
 GOVERNMENT OF DUBAI	<b>Organization Unit</b> <b>Public Health &amp; Safety Department</b>	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY	
	<b>Form sheet title:</b>	<b>Guidelines for Safety Audit Reports</b>		اسم النموذج:
	<b>Doc Ref.</b>	<b>DM-PH&amp;SD-P4-TG02</b>		رقم النموذج:

## Guidelines for Safety Audit Reports

**Background:** A safety audit enables the assessment of safety standards in the workplace. It also helps to identify unsafe work practices and procedures. Since the majority of industrial accidents are caused by the unsafe practices of personnel, reacting to information gathered from audits can prevent accidents. Each major industry should have an audit program involving regular audits concentrating on safety in plant, machinery, equipment and procedures.

Safety audits will be required for major industries to ensure compliance with the provisions of Local Order No. 61 of 1991, "Occupational Health and Safety Regulations" in the Emirate of Dubai".

### **Guidelines :**

#### **1. Objectives**


*The aims of a safety audit are to:*

- 1.1. Appraise existing plants on occupational safety, hygiene and health aspects to determine where improvements could be made.
- 1.2. Review of drawings and other specifications for new facilities and equipment to ensure they meet safety, hygiene and health requirements and safe practices.
- 1.3. Review compliance with Municipal Regulations.
- 1.4. Identify hazards and establish preventive and corrective measures.
- 1.5. Assess company policy, responsibility, supervision and safety program enforcement and effectiveness of hazard control.
- 1.6. Appraise the safety performance of the factory.
- 1.7. Assess risks and plan for emergencies.

#### **2. Stages of Safety Audit**

##### **2.1. Selection of an audit team**

An safety audit team comprising of a leader and several members shall be formed. The exact size will be determined by the

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- i. Time span of the audit
- ii. Manpower availability
- iii. Plant processes and size.

The audit team may consist of

- \* Consultants. (Third party agency)
- \* General Manager/Works Manager
- \* Safety Manager/Officer
- \* Safety Engineer/Officer
- \* Supervisor/Engineer of individual plant.
- \* Medical Officer
- \* Officer of Occupational Health and Safety Section, Dubai

Municipality as required by the Public Health and Safety Department.

## 2.2. Audit Scope

The audit scope will be determined by the Public Health and Safety Department, Dubai Municipality at the time of requiring the employer to conduct a safety audit. An audit may involve a single industrial process/section of a factory or an entire industrial facility or to a particular scope specified.

The management may conduct additional safety audits in addition to the requirements made by the Public Health and Safety Department.



## 2.3. Collection of Data

The preliminary data on plant operations is vital information for a safety audit program. The type of information that will be useful in conducting the audit are as follows:

### 1. Design information

- \* Plan, elevation, cross-section of buildings and layout of plant and machinery.
- \* Process flow charts
- \* Raw materials used.
- \* Process details and operating manuals.
- \* Plant, machinery and equipment details
- \* Plant designs including egress and exits.

### 2. Production process/activity, maintenance and procedures

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- \* Job descriptions/functions of personnel.
- \* Operating procedures.
- \* Maintenance activity/periodical testing of plant and equipment.
- \* Hazardous processes/activities.
- \* Physical, chemical and biological hazards in various activities.
- \* Material safety data sheets.
- \* Manpower involved.
- \* Identification of each type of workplace.

### 3. Safety Activities



- \* Management commitment to Safety - Safety Policy - Accident Prevention Programs.
- \* Personal protection and medical examination.
- \* Accident statistics/occupational illness/safety performance.
- \* Safety control measures/procedures.
- \* Safety training.
- \* Risk assessment/safety reports.

#### 2.4. Inspection and identification of hazards in the plant, equipment, handling, etc.

1. The main objective of an inspection is the identification and appraisal of accident and loss producing conditions and practices and suggestion of accident prevention methods procedures and programs for each workplace.
2. A detailed safety inspection should identify the physical, chemical and biological hazards in the workplace.
3. An inspection should give special attention to high risk operations and activities and previous audit observations.
4. The inspection should involve conditions as well as practices.

#### 2.5. Comprehensive Plant Safety Assessment

A comprehensive plant safety assessment is done with the help of thorough analysis of the safety inspection reports and other data collected. The assessment should cover safety in design, operation of plant and equipment, procedures and also workmen's attitude and work practices.

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## 2.6. Evaluation of Safety Performance and Regulatory Compliance

1. Accident statistics
  - I. The accident statistics help to identify causation factors and whether additional safety requirements are needed to eliminate them in future accidents.
  - ii. The statistics on accidents , injury and severity help to
    - a. Compare from period to period and
    - b. Indicate whether they are improving or deteriorating and to assess the safety performance of the company.
2. Evaluate the various aspects of safety against the regulatory standards and practices including exposure to chemicals in workplace air.
3. Report on company safety practices, policies and accident prevention systems and emergency evacuation procedures.

## 2.7. Preparation of Safety Audit Report

1. When all the required information and findings are collected, they should be documented and filed for reference.
2. A safety audit report should cover the results of audit and recommendations on occupational safety, health and hygiene aspects.

### *Format*


#### *a. Introduction*

- Company operation
- Dates of audit conducted
- Team members involved
- Safety, health and hygiene issues that provide the basis for the audit.

#### *b. Scope of Audit*

- Terms of reference giving the target processes and equipment that are included.
- Plant facility layout and details.

#### *c. Results of Audit*

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- Provide both qualitative and quantitative description of safety aspects identified for each work place and the plant as described below:

- \* Processes
- \* Maintenance activities
- \* Methods and practices
- \* Storage, handling practices
- \* All other areas concerning safety of personnel, plant and equipment including fire hazards.

**d. Evaluation of audit**

1. Provide management and technical assessment of safety, Health and hygiene issues under occupational safety and health program.
2. Assess compliance with Occupational Health and Safety regulations – of - Local Order No. 61 of 1991.
3. Evaluate emergency plan and procedures of the plant with reference to the work area.

**4. Recommend**

- i. Changes to management policies, practices or procedures and other accident prevention programs.
- ii. Introduction of comprehensive occupational safety and health program.
- iii. Action plan for various recommendations.
- iv. Training requirements
- v. Plant equipment modifications or replacement.

**3. Submission of Reports**

A copy of the Safety Audit Report shall be submitted to Public Health and Safety Department in compliance with the requirements to prepare the report.

**FURTHER INFORMATION IS AVAILABLE**  
**Public Health and Safety Department**  
**Tel: 2064244 FAX: 2270160**