

Program: **Certificate in Occupational Health & Safety**

Course: **COHS 3410 – Occupational Health and Safety Auditing**

Instructor: **Glyn Jones**

Course Description:

This course is designed to provide students with an intensive overview of the theory and practice of performing occupational health and safety audits. The course provides a real emphasis on the importance of auditing to the continuous improvement process of occupational health and safety programs. The course reviews the fundamental principles of auditing and describes the audit process itself in detail. The features of several different audit instruments are identified, along with considerations for best application in diverse types of occupational environments. Relevant OHSE case studies and examples are referenced throughout. By course end, students should have a strong understanding of contemporary OHSE auditing practice, and should be ready to begin applying auditing principles within workplaces.

Learning Outcomes:

- Possess basic knowledge of established HSE audit principles and techniques;
- Demonstrate the application of audit data collection techniques;
- Possess the ability to interpret and analyze audit data to generate meaningful information/opinion;
- Posses basic knowledge of interviewing, verifying, evaluating, communicating, and reporting skills;
- Understand the difference between an inspection and an audit;
- Possess knowledge required to develop, apply and improve auditing tools and processes; and
- Understand the difference between a compliance audit and a management system audit.

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Course Outline:

Module 1: Introduction to Auditing

Module 2: Audit Protocols

Module 3: Audit Planning and Document Review

Module 4: Interview Skills

Module 5: Familiarization and Observation Tours

Module 6: Reporting and Action Plan

Academic Requirements:

- 6 module Quizzes worth 80%
- 1 written assignment worth 20%

Other:

42 hours of contact work

5 BCRSP Points

BCRSP Domain: Auditing (AU)