

Procedure No: CS-OHS-49
TRIM Ref No: B/D/11/30971
Reviewed: 04/21
Amended: 04/21
Review Due: 04/23



CS ENERGY PROCEDURE

HEALTH AND SAFETY LIFE SAVERS

CS-OHS-49

Responsible Officer: Health and Safety Coordinator
Responsible Manager: Head of Health and Safety
Responsible Executive: Executive General Manager Plant Operations

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release	S Henry-Schwarten B Johnson	H&S Team	M Turner	24/08/2010
Update of formatting to new CS Energy	D Clarke	H&S Team	A Brown	10/04/2012
Remove references of obsolete procedure CS-HR-23 and update to CS-HR-63	J Box	D Clarke	K Ussher	22/07/2014
Amendment to roles and removal of obsolete procedure CS-OHS-48	C Ikin	A Cashin T Hoare	N Moran	15/04/2021



CONTENTS

DOCUMENT HISTORY	1
1 PURPOSE	3
2 SCOPE	3
3 RESPONSIBILITIES AND ACCOUNTABILITIES	3
4 HEALTH AND SAFETY LIFE SAVERS	3
5 CONSEQUENCES OF NON-COMPLIANCE	4
6 DEFINITIONS	4
7 REFERENCES	4
8 RECORDS MANAGEMENT	4

1 PURPOSE

All personnel of CS Energy have a responsibility to themselves, their family and work colleagues to work safely. Accordingly, CS Energy has developed a set of health and safety non-negotiable rules, which must be applied by all personnel for this to be achieved.

This set of health and safety rules, called Life Savers, is based on incident management system data, consultation with managers and employee representatives. The objective is to target and reinforce crucial behaviours and processes that ensure safety performance, particularly in high risk areas of the business.

Health and Safety Life Savers are rules that, if not followed, are considered to be serious safety breaches and will result in predefined disciplinary action applying the procedure for Fair and Just Culture, CS-OHS-47. Any such breach is considered a serious matter by CS Energy as it has the potential to cause serious injury or fatality of employees, contractors and/or members of the general public.

2 SCOPE

This procedure, defining CS Energy's health and safety Life Savers, applies to all personnel in all our workplaces.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

All employees and contractors working for CS Energy and its associated operations must adhere to the Health and Safety Life Savers.

Health and Safety Life Savers are CS Energy standards for safeguarding personal and process safety and are key controls and procedures that all personnel must comply with in the workplace.

All managers/supervisors are to ensure that all personnel know, understand and apply these principles when conducting work for CS Energy. New employees and contractors will be familiarised with the standards in their induction and site-based safety training.

4 HEALTH AND SAFETY LIFE SAVERS

The Health and Safety Life Savers are specific rules that are pivotal to upholding the integrity of the CS Energy safety management system. These are detailed as follows:

1. No person shall direct anyone to break a life savers rule.
2. Only operate equipment for which you are trained, competent and authorised.
3. Only commence work after all appropriate permits to work (PTW) are in place.
4. All necessary isolations must be in place and verified as effective in accordance with your role, before work can commence.
5. Do not remove, bypass or modify a safety protection device, plant or process without appropriate assessment and authorisation.
6. Do not work at heights without appropriate fall protection systems in place for people and objects.

These life savers shall be communicated to, and understood by all personnel and displayed in prominent locations around each site.



5 CONSEQUENCES OF NON-COMPLIANCE

All personnel must work to ensure compliance with the health and safety life savers. Where a person has acted and is in breach of the life savers, disciplinary action will be taken. This action will be in accordance with the CS Energy Fair and Just Culture Procedure, CS-OHS-47 and the performance management process as outlined in the procedure, Performance and Misconduct, CS-HR-63.

6 DEFINITIONS

Term	Definition

7 REFERENCES

Reference No	Reference Title	Author
B/D/11/30969	Procedure - CS-OHS-47 - Fair and Just Culture	CS Energy
B/D/13/6244	Procedure - CS-HR-63 - Performance and Misconduct	CS Energy
B/D/11/39710	CS Energy Code of Conduct	CS Energy

8 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 at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation 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. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations 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 business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.