

Start – Stop / Restart Cards

START CARD		
No SHEWMS = NO START 0001		
- 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. Are there other hazards not identified in the SHEWMS that have the potential to affect persons, environment or property?		
If 'NO' to any of the abovementioned questions do not proceed until the matter has been addressed and all members can answer YES to all 5 questions. This may require amendments to be made in the Review / Modification section of the SHEWMS.		
WORK PARTY NAMES	SIGNATURE	
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 NEW HAZARD / CHANGE HAS BEEN IDENTIFIED, STOP THE ACTIVITY AND COMPLETE THE STOP - RESTART CARD OVER LEAF.		
D4159-PRJ-LCPL-P-FM-0013-P-01 – Start / Restart Card		

STOP RESTART CARD	
0001	
- Complete this card for any observed "at-risk" observation or new hazard / change that occur in the SHEWMS. - Stop the work, identify the observation category and develop an action plan to prevent a recurrence, gain & 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 Essential 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	
WORK PARTY NAMES	SIGNATURE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
REVIEWED BY	
Supervisor Name:	
Supervisor Signature:	
By signing this card, the supervisor is confirming that all of the abovementioned action/s have been addressed.	
THIS CARD MUST NOT BE USED IN LIEU OF A TASK OBSERVATION	

OUTCOMES



BY THE END OF THIS PRESENTATION YOU WILL
KNOW:

- When to use a Start or Restart card.
- How to use a Start or Restart card in conjunction with a SHWMS.

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 those hazards.
- To provide a quick and effective means to manage unforeseen hazards that may arise during a task.

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 hazard in the work place.

RESPONSIBILITIES



PROJECT MANAGER

- Site wide training in use of Start and Restart Card process,
- Review Start and Restart Cards daily
- Communication of procedure is communicated at the induction and toolbox meetings

SAFETY TEAM

- Train and promote the process
- Daily Start and Restart Card
- Ensure Restart Cards are used for their intended purpose
- Track and maintain records, and provide reports to project management regarding information received

RESPONSIBILITIES



SUPERVISOR

- Ensure a Start Card is completed with all team members for every task
- Ensure SHWMS is specific to task and reviewed daily
- Ensure all controls in SHWMS are in place
- Ensure the SHWMS is understood and signed by all personnel
- Any other hazards not identified in the SHWMS are managed
- Sign onto and ensure all team members sign onto the card
- Stop and complete a restart card for any at risk behaviour or introduced hazard/change that has not been controlled by the SHWMS
- Develop action plans from Restart cards
- Sign onto and ensure all team members sign onto the restart card
- Forward the restart card to the safety department
- Provide team members with mentoring and training regarding this procedure

RESPONSIBILITIES



EMPLOYEES/SUBCONTRACTORS

- Participate in the Start / Re Start Card process
- Correctly fill in the Start / Re Start and sign the Start Card documentation were required
- Complete a Start Card for all activities
- Stop and complete a Restart Card any at risk behaviour or if there is introduced hazard that has not been controlled by the SHWMS



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**DO NOT COMMENCE WORK UNTIL ALL QUESTIONS
RE ANSWERED “YES”**

START CARD



All personnel **involved** in the task including the supervisor, leading hand or foreman 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 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 the safety section.

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START CARD



To be completed prior to beginning works by all team members.

Details of work being undertaken

Answer these questions to determine if work is safe to begin. If not, make sure that all controls are in place before starting

All members of the team to sign off on completion – “We are ready to work”

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When to use a restart card:

- 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 a RESTART Card, this can be initiated by anybody.

RESTART CARD



How to use the Restart Card:

- Where an “at – risk” behaviour has been sited 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 SHWMS.

OR

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

RESTART CARD



- Action plans are to be developed and agreed by the work party to prevent a recurrence and to 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 card and forwarded to the safety section.

Note: If a SHWMS is amended all personnel involved in the task must have input and sign onto the SHWMS.

HAZARD REPORTING



- 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.
- If a separate hazard report form is not filled in, then the document through which the hazard was reported shall be included in the Hazard Identification Register, i.e. Restart Card.



Start / Re Start Card Rollout Plan

From 10/2/16 – Included in Worksite induction.

From 10/2/16 for 3 weeks – Toolbox / Training Presentation site wide (inc Contractors)

Week 17/2/16 to 1/3/16 – New Start / Re Start Card soft start site wide.

Supervisors will issue Start Cards daily at Pre Start and collect end of shifts.

Safety to review daily for quality.

Wednesday 2/3/16 – Start / Stop Card goes live.
Shift Pre start is the communication channel for rollout

Weeks Feb / March – Feedback to be taken from workers at Daily Pre Start, Feedback on review of Start Cards to be given from safety

Start / Re Start Assessment **Answers**

Name _____ Date _____

Tick Correct answers

Who is responsible to complete a Start card for every task?

- ☐ All workers including contractors for this worksite.
- ☐ Complete for an individual task
- ☐ Complete as a team for a group task

Who is required to sign onto the start card?

- ☐ All workers completing the task
- ☐ All personnel who come into your work zone

Why is important to complete in detail, clearly and legibly?

- ☐ Quality documentation can assist you in the case of an incident.
- ☐ Quality documentation ensures your efforts can be reviewed and analyzed for further improving safety.
- ☐ We are all legally responsible to identify, report and record hazards in our workplace

If someone comes into your work zone do they have to sign on to your start card?

- ☐ Yes
- ☐ Only if completing work

Is it a requirement to include the SHWMS number on the Start Card / Re Start Card?

- ☐ Yes as a reference to the task being completed
- ☐ No



When would you stop work and use side 2 - Re Start Card

- ☐ When a person is at risk
- ☐ When there is a change in environment or work conditions
- ☐ When 'At Risk' behavior is observed

What is the process to Restart work?

- ☐ Evaluate the risk, formulate an plan to control the hazards and restart work. Document action plan on the Restart Card. All involved to read and sign on the restart card.
- ☐ Evaluate the risk, formulate an plan to control the hazards and restart work.

What do you do with all completed Start / Restart Cards?

- ☐ Keep on hand incase of an incident
- ☐ Hand in daily to supervisor

Where do you locate blank Start Cards and pens?

- ☐ Crib rooms
- ☐ Supervisor or bulletin board table

When is the official start date for the new Start Card?

- ☐ Post this Training Session (option for a soft start)
- ☐ Wednesday 2/3/16

Sign off _____

Rate this Training _ 1 _ 2 _ 3 _ 4 _ 5 (one being lowest five being highest score)

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Name _____ Date _____

Tick Correct answers

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Sign off _____

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Training Plan

Week 1 (10/2/16) - Update site induction to include Start/Stop Start Card.

Week 1,2,3 (10/2/16 to 1/3/16)- Toolbox site wide to include all FIFO shifts and contractors.
Morning and afternoon sessions in camp training room (Allocate 1 hour)
Organise by team, book bus travel.
Supervisors issued with Start Cards and Pens

Week 2, 3 (17/2/16 to 1/3/16) – soft start site wide. Discussion at site Pre Starts, Shift pre Starts, HSR meetings.
Supervisors to deliver completed cards end of shift daily to safety.
Safety to set up Bulletin boards and tables with blank cards and pens.
Safety to review daily for quality.

Week 4 (Wednesday 2/3/16) – Start / Stop Card goes live.
Shift Pre start is the communication channel for site wide rollout

Feb / March – Follow up communications at Daily Pre Start, Take feedback from workers.
Safety team to deliver feedback to management on documentation quality and compliance on completion.
Project manager communication at weekly shift Pre Starts
Management, Supervisors, Safety team to complete field observations and audits of new Strat Cards – Deliver pro active verbal communication and feedback to workers