

Agenda

Day 1

- 8.00 a.m. Welcome and Introductions
Introductory Session
- Session 1: Management System Auditor Certification**
- Session 2: Occupational Health and Safety Management Systems**
Review Pre-Course Questionnaire
Activity 1 – PDCA
- Session 3: Documentation**
Activity 2 – Documents vs. Records
- 12.00 noon Lunch
- 12.45 p.m. **Session 3 Documentation *continued***
- Session 4: OHSAS 18001:2007**
Activity 3 – General Requirements and Policy
Activity 4 – Review of OH&S Procedures
Activity 5 – Identifying Activities and Hazards
Activity 6 – Assessing Risks/Determining Controls/Assessing Residual Risk
End of Day Examination and allocation of evening work
- 5.00 p.m. Review and close

Note: ten-minute breaks will be given in the morning and afternoon on all days.

Day 2

8.00 am Review of End of Day 1 Examination

Session 4: OHSAS 18001:2007 *continued*

Activity 7 – Objectives and Programs

Activity 8 – Roles, Responsibilities, Accountabilities and Authority

Activity 9 – Incident Reporting and Investigation

Activity 10 – Incident Investigation

Activity 11 – Challenges and Benefits of Internal Audits

12.00 noon Lunch

Session 5: OHS Regulations

Activity 12 – Legal and Other Requirements

Session 6: OHSAS 18002:2008

Session 7: Introduction to Auditing Management Systems

Questions

End of Day Examination

5.00 p.m. Course Close

Agenda

Day 3

8.00 am **Session 1: Management System Auditor Certification (optional)**

Session 2: Audit Basics

Activity 1 – ISO 19011:2011 Terms and Definitions

Activity 2 – Introduction to St Martha's Memorial Hospital

Session 3: Auditor Competence

Activity 3 – Determining Competence of Auditors

Session 4: Managing an Audit Program

12 noon LUNCH

12.45 pm **Session 4: Managing an Audit Program *continued***

Activity 4 – Managing an Audit Program

Activity 5 – Selecting Audit Team

Session 5: Performing the Audit Part 1 – Planning

Activity 6 – Audit Conventions

Activity 7 – Audit Schedules

Activity 8 – Preparing Work Documents

Review and Questions

End of Day Examination

5.00 pm Review and Close

Evening work will be allocated by the instructor

Day 4

8.00 am **Session 6: Performing the Audit Part 2 – Conducting the Audit Activities**

Activity 9 – Conducting Opening Meetings

Activity 10 – The Live Audit of St Martha’s Memorial Hospital

Activity 11 – Nonconformity Writing

Activity 12 – Conducting Closing Meetings

Session 7: Performing the Audit part 3 – Concluding the Audit

Activity 13 – Corrective Action

Activity 14 – Audit Report

End of Day Examination

Course Wrap-Up and Questions

5.00 pm Course Close

Note: A working lunch will be taken on Day 4 at an appropriate point in the course activities.