



Standard HS15

Audit and Assurance

December 2016

Health and Safety



Intent

Health and safety management processes and systems are monitored and assessed through periodic assessment and audit. Audits should identify trends, measure progress, assess conformance and drive continual improvement.

Auckland Transport (AT) will ensure that, as well as the capability for internal audits, its Business Units have the tools to complete self-assessments against the AT H&S Standards to ensure their own assurance and compliance.

Management system reviews are conducted to ensure the continuing suitability, adequacy and effectiveness of the H&S Management System. Management Review occurs bi-annually to ensure the organisation is meeting its objectives in delivering its H&S plan, and for reassessing priorities and resource requirements.

Performance Requirements

- 1.1 Compliance to the AT H&S standards will be measured using an internal audit tool developed to measure the BU adherence to the AT H&S Standards.
- 1.2 AT's performance within these audits and the status of its management system will be regularly reviewed by the Board and Executive Leadership Team (ELT).
- 1.3 H&S inspection, monitoring and auditing will be completed at all levels of the organisation as well as operational sites. These will be scheduled at intervals or frequencies appropriate to the assessed level of H&S risk and actual performance. These will be completed using AT tools.
- 1.4 H&S audits are conducted in accordance with a formal audit process against the relevant AT Standards and will be completed by Risk and Audit or competent external agency. The completion of H&S Audits by Risk and Audit maintains a level of independence from Group H&S who are the administrators of the H&S management system.
- 1.5 H&S inspections and monitoring are conducted in accordance with a formal process and will be completed by the BU's and or Group H&S.
- 1.6 Corrective actions identified through inspection, monitoring and auditing that address non-conformance are recorded and tracked, with their status regularly reported.
- 1.7 Any review of the H&S Management System will consider inspection, monitoring and audit recommendations, corrective and preventative actions, legislative compliance, incident trends and other H&S performance records and reports. These reviews will incorporate employee participation at all levels from across the organisation. A report will be prepared and submitted to the ELT and Board.