



HSE SYSTEM REQUIREMENT

SR INSPECTIONS, AUDITS AND CORRECTIVE ACTIONS

HS INSPECTIONS

Site inspections are used to identify workplace potential and actual hazards and assess safety and environmental compliance against regulatory requirements.

Site inspections cover operations under contractor control as well as our own including:

- Plant and equipment
- Emergency equipment
- Site security
- Public protection
- Entry and exit signage
- Access, egress, paths of travel
- Alarm systems (that they are inspected, tested and maintained at regular intervals)

At the earliest opportunity a site inspection matrix must be drawn up (or as designated in the Health & Safety Plan). Inspection checklists are available however client or project specific inspection templates may substitute for the provided checklist to meet the intent of this requirement.

DAILY INSPECTIONS

All persons on site are expected to informally inspect their work areas and identify hazards and risks and address them as required. These inspections do not need to be formally recorded, but hazards should be recorded in Impact via use of Observation Cards or the mobile application Gearbox.

Management Site Safety and Environment Inspection may be used daily if required by the project plans.

WEEKLY INSPECTIONS

Site weekly inspections are performed by the nominated persons or groups as per the project schedule using Management Site Safety and Environment Inspection checklist or alternative as nominated by the project plan.

- Complete the Weekly Inspection Checklists as a record of the inspection and enter into Impact
- Manage and record any hazards identified during the inspection

- Close out identified issues in a timely manner and formally acknowledge closure on the prescribed form

INSPECTIONS OF SUPPLY CHAIN WORKS

Where inspections of work areas include an assessment of supply chain work, representatives from the supply chain work crew or their supervisors should be included in the inspection of their work area.

If work on the site is being performed contrary to the supply chain company's plan and / or applicable legislative requirements, then action must be taken immediately. This may include a direction to stop work and if necessary an Site Safety Instruction issued to the relevant persons or company.

HS AUDITING

HSE audits are conducted by the HSE Governance Team on a bi-annual basis. The scope of these audits are based on elements of the HSEMS and the current risk profile as endorsed by the HSE General Manager

The audit process is supported by the Health, Safety and Environmental audit procedure and the HSE Audit letter and Term of Reference.

An audit schedule will be maintained by the HSE Governance Team audits conducted in accordance with the schedule allowing for flexibility where necessary.

CORRECTIVE ACTIONS

Corrective actions must be entered into Impact (or approved equivalent for Joint Ventures etc.) and monitored to ensure close out in a timely manner.

Sampling of previous corrective actions should be undertaken as part of regular auditing to verify close out to a satisfactory standard.

PLANS, FORMS AND TEMPLATES

For relevant plans, forms and templates see the Laing O'Rourke HSEMS at www.lorhsems.com.au