



## **Standard Operating Procedure for Conducting Safety Audits**

### **1. Purpose**

The purpose of this standard operating procedure (SOP) is to provide guidance on conducting safety audits in accordance with best practices from OSHA general industry.

### **2. Scope**

This SOP applies to all safety audits conducted by the company.

### **3. Responsibility**

The safety manager is responsible for the implementation and oversight of this SOP.

### **4. Procedures**

#### **4.1 Planning**

The safety manager will develop a plan for each safety audit, which will include the following:

- The purpose of the audit
- The scope of the audit
- The date and time of the audit
- The location of the audit
- The personnel who will conduct the audit
- The criteria that will be used to evaluate the safety program
- Training the auditors to make proper observations and how to intervene.

#### **4.2 Conducting the Audit**

The safety auditor(s) will conduct the audit in accordance with the plan. The auditor(s) will interview employees, observe work activities, and review documentation. The auditor(s) will document any findings during the audit. The auditor should not intervene in an unsafe finding, because they could be injured during the intervention. The auditor should observe and report without attempting to remedy an unsafe finding.

#### **4.3 Reporting the Findings**

The safety auditor(s) will report the findings of the audit to the safety manager. The safety manager will review the findings and develop a plan to address any identified hazards.



#### **4.4 Follow-Up**

The safety manager will monitor the implementation of the corrective action plan and will conduct a follow-up audit to ensure that the hazards have been adequately addressed.

#### **5. Records**

The safety manager will maintain records of all safety audits, including the plan, findings, corrective action plan, and follow-up audit.