



# Employee Safety and Health Program

## Policy 13: Safety and Health Audit Program

### References:

North Carolina General Statutes § 95-148  
North Carolina General Statutes § 143-580 – § 143-584 13  
North Carolina Administrative Code 07A.0601  
NCDOL Employee Safety and Health Program Policy 2: Designation and Responsibilities of the Safety and Health Committees

### Purpose:

To establish an internal audit procedure for the employee safety and health program.

### Policy:

- I. The Department shall establish an internal audit procedure to review the effectiveness of established safety and health policies and procedures, determine if each Unit safety and health committee is adhering to established policies and procedures, and document any observed work place hazards.
- II. The Employee Safety and Health Steering Committee shall manage the safety and health audit process consistent with the Committee's responsibility to review NCDOL safety and health policy and general procedures required by Employee Safety and Health Program Policy #2.
- III. A safety and health audit shall be scheduled for each Unit at least once every three years.

### Procedures:

- I. Audit Team
  - A. The audit team shall consist of the Safety and Health Coordinator(designated Lead Auditor), and including but not limited to employees selected by the Safety and Health Coordinator and approved by the Safety and Health Steering Committee.
    1. The Safety and Health Coordinator will determine the level of assistance required to complete the audit of each Unit;
  - B. The Safety and Health Coordinator shall ensure personnel who perform an internal audit are independent of the process being evaluated;
  - C. Members of the audit team shall be qualified to conduct the audit based on their knowledge of the department's safety and health procedures and requirements;
  - D. At least one member of the audit team shall have the technical expertise and knowledge to identify safety and health hazards in the work place and determine adherence with OSHA standards;
- II. Audit Procedures
  - A. The audit will be managed by the Safety and Health Coordinator and /or his/her designee; and
  - B. The lead auditor will contact the Unit to schedule the internal audit;
  - C. An opening and closing conference will be scheduled with the Unit. The opening conference will describe the scope of the audit and the audit methods and procedures.
  - D. The Unit audit results will be shared with the Unit during the closing conference;



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- E. The Lead Auditor will prepare the audit report with assistance from the audit team. The report shall consist of all deficiencies identified of NCDOL's safety and health policies including applicable OSHA standards.

### III. Scope of Audit

- A. A determination a Unit's safety and health committee as viable and has demonstrated adherence to Employee Safety and Health Program Policy #2. This would include proper representation and required committee meetings with committee activity documented on the Employee Safety and Health intranet page; and
- B. Verification the Units' safety and health training needs are assessed and that training is provided as required; and
- C. A documented hazard assessment by the Unit which includes an assessment and/or the determination for required PPE of Unit employees; and
- D. Job safety analysis conducted by the Unit and documented for each position in the Unit; and
- E. A review of each Unit's specific policy(s) to determine if policy(s) are appropriate and updated as required. This would include policies required by specific OSHA Standards; and
- F. Any hazards observed in the Unit must be evaluated and documented in the report with a reference to the appropriate OSHA Standard; and
- G. Safety and health programs required by specific OSHA Standards must be reviewed; and
- H. The audit team must review the results of the quarterly inspections conducted by the Unit for the building area occupied by the Unit. Any persistent problem areas must be documented in the audit report.

### IV. Follow-up Audit

- A. A follow-up audit must be conducted for each Unit in which no documentation has been received for identified deficiencies;
- B. The follow-up audit should be conducted within 30 days of the original audit closing conference date;
- C. The follow-up audit team does not have to include all members of the original audit.

### V. Audit Report

- A. The audit report shall be prepared by the Lead Auditor with assistance from the audit team;
- B. The audit report shall include the documentation of any Unit deficiencies from established safety and health policies and procedures or violations of any OSHA standards;
- C. The audit report must document any building issues determined by quarterly Unit inspections;
- D. A copy of the audit report will be provided to the Safety and Health Steering Committee Chairperson; the Chairperson will present the audit report to the Steering Committee, the Unit, and NCDOL Senior Management.



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