

## **CORPORATE HEALTH AND SAFETY COMMITTEE – 4TH APRIL 2005**

**SUBJECT: HEALTH AND SAFETY AUDIT PROCEDURE**

**REPORT BY: DIRECTOR OF THE ENVIRONMENT**

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### **1. PURPOSE OF REPORT**

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the health and safety audit procedure.

### **2. SUMMARY**

2.1 Auditing health and safety performance is an integral part of the work of the Corporate Health and Safety Unit and is essential to ensure compliance with the HSE's guidance 'Successful Health and Safety Management.'

2.2 Auditing allows effective measuring and monitoring of health and safety performance ensuring we move towards performance improvement.

2.3 It was identified that there was a need for a transparent health and safety auditing procedure clearly setting out the audit steps and responsibilities. The auditing procedure is attached in appendix 1.

2.4 The auditing procedure increases managerial accountability for health and safety ensuring that Directorate and Corporate Health and Safety Officers work with Managers to resolve identified health and safety issues.

2.5 The procedure also sets out a procedure for informing Senior Managers, Directors and if necessary the Chief Executive in the event of serious health and safety breaches which are unable to be resolved.

2.6 The auditing procedure allows the Authority to keep close control of health and safety concerns and for issues to be addressed at the highest level where appropriate.

2.7 It is hoped the procedure will lead to improved health and safety performance as Managers recognise their responsibilities and are clear as to the implications in the event of non-compliance.

### **3. RECOMMENDATION**

3.1 That the contents of the report be noted.

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