

HSE LEADERSHIP AUDIT

PREPARATION

- 2 auditors
- Specify the place, time and type of works

MONITORING

- Watch people working
- Listen and watch carefully
- Use check list
- Make a list of questions

DISCUSSION

- Create an atmosphere of trust
- Ask questions assuming detailed answers
- Determine the potential causes of harm and a degree of severity
- Define the preventive measures
- Speak compliments when necessary
- Come to mutual agreement

SUMMARIZING

- Summarize the findings and the lessons learnt
- Agree the measures
- Exchange opinions on the audit
- Discuss the quality of the auditors' work

AUDIT RECORD

- Indicate only the names of the auditors
- Write down conclusion and measures

CHECK OF EXECUTION

- Check, what decisions have been made
- Have your measures been implemented?
- Have the company planned measures been implemented ?

PEOPLE'S REACTION

Change of the body position at work
Changes in the work order or procedure:
More suitable or additional PPE

TOOLS AND EQUIPMENT

Are they suitable for this work?
Are they used correctly?
Are they in a working order?

PEOPLE'S POSITION

Pitch point
Slips and trips
Objects falling

PROCEDURES AND STANDARDS

Do they comply with the actions?
Are they officially approved?
Are they updated when necessary?

PERSONAL PROTECTION EQUIPMENT

Head and face
Ears, eyes and legs
Breathing, skin, arms

HOUSEKEEPING

Are they officially approved?
People informed and understand?
Are they updated when necessary?

APPROACH – exposure, no accusations or threats, respect towards people

ONLY THE QUESTIONS ASSUMING A DETAILED ANSWER!

How could you get harmed?
What injury could you get?
How could you prevent an accident?

What if anything unforeseen happened?
What can you tell about your job?
Who else could get harmed?