	I019-Safety observations and workplace inspections	Instructions
		2018-42238

## Safety observations and workplace inspections

Scope of application: **RWE-GCC NL**

Valid until: **30/06/2023**

### Document information

Version	Date of version	Approved by
V1.2	07/07/2020	Health, Safety & Security Manager – R. Kamst

#### Changes from the previous version

- Regular review, various textual revisions, adjustments to format/layout
- Adaptation to current corporate policy, doing away with minimum number
- Table with terms and abbreviations added

#### Purpose of the instructions

To make sure, by implementing safety observations and workplace inspections in a structured manner, that positive and deviating situations are reported and shared. Reporting is necessary in order to ensure follow-up and implement agreed improvement measures; it can also be used as a lesson learned. This is to achieve the final goal of offering all employees an ever-better, safe and healthy workplace.

#### Related processes

Process	Title	Code
Output	Limitation of HSE risks	P053b
Input	Operation and monitoring	P033
Input	Plant maintenance	P080

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## Terms and abbreviations

Term or abbreviation	Description / meaning
Safety observation	Unscheduled inspection of a plant, building or premises of RWE GCC-NL, with the focus being on situational safety behaviour during the execution of activities. This follows from RWE's aspiration to never ignore unsafe situations or behaviour, but address it.
Workplace inspection	A scheduled inspection of premises, a plant, building or workplace, with the focus being on recognising unsafe and dangerous situations.
H&S	Health & Safety
PPE	Personal protective equipment
HS&S	RWE GCC's Health, Safety & Security department
SAP PM	SAP module/application for plant maintenance
IRS	Incident registratie systeem (incident registration system)
HSE-Meldpunt (HSE reporting point)	Application for reporting incidents and dangerous situations relevant to safety, health and the environment

## Safety observations

### Objectives


Safety observations focus on monitoring safety behaviour or safety-relevant situations. The aim of safety observations is to check whether the processes, procedures and (work) instructions based on which work and activities at our sites are carried out, are effective. In addition, they are intended to avoid undesirable conduct or situations by pointing them out or, in the case of positive observations, praising employees, thus encouraging them in their safety behaviour.

### Implementation

All employees, both in operations and administration, are expected to conduct safety observations when they notice unsafe behaviour or violations of safety rules and measures.

This allows all employees to get a good idea of whether all activities are carried out in accordance with the applicable processes, procedures and instructions. A talk can be used to explain why internal or external employees (fail to) comply with the processes, procedures and instructions. Subsequently, the processes, procedures and instructions can be revised if required so as to increase their efficiency.

The focus is on the talk, i.e. the communication with the internal or external employee about safety-relevant behavioural aspects when performing activities. In this connection good dialogue skills and a pleasant atmosphere for the conversation are important in

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order for the employees to realise that the talk benefits their own safety and to ensure that they implement any suggested improvements in future.

## Workplace inspections

### Objectives

Workplace inspections are performed on account of the statutory requirements pertaining to working conditions. The direct manager has to inspect the workplace at regular intervals under H&S aspects. Risky conduct or dangerous situations must be eliminated immediately if possible. Where this is not possible, the risky conduct or dangerous situations have to be examined and suitable measures taken, which will later be evaluated in terms of efficacy.

### Preparation and working method

The manager concerned conducts a workplace inspection according to a previously prepared plan at regular intervals. He or she is on the lookout for risky tasks or activities and pays close attention to compliance with safety rules and requirements in the entire cluster.

This includes the use of the required PPE, order and cleanliness at the workplace, dangerous situations and conduct, the handling of hazardous and environmentally harmful substances, the condition of first-aid boxes, fire extinguishers, etc. Furthermore, the manager pays attention to whether tools and work equipment are used correctly and safely, what condition they are in, whether they have been tested, etc. During the workplace inspection, the manager also evaluates and documents processes with regard to safety.

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

### Planning

Once a year, every cluster prepares a plan of the workplace inspections to be performed. When planning, the following conditions need to be met:

- Every workplace at a site must be inspected once a year.
- A workplace inspection has to be conducted by at least two persons. At least one of these persons must regularly work in the cluster concerned.
- In the event of an overhaul or project, the main contractors should be involved in the workplace inspection if possible, as this promotes an exchange about H&S and best practices.

## Registration and follow-up

The workplace inspections and safety observations are reported in RWE's HSE-Meldpunt IRS application. These reports are evaluated and classified by the HS&S department and assigned to a problem owner if necessary. The application provides a form on which the

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manager can indicate whether the report deals with an incident, a (positive) observation or a workplace inspection.

### **Efficiency**

During the workplace inspections, the manager evaluates at regular intervals whether the outcomes of previous inspections of the workplace have been sufficiently taken into account by comparing the outcomes with the current situation.

## **HSE reporting of dangerous situations in SAP-PM**

### **Working method**

If a dangerous situation has been detected during a safety observation or workplace inspection, the procedure is as follows:

- First, the immediate danger or risk is eliminated (removal, closing off, taking out of service, marking/labelling).
- If the dangerous situation (e.g. faulty or unsafe hardware, untested work equipment) cannot be eliminated immediately or fully, e.g. because a repair, replacement or material is required, a report indicating the need for follow-up actions to fully restore the desired situation needs to be made in SAP-PM.
- Suitable measures for normalising the situation can then be developed at the morning meeting.