



CS ENERGY PROCEDURE FOR HAZARD / IMPROVEMENT REPORTING CS-OHS-51

Responsible Officer: Group Manager Health Safety Security and Environment
Responsible Executive: Chief Executive Officer (CEO)

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Issued for implementation	B Johnson	F Welch	M Turner	31/01/2011
Modified flowchart	B Johnson	F Welch	M Turner	14/02/2011
Reviewed Procedure and updated formatting to New CS Energy	D Clarke	A Brown	A Brown	10/04/2012
Reviewed and updated by H&S Taskforce	D Clarke	K Ussher	K Ussher	04/03/2013
Added Transaction Zw24 and clarified process for Brisbane Office	D Clarke	K Ussher	K Ussher	14/03/2013
Clarified Z2 Process flowchart, Added MSIG Z2 definition	B Pike	M Kelly D Clarke	K Ussher	10/04/2014



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1 PURPOSE

The purpose of this procedure is to provide the minimum requirements for personnel to report hazards and/or improvement to the workplace efficiently and effectively across CS Energy sites.

The intent of reporting hazards and /or improvements to the workplace is to assist in providing a safe working environment for all persons through the identification of hazards and subsequent corrective actions / improvements eliminating or minimising risk.

Hazard and/or improvement reporting is important as it records areas for safety improvements across the workplace and any follow up action can be prioritised through workplace improvement processes.

This reporting method allows for all personnel to be proactive regarding the identification of hazards and improvements and outlines the workflow ensuring close out of the report.

2 SCOPE

This procedure applies to all personnel across all CS Energy sites and associated operations.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Managers

Managers are responsible for:

- implementation of this procedure;
- ensuring hazards and improvements reported are acted upon and follow process to close out; and
- ensure effectiveness of application by monitoring reports and improvement actions.

3.2 Line Managers / Superintendent

Line Managers are responsible for:

- ensuring compliance with this procedure by all employees and contractors;
- ensuring work improvement process is followed (e.g. SAP notification); and
- provision of appropriate training and support to all personnel in application of this procedure.

3.3 Health and Safety Coordinators / Advisors

The Health and Safety Coordinators / Advisors are responsible for:

- providing support and advice to personnel;
- ensuring availability of forms (pocket guide pads) for site use; and
- recording the site data on a monthly basis and reporting through the Site Safety Committee.

3.4 Employees and Contractors

Employees and contractors shall:

- comply with the requirements of this procedure;
- attend appropriate training and awareness sessions as directed by their Line Manager.

Where applicable, contractors may use their organisations hazard reporting process only if it does not

compromise the integrity of the CS Energy hazard reporting process.

4 WHAT IS A HAZARD?

A hazard is an object, situation or thing in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment.

A hazard is slightly different to a near miss or incident. A near miss or incident is most likely linked to an event or release of energy (e.g. helmet falling from height or person tripping over hole in the road). A hazard, however, identifies the potential harm before it is linked to an event (e.g. the helmet teetering on edge of a platform or the hole in the road itself) and remedied quickly.

5 ACTIONS

5.1 Application

To effectively report a hazard and/or improvement, the following criteria are to be applied:

- (i) Hazards can be reported at any time;
- (ii) Don't leave the hazard as it is - always attempt to make the area safe before leaving the area, if safe to do so;
- (iii) When a hazard is identified, record the hazard, associated identification details and immediate action taken on the Hazard / Improvement Report Form or Workplace Inspection Form;
- (iv) Advise your supervisor of the actions that have been completed to eliminate the hazard as appropriate;
- (v) Where further improvement action is required, raise a Z2 Safety Notification (Transaction: ZW24) in SAP and complete relevant details on the form;
- (vi) If a modification is required, a Z2 Safety Notification can be changed to a Z3 modification notification. (ensure notes are added to the Z2 notification advising of the immediate control and change to a Z3 modification); and
- (vii) Forward completed forms to the relevant station safety coordinator / advisor for filing.

Refer to Section 7 – Process Flow detailing the process for hazard / improvement reporting.



Note:

If the person does not have access to SAP to raise the notification, inform you line manager or site contact to raise the notification.

The Brisbane Office does not use the Z2 Safety Notification system to manage hazards. Use the yellow hazard/improvement form or Workplace inspection form; and hand into the H&S department for recording and close out.

5.2 Feedback and Recording

Completed reports shall be forwarded to the relevant station safety coordinator / advisor for record keeping, monitoring and reporting.

Hazards shall be actioned via the relevant site superintendent and monitored through each site safety committee on a monthly basis. Each site Health and Safety Committee will endeavour to provide feedback to staff of hazard close out rate through reporting processes (e.g. site visual boards etc.)



6 DATA MANAGEMENT

Hazard identification and close out is key leading indicator metric for CS Energy.

6.1 Key Metrics

1. Percentage Hazard Close out (Total hazards reported /Total Hazard Closed out = % Close out)
2. Hazards reported (Hazard/Improvement Forms + Workplace Inspection hazards + Z2 Notification raised = Total hazards reported)

6.2 Metrics Measurement

Site Health and Safety department is to maintain a data spreadsheet with the following counts:

		Source
Count 1	Hazard/Improvement Forms/Month	Hazard/Improvement forms
Count 2	Workplace Inspection hazards identified/Month	Workplace Inspection forms
Count 3	Z2 Notifications raised/month	SAP
Count 4	No. Hazard/Improvement Forms closed out/month	Hazard/Improvement forms
Count 5	Workplace Inspection hazards closed out/Month	Workplace Inspection forms
Count 6	Z2 Notifications closed/month	SAP
Count 7	Totals/Percentages	Excel

6.3 Output

The graph shall be inserted into: Site Monthly Report, HSSE Monthly Report, HSSE Quarterly Report, and HSSE Annual Report.

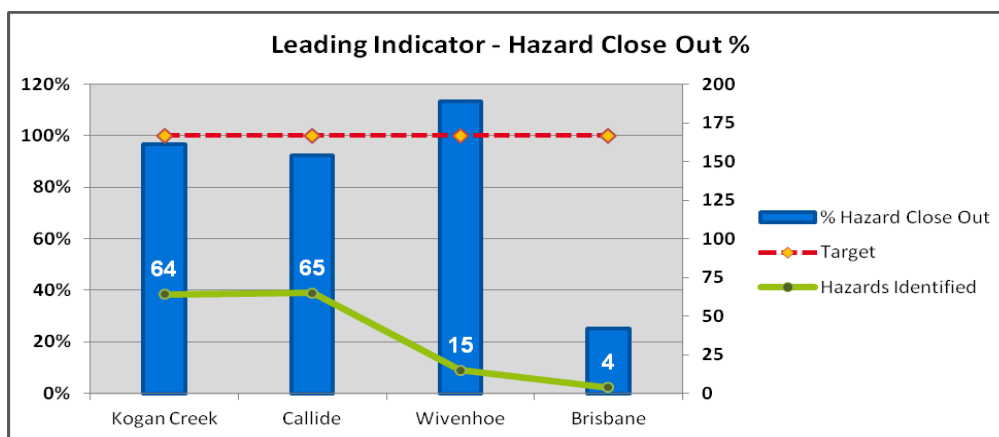


Figure 1 - Example of data output to be reported

7 PROCESS FLOW

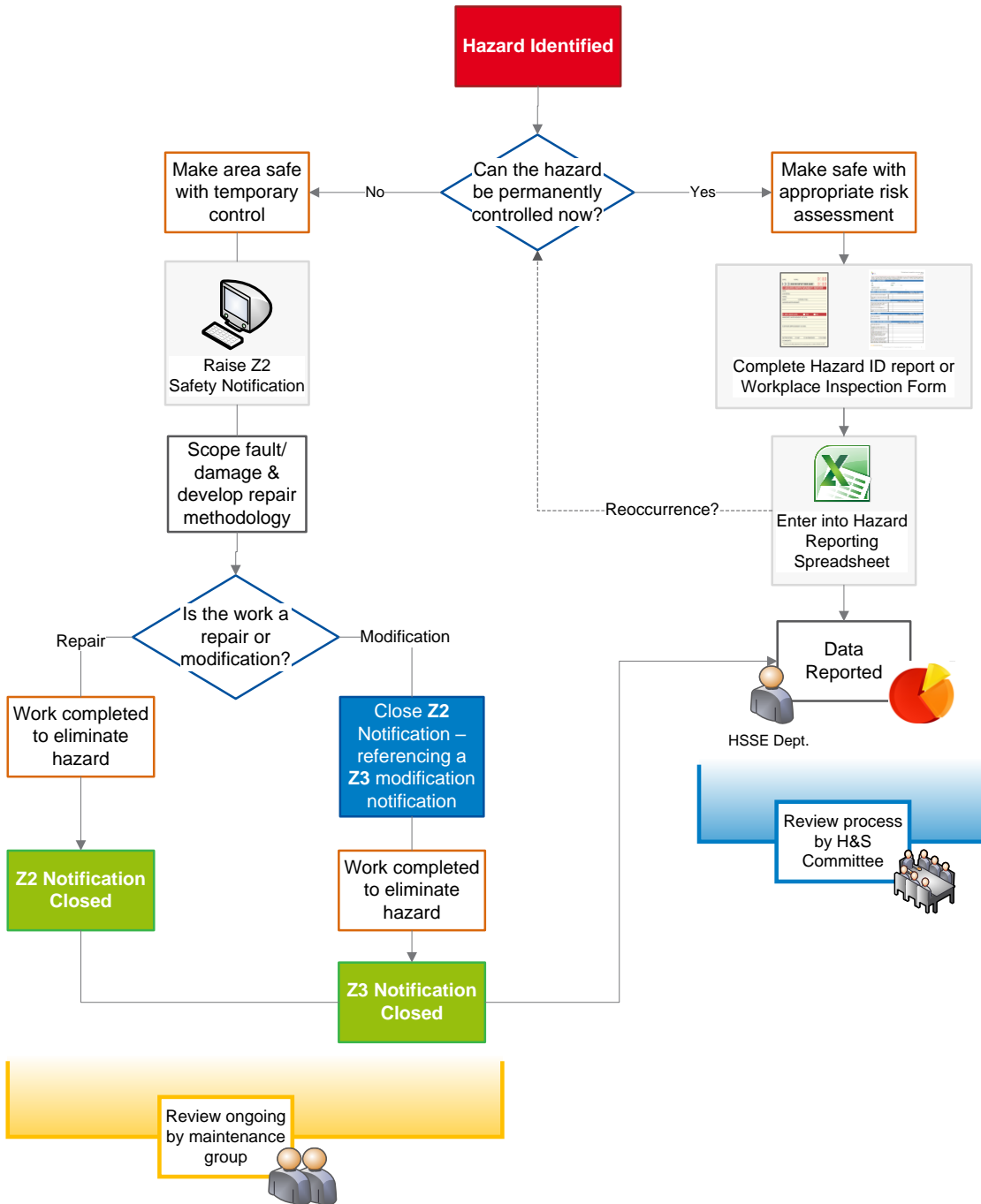


Figure 2 - Business process for reporting and closing out hazards/improvements

Note: The Brisbane Office does not use Z2 Safety Notification system to manage hazards. Use the yellow hazard/improvement form and hand into the H&S department for close out.



8 DEFINITIONS

Term	Definition
Hazard	A hazard is an object, situation or thing in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment.
Near Miss	An event that has that has the potential to harm the health and safety of people or to damage plant and equipment.
Risk	The foreseeable/predictable amount of harm likely to occur that has a negative on people, the environment or CS Energy's assets.
Improvement	An opportunity to reduce risk and improvement business process or environment.
Z2 Notification	MSIG's definition of a safety notification; the safety request notification id used to notify maintenance or technical work group of a plant safety defect requiring action. A safety defect which creates a potential of a moderate or higher risk of personal injury. When determining whether a safety defect/hazard meets this definition the CS Energy risk matrix must be used.

9 REFERENCES

Reference No	Reference Title	Author
"B/D/11/30977"	Procedure - CS-OHS-M-01 - Health and Safety Manual	CS Energy
"B/D/11/30968"	Procedure - CS-OHS-46 - Conducting 2x2 Task Risk Analysis	CS Energy


10 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.

11 APPENDICES

11.1 Appendix 1 – Hazard / Improvement Reporting Form

DATE:	TOPIC:	0800
		0800
HAZARD/IMPROVEMENT REPORT		
SITE: _____		
LOCATION: _____		
NAME: _____		
DATE:	CONTACT NO.:	
HAZARD/IMPROVEMENT: _____		

AREA MADE SAFE: <input type="checkbox"/> YES <input type="checkbox"/> NO		
IMMEDIATE IMPROVEMENT ACTION: _____		

FURTHER IMPROVEMENT ACTION: _____		

NOTIFICATION: <input type="checkbox"/> SAP <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> CLOSED		
COMMENTS: _____		

<i>Forward to site safety department for record purposes or create notification in SAP</i>		

HAZARD/IMPROVEMENT FORM (SINGLE-SIDED) - SHOWN ON YELLOW STOCK
GRAPHIC SIZE 80MM X 125MM (SHOWN 100% SCALE)