

APLNG- Water Treatment Facilities

Start / Stop- Restart Card



Start / Stop- Restart Card

Outcomes



BY THE END OF THIS PRESENTATION YOU WILL KNOW:

Your Responsibilities

When to use a Start or Restart card.

How to use a Start or Restart card.



Start / Stop- Restart Card

Purpose and Scope



To reduce the risk to Health and Safety to an acceptable level, by systematically identifying hazards associated with a task and implementing appropriate measures to control.

To provide an efficient and effective means to manage at risk observation or hazard / change in process that may arise during a task.

This procedure is applicable to all Leighton employees, sub-contractors and visitors on the APLNG- Water Treatment Facilities project.



Start / Stop- Restart Card

Definitions



Specific Task Analysis and Risk Treatment (START) Card:

A process for ensuring employees are informed about hazards associated with a particular task prior to commencing work.

Review Evaluate Specific Task Analysis and Risk Treatment (RESTART) Card:

A process for controlling an at risk behaviour, unforeseen hazard or introduced changes in the work task.



Start / Stop- Restart Card

Responsibilities



PROJECT MANAGER

- All personnel receive training in the use of the Start and Restart Card process,
- Sub-contractor are involved in the process,
- Start and Restart Cards are reviewed on a daily basis,
- Ensures the contents of this procedure is communicated at the induction and reinforced at toolbox meetings,

Start / Stop- Restart Card

Responsibilities



SUPERINTENDENTS / ENGINEERS

- **Promote the process**
- **Review start cards on a daily basis**
- **Participate in the Start Card process to ensure quality on a weekly basis**
- **Ensure that Restart Card sections are being used for their intended purpose**
- **Provide supervisors with training and mentoring in this procedure**



Start / Stop- Restart Card

Responsibilities



SAFETY TEAM

- Promote the process
- Review **Start cards** section on a daily basis
- Ensure that **Restart Card** sections are being used for their intended purpose
- Provide all staff with training and mentoring in this procedure



Start / Stop- Restart Card

Responsibilities



SUPERVISOR

- Promote the process
- Ensure a Start card is completed with all team members for every task on a daily basis at the work location*
- Ensure that the SHEWMS are specific to the task and have been reviewed daily
- Ensure that all the controls in the SHEWMS are in place
- Ensure that the SHEWMS is understood and signed by all personnel
- Ensure that all members of the team are confident that the controls in the SHEWMS are adequate
- Any other hazards not identified in the SHEWMS that have a potential to affect persons, environment or property are managed
- Verify that all persons have signed onto the card and confirm that all of the controls have been implemented

Start / Stop- Restart Card

Responsibilities



SUPERVISOR..continued

- Stop and complete the Restart section of the card for any at risk behaviour or if there is introduced hazard/change that has not been controlled by the SHEWMS
 - Develop action plans from Restart cards
 - Ensure action plans are followed through
 - Where required sign onto the Restart section of the card confirming that all of the actions have been addressed.
 - Forward the Start/Restart card to the safety administration daily
 - Provide team members with mentoring and training, instructions or mentoring regarding this procedure
- * In the instance that it is not possible to have the team inspect the workplace, be sure as a supervisor you have undertaken a visual inspection of the workplace. Communicate any rectifications required in the Daily Prestart to be undertaken before work commences and empower the workers to be vigilant during the first few hours and communicate any risks e.g. scraper circuit or load and haul operations

Start / Stop- Restart Card

Responsibilities



EMPLOYEES/SUBCONTRACTORS

- **Participate in the process**
- **Undertake a 360° circle of safety of the nominated work location before completing the Start Card**
- **Complete and sign onto a Start card for all activities before commencing work***
-
- **Stop and complete the Restart section for any at risk observations ,hazard or change in process**

* Must be able to answer YES to all 5 questions BEFORE starting work

**START CARD**

- Complete this card for every activity that is undertaken on a daily basis (as a rule every SHEWMS being worked must have an accompanying Start Card).
- Complete this Start Card with all team members and sign.
- Submit completed cards daily to the project Safety Team.

Date:

Time:

Specific SHEWMS #:

Location:

Description of work:

Supervisor:

Company:

CONTROLS**Ask the work party the following questions****YES****NO**

1. Is the SHEWMS specific to the task and interfacing activities, and has it been reviewed today?

2. Are all the controls in the SHEWMS in place?

3. Is the SHEWMS understood and signed by all members?

4. Is each group member confident that the controls in place are adequate?

5. Have all hazards that have the potential to affect persons, environment or property been identified in the SHEWMS?

If 'NO' to any of the above mentioned questions do not proceed until the matter has been addressed and all members can answer YES to all five questions. This may require amendments to be made in the Review / Modification section of the SHEWMS.

PLANT REQUIRED**INSPECTED**☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO☐ YES ☐ NO**REVIEWED BY**

Supervisor Name:

Supervisor Signature:

By signing this card, the supervisor is confirming that all of the controls in the SHEWMS and Start Card have been implemented.

WHERE AN "AT RISK" OBSERVATION OR NEW HAZARD / CHANGE HAS BEEN IDENTIFIED, STOP THE ACTIVITY AND COMPLETE THE STOP - START CARD OVERLEAF.

WORK PARTY NAMES**SIGNATURE**

Start / Stop- Restart Card

Start Card



On completion of the Pre-Start meeting and prior to commencing every job, each employee as part of a work team assigned a specific task shall participate in the completion of a START Card.

This card identifies

- a specific SHEWMS associated with the task
- check that all controls are in place
- That it is understood and signed onto by all persons
- Persons are confident that controls are adequate, and that
- All hazards have been identified that have the potential to affect persons, property or the environment

(This is essentially a daily review of the SHEWMS). **AND a tool to manage any changes**

Start / Stop- Restart Card

Start Card..continued



All personnel involved in the task including the supervisor, must sign onto the start card.

A START card does not substitute the requirement for a SHEWMS specific to the task on any occasion.

A person may be required to sign onto more than one start card in a shift.

The supervisor does not have to be available to commence the card

The START Card is to be held at the job face and be made available for review.

On completion of the task or shift the card should be returned to safety administration.





STOP RESTART CARD

- Complete this card for any observed "at risk" observation or hazards / change that occur in the SHEWMS.
- Stop the work, develop an action plan to prevent a recurrence, gain and sign agreement with individual or by all team members.
- Submit completed cards daily to the project **Safety Team**.

Date: _____ Time: _____

"At Risk" Observation or Hazard / Change:

Supervisor: _____ Company: _____
Observed by: _____ Location: _____

OBSERVATION ✓ appropriate safety essentials category

Safety in design	Permit to work
Working at heights	Working with temporary works
Heavy lifting	Working in and around mobile plant
Electrical work	Working with live services
Working with live vehicular traffic	Other

ACTION ✓ required actions

Control the hazard	Amend the SHEWMS if required
Develop action plan	Reinforce safe behaviours
Review the start card	Sign agreement below
Review the SHEWMS if required	Other

Potential Consequence

ACTION TO PREVENT RECURRENCE

PLANT REQUIRED

INSPECTED

☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO
☐ YES	☐ NO

REVIEWED BY

Supervisor Name: _____

Supervisor Signature: _____

By signing this card, the supervisor is confirming that all of the above mentioned action/s have been addressed.

THIS CARD MUST NOT BE USED IN LIEU OF A TASK OBSERVATION.

WORK PARTY NAMES

SIGNATURE

Start / Stop- Restart Card

Restart Card Section



When to use the a restart card section:

A person/s places themselves or other persons at risk of injury or has the potential to cause equipment or environmental damage,

OR

Where there is a “at risk” observations, departure from the SHEWMS or a new hazard / change has been identified that has not been controlled.

If one or all of the above has occurred the work group must stop the task and complete the RESTART section of the card, this can be initiated by anybody.



Start / Stop- Restart Card

Restart Card Section



How to use the Restart Card:

Where an “at – risk” behaviour has been sighted the team leader shall then call the crew together, identify the “at risk” behaviour and reinforce desired behaviours consistent with site procedures and the specific SHEWMS.

OR

Where there has been a departure from the SHEWMS or the SHEWMS fails to identify the hazard / change, the team leader shall call the crew together and review the SHEWMS, and if require modify the SHEWMS.



Start / Stop- Restart Card

Restart Card Section



Action plans are to be developed and agreed by the work party to prevent a recurrence and to communicate and reinforce inter-dependency of team members for each others safety and team work.

Records of outcomes, actions and the names of all attendees are to be recorded on a RESTART section of the card and forwarded to the safety administration at the completion of the shift.

The SHEWMS are only reviewed and modified (updated) if the actions (controls) from the “at risk” observation or hazards/ change are inherent with the task – constantly remain.



Start / Stop- Restart Card

Restart Card Section



In all cases where a hazard has been identified through a means outlined in this procedure, it shall be reported to the site safety team for inclusion on the site Hazard Identification Register. – *by submission of card each day to the safety administrator – DO NOT DO A SEPARATE HAZARD NOTIFICATION*

