



Health and Safety Issue Resolution Process

Work Instruction

Document ID: SCEE-BS-HS-WIN-0012

Authority

	Title	Name	Date
Owner	HSEQ Manager	Anthony Gollan	26/07/2023
Reviewer	HSEQ Manager	Anthony Gollan	26/07/2023
Approver	Group Manager Business Services	Jamie Yeing	26/07/2023

History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	06/01/2015	Codie Davies	Document renumbered, supersedes WI-OHS-016
0.1	18/05/2018	Jackie Alfonso	Document transferred to the new SCEE WIN template.
0.2	12/06/2018	Anthony Gollan	Document revised with minor amendments
1.0	13/06/2018	Jackie Alfonso	For Publishing
2.0	21/10/2020	Anthony Gollan	Document Reviewed
3.0	26/07/2023	Vanessa Placheta	SCEE Electrical Branding and Review

Table of Contents

1	Purpose.....	3
2	Definitions	3
3	Responsibilities	3
4	Flow Chart.....	4
5	Action	5
6	References	5
7	Related Documents	5

1 Purpose

The purpose of this Work Instruction (WI) is to describe the process of resolving Health Safety and Environment (HSE) issues by Southern Cross Electrical Engineering Limited (SCEE).

This WI shall apply to all documents which identify the activities and functions of a department and shall be observed by all personnel of SCEE.

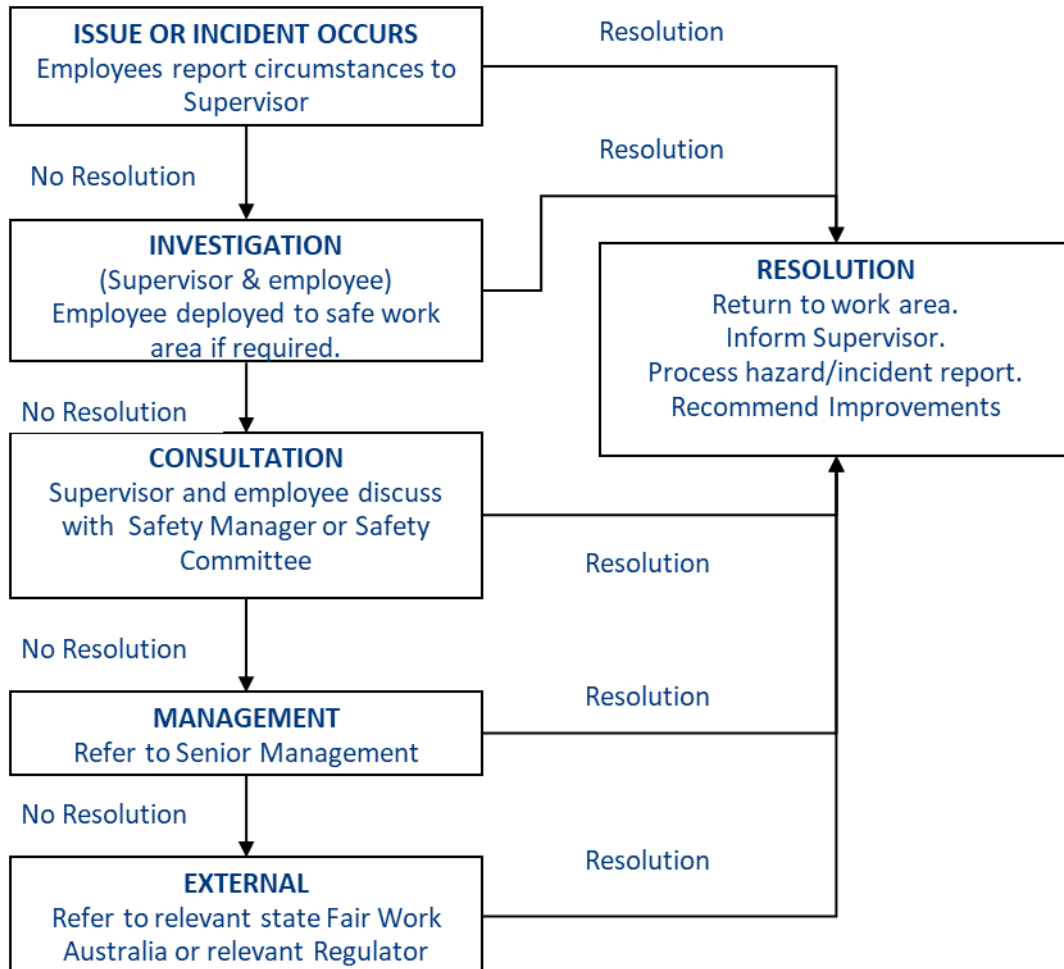
2 Definitions

Term	Definition
Employee	Any person on the Project who is not a Visitor

3 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 work instruction 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 work instructionEnsure the effective implementation of this work instruction
Employee	<ul style="list-style-type: none">Comply with the requirements of this work instruction.
HSE Advisor	<ul style="list-style-type: none">Audit and monitor compliance with this work instruction.
Supervisor	<ul style="list-style-type: none">Ensure the application of this work instruction.Monitor compliance with this work instruction.

4 Flow Chart



5 Action

Where an employee encounters what he believes to be a hazard or is allocated work to perform in what they consider constitutes an unsafe situation, they shall report and discuss the situation with their Supervisor.

If the matter is not resolved, the Supervisor and Safety Representative shall jointly obtain the relevant technical data and advice in an attempt to resolve the matter to the satisfaction of all concerned. At this stage employees shall be re-deployed to a safe working area.

In the event that the matter is not resolved, the Supervisor, Safety Representative and the HSE Advisor shall refer the issue to SCEE site management or the SCEE HSE Committee.

If the matter is not resolved the HSE Committee shall recommend the matter to be referred to Perth Senior Management for resolution.

In the event that the matter still does not get resolved, refer to WorkSafe WA, or if operating under the mines regulations refer to the District Inspector.

If an employee has reason to believe that the work will expose them to serious risk then the process in the flowchart above will be followed.

6 References

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

Document ID	Document Title

7 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