**Gastech Australia Pty Ltd**

**Health Safety and Procedure**

**HSE Data Management, Trend Analysis and Reporting**

**Procedure 4.4.3.3**

***“ Committed to HSE”***

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| **Rev Number** | **Summary of Revision** | **Signed (Director)** | **Date** |
| **Rev 0** | **New Procedure** |  |  |
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Contents

[1. PURPOSE 3](#_Toc335903082)

[2. SCOPE AND APPLICATION 3](#_Toc335903083)

[3. DETAIL 3](#_Toc335903084)

[3.1 Overview 3](#_Toc335903085)

[3.2 HSE Data 3](#_Toc335903086)

[3.3 HSE Data and Trend Reporting 3](#_Toc335903087)

[3.4 Communication 3](#_Toc335903088)

[4. TRAINING AND COMPETENCY REQUIREMENTS 3](#_Toc335903089)

[5. RESPONSIBILITIES 3](#_Toc335903090)

[5.1 Gastech Director 3](#_Toc335903091)

[5.2 Gastech Managers and Supervisors 3](#_Toc335903092)

[6. RELATED DOCUMENTS 3](#_Toc335903093)

[7. DEFINITIONS AND ABBREVIATIONS 3](#_Toc335903094)

[APPENDIX 1: Monthly HSE Report 3](#_Toc335903095)

[APPENDIX 2: Quarterly HSE Report 9](#_Toc335903096)

# 1. PURPOSE

The purpose of this Procedure is to ensure that HSE data at Gastech is collated into a single data base so that HSE performance can be evaluated, enabling areas for improvement to be identified and continual improvement in HSE performance to be achieved.

# 2. SCOPE AND APPLICATION

This Procedure is applicable to all Gastech activities and operations and applies to HSE data which can provide an indication of HSE performance at Gastech.

Specifically, this Procedure addresses:

* what HSE data needs to be maintained
* in what form data needs to be maintained
* reporting of this data and trends to be identified from the data
* review and approval processes to correct undesirable trends

**This Procedure must be followed in conjunction with client procedures where applicable.**

# 3. DETAIL

## 3.1 Overview

There are a variety of processes used at Gastech to collect information and data related to HSE performance.

Data from these processes must be collated and reviewed, and reports developed, so that areas worthy of note and areas where improvements are required are known and reported to senior personnel and the workforce. Improvements require to address undesirable trends or improve HSE performance in general may have an associated cost and as such reports must be provided to Gastech management for review and approval.

Provision of regular reporting also ensures that senior personnel are able to track overall HSE performance and gives assurance that HSE performance is being assessed and properly managed.

3.2 HSE Data

HSE data can arise from:

* Incident reports
* Hazard reports
* HSE inspection reports
* HSE communication and consultation
* Compliance with key performance indicators
* Recorded lessons learned from internal and external sources

This data must be collated into a single data base so that trends can be readily identified and reported. Data gathered must relate to both negative indicators (eg incident reporting) or positive indicators (number of HSE inspections undertaken). Data and trends to be held and reported are detailed in Section 3.3.

## 3.3 HSE Data and Trend Reporting

HDSE data and trend reporting must be carried out at Gastech on a monthly and quarterly basis.

Monthly HSE Reports provide a basic review of key areas inclusive of:

* Incidents for the month and classifications (LTI/MTI/FTI)
* Number of HSE inspections performed and by who (against KPIs)
* No of Hazard Reports
* Number of Tool Box Meetings held
* Number of inspections undertaken
* Number of JHA reviewed

Monthly HSE Reports must be submitted by Gastech Supervisor to the Gastech Director.

Quarterly HSE Reports provide more detail related to the above, provide a trend analysis and recommendations for action to address undesirable trends. Quarterly HSE Reports must be developed by the Gastech Director, with specialist assistance as required, and must be supplied to and reviewed at Gastech HSE Committee Meetings.

Templates for monthly and quarterly reports are provided in [Appendix 1](#_APPENDIX_1:_Monthly) and [2](#_APPENDIX_2:_Quarterly) respectively.

## 3.4 Communication

All reports are must be made available for viewing by long term Gastech employees and contractors via the intranet and are displayed on notice boards as relevant.

# 4. TRAINING AND COMPETENCY REQUIREMENTS

All employees must view the Tool Box presentation which supports understanding of this Procedure.

# 5. RESPONSIBILITIES

## 5.1 Gastech Director

The Gastech Director must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* formally audit compliance with this Procedure on a yearly basis
* ensure that all data is entered into the HSE Data Base
* ensure that Quarterly HSE Reports are produced
* review Monthly HSE Reports and implement improvements as required

## 5.2 Gastech Managers and Supervisors

Gastech Managers and Supervisors must:

* promote use of this Procedure
* monitor compliance with this Procedure
* maintain project data and provide data to the Gastech Director in Monthly HSE Reports
* ensure reports are available to employees and contractors

# 6. RELATED DOCUMENTS

|  |  |
| --- | --- |
| **Document Title** | **Document Location** |
| **Related Procedures** | |
| Gastech Procedure for HSE Planning and Continual Improvement | PR/HSE/02 |
| Gastech Procedure for Hazard Identification Risk Assessment and Control | PR/HSE/10 |
| **Related External Documentation** | |
| NA |  |

# 7. DEFINITIONS AND ABBREVIATIONS

| **Term or Acronym** | **Definition** |
| --- | --- |
| **FTI** | First Aid Treatment Injury |
| **LTI** | Lost Time Injury |
| **MTI** | Medical Treatment Injury |