



SCEE Star Inspections Procedure

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Authority

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History

Revision	Date	Amended By (Name)	Details of Amendment
A	19/01/2016	Anthony Gollan	Creation of new Procedure
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1.0	23/06/2017	Anthony Gollan	Document reviewed with minor amendments
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1 Purpose

This procedure describes the requirements to be applied to enable a systematic and consistent approach to the execution of SCEE's Star Inspections.

2 Scope

This procedure applies to all SCEE employees, contractors, subcontractors, visitors or members of the public working on or visiting sites under the control of SCEE.

3 Definitions

Term	Definition
Acceptable	Meets SCEE's HSE Procedure Manual Requirements.
Employee	Any person on the Project who is not a Visitor.
HSE	Health, Safety and Environment.
JHA	Job Hazard Analysis.
Needs Improvement (NI)	Single item of minor Non Compliance of item that can be rectified within an agreed timeframe (e.g. Immediately or close of shift, etc.) by the Inspection team and the Supervisor.
Star Inspection	Detailed Inspection Form for an individual task
Unacceptable (UA)	Non Compliance with requirements of the HSE Procedures which must be rectified within an agreed timeframe (e.g. immediately or close of shift, etc.) by the Inspection team & the Project/Site Manager.

4 Responsibilities

Role	Responsibility
Project Manager	<ul style="list-style-type: none"> The Project Manager shall be responsible for ensuring resources are available to enable the implementation of this procedure and for the accountability of person's responsibilities as defined.
Site Manager	<ul style="list-style-type: none"> Ensure full compliance with the requirements of this procedure Ensure the effective implementation of this procedure.
Employee	<ul style="list-style-type: none"> Employees shall participate in inspections as required.
HSE Advisor	<ul style="list-style-type: none"> Audit and monitor compliance with this procedure. Identify remedial corrective actions required to meet the Star Inspections standards. Analyse inspection findings and use data in the development of HSE improvement campaigns. The review and analysis of completed Inspection forms to identify trends, at risk behaviours and unsafe conditions Assign actions to Supervisors to rectify "Unacceptable" items from the inspections. Entering "Unacceptable" items into Stems Action Register Reporting on the progress of Action close out.

Role	Responsibility
Supervisor	<ul style="list-style-type: none"> • Ensure the application of this procedure. • Conduct workplace Inspections in accordance with this procedure within their areas of responsibility. • Agree action items for Needs Improvement (NI) items with the Inspection team and ensure these are closed out. • Agree action items for Unacceptable (UA) items with the Inspection team and ensure these are closed out.

5 Flowchart

N/A

6 Procedure

SCEE Supervisor’s and HSE Advisors are required to conduct daily Star Inspections of their area(s) of responsibility. These inspections are to include an employee safety and health representative where applicable.

Additional Inspection Checklists may be developed in consultation with Site Management and Corporate HSE where identified, for example Marine Works.

These inspections are mandatory, and where a supervisor is to be absent from site for the week, i.e. R&R, it remains the Supervisors responsibility to delegate the inspection to his/her relief during the period of absence.

Copies of the inspection reports should be displayed in crib huts and office safety notice boards and the results and areas of improvement discussed at Prestart and Toolbox meetings.

6.1 Inspection Procedure

Before starting an Inspection, a review of the previous Star inspection for that task is to be undertaken to understand the Work Area history. Supervisors should review at least two prior weeks' inspection reports, note the weak areas of the inspection, previous non-compliance problems, etc. A Project should be reviewed to plan out the supervisor’s path through the site so as to ensure that you visit all areas.

During the inspection, note the degree of compliance, unsafe conditions, unsafe acts, general appearance and examples of good HSE measures.

If a Hazard or an area of "Needs Improvement" is observed, take steps to rectify the issue immediately. Mark the item as "NI" and record the action taken on the Inspection form.

If an area is observed to be "Unacceptable" take steps to rectify the issue. If the issue no longer remains, mark the form as "NI" and record the action taken. If the area remains "Unacceptable" and you are unable to make immediate change, take reasonable steps to ensure the area is safe and mark on the report "UA". Action items to close out the line item should be agreed with the Site

Management. Report all Unacceptable line items to Site Management immediately following the completion of the inspection.

Once the inspection is completed, the inspection team shall sign onto the Inspection form.

Where a joint Inspection is conducted between SCEE and the client both shall receive a signed copy of the Inspection form.

The signed hard copy original shall be given to the HSE Advisor or representative for review. The HSE Advisor will review all comments made on the Inspection Form, in particular those items marked as "Unacceptable" and confirm any actions taken to rectify the issue in the field. The HSE Advisor/representative will liaise with Site Management to identify an appropriate person and action completion date for all "Unacceptable" items.

Following review, the HSE Advisor/representative records all "Needs Improvement" and "unacceptable" issues in Stems via the Action Register.

6.2 Inspection Procedure

The Inspection Report is in a check list format. It is broken down into categories, each being an important function of the safety program. Each individual entry under each category is then evaluated with respect to the degree of implementation and compliance.

When rating each category, only rate those items that are applicable to the particular work, area.

Score each item as: A = Acceptable; NI = Needs Improvement; UA = Unacceptable; or N/A= Not Assessed.

If the inspection identifies issues that have been previously recorded and not rectified, the issue will be marked as "Unacceptable" by default.

6.3 Inspection Reports

The Star Inspection Reports are located on SCEE's Intranet. Refer to [Star Inspection templates SCEE-BS-HS-TEM-0054](#). A hard copy of the completed inspection report shall be printed and signed by inspection participants.

Unacceptable items that have been recorded on consecutive weeks may be recorded as a HSE Non-conformance and recorded accordingly as per SCEE's [Non-Conformance including Corrective and Preventative Actions Procedure SCEE-BS-QU-PRO-0007](#).

6.4 Verification

Verification of compliance to the requirements of this procedure shall be performed during auditing carried out in line with the Project Audit Schedule.

7 References

Documents, both internal and external, that are referenced within the content of this procedure, including Australian and International Standards and legislation.

Document ID	Document Title
SCEE-BS-HS-TEM-0054	Star Inspection Templates
SCEE-BS-QU-PRO-0007	Non-Conformance including Corrective and Preventative Actions Procedure

8 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-MAN-0001	HSE Manual