



ROBERT GORDON UNIVERSITY ABERDEEN

Occupational Health and Safety Auditing Policy

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Occupational Health & Safety Auditing

This policy is written as an extension of the University's Policy Statement for Health, Safety and Environment, endorsed by its Strategic Management and Governors.

Policy Statement:

The Robert Gordon University will ensure, so far as is reasonably practicable, that risks will be managed in compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other associated legislation.

Management of risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To undertake suitable, sufficient and comprehensive audits of all schools and departments.
- To monitor the application of health and safety policies and procedures within schools and departments.
- To ensure lessons are learnt from relevant experiences relating to health and safety. To identify and implement reasonably practicable control measures in order to control workplace risks.

Responsibilities:

- The Vice-Principal (Corporate Operations) will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- Vice-Principals and Directors will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- Heads of School / Department or other operational division will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- The Head of Occupational Health and Environmental Safety will ensure that an appropriate system for carrying out audits is in place.
- The Head of Occupational Health and Environmental Safety will

ensure that suitable, sufficient and comprehensive audits are carried out on all schools and departments. Heads of School/ Department will ensure that the findings of audits are communicated to members of staff and, where appropriate, students and others affected by work activities.

- Heads of School / Department will ensure that appropriate corrective action is taken as a result of non-conformances highlighted in audit reports.
- Employees, students, visitors, contractors and others will ensure they participate as requested in the audit process and will ensure they comply with the arrangements made to control risks as appropriate.

Arrangements:

- Audits will be recorded on the RGU Occupational Health and Environmental Safety Audit System*. Records of the audits will be held by the School / Department / Division, in the area to which they apply. The Occupational Health and Environmental Safety Department will also hold a copy. Audit records and reports will be made available to staff for information and be available for inspectors from enforcing authorities.
- Heads of School / Department / Division will liaise with the Occupational Health and Environmental Safety Department when implementing corrective actions.

* Note: it is the intention to establish all policies, procedures and records of assessment in a single electronic form accessible by all who require and are entitled to access.

