**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

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| **Rev Number** | **Summary of Revision** | **Signed (Director)** | **Date** |
| **0** | **New Procedure** |  |  |
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**HSE Inspections and Audits**

**Procedure 4.5.4**

***“ Committed to HSE”***

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# 1. PURPOSE

Health Safety and Environmental (HSE) Audits, Inspections and Hazard identification and reporting are key, pro-active measures at Gastech towards identification and control of HSE hazards and unsafe behaviours. The purpose of this Procedure is to ensure that regular HSE Audits, Inspections, and Hazard identification and reporting of work areas and work practices at Gastech are carried out.

# 2. SCOPE

This Procedure is applicable to all Gastech employees and all operations and activities at Gastech, including Gastech offices.

This Procedure addresses processes for:

* HSE Systems and Compliance Audits
* Formal HSE inspections
* Hazard identification and reporting

It also addresses:

* the type of audits and inspections to be carried out in various locations
* the process for reporting hazards
* who must be involved in audits, inspections and hazard identification and reporting
* what frequency audits, inspections and hazard identification and reporting must be carried out
* who needs to receive audit, inspection and hazard reports
* how items requiring action are recorded, implemented and tracked until closed out

This Procedure is supported by formal training in hazard identification and control.

**When carrying out work at client premises, this Procedure must be followed in conjunction with client procedures.**

# 3. PROCESS

## 3.1 Overview

HSES audits, inspections, and hazard identification and reporting at Gastech must be carried out on a regular basis by all Gastech employees.

Specific checklists and record cards are provided to assist all Gastech employees in carrying out the activities as listed above. Audit checklists, developed by independent HSE specialists, are also used during HSE external audits.

All employees at Gastech are required to participate in HSE inspections and reporting of hazards. HSE audits, inspections, observations and hazard reports are viewed by Gastech as a key and pro-active HSE management strategy toward ensuring a safe and environmentally sound workplace at Gastech and at client premises.

**All formal HSE inspections must be carried out in groups of two or more employees and/or contractors.** This requirement is to balance variations of perceptions of risk from person to person. Gas Tech senior personnel must also participate in formal inspections and observations on a regular basis.

## 3.2 Formal HSE Inspections

Formal HSE Inspections, using the HSE Inspection Checklists (Appendix A-C), and Hazard Report Cards have been developed to ensure consistency of approach and again to reduce variations in the perception of risk from person to person at Gastech.

Customised and detailed checklists have been developed for the following:

Gastech Offices

Bi-Monthly inspection checklist ([Appendix A](#_Appendix_A:_F13/HSE/01))

Workshop

Bi-Monthly inspection checklist ([Appendix B](#_Appendix_B:_F13/HSE/02))

Process areas

Weekly inspection checklist ([Appendix C](#_Appendix_C:_F13/HSE/03))

The frequency of inspections, audits, and hazard identification and reporting, and responsibility for carrying them out, is detailed in [Section 4](#_4._SCHEDULE).

## 3.3 Hazard Report Cards

Hazard Report Cards must be used, as required by any employee on a day-to-day basis to record observed hazards that are encountered in the workplace.

Where a workplace hazard is observed, the hazard must be isolated, if safe to do so, before cards are submitted to the relevant Gastech Supervisor.

Hazard Report Cards provide a simple format for capturing and recording hazards and must be used to record hazards, short term controls and to allocate responsibility for any action required to mitigate risk. All hazards must be assessed for risk using the Gastech Risk Matrix (refer *PR/HSE/10: HSE Procedure for Hazard Identification, Risk Assessment and Control*). Where hazards cannot be corrected immediately in a safe manner, action items arising from Hazard Report Cards must be entered into the Gastech HSE Action Register (refer *PR/HSE/08: HSE Procedure for HSE Data Management and Trend Analysis*) and prioritised on the basis of the assessed level of risk.

Refer [Appendix D](#_Appendix_D:_F13/HSE/04) for a copy of the Hazard Report Card.

## 3.4 HSE Systems Audit

A formal audit of the Gastech HSE Management System must be conducted annually by an external HSE specialist to confirm compliance with requirements and identify areas for improvement in the system itself.

# 4. SCHEDULE

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| **Formal Inspections** | **Frequency** | **Responsibility** | **Submit completed forms to:** |
| **Office** | Bi-Monthly | Office Administrator |  Director |
| **Warehouse** | Bi-Monthly | Supervisor |  Director |
|  | Quarterly |  Director |  Director |
| **Hazard Reporting** | Ongoing | All | Supervisor/Directors |
| **HSE Systems Audit** | Annually | External |  Director |
| **Process Areas** | Weekly | Supervisors |  Director |
|  | Quarterly |  Director |  Director |

# 5. HSE ACTION TRACKING SYSTEM

All actions arising from completed Audits, Inspections and Hazard identification and reports must be entered into the Gastech HSE Action Register to enable close out of action items to be tracked and verified.

It is the responsibility of the relevant Gastech Supervisor or the Gastech Director, as relevant, to enter action items into the Register, and these personnel must also monitor implementation of corrective actions and update the Register as action items are closed out.

If a serious risk such as a hazard or unsafe act has been identified, immediate action must be taken to isolate or correct the hazard.

Analysis of action items must be included in Annual Audits to ensure that negative and positive trends are identified and pro-actively addressed. All checklists and forms related to Audits, Inspections and Hazard identification and reporting must be held on file for audit purposes.

# 6. TRAINING

All employees and contractors will attend a formal training session on hazard identification and control to support effective implementation of this procedure.

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# 7. RESPONSIBILITIES

## 7.1 Gastech Director

The Gas Tech Director must:

* promote use of this Procedure
* monitor compliance with this Procedure
* audit compliance with this Procedure on a yearly basis
* undertake formal quarterly HSE inspections of selected areas
* undertake hazard identification and reporting and informal inspections on an ongoing basis
* organise annual HSE independent audits
* update the HSE Action Register as required
* review actions in the HSE Action Register on a regular basis, review progress on closing out actions items, and identify observations worthy of note
* provide feedback on closing out of action items to team members
* from the HSE Action Register, identify positive trends and trends where action is required

## 7.2 Gastech Supervisors

Gastech Supervisors must:

* promote use of this Procedure
* monitor compliance with this Procedure
* undertake formal HSE inspections of work areas as per the schedule
* update the HSE Action Register as required
* undertake Hazard identification and reporting and informal inspections on an ongoing basis
* provide feedback on closing out of action items to team members

##

## 7.3 All employees

All employees must:

* comply with requirements detailed in this Procedure
* participate in HSE inspections as required
* identify and report hazards on an ongoing basis