

SAFETY AUDIT PLAN

Goals:

- Prevent injury and illness to faculty, staff and students as well as reducing the risk of an unwanted incident that could result in loss of assets to the University by a process of continuous improvement.

Objectives:

- Measure the effectiveness and status (departmental or campus-wide) of implementing our safety programs
- Contribute to the success of University goals by reducing the risk of loss to University assets (employees)
- Enhance both regulatory compliance and work toward best management practices

Audit Process

1. Review list of safety programs - select and document programs to be audited (prioritize)
2. Select and document stakeholders, departments and management to be included
 - a. Determine auditor (departmental self-audit, safety office, external)
3. Determine audit frequency and schedule on master list
4. Develop program or topic specific audits
5. Plan, schedule and conduct audits
 - a. Determine if audit is planned and announced to stakeholders or unannounced
 - b. If announced, invite key stakeholders to participate
6. Communicate audit results to stakeholders, departmental chair, division director and include corrective actions noted and timetable for department to respond in writing with corrective actions taken or planned
7. Follow-up to review if corrective actions are implemented by stakeholders