



Risk and Safety Internal Auditor Training

6 days (48 hours)

Description

Training will train employees in critical thinking skills, data gathering and sorting, process evaluation and resource management to establish an internal auditing team and process.

Employees will learn that internal safety audits drive improvements within the company, create a culture focused on prevention and managing risk. A company with an infrastructure of self-assessment and process improvements creates job stability, increased growth opportunities, career advancement and increases employee engagement. The employees will learn the skills necessary to conduct and complete internal safety audits.

Overview

This 6-day training can be delivered in 12 – 4hr training sessions to make the content more easily digestible, this will be delivered in person. It is Ideal for 3 – 8 participants.

Learning Objectives include:

- How to choose key performance indicators, gather data and make decisions
- Study of what is an effective, measurable, and sustainable in a safety and health management system
- Characteristics of leadership and the roles in safety audits, safety committees and executive management teams
- How to develop an audit schedule
- How to prepare for the audits
- How to conduct interviews, trainings, and complete audits
- How to review data, use the data and make decisions that focus on continuous improvement
- Become a qualified auditor for your employer

Skills

Employees will learn the skills necessary to perform internal audits throughout the company in addition to safety. These skills enhance their personal resumes and provide them experience to advance within an organization or move to another. They will be effective communicators, problem solvers and learn to advocate for process improvements.

Certificate

The employees will receive a certificate of completion.



Curriculum of Learning, Practice, and Implementation

Culture

- Hierarchy of Communication
- Turtle Model
- Activity – Where is Waldo?
- Review findings

Communication and Roles and Responsibilities

- Hierarchy of Communication
- Verbal
- Written
- Roles and Responsibilities in the Process
- Execution, Follow Through, Follow Up, Measures and Revisions

Mapping Processes in Safety

- Choosing processes and looking for redundancy, inconsistency, and gaps.
- Developing Improvements in the current model
- Activity – write out 3 -5 SHMS processes
- Review findings

Developing a Dashboard, Setting Goals, Identifying markers of success and markers for revisions

- What's working now? What isn't?
- What are the goals of audit team, executive management team, customers?
- How do you measure and use the data for making decisions, changes and improvements?
- Activity – Write out the goals and objectives, markers
- Review Findings – Compare

Develop the Audit Process

- Scheduling
- Forms
- Training Staff

Testing and Evaluating the Model