




Instructie  
Conducting safety observations  
and workplace inspections

Instructie:  
I019-000  
Doc.nr.:  
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## Safety observations and workplace inspections

Locatie RWE Generation NL  
Afdeling Health & Safety  
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<ul style="list-style-type: none"><li>• Instruction in new template</li><li>• Periodic review</li><li>• Link to the I101 Dealing with safety behaviour indicated for assessing positive safety behaviour or taking appropriate action to improve safety behaviour</li></ul>				
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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 on reports and improvement actions and to learn from them. This with the ultimate goal of providing all employees with an ever-improving, safe and healthy workplace.				
<b>Gerelateerde documenten</b>				
Type Document	Titel			Code
Output	Managing HSE Risks			P053b
Input	Operate and monitor			P033
Input	Maintain installations			P080

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<b>Terminology and abbreviations</b>	
Term/abbreviation	Description/meaning
Safety observation	Unscheduled inspection in the plant, a building or anywhere else on the RWE Generation NL premises, looking in particular at safety behaviour and situations in activities taking place there. This is based on our RWE policy, that we never ignore unsafe situations or unsafe behaviour, without starting the conversation.
Workplace inspection	A planned inspection of a site, plant, building or workplace looking for risky and unsafe situations.
H&S	Health and Safety
PPE	Personal protective equipment
H&S	Department of Health & Safety RWE Generation NL.
SAP PM	SAP module/ application for Plant Maintenance
IRS	Incident registration system.
HSE meldpunt	Application for reporting safety, health and environment-related incidents and high-risk situations.

## **Safety observation**


### **Objectives**

The focus of a safety observation is on observing safety behaviour or situations. After all, the purpose of the safety observation is to check whether the processes, procedures and (work) instructions by which the work or activities are carried out within our sites are effective. In addition, it is a means of preventing undesirable situations or actions by starting a conversation, or, in the case of a positive observation, giving a compliment to encourage safety behaviour.

### **Implementation**

All employees, both operational and staff, are expected to carry out safety observations when observing unsafe behaviour or non-compliance with safety instructions and measures. 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 follow the processes, procedures or instructions. As a result, any processes, procedures and instructions may have to be adapted to make them more effective.

The emphasis should be on the conversation, the communication with internal and external employees on the safety behaviour 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.

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For repeated, positive safety behaviour or improvement initiatives, the I101 Managing Safety Behaviour, can be used to reward this behaviour.

## Workplace inspection

### Objectives

Carrying out workplace inspections stems from working conditions legislation. Managers should regularly inspect the workplace for H&S aspects. Risky actions or hazardous situations should be solved immediately whenever possible. If this is not possible, these risky actions or hazardous situations should be investigated, measures should be taken and the effectiveness of these measures should be evaluated afterwards.

### Preparation and procedure

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

This includes the use of PPE, housekeeping 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 are also assessed and reported.

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

### Planning


Each cluster makes an annual schedule of workplace inspections to be carried out. The following preconditions should be taken into account when planning:

- All work sites of a branch are visited at least once a year.
- A workplace inspection is carried out by at least two people. At least one person of these must be regularly employed in the cluster where the tour is conducted.
- During a revision or project, the main contractors are preferably also involved in carrying out these workplace inspections, encouraging exchange of H&S issues and best practices.

## Registration and follow-up

Reports of workplace inspections and safety observations are made in the RWE IRS application, HSE meldpunt. These reports are assessed and classified by the H&S department, 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

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

### HSE notification riskfull situation SAP-PM

#### **Working method**

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 removed (lifting, cordoning off, decommissioning, marking/tagging);
- If the risky situation (e.g. defective or unsafe hardware, untested work equipment), cannot be eliminated immediately or completely, e.g. because repair-replacement or material is needed, then a notification should also be made in SAP-PM for the 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.