

BI-SPA.87.10 Appropriate system for scheduled inspections include structured checklists and defect reporting

Expectation

Structured inspections, conducted by supervisors, workers and others, are effective and efficient at confirming conditions and worker actions meet site requirements.

Specify

Structured inspections, conducted by supervisors and others, include:

1. Planning to identify required frequencies and types of supervisor and senior manager inspections - based on work areas, activities occurring and prevailing threat levels
2. Confirming worker actions are in line with site requirements (procedures, etc.) and mentoring non-conformances in line with performance management (discipline) protocols
3. Supporting worker and maintainer equipment checks and servicing (with escalation of any identified defects) through pre-start, planned and in-field inspections
4. Work environment checks, with noise, dust, fume and ventilation quality measurements - taken on a regular basis
5. Providing details on permanent and temporary requirements for area and facilities inspections (including housekeeping, protective structures (structural handrails and barricades), signage, barricading, delineation, windrows/bunds, strata/slope conditions, etc.)
6. Emergency equipment status inspections
7. Preparation and use of checklists to support consistent, quality inspection and oversight of site activities and facilities

Implement

1. The inspection process details the competence required for personnel undertaking and reporting on findings
2. Inspections occur in line with schedules and when opportunities arise, and are based on detailed standards and checklists
3. Identified defects and/or non-conformances are categorised as critical (stop-job or stand-down and address), important (operate until next opportunity to repair/address) or tolerable (operate until next planned maintenance)
4. Critical issues observed are also included in site hazard and near-miss reporting protocols dependent on activities occurring at the time of inspection

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. Inspection reports are managed as required by the site information management systems and non-conformance are advised to senior site leaders for action
3. Hazard and near-miss analysis systems are deployed when required
4. Improvement opportunities are tracked in site systems and regularly reported on by departments managing these systems
5. 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