

## **BI-SPA.91.40 Skilled and experienced personnel are accountable for determining the operating processes on site**

### ***Expectation***

Equipment is selected and work processes developed to meet operational requirements (people, infrastructure and site) and to confirm all equipment operates within its design parameters.

### ***Specify***

Technical specialists and operational superintendents are accountable for preparing procedures for works on site. Considerations include:

1. Tasks required - with a breakdown of steps required and identifying details on risks and controls from references: available site (JSA's, Risk Analyses etc.); OEM guidance material, and; regulator and industry guidance resources (including available training modules). These steps inform required engineering, equipment choice and controls to implement that are documented in site processes
2. Site conditions are included in considerations related to: vehicle pavements; road and park-up gradients and ground strengths; area constraints impacting turn and swing radii (horizontal and vertical); lighting and exposure to weather effects; ground stability considerations; climate and season (and associated road watering/maintenance requirements); operator constraints/requirements. All of which are checked to confirm required processes will achieve productive and safe outcomes
3. Frequency, complexity and potential severity of works - which determine the level of formality and detail required in documented operating processes (more frequent, complex or consequence of outcomes leads to more rigour and detail)
4. Conducting a team review (risk analysis) involving operational and maintenance subject matter experts to challenge desktop considerations and confirm documented requirements are aligned with site practices
5. Companion training and assessment tools are prepared to support approved site procedures/processes

### ***Implement***

1. Nominated technical and operational personnel with accountabilities and responsibilities for preparing processes and systems are trained and made familiar with site protocols for this material, including required information to include and formats to follow
2. New processes and changes to existing site practices trigger the creation and update of HSMS elements - equipment and tool requirements, procedures, checklists, and associate training and assessment resources

## ***Monitor***

1. Superintendents regularly reinforce site procedure and system development processes - particularly around producing materials that support consistent understanding and execution of tasks on site
2. Procedures, training modules, checklists and audit tools are lodged with appropriate department(s) and controlled in line with site information management system requirements
3. Audits of Safety Management systems confirm that the HSMS is performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required