



MANAGEMENT SAFETY AUDIT



BUILDING COMPETENCE, INSPIRING CONFIDENCE

Course Objectives

This training enables organizations to strengthen their safety culture and regulatory compliance by equipping management and auditors with the knowledge and practical skills required to plan, conduct, and follow up on effective safety audits. Participants will learn how to identify risks, evaluate safety systems, and recommend corrective actions to prevent incidents and improve overall workplace safety

Course Summary and Key Takeaways

- Best practices in safety auditing
- Common audit challenges and solutions
- Management commitment to ongoing safety improvement



Course Content

Introduction to Safety Audits

- Importance of safety audits in organizational safety programs
- Role of management in safety auditing
- Types of safety audits (internal, external, compliance, system-based)
- Safety audit vs. safety inspection

Legal and Regulatory Framework

- Overview of occupational health & safety regulations
- Compliance requirements and organizational responsibilities
- Consequences of non-compliance
- Linking audits with legal and corporate standards

Course Content

Safety Management Systems Overview

- Elements of an effective Safety Management System (SMS)
- Policies, procedures, and safe work practices
- Risk assessment and hazard control hierarchy
- Documentation and record keeping

Safety Audit Planning

- Defining audit objectives and scope
- Audit criteria and standards
- Audit team roles and responsibilities
- Audit checklists and templates
- Pre-audit preparation and communication

Course Content

Conducting the Safety Audit

- Step-by-step audit methodology
- Workplace walkthroughs and observations
- Interviewing employees and supervisors
- Reviewing documents and records
- Identifying hazards, unsafe acts, and unsafe conditions

Risk Identification and Evaluation

- Identifying procedural gaps and system weaknesses
- Assessing risk severity and likelihood
- Prioritizing audit findings
- Root cause analysis basics

Course Content

Audit Reporting

- Structuring an effective audit report
- Writing clear and actionable findings
- Classification of observations (critical, major, minor)
- Communicating results to management

Corrective and Preventive Actions

- Developing corrective action plans
- Assigning responsibilities and timelines
- Tracking and verifying corrective actions
- Preventive measures to avoid recurrence

Course Content

Post-Audit Follow-Up and Continuous Improvement

- Audit follow-up process
- Measuring effectiveness of corrective actions
- Integrating audit results into continuous improvement
- Using audit outcomes to strengthen safety culture

Practical Exercise / Case Study

- Sample safety audit scenario
- Review of audit checklist and report
- Group discussion and lessons learned



Instructor



Mr. Asad Aleem

Senior Trainer & Consultant

Mr. Asad Aleem is a seasoned HSE leader with 30 years of service at Engro, spanning Marketing, Logistics, and HSE. He drove safety excellence by leading initiatives that earned the company its first-ever Dupont Rating 4 and won two Marketing Excellence Awards. His landmark achievement—the Defensive Driving & Riding Program—dramatically reduced fleet accidents and was later adopted by other organizations. He also developed a community safety awareness program recognized by the company's board. With an EMBA from LUMS and an MSc in Physics from the University of Karachi, Asad combines technical expertise, regulatory insight, and strong leadership to create safer, more efficient workplaces.

Logistics

Duration

1 day

Location

Client site or Lahore

Training Instructors

Mr. Asad Aleem

Get in Touch

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