



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

Responsible Officer: HSSE Management and Systems Specialist
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager People and Safety

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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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 critical controls for high risk hazards detailed in procedure CS-OHS-48.

3 SCOPE

The scope of the procedure, what it includes and who it applies to (Arial Font – 11 pt) 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

Management 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 Superintendants and Supervisors

Superintendants 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 (✓ - Safe column) or present risk from hazard/s (✓ - At Risk column) or not applicable to the area (✓ - N/A column) 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 or section administration support officers 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/Leaders – one per month

Brisbane office

Managers in the Brisbane Office – one per month on a rotating roster (divided into 6 areas)
(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 professional 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 - refer to Health and Safety 'Plan on a Page' for the current financial year

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 REFERENCES

Reference No	Reference Title	Author
"B/D/11/30977"	Procedure - CS-OHS-M-01 - Health and Safety Manual	CS Energy
"B/D/11/30970"	Procedure - CS-OHS-48 - Minimum Health and Safety Standards for Critical Risks	CS Energy
"B/D/11/30971"	Procedure - CS-OHS-49 - Health and Safety Life Savers	CS Energy
"B/D/11/36194"	Form - S0012 - Workplace Inspection - Generation Sites	CS Energy

9 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

10 APPENDICES



10.1 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)	Recommendations and Improvements
1. Sufficient evidence has been documented where unsafe indicators have been identified?		
2. Corrective actions have been identified and evidence of follow up of these actions to the appropriate people has occurred?		
3. The form has been completed sufficiently (excluding grammar, spelling etc)?		

Total Score : _____
% Effectiveness : _____