

CS ENERGY PROCEDURE FOR
CONDUCTING WORKPLACE INSPECTIONS
CS-OHS-20

Responsible Officer: Health and Safety Manager

Approved: GM, Organisation Development

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Version History

Revision	Description	Originator	Date
1	Modified after consultation with sites.	B Johnson	12.02.11
0	Issued for implementation	B Johnson	24.01.11

1 PURPOSE

The purpose of this procedure is to provide the minimum requirements for personnel to conduct Workplace Inspections (**Inspections**) effectively across CS Energy sites.

The aim of a workplace inspection is to assist in providing a safe working environment for all persons at the workplace through the identification of hazards or unsafe conditions and subsequent corrective actions eliminating or minimising risk.

2 CONTEXT

Inspections are an essential component of a behavioural safety program to enhance safety culture by educating people in identifying hazards and to act proactively to correct the hazard in maintaining a safe area of work. It is an assessment of the workplace or area of plant to identify unsafe conditions, hazards and compliance to procedures/permit conditions/work processes or plant safety related matters.

The Inspection aligns with the health and safety minimum standards for critical risks detailed in procedure CS-OHS-48.

3 SCOPE

This procedure applies to all personnel across all CS Energy workplaces. Inspections shall be conducted across all CS Energy sites with the manager, superintendent or supervisor to lead the Inspection.

4 RESPONSIBILITIES

4.1 Managers

Managers are responsible for:

- implementation of this procedure;
- ensuring sufficient resources are provided to effectively conduct Inspections;
- conducting Inspections at their designated frequency;
- provide site statistics on a monthly basis to include in CS Energy health and safety performance reports; and
- ensuring quality and effective Inspections are carried out.

4.2 Superintendents and Supervisors

Superintendents and Supervisors are responsible for:

- ensuring compliance with this procedure by all employees and contractors;
- conducting Inspections at their designated frequency;
- conducting periodic review of process and report monthly on its effectiveness and application; and
- provision of appropriate training and support to all personnel in application of this procedure.

4.3 Health and Safety Coordinators/Advisors

The Health and Safety Coordinators/Advisors are responsible for:

- providing support and advice to personnel;
- conducting Inspections at their designated frequency; and

- recording the site statistics on a monthly basis.

4.4 Employees and Contractors

Employees and contractors shall:

- comply with the requirements of this procedure;
- where requested, assist with an Inspection; and
- attend appropriate training and awareness sessions as directed by their supervisor or manager.

5 APPLICATION

5.1 Workplace Inspection

To effectively conduct an Inspection, the following criteria are to be applied:

- (i) Prior to commencing the Inspection and if people are in the area, inform the person or workgroup that an Inspection of the work area is going to be carried out.
- (ii) Conduct the Inspection by assessing the specific area of the workplace and record if areas are safe (✓) or present risk from hazard/s (✗) using Form S0012, Workplace Inspections.
- (iii) Include on Form S0012 comments, action taken and/or required, person responsible to carry out the action and if notification has been provided in SAP (maintenance planning database). Any follow up actions shall be managed through site improvement processes.
- (iv) Sites may develop and implement specific safety inspection checklists to meet their requirements, however shall remain consistent to the requirements of this procedure.
- (v) Where people are in the area of the Inspection provide positive feedback to them. Discussion is encouraged for learnings from the Inspection and any subsequent actions required. This is also to be recorded on Form S0012.
- (vi) All completed forms are to be forwarded to the site health and safety section for recording, monitoring and reporting purposes.
- (vii) The person conducting the Inspection is encouraged to carry out coached Inspections by selecting another employee or contractor to join the Inspection team.

5.2 Frequency

Inspections are performed at regular frequency and the minimum targets set are:

- For operational sites
Managers, Superintendents and Supervisors – one per month
- Brisbane office
Managers in the Brisbane Office – one per month per department
(this can be either carried at the Brisbane office or operational site when visiting)

During overhauls and projects, the relevant Manager shall set a specific frequency for the duration of the overhaul or project.

6 RECORDING AND MEASURE

Completed Inspection forms shall be forwarded to the site safety section for the Health and Safety Coordinator to collate, record and measure on a monthly basis for both the site and CS Energy reporting.

Inspections are a leading key performance indicator **(KPI)** measuring the Inspection occurrences with targets set for managers, superintendents and supervisors. The measure, expressed as a percentage, is:

$$\text{Inspection Occurrences} = \frac{\text{Number of Inspections conducted}}{\text{target number of Inspections}}$$

TARGET > 95% completed

7 MONITORING AND REVIEW

Periodic monitoring and review of Inspections carried out shall be conducted to determine and maintain the quality and effectiveness of Inspections.

Monitoring and review shall be conducted at each site:

- at a frequency nominated by the site manager; and
- by senior staff nominated by the site manager.

This will also be supplemented with periodic monitoring and review by Brisbane health and safety.

A checklist to qualify any monitoring and review performed on Inspections is detailed in Appendix 1.

8 REFERENCE DOCUMENTATION

CS Energy Health & Safety Manual, CS-OHS-M-01

CS Energy Procedure for Minimum Health & Safety Standards for Critical risks, CS-OHS-48

CS Energy Life Savers, CS-OHS-49

Form S0012 – Workplace Inspections

APPENDIX 1: MONITORING AND REVIEW CHECKLIST

Effectiveness: 0 = Does not meet requirements
 1 = Partially meets requirements
 2 = Meets all requirements

Workplace Inspections Quality Elements	Effectiveness (0 - 2)	Comments
1. The Workplace Inspection was a coached Inspection having at least two people perform the Inspection.		
2. Hazards/unsafe conditions are recorded on the form.		
3. Where applicable compliance with procedures and permit conditions have been inspected and recorded.		
4. Actions have been taken to improve safety.		
5. Any further improvements and initiatives have been noted and documented as a SAP notification.		
6. Any improvements and initiatives have been noted.		

Total Score : _____

% Effectiveness : _____