

BI-SPA.86.15 Effective hazard and near miss reporting

Expectation

Hazards and near misses are identified and used to provide a warning of insufficient or degraded business inputs in the HSMS - and trigger value adding corrective actions.

Specify

Hazard and near miss reporting systems are:

1. Documented with a procedure to: implement an immediate solution (if possible) -> gather information (interviews, photographs, measurements, etc.) on the hazard/near miss -> characterise the issue by incident type -> identify failure modes that contributed to the hazard/near miss -> highlight shortfalls in the site requirements (business inputs), and -> generate follow up actions and opportunities for improvement
2. Communicated through training resources which are prepared, empowering and requiring all personnel to identify and report and/or analyse causes of issues
3. Supported by resources (people, equipment and business systems) which help to provide consistent interpretation and value adding improvement suggestions

Implement

1. Workers and site professionals are trained in hazard identification, reporting and analysis
2. Superintendents and senior site leaders reinforce hazard identification and reporting/analysis requirements on a regular basis
3. Identified hazards and near misses are reported when identified
4. Analysis of causes and identification of improvement opportunities follows a report, with the level of analysis based on the potential severity and site priority

Monitor

1. Training records are kept in line with worker's training needs analyses (TNA's) and expiry dates trigger requirements for follow up training
2. Reports are managed as required by the site information management systems and non-conformance are advised to senior site leaders for action
3. Improvement opportunities are tracked in site systems and regularly reported on by departments managing these systems
4. Audits of systems confirm that they are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required