

- Security

- Meet & greet

- Plan daily wash ups

- Dinner



During the audit

- Take notes
- Punctuality
- Have documentation ready
- Show enthusiasm
- Challenge but don't argue
- Be open & honest, remember VFM
- Dynamic risk assessments
- During lunch talk avoid audit talk
- Liaise with Mgnt to feedback N/C's for closure





Egs. of Systems I use

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	A	B	C	D	E	F	G	H	I	J	K
1	OHSAS 18001 2012 - Job List/Quick Check Sheet N/C										
2	N/C	Item	Control Activity	Completion Status	Evidence collated						
3	1	Internal Audits	1. Arrange a one-off independent internal Audit by supplying standard.								
4			2. Add to Audit Schedule								
5	2	Documentation / Control of Documents Various	1. Document control system required for all Housing Health & Safety docs. Including, Index, Approval Issue, Updates, Archiving, Retention etc.								
6				2. Standardise Training Matrices in Housing							
7				3. Operational/management system procedures require sign posts and references to specific H & S documentation							
				4. Operational controls procedures require more detail; •Void work activities •Roofing contracts							

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OHSAS 18001 Proposed Audit Schedule - 16th - 18th May

Date	am/pm	No.	Timing	Auditor/s	Activity	Location	Attendance required (Auditee/s)	Moveme
Day 1 May 16th	AM	1	08:40 - 09:00	David Jenkins / Darren Probets	Coffee/Welcome/ Housekeeping Brief etc.	Room 3.2 Wat Tyler House	Stan Akhurst	
		2	09:00 - 09:10	David Jenkins / Darren Probets	Opening meeting	Room 3.2 Wat Tyler House	Relevant Heads of Service involved in the audit	
		3	09:10 - 12:30	David Jenkins	Review of Previous Audit N/C's and OFI's/Management review	Room 3.2 Wat Tyler House	Stan Akhurst & Relevant Managers/Officers (When requested)	
		4	09:20 - 10:50	Darren Probets	Gas Servicing	WTE 3rd Floor/Poss site visit	Darryl Newman	Darryl Newman from Room
		5	11:00 - 12:20	Darren Probets	Lone Working	WTE - Arlene's Office location	Arlene Griffin	Arlene - P
					12:30 - 13:00	Lunchbreak - room 3.2		
		6	13:00 - 15:15	David Jenkins	Review of Previous Audit N/C's and OFI's/Management	Room 3.2 Wat Tyler House	Stan Akhurst & Relevant Officers when requested	

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Date Number

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E4 16/05/2010

Housing Dept Risk Assessment & SWP Management Index - La

Ref No.	Section	Activity/Task/Issue/Premise	Date originally created if known	Date of last review  (Red checks denotes past expiry date)	Risk Assessment carried out by	Actions completed Yes/No
1	HOMELINE	Duties of a Homeline Response Officer	01/02/2004	16/05/2011	?	?
2	HOMELINE	Manual handling/person handling of persons under the influence of drugs/alcohol	16/05/2010	16/05/2010	?	?
3	HOMELINE	SWP Response to fallen client believed to be under influence of drugs	16/05/2010	16/05/2010	?	?
4	HOMELINE	SWP Lone working	01/02/2004	16/05/2010	?	?
5	HOMELINE	SWP Forced Entry to Dwellings	16/05/2010	16/05/2010	?	?
6	HOMELINE	SWP Disconnecting low voltage smoke detector	01/02/2004	16/05/2010	?	?
7	HOMELINE	SWP Use of Slide Sheets	16/05/2010	16/05/2010	?	?
8	HOMELINE	SWP Use of Magar ELK – lifting cushion	16/05/2010	16/05/2010	?	?
9	HOMELINE	SWP Use of sit / walk belts	16/05/2010	16/05/2010	?	?
10	HOMELINE	SWP Use of defibrillator	16/05/2010	16/05/2010	?	?
1	SHELTERED	Fire Management and Control (Communal Areas)	01/03/2011	01/03/2011	Mark Barnett	No further action
2	SHELTERED	Gritting / Litter Picking	01/03/2011	01/03/2011	Mark Barnett	No further action

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D7 Fully Compliant

Housing Health & Safety Legislation Compliance Check 2011		Judge	Completed By:
I. HEALTH & SAFETY MANAGEMENT			
1.1 The Health and Safety at Work Act 1974			
Do we provide: a safe place of work, safe systems of work, safe equipment, safe working environment and our Staff receive adequate information, instruction, training and supervision to keep them safe?		Fully Compliant	Safety policy reviewed and improved March/April 2011
Do our Suppliers to supply safe equipment/products?		Fully Compliant	Only corporate approved suppliers used.
1.2 The Management of Health & Safety at Work Regulations 1999 (Amendment) 2006			
Are risk assessments in place for all significant risks for staff including Temps, Young Persons, Pregnant Staff ?		Fully Compliant	Not applicable - support from Occupational Health
Is health surveillance provided to monitor Staff if work is noisy, or vibrating tools or work in dust/fume hazard conditions?		Fully Compliant	
Are competent persons identified ?		Fully Compliant	
Information regarding hazards & risks given to staff and training on precautions to take provided?		Fully Compliant	
Procedures in place to deal with serious and imminent danger eg fire or release of asbestos fibre?		Fully Compliant	
1.3 The Workplace (Health & Welfare) Regulations 1992			
Is the workplace & equipment maintained in safe condition ? See criteria below		Fully Compliant	Specialist asbestos officer within housing.
Is ventilation adequate, temperature comfortable and not below 16°C in offices & lighting satisfactory for task?		Fully Compliant	
Is general cleanliness apparent and maintained?		Fully Compliant	
Is there adequate workspace allocation (11 m3/person)?		Fully Compliant	
Workstation design & arrangement is safe and suitable for Staff and allows them to leave easily in emergency?		Fully Compliant	
Are all traffic routes & floors clear and free from obstructions and in good condition ?		Fully Compliant	
Do all areas accessible at height have fall protection? eg. Tops of buildings.		Fully Compliant	
Are windows that are able to be opened and closed safe and without risk to the person performing the task?		Fully Compliant	
Are doors, gates and barriers safe by design and maintained so that they don't cause a risk to the safety of persons?		Fully Compliant	
Are sanitary & washing facilities readily available, well ventilated and lit, clean and orderly?		Fully Compliant	
Is there an adequate supply of fresh drinking water in accessible places?		Fully Compliant	
Is there suitable and sufficient accommodation for work clothing/personal clothing, and drying facilities if needed?		Fully Compliant	
Are they suitable and sufficient facilities for changing, rest & eating?		Fully Compliant	
1.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR)			
Do all Managers understand that the following must be reported to the HSE without delay?		Fully Compliant	
Death or major injury - to be reported within 24 hours.			
Injury leading to 3 days absence from work (include weekends) - to be reported within 10 days.			
Dangerous occurrence eg. Lifting equipment failure, electrical short circuit causing fire, scaffold collapse, release of asbestos.			
Work related industrial disease - type injuries, dermatitis or sensitisation to specific substances.			

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A61 New questions Additional audit items

Swindon Borough Council Health & Safety Audit

Lead Auditor	
Audit Support	
Premises Representative (Auditee)	

Date	Start time
Premises	
Result	Summary of audit;
Follow Up (significant items) arranged for: -	

Total number of \bullet x 2 =	0
Total number of \wedge x 1 =	0
Actual score	0
Maximum Score =	No of lines completed x 2 0
Result =	Actual score x 100 Maximum score

Auditee
Audit Leader
HSW Dept Manager

- Good; - Partial improvement required (t); - improvement required; - Not applicable

	Check item	Pass/Fail	Comment	Control Measures	Who	When
Premises/Workplace Health & Safety	1 Responsible person for premises identified?					
	2 Is the asbestos register for the premises available on site?					
	3 Is the log book for water system checks (Legionella) available on site?					
	4 Is there a procedure for managing contractors on site? (signing in, emergency etc)					
	5 Housekeeping - Clean & tidy workplace?					
	6 Lighting levels appropriate to task?					
	7 S/T/F's hazards managed. Check floor surface condition potholes, cleaning signage etc.					
	8 PPE equipment in good condition and stored appropriately?					
	9 DSE - assessments carried out?					
	# Portable Appliance Testing up to date?					
	11 Electrical safety checks carried out and up to date? Check main panel sticker					
# COSHH file in place containing MSDS's and assessments?						
Fire Safety Management	# Has a fire risk assessment been completed for the site?					
	# Are items on action plan being addressed?					
	15 Weekly fire alarm test carried out - recorded/retained?					
	# Emergency lighting checks carried out and recorded?					
	17 Are fire extinguishers checked & serviced annually?					
	# Combustible goods or waste not stored next to building?					
	# Clear access to escape routes, extinguishers & break glasses?					
	# Fire doors not wedged open, free of obstructions and easily opened?					
	# Is a Personal Emergency Evacuation Plan (PEEP) in place for disabled occupants?					
# Are staff trained in the fire evacuation procedure for the site?						
# Are fire action notices & assembly point signs displayed appropriately?						
# Is there a record of a fire drill being completed in the last 6 months?						
# Are there sufficient trained Fire Marshalls & a system in place to clear the building?						
Risk Management	# Risk assessor has received appropriate training?					
	# Risk assessments in place and signed off for all significant tasks inc. temporary?					
	# Check assessments - all hazards identified and recorded level of risks reasonable?					
	# Safe systems of work in place & staff signatures confirm read/understood?					

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Many thanks for your attention

