



Health & Safety Auditing

Ensure Total Compliance and Due Diligence

2 Days

An audit is the only way to ensure that your organization is totally compliant in all the areas in which it needs to be. What actually exists in the workplace may vary significantly from reports by managers, supervisors or workers. Should your workplace require improvement, an audit will provide the necessary baseline against which progress can be measured.

HOW YOU WILL BENEFIT

In this 2-day workshop you'll learn about the requirements of health and safety legislation and practise different tools and techniques that will allow you to evaluate your company's performance against published standards.

After the workshop, you will be able to:

- Initiate a formal health and safety audit and provide meaningful feedback that will provide upper management with the information to ensure due diligence in employee safety.
- Employ effective procedures to ensure all policies, procedures and training programs are in place.
- Ensure that managers, supervisors and workers are complying with those policies, procedures and training programs.

WORKSHOP DESCRIPTION

The Principles of Auditing

- Similar to accounting audits, H&S Audits compare the status of the organization's programs, policies, procedures and practices to legislative requirements and .
- You will participate as an audit team member in classroom scenarios that emulate workplace conditions.

H&S Auditing provides managers with a model and the tools for creating effective programs for ensuring environmentally compliant and safe workplaces.

The Six-Step Auditing Process

1. **Initiating:** Communicating with the people required to make the audit happen
2. **Planning:** Determining the correct course of action and acquiring the appropriate permissions and equipment
3. **Executing:** Putting the plan in action
4. **Monitoring/ Controlling:** Making notes, taking photos, keeping track
5. **Concluding:** Communicating with all stakeholders regarding the findings, before leaving the site
6. **Follow-Up:** Publishing the report and distributing to the right people

BUILD YOUR COMPETENCY IN:

- Recognizing hazardous conditions, actions, procedures, etc.
- Motivating others to work safely

ATTEND THIS WORKSHOP IF YOU...

- Are an executive
- Have any responsibility for a workplace
- Have any responsibility over another employee
- Are responsible for Human Resources
- Are on a health and safety committee

This highly interactive workshop includes individual and group exercises and role-plays. Participants will be equipped to apply immediately and effectively health and safety auditing skills in the workplace.

HOW TO REGISTER

To register, call **(613) 727-7729**

Or email training@algonquincollege.com

Dates: December 3, 4, 2009

February 4, 5, 2010

9:00 a.m. to 4:30 p.m.

Fee: \$695 (plus GST) for 2-day program

Location: 340 Albert Street, 11th Floor
Constitution Square, Ottawa

*Check-in, coffee and muffins starts at 8:30 a.m.
Afternoon refreshment provided.*

*Participants receive an Algonquin College Statement of Achievement. Group size is limited to 20.
On-site delivery of this workshop is available.*

Mike Gillissie

As a teacher, workshop facilitator and public speaker to large audiences, Mike specializes in helping others achieve the confidence to undertake the most important audit a company can undertake, one that may affect the health and safety of the people who work there. Mike's start was within the realm of manufacturing, using gases and chemicals so toxic that they could kill in seconds. Since 1994 he has owned and operated a consultancy for health and safety. He taught and coached others to be safety professionals. He is an accredited Canadian Registered Safety Professional (CRSP) and Occupational Hygiene Technologist (ROHT). He is winner of the 2009 Capital Educator's Award.