Occupational health and safety

HSE Field Inspections and Audits

One day to carry out HSE inspections and audits that move the field forward rather than fill in checklists: prepare the visit, observe installations and practices, talk with the teams, rate findings and follow actions through to closure. The afternoon takes place in your workshops, with a real inspection carried out in pairs.

Duration : 1 day

Objectives

1. Distinguish periodic verification, safety walk-round, planned inspection and HSE audit
2. Build an inspection checklist suited to an area of your site
3. Observe conditions and behaviours, and talk with operators without an inspector’s posture
4. Write factual findings, rate them and propose proportionate actions
5. Follow up actions and use the results to steer prevention

Programme

Day 1 — morning

• Types of control: periodic equipment verifications, internal inspections, management visits, HSE audit

• Inspection programme: areas, frequencies, inspectors, priority topics drawn from the risk assessment

• Inspection checklist: housekeeping, circulation, machine guarding, storage, fire, PPE, signage

• HSE audit: criteria, sampling, evidence, internal audit principles applied to OH&S

Day 1 — afternoon (workshop)

• Workshop: real inspection of an area of your site, in pairs

• Writing findings: observed fact, requirement, risk, photo, rating

• Immediate feedback to the area manager and choice of immediate actions

• Follow-up: action table, reminders, closure verification; knowledge test

Teaching methods

• Inspection in pairs in your workshops, warehouses or maintenance areas

• Checklist built in the classroom, then tested in the field

• Exercises in writing findings from photos

• Role play of the feedback to the area manager

• Knowledge test on the types of control and the writing of findings

Assessment and documents

Assessment of the findings written during the inspection and a knowledge test, plus a day+1 learner feedback survey. Numbered certificate, verifiable online, for each participant; training report, inspection checklist and workshop findings given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

Module of the HSE Coordinator Cycle. To lead internal audits of your ISO 45001:2018 system, the course “Internal Auditor — ISO 19011:2018” takes over.

Practical information

Duration	1 day
Audience	HSE managers and coordinators, production and maintenance supervisors, safety committee members
Prerequisites	No prerequisites; the course “Occupational Risk Assessment” is an advantage.
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Inspection or HSE audit, what is the difference?

An inspection looks at the state of an area at a given moment: installations, housekeeping, behaviours. An audit checks that a process works over time, with evidence: induction of new starters, permits to work, action follow-up. The two complement each other.

Do we need a different checklist for each area?

A common base with a few points specific to each area is generally enough: a loading dock, a washing room and a maintenance workshop do not present the same risks. The course shows how to draw these points from your risk assessment.

Are periodic equipment verifications covered?

Their place is explained, but they remain carried out by competent people or bodies. The internal inspection checks that they are done on time and that remarks are cleared.

Who can inspect?

Supervisors, HSE coordinators and liaisons, safety committee members. A pair combining a supervisor and an operator from another area often gives the most useful view.