

TQCSI POLICIES FOR AUDITING & CERTIFICATION OF QHSE

This policy document describes policies determined by TQCSI's Certification Approval Panel in the interpretation of QHSE for the auditing and certification of QHSE management systems. It complements TQCSI Work Instruction 45 (QHSE) which should also be referred to by auditors when auditing clients' QHSE management systems.

Minor nonconformances are to be raised where:

- a discrepancy which has the potential to have a significant impact on the effectiveness of the QHSE management system has not been addressed since being raised at a previous audit
- a serious discrepancy or a number of like discrepancies indicate there is a breakdown in part of the QHSE management system or a safe and healthy working environment is jeopardised
- safety or environmental risk assessments have not been undertaken of sites, equipment and work processes
- objectives of the QHSE management system are not established and monitored
- there is a significant breach of legislation or a regulatory requirement
- there is an OHS or environmental hazard that is not controlled and could cause serious injury or environmental harm
- all parts of the QHSE management system have not been internally audited in the last 12 months.

Major nonconformances are to be raised where:

- the agreed action plan to address a minor nonconformance has not been implemented
- a serious discrepancy or a number of like discrepancies indicate there is a total breakdown in the QHSE management system or there is a high risk of serious injury or pollution
- there is a very significant breach of legislation or a regulatory requirement
- there is a very serious OHS or environmental hazard that is not controlled and could cause permanent disability or pollution
- an internal audit of the QHSE management system has not been conducted in the last 12 months.

General Policies:

- Risk assessments must be undertaken of:
 - sites (client's premises and all temporary sites)
 - significant equipment which could cause harm
 - significant work processes

- Controls must be implemented for all hazards identified in risk assessments, based on the level of risk identified.
- All work process hazards, their controls and risk assessment should be summarised on a register (often referred to as a Hazard Register or Job Hazards Analysis (JHA) for site projects).
- Safety and environmental objectives must be identified, documented and reviewed in a plan.

Approved: *original signed*

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