



Issue No.: 01

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Date of issue: 23.04.2022

Doc. No: HSE/Standard/06

TITLE: HSE Audit and Inspection

## HSE Audit and Inspection

### Purpose:

Safety audits and inspection at **Himadri Speciality Chemical Limited (HSCL)** are primarily intended to assure that effective program elements are in place for identifying, eliminating, or controlling hazards that could adversely impact a company's physical and human assets. Its aim is to:

- Eliminate abnormalities
- Reduce risks and waste
- Standardize Tasks
- Requirement of additional training to workmen
- Influence behaviors

This audit and inspection programme is designed to comply as per the West Bengal Factories Act 1948 and West Bengal factories Rules 1958 and also comply the requirement of ISO 45001:2018.

### Scope:

This Standard is mandatory and applies to all HSCL on-site activities in all production/manufacturing units, plants, offices, R&D Centers, Warehouses, and Laboratories.

### References

- West Bengal Factories Act 1948
- West Bengal factories Rules 1958
- Requirement of ISO 45001:2018
- IS 14489:2018

### Audit Procedure:

Audit will be done using the Audit Format (appendix-1).

The Safety Audit involves at least one observation/discussion It will typically last around ½ hour & contain following steps:

Step 1: Introduction to auditee explaining purpose of audit

Step 2: Observation of the task

Step 3: The Conversation with auditee of the unsafe acts / condition captured.

Step 4: Closing of audit observation.

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**Line PPS Management:** (appendix-2)

Uploading all Audit findings /observation on the Line PPS Board to create visibility.  
 Monitor action plan of mitigation in every shift  
 Escalate to higher management if issues are not resolved.  
 Issues that require a CAPAEX to be taken out from Board and escalate separately.  
 Resolved Issues sustained for 6 shifts continuously, remove from board after taking a snap & achieve.



**Audit Participation:**

Internal HSE related inspection to be ensured in periodical way involving employees across various departments. The schedule, timings and all the other necessary details to be provided to all concerned prior to the Audit. Audit participation shall achieve a target of 85% participation gradually.

**Result and Actions of Audit**

The primary purpose of an HSE audit is to assess the organization's compliance with health, safety, and environmental regulations, identify areas of non-compliance, and recommend improvement or corrective actions. Here are some potential outcomes or results of an HSE audit:

1. **Safety Improvement Opportunity:** The HSE Audit will attempt to find out Safety Improvement Opportunities, which is an idea aimed at improving safety. It can address any unsafe condition or unsafe act, with an objective to eliminate it permanently. Also aim at to identify opportunities for continuous improvement in HSE performance, such as enhancing procedures, training programs, risk management processes, or incident investigation practices. These opportunities allow the organization to proactively improve its HSE management systems and performance.
2. **Corrective Actions:** They are improvements to an organization's processes taken to eliminate causes of non-Conformities or other unwanted / undesirable situations. The audit report typically includes recommendations for corrective actions to address identified non-compliance or improvement areas. These actions outline specific steps that the organization should take to rectify the issues identified during the audit.
3. **Compliance Findings:** The audit report may include findings indicating compliance with HSE regulations, standards, and internal policies. This indicates that the organization is meeting the required HSE requirements and demonstrates a commitment to maintaining a safe and environmentally responsible workplace.

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4. **Non-Compliance Findings:** The audit may identify areas of non-compliance where the organization is not meeting the required HSE regulations or standards. These findings highlight deficiencies or gaps in HSE management systems, practices, or controls that need to be addressed.
5. **Observations and Recommendations:** The audit report may include observations and recommendations for improvement, even if there are no significant non-compliance findings. These observations may highlight areas where the organization can enhance its HSE performance, implement best practices, or mitigate potential risks.
6. **Compliance Assurance:** The result of an HSE audit provides assurance to the organization and stakeholders that the HSE management systems and practices are effective in maintaining compliance and mitigating risks. It demonstrates the organization's commitment to creating a safe and environmentally responsible work environment.
7. **Compliance Tracking and Monitoring:** The audit results serve as a baseline for tracking and monitoring the organization's progress in addressing non-compliance findings and implementing corrective actions. It helps ensure that the necessary steps are taken to achieve and maintain compliance over time.

It is important to note that the result of an HSE audit should be seen as an opportunity for improvement rather than a negative assessment. HSCL views the findings and recommendations as valuable information to enhance their HSE performance, strengthen their safety culture, and continuously improve their HSE management systems.

**Types of Audit**

1. Internal Audit
2. External Audit

**1. Internal Audit**

Internal audit shall be conducted for on-site operations and for the various activities at HSCL Plants. HSCL Process owner, Field Manager, Supervisor, HSE officer shall conduct audit for on-site operations as per the circulated internal Audit Schedule covering Contractor Operations and in-house facilities.

**2 External Audit**

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External audit shall be conducted by independent consultant on chosen operations. It is recommended to conduct this audit at least once in every years mandatorily covering statutory compliances and ISO management system as well.

**HSE Inspection** (including Walkthrough, Safety Tours or Housekeeping Inspections)

A HSE assessment that focuses primarily upon the adequacy of the physical working environment in which staff and others work.

**Responsibility**

At HSCL, Health, Safety, and Environment (HSE) audits involve the participation and responsibilities of various departments to ensure comprehensive coverage and effectiveness. While the specific responsibilities may vary based on the industry and organizational structure, here are the common departments and their roles in HSE audits:

**HSE Department:**

1. Develop HSE audit programs and procedures and engage other departmental representative during the Audit Procedure.
2. Coordinate and oversee HSE audits across the organization.
3. Ensure compliance with applicable HSE regulations and standards.
4. Provide guidance and support to other departments during audits.
5. Evaluate the effectiveness of HSE management systems and programs.

**Operations Department:**

1. Actively Participate with the team during the course of the audit.
2. Provide Evidences on implementation and maintain safe work practices and procedures.
3. Ensure compliance with HSE policies and regulations.
4. Provide necessary resources and support for HSE audit Team.
5. Participate in audits to assess operational activities, equipment, and processes.
6. Address identified non-compliance or deficiencies in a timely manner.

**Maintenance Department:**

1. Actively Participate with the team during the course of the audit.
2. Provide Evidences on implementation and maintain equipment and machinery to ensure safe operations.
3. Participate in audits to assess the maintenance practices and procedures.
4. Identify potential hazards and risks associated with equipment maintenance.
5. Ensure compliance with maintenance-related HSE requirements and standards.
6. Implement corrective actions to address maintenance-related findings.

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**Engineering/Projects Department:**

1. Actively Participate with the team during the course of the audit.
2. Evidence of incorporation of HSE considerations into the design of facilities, processes, and projects.
3. Participate in audits to assess the design and engineering controls for HSE.
4. Verify compliance with HSE requirements during the construction or modification of facilities.
5. Address HSE-related issues identified during audits and ensure proper design changes are implemented.

**Human Resources Department:**

1. Actively Participate with the team during the course of the audit.
2. Establish and maintain HSE training programs.
3. Ensure proper onboarding and training of employees regarding HSE policies and procedures.
4. Participate in audits to assess employee awareness and training effectiveness.
5. Maintain records of training and competency assessments.
6. Address any HSE training-related gaps identified during audits.

**Quality Assurance/Quality Control Department:**

1. Actively Participate with the team during the course of the audit.
2. Assess compliance with quality standards that have HSE implications.
3. Participate in audits to evaluate the effectiveness of quality control measures from an HSE perspective.
4. Verify adherence to quality control procedures for HSE-related processes.
5. Address any HSE-related quality control deficiencies or non-compliance.

**Procurement Department:**

1. Actively Participate with the team during the course of the audit.
2. Ensure suppliers and contractors meet HSE requirements.
3. Participate in audits to assess supplier and contractor compliance with HSE standards.
4. Verify that procurement processes include HSE considerations, such as evaluating safety records and certifications.
5. Address any HSE-related issues identified with suppliers or contractors during audits.
6. Employee Representatives/Committees.

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