INSTRUCTION

HEALTH & SAFETY

HAZARD / IMPROVEMENT REPORTING

INSTRUCTION HISTORY

If any changes or errors are identified in this instruction, contact the Responsible Supervisor to arrange.

Responsible Team / Supervisor			Instruction Code
Health and Safety / Head of Health, Safety and Environment			CS-OHS-51
Key Changes	**Updated By**	**Verified By**	**Date**
Original Release	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
Update SAP to Insight	M Quintero A Cashin L Hartley	B Prain	10/07/2023
Transferred to Instruction.	S Collard		23/07/2025

CONTENTS

1 PURPOSE 3
2 SCOPE 3
3 RESPONSIBILITIES AND ACCOUNTABILITIES 3
3.1 Managers 3
3.2 Line Managers 3
3.3 Health and Safety Team 3
3.4 Site Functional Coordinators (SFCs) 3
3.5 Employees and Contractors 4
4 WHAT IS A HAZARD? 4
5 ACTIONS 4
5.1 Application 4
5.2 Feedback and Recording 4
6 DATA MANAGEMENT 4
6.1 Key Metrics 5
6.2 Metrics Measurement 5
6.3 Hazard close out and completion 5
6.4 Output 5
7 PROCESS FLOW 6
8 DEFINITIONS 7
9 REFERENCES 7
10 RECORDS MANAGEMENT 7
11 ATTACHMENTS 8
11.1 Attachment 1 – Hazard / Improvement Reporting Form 8
11.2 Attachment 2 – Hazard Workflow in Insight 9

1 PURPOSE

The purpose of this procedure is to provide the minimum requirements for personnel to report hazards and/or improvements 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

Line Managers are responsible for:

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

3.3 Health and Safety Team

The Health and Safety team is responsible for:

- providing support and advice to personnel;
- ensuring availability of forms for site use;
- analysing data and trends;
- monitoring the site data on a monthly basis.

3.4 Site Functional Coordinators (SFCs)

Site Functional Coordinators are responsible for:

- reviewing and approving all hazards entered into Insight;
- appointing a hazard owner to follow up the hazard if further actions are required;
- making sure actions from hazards entered into Insight are assigned to a competent person.

3.5 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 Report Form, in CGR Insight. ;

(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; and

(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).

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

- If the person does not have access to SAP to raise the Z2 notification, inform your line manager or site contact to raise the notification.
- The Brisbane Office does not use the Z2 Safety Notification system to manage hazards that require maintenance actions. Enter the hazard directly into Insight and notify your supervisor or Facilities Management.

5.2 Feedback and Recording

Hazards shall be actioned via the relevant area supervisor and may be monitored through each site safety committee on a monthly basis. Feedback on hazard close out rate can be provided to staff through CS Energy's 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

6.2 Metrics Measurement

Site Health and Safety team is to monitor the hazards recorded in Insight. All information entered in Insight shall be factual and contain no admission of liability.

6.3 Hazard close out and completion

A hazard can be closed in Insight by the hazard owner or Site Functional Coordinator when the following has occurred:

- Hazard has been permanently controlled; or
- The appropriate action has been raised

Before a hazard can be closed in Insight, the SFC or hazard owner is required to fill in the following:

- “Close out comment”
- “Has Feedback been given to the person reporting the hazard”

A notification is then automatically sent to the hazard reporter with the close out comment and a link to the hazard in Insight.

6.4 Output

The metrics *Hazards reported* and *Percentage Hazard close* out may be used as leading indicators for safety performance.

7 PROCESS FLOW

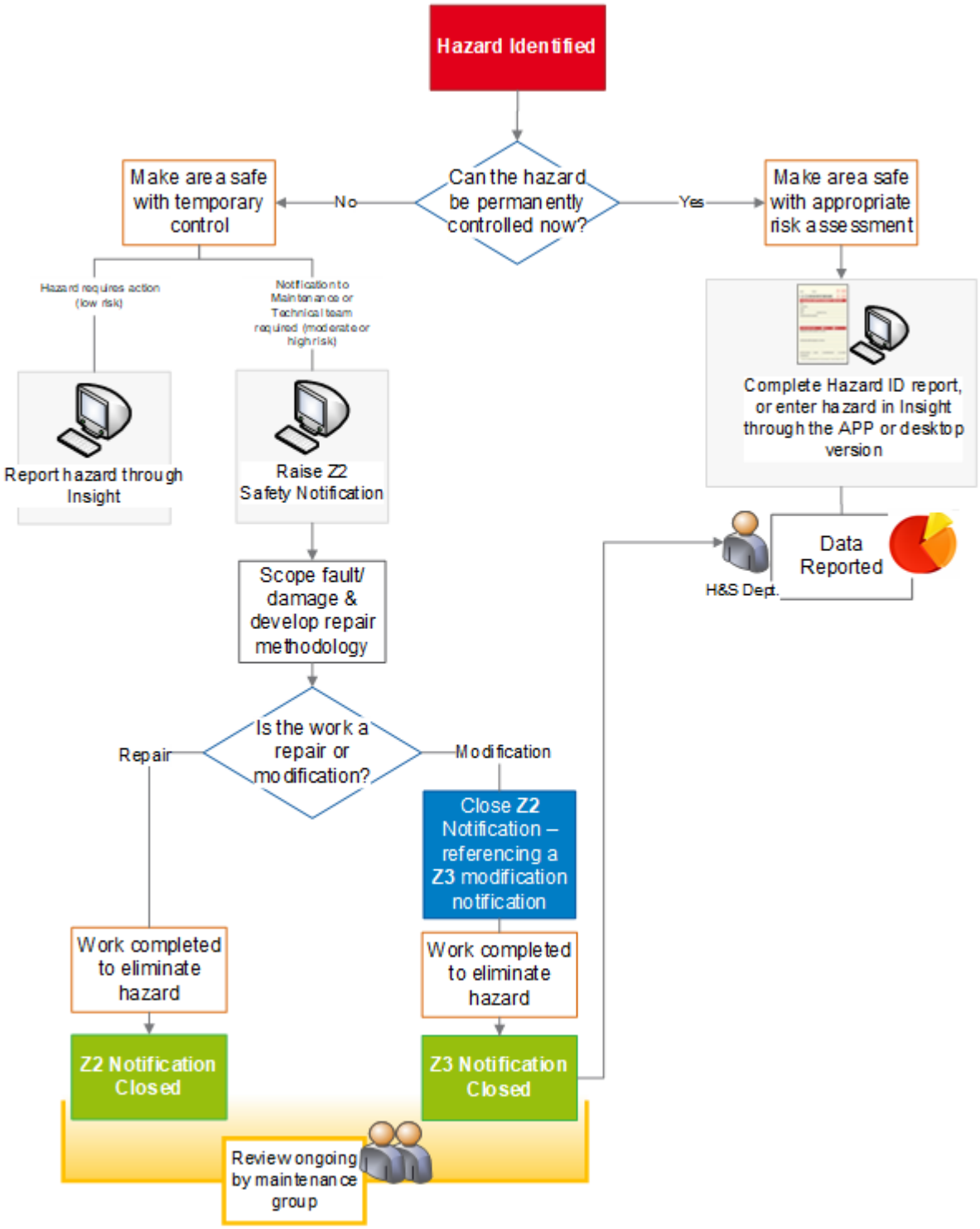

Figure 1 – Business process for reporting and closing out hazards / improvements

- The Brisbane Office does not use Z2 Safety Notification system to manage hazards. Use Insight for hazard reporting/management.

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
B/D/18/6609	Procedure - CS-OHS-76 - Health and Safety Risk Management

10 INSTRUCTION CHECKS AND UPDATES

- The responsible team is responsible to ensuring that this document is up to date and relevant.
- This document will be checked and updated by the responsible team as and when required in relation to accuracy, relevancy, safety, and effectiveness.
- When the document has been created or updated, the following TRIM Notes shall be applied -

Responsible Person	Required TRIM Note	User Stamp Tick
Nominated Author/s	Updated	Must be on
Responsible Supervisor / Manager / HoD	Verified	Must be on

- Checks of this document shall also occur in the following instances –

  Changes in legislation, standards, or regulation.

  Changes in technology or process.

  As an action following an incident, safety review or audit.

  As part of a risk assessment.

11 ATTACHMENTS

11.1 Attachment 1 – Hazard / Improvement Reporting Form

DATE: TOPIC: 0900

STAY ON TOP OF YOUR GAME 0900

HAZARD/IMPROVEMENT REPORT

SITE:

LOCATION:

NAME:

DATE: CONTACT NO.:

HAZARD/IMPROVEMENT:

AREA MADE SAFE: ☐ YES ☐ NO

IMMEDIATE IMPROVEMENT ACTION:

FURTHER IMPROVEMENT ACTION:

NOTIFICATION: ☐ SAP ☐ SUPERVISOR ☐ CLOSED

COMMENTS:

Forward to site safety department for record purposes or create notification in SAP

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

11.2 Attachment 2 – Hazard Workflow in Insight