

POLICIES AND PROCEDURE

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Procedure Code:

ADM-8.5.1-005-05

Section 8.5.1

Section 8.0 Operation

Effective Date:

December 01, 2017

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0.3.1

Product Realization

Revision No.

SAFETY AUDIT INSPECTION REPORT

Scope: This manual covers the standard procedures on the Safety Officers Audit Inspection.

Objective: To ensure the safety of the employees in the facilities and hazards findings are address and ensure that we are OSHS-DOLE compliance.

Reference: Safety Audit Checklist and Safety Audit Report.

Responsibility:

- The Safety Officers shall be responsible to inspect the facilities and record the hazard findings.
- The Safety associate shall be responsible to validate all the Safety Audit Checklist and Safety audit reports of Safety Officers.

Ownership address.

: The Admin Services, Safety and Security Manager shall ensure that all audit findings are

Definition of Terms:

Safety Audit Checklist- This form used by the Safety Officers to identified hazard inside the facilities.

Safety Audit Report- This form used by the Safety Officers to report all the hazard findings wherein Safety Officers recommend also to address the findings.

OSHC- refers to the Occupational Safety and Health Standards.

DOLE- refers to the Department of Labor and Employment.

Hazards- refers to the risk or danger.

Policies

- To ensure that we are compliance with the OSHS-DOLE.
- Safety associate shall be responsible for the scheduling of Safety Audit Inspection.
- Safety associate and Safety and Security Manager shall responsible for the scheduling of Safety Officers meeting.
- Safety associate and Safety and Security Manager shall responsible to address all the Safety Audit Findings.

Audit	Schedule
Safety Audit Inspection	Twice a year (Every 6months)

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SAFETY AUDIT INSPECTION REPORT

Procedure:

Safety Associate

- 1. Safety Associate shall call a meeting to the Safety Officers prior the Audit.
- 2. Coordinate with Safety Officers on the schedule of Safety Audit.

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Safety Officers

3. Safety Officers shall be record all the hazards findings during the audit and recommend how to address audit findings.

Safety Associate

4. Safety Associate shall validate all the Safety Officers Audit report and checklist.

Admin Services-Safety & Security Manager

5. Once that report validated by Safety Associate, Admin Services-Safety & Security Manager shall ensure that all findings are properly address.



SAFETY ASSOCIATE

- 1. Safety Associate shall call a meeting to the Safety Officers prior the Audit.
- 2. Coordinate with Safety Officers on the schedule of Safety Audit.



SAFETY OFFICERS

Safety Officers shall be record all the hazards findings during the audit and recommend how to address audit findings.



SAFETY ASSOCIATE

Safety Associate shall validate all the Safety Officers Audit report and checklist.



ADMIN SERVICES-SAFETY & SECURITY MANAGER

Once that report validated by Safety Associate, Admin Services-Safety & Security Manager shall ensure that all findings are properly

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