



Toolbox TALK

HOW TO HANDLE A SAFETY AUDIT

What is the Purpose of a Safety Audit?

Safety audits and inspections are conducted by a variety of safety professionals. Whether the audit is conducted by your employer's safety manager, a third party such as RETTEW, or the Occupational Safety and Health Administration (OSHA), they all have the same goal: to ensure you are working in a safe environment.

What should you do?

As an employee, you should treat an audit day the same as any other day. The safety professionals want to see the normal tasks you conduct every day so they can help find ways to enhance the process and make each task safer for you.

Don't be afraid of an audit or inspection, and be open in interviews. As always, ensure you are working safely. Be prepared to have your work observed and tools/equipment inspected. The safety inspector wants to observe your work for any hazards, so they may observe you for a period of time. If an inspector asks you questions regarding your work or your employer, answer as best you can and don't be afraid of retaliation for your answers. Be prepared to share any safety documents you may use daily, such as the Job Safety Analysis, Toolbox Talks, Safe Plans of Actions, Health and Safety Plans, Hot Work Permits, and Confined Space Permits.

When the audit is complete, the auditor will review their findings with management and provide suggestions for corrective action. Management will then develop a plan to improve any outstanding issues.



Date:

ATTENDANCE RECORD

SUPERVISOR:

CREW MEMBERS PRESENT:

COMMENTS/FEEDBACK: