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|  | <b>Instruction</b><br>Perform safety observations and workplace inspections | Instruction:<br>I019-000 |
|   |   | Doc no:<br>2018-42238    |

## Safety observations and workplace inspections.

|                    |                   |
|--------------------|-------------------|
| <b>Location</b>    | RWE Generation NL |
| <b>Department</b>  | Safety GES-M      |
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| Changes from previous version  |   |   |   |  |
| <ul style="list-style-type: none"> <li>“HSE meldpunt” removed from text and replaced throughout with Incident Registration System (IRS, has become RITAS, July 2024).</li> <li>Where appropriate, Environment has been added because observations and workplace inspections include environmental issues.</li> </ul>   |   |   |   |  |
| Purpose instruction  |   |   |   |  |
| <p>Achieve that by structurally carrying out safety observations and workplace inspections, both positive and abnormal situations can be reported and shared. Reporting this is necessary to ensure follow-up to reports and improvement actions and to learn from them. The ultimate goal is to offer all employees an increasingly better, safe and healthy workplace.</p> |   |   |   |  |
| Related documents  |   |   |   |  |
| Type of Document   | Title                                     |   | Code  |  |
| Process  | Managing HSE risks                        |   | P053b   |  |
| Process  | Operating and monitoring                  |   | P033/<br>GEN_PRO_2210                               |  |
| Process  | Maintain installations                    |   | P080/NL_PRO_3110                                    |  |
| Form   | Form workplace inspections                |   | F019  |  |
|  |   |   |   |  |

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| Terminology & abbreviations |  |
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| Abbreviation/term           | Meaning  |
| Safety Observation          | Unscheduled inspection in the installation, a building or anywhere else on the RWE GCC-NL premises, looking in particular at <b>safety behavior</b> and <b>situations in activities</b> taking place there. This is based on our RWE policy that we never ignore unsafe situations or unsafe behavior, without entering into the discussion. |
| Workplace Inspection        | A scheduled inspection of a site, facility, building or workplace that looks for <b>high-risk and unsafe situations</b> .  |
| VG&M                        | SH&E, Safety, Health and Environment   |
| PPE                         | Personal Protective Equipment.   |
| Safety                      | Department responsible for security policy Generation NL.  |
| SAP PM                      | SAP module/ application for Plant Maintenance  |
| Environment                 | Environmental Policy Enforcement Division.   |
| IRS                         | Incident registration system.  |

## Safety Observation

### Objectives

The focus of a safety observation is to observe safety behaviors or situations. After all, the purpose of the safety observation is to ascertain whether the processes, procedures and (work) instructions by which the work or activities within our locations are carried out are effective. In addition, it is a means to prevent undesirable situations or actions by entering into a discussion or, in the case of a positive observation, by giving a compliment to encourage safety behavior.

### Implementation


All employees, both operational and staff, are expected to make safety observations when observing unsafe behavior or non-compliance with safety instructions and measures. Part of these observations may also include checking the presence and quality of mandatory safety documents such as the **work permit, TRA, LMRA and HSE work plan**.

This allows all employees to get a good picture of whether all activities are carried out within the applicable processes, procedures and instructions. In doing so, it can then be made clear in a conversation what, if any, bottlenecks are causing internal or external employees not to adhere to the processes, procedures or instructions.

As a result, with the knowledge gained, any processes, procedures and instructions may also need to be modified to make them more effective.

The emphasis should be on the conversation, the communication with internal and external employees about the safety behavior aspects when carrying out activities. Here, attention should be paid to the right tone of voice to make the conversation take place in a positive atmosphere, convincing employees of the usefulness of this conversation for their own safety, and afterwards to comply with any proposed improvements.

For repeated, positive safety behaviors or improvement initiatives, the **I101 Dealing with Safety Behaviors**, can be used to reward these behaviors.

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## Workplace Inspection

### Objectives

Conducting workplace inspections stems from working conditions legislation. Direct managers must regularly inspect the workplace for HS&E aspects. Risky operations or hazardous situations should be resolved immediately whenever possible. If this is not possible, these risky actions or dangerous situations should be investigated, measures should be taken and the effectiveness of these measures should be evaluated afterwards.

### Preparation and method

The relevant managers conduct periodic, scheduled workplace inspections. This involves paying attention to high-risk tasks or activities, compliance with safety rules and environmental regulations throughout the cluster.

This includes the use of PPE, order and cleanliness in and around the workplace, dangerous situations and actions, handling hazardous or environmentally harmful substances, status of first aid kits, fire extinguishers, etc. Proper and safe use of tools and equipment and their condition, whether they are inspected, etc. will also be examined. During workplace inspections, process safety aspects will also be assessed and reported.

Form [F019-001 Workplace Inspection Checklist](#) can be used for this purpose.

### Planning

Each cluster makes an annual schedule of workplace inspections to be performed.

The following preconditions should be taken into account when planning:


- All branch work sites are visited at least once a year.
- A workplace inspection is conducted by at least two people. At least one person of these must be regularly employed at the cluster where the tour is being conducted.
- During an overhaul or project, preferably the main contractors are also involved in performing these workplace inspections, thus encouraging exchange of HSE issues and best practices.

## Registration and follow-up

Reports of workplace inspections and safety observations are made in the RWE IRS application. These reports are assessed and classified by the Safety and Environment departments, and where necessary assigned to a problem owner. In the application, the form can indicate whether it is an incident, (positive-) observation or workplace inspection report.

### Effectiveness

The supervisor will periodically, during workplace inspections, evaluate whether previous findings have been adequately followed up by reviewing these previous findings from that work site and comparing them with the current situation.

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## HSE notification of risky situation SAP-PM

### Methodology

If a dangerous, high-risk situation is observed during a safety observation or workplace inspection, the first thing to do will be:

- The immediate hazard or risk must be eliminated (lifting, cordoning off, decommissioning, marking/tagging);
- If the high-risk situation (e.g. defective or unsafe hardware, untested work equipment), cannot be eliminated immediately or completely, for example, because repair-replacement or material is needed, then a notification should also be made in SAP-PM for follow-up actions to fully restore the desired situation.
- Appropriate actions can then be set out in the morning meeting to return the situation to normal.