

Safe Working Environment Shift Inspection



Worsley Alumina

This inspection is NOT a statutory inspection and shall be used for Plant and Equipment Inspections Only. On completion of the task, the document shall be returned to the person nominated by the responsible supervisor.

Description	Materials Inspection on the safe working environment	Task Duration	
Location	Raw Materials		
Related Equipment			
Functional Location/s			

Task Details



Note

Before commencing any work, check the JHA information in this Work Instruction and always complete a Safe2Start.

Inspection Observations

1.	<p>The inspection should be performed in three actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 50 metre observation At a distance of 50 metres inspect the surroundings of the facility. Note any problems you observe and correction actions required. <input type="checkbox"/> 20 Metre observation At 20 metres stop and re-observe your surroundings again note additional problems observed. <input type="checkbox"/> 2 metre observation At 2 metres stop and make a final observation of the area noting any additional problems observed.
2.	<p>Observe from each distance (50, 20, 2 meters) completing your observations on the checklist below. Use the check list items to prompt you. Add description to the list if an observation is not documented within the checklist.</p>
3.	<p>Mark off the area you have inspected and its condition.</p>
4.	<p>When completing the inspection observe any actions that require initiating.</p>
5.	<p>Decide whether immediate action can be taken or a notification must be raised to rectify the problem.</p>
6.	<p>If the problem is rectified immediately ensure action taken is documented on the inspection sheet.</p>
7.	<p>If a notification is required to be raised:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record details in the inspection sheet. Ensure to include all details (equipment numbers etc) <input type="checkbox"/> Check previous inspections for a notification that may have already been raised. <input type="checkbox"/> If there is no previous notification been raised, complete a notification and record the number on the inspection sheet.
8.	<p> Note If a notification has previously been raised record information and date and inform the shift Supervisor, who will reference the priority notifications list in the Supervisors office.</p>
9.	<p>On the completion of the inspection ensure all documentation has been completed, notifications have been raised then sign-off and return to the Shift Supervisor.</p>
10.	<p>The shift Supervisor must then check all details, sign off, then confirm the PM02 has been completed.</p>
11.	<p>Inspection sheets should be filed for future reference.</p>

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Facility Inspected :		Date:	Shift: D/S <input type="checkbox"/>	N/S <input type="checkbox"/>
Indicate if a subsequent notification exists for all items requiring attention?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments of Action Taken	Hazard Removed, Area Cleaned:			
Comments of action required	Notifications Numbers and description including equipment numbers			
Inspected By:	Supervisor:			
Date:	Date:			
Signature:	Signature:			

Good Condition <input checked="" type="checkbox"/>		Attention Required <input checked="" type="checkbox"/>						
<i>--Indicate equipment inspected--</i>								
	Condition	Tagged in date	Clear of Obstruction	No Product Build up spillag	Secured Correctly	Stored Correctly	Notification Numbers	Comments
General Environment								
Lighting General	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Personal Access Walkways	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
Process Pads	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
Handrails	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
Grid mesh	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Stairways	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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	Condition	Tagged in date	Clear of Obstruction	No Product Build up spillag	Secured Correctly	Stored Correctly	Notification Numbers	Comments
Ladders and Gates	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Pipework	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
Wash down hoses	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Skips and Bins	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>		
Roadways	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
Nil objects with potential to fall from height				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nil objects within 1.5 metres from rail line	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>				
Rail signage	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Safety Equipment								
Signage	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Safety Showers	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Barricades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bollards	<input type="checkbox"/>		<input type="checkbox"/>					
Fire Protection equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
WAH Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment Guarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Tools								
Knocking bars/Hammers	<input type="checkbox"/>					<input type="checkbox"/>		
Wheel Barrows	<input type="checkbox"/>					<input type="checkbox"/>		
Shovels	<input type="checkbox"/>					<input type="checkbox"/>		
Rad and Nut runner Guns	<input type="checkbox"/>					<input type="checkbox"/>		

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Electrical Equipment							
Cords and Plugs	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
GPOs	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Cable trays	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Field Distribution Boards (closed and Locked)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Description	Condition / Graffiti	Tagged in date	Clear of Obstruction	No Product Build up spillage	Secured Correctly	Stored Correctly	Notification Numbers	Comments
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Ancillaries Observed Requiring Adding to Checklist

EDC Doors are closed and locked	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Cabinets and closed	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			
Equipment Labelled	<input type="checkbox"/>				<input type="checkbox"/>			
Facilities Change rooms / Toilets Inspection	<input type="checkbox"/>							

Equipment or items Observed Requiring Adding to Checklist

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New Hazards and Identified Safety Issues:

Step	Hazard Details Control

Relevant to the Following Equipment/Functional Location:

Equipment/Functional Location	Description

Definitions, Terms and Abbreviations

Term	Description	Term	Description

References

00120664	FRC Guarding Audit
00120666	FRC Scaffold Audit
00120537	FRC Working at Heights Audit
01021224	Safe Working Environment Procedure

Document Control

Approver Circulation

Role	Name	Approved	Date
Materials Execution Superintendent	Martin Garwood	√	05.09.2016