

## Agenda

### Day 1

- 8.00 a.m. Welcome and Introductions
- Module 1: Introduction to Occupational Health and Safety Management Systems**
- Activity 1 – Familiarization Tour
- 9.30 a.m. Break
- 9.45 p.m. **Module 2: Introduction to ISO 45001:2018**
- Activity 2 – PDCA and ISO 45001:2018
- Module 3: Auditing Occupational Health and Safety Management Systems**
- Module 4: Auditing Clause 4 – Context of the Organization**
- 12.00 noon Lunch
- 12.45 p.m. **Module 4: *continued***
- Module 5: Auditing Clause 5 – Leadership and Worker Participation**
- Activity 3 – Audit an OH&S Policy
- Activity 4 – Auditing Structure and Responsibility
- 2.30 p.m. Break
- 2.45 p.m. **Module 6: Auditing Clause 6 – Planning**
- Activity 5 – Hazard Identification and Risk Assessment Processes
- Activity 6 – Auditing Legal Requirements
- Day 1 Knowledge Check
- 5.00 pm Review and close

### Day 2

8.00 am Review Day 1

**Module 6: *continued***

Activity 7 – Auditing OH&S Objectives and Targets for Continual Improvement

**Module 7: Auditing Clause 7 - Support**

Break

**Module 7: *continued***

Activity 8 – Auditing Resources

**Module 8: Auditing Clause 8 - Operation**

12.00 noon Lunch

**Module 8: *continued***

**Module 9: Auditing Clause 9 – Performance Evaluation**

2.30 p.m. Break

**Module 10: Auditing Clause 10 - Improvement**

Day 2 Knowledge Check

4.30 p.m. Review and Close

**Day 3 – Conducting and Leading Management System Audits**

8.00 am	Review day 2
	<b>Module 1: ISO 19011 Overview</b> Activity 1 – Auditing Terms and Definitions
	Break
	<b>Module 2: Managing an Audit Program</b> Activity 2 – Scheduling Considerations
12 noon	Lunch
12.45 pm	<b>Module 2 continued</b> Activity 3 – Audit Objective, Scope, Criteria and Methods Activity 4 – Auditor Competencies Activity 5 – Selecting the Audit Team
	<b>Module 3: Audit Planning and Preparation</b> Activity 6 – Managing Audit Risks
	Break
	<b>Module 3 continued</b> Activity 7 – Determining Sources of Objective Evidence Activity 8 – The Audit Plan Activity 9 – Audit Work Documents
	Day 3 Knowledge Check
5.30 pm	Review and Close

## Day 4 - Conducting and Leading Management System Audits

8.00 am Day 3 Review

**Module 4: Conducting the Audit**

Activity 10 – Develop 5 Strategies to Build Relationships

Activity 11 – Personality Types

Break

**Module 4 continued**

Activity 12 – Opening Meeting

Activity 13 – Audit Interviews

12 noon Lunch

12.45 pm **Module 4 continued**

Activity 13 *continued*

Activity 14 – Nonconformity Statement

Activity 15 – Closing Meeting

Break

**Module 5: Reporting Audit Outcomes**

Activity 16 – Draft Audit Report

Activity 17 – Corrective Action

Day 4 Knowledge Check

5.30 pm Review and End of Course