SEC 5-STAR SAFETY

الشركة السعودية للكهرباء
Saudi Electricity Company
طاقة مثمرة

5 Star Safety & Health Management System Internal Audit Protocol

OPERATING AREA:		Auditable Unit Name:	

Audit Days:	days	From: / / 2018	To: / / 2018	Time:
Audit Team				

Leader:		Dept.:		Sign:	
Member:		Dept.:		Sign:	

STAR GRADING:

Star Grading	5 Star Implementation
5 - Stars	91-100%
4 - Stars	75-90%
3 - Stars	61-74%
2 - Stars	51-60%
1 - Stars	40-50%
0	< 40

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5 Star Safety & Health Management System Internal Audit Protocol

Section 1: Premises & Housekeeping

OBSERVATION (GUIDE)	VERIFICATION	CONDITION COMMENTS	SCORE (0=Low 5=High)
1.1 – Buildings and Floors (max score 25)		**Element Total Score=**	
- Obvious unrepaired damage to buildings	visual	Record and check safety reps reports	
- Unsafe condition of floors, Carpets, Roadways, Walkways, Elevated platforms	visual		
- Have these deviations been reported?	Reporting system		
- Correction actions taken in timely manner (quick response)	Documented proof. Requested, current & completed work orders	Check date recorded, & date of work order requested	
- Premises divided into areas and delegated to Safety Representatives/Supervisions/HSE's (on plan or in writing)	Plan 100% coverage	Are all areas covered by Safety Reps?	
1.2 – Good Lighting: Natural and Artificial (max score 25)		**Element Total Score=**	
- Sample of "lights out"	visual	Especially in hazardous/high risk areas	
- Poorly lit areas	visual		
- Reporting of lights out by safety reps/supervisions/HSE's monthly	Example of report, Emergency light checklist report	What system is there to report defective lighting?	
- Lighting survey and monitoring of light intensities	Survey, all areas covered, min, max based on SEC standards	Detailed, Professional & Complete report?	
- Have survey results and recommendations been actioned / applied?	Notice signs, lighting enhancement/downgrade requests for areas above/below standard		
1.3 – Ventilation: Natural and Artificial (max score 25)		**Element Total Score=**	
- Study done for ventilation problems	Study copy, all areas covered, min, max based on SEC standards	Detailed, Professional & Complete report?	
- Have study results and recommendations been actioned / applied?	System enhancement / modification requests for areas above/below standard		
- Confined space area identified, study done?	Study copy, all expected CS covered		
- Ventilation/extractions provided and maintained	Maintenance program	Including FMD reports	
- Environmental monitoring/ heat stress/ sampling.	Documents	Outdoor, working temp	
1.4 – Plant Hygiene Facilities (max score 20)		**Element Total Score=**	
- Facilities in a clean hygienic state	visual	Examine, toilets, kitchens, lunch rooms, refrigerators, microwaves.	
- No food in unauthorized areas e.g. lockers, tool-boxes	visual		
- Regular monthly inspections	weekly		
- Checklist used, signed, monitored & kept	Completed checklists		
1.6 & 3.2 – Aisles and Storage Demarcated (max score 30)		**Element Total Score=**	
- Floors demarcated as per standard	Copy of standard	Check for demarcation outside and in all areas	
- Uniform demarcation code used			
- Demarcation adhered to			
- Demarcation under electrical/mechanical equipment			
- Fire Equipment location uniformly marked 'Keep Clear' areas demarcated and maintained			

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- Equipment unobstructed			
1.7 – Good Stacking and Storage Practices (max score 20)		**Element Total Score=**	
- Stacking: neat, stable & controlled			
- Storage in cupboards, on shelves neat and tidy			
- Unsafe conditions related to stacking an storage is reported & Action taken			
- No stacking on top of windowsills, cabinets, etc.			
1.8 – Housekeeping - Factory & Yard (max score 20)		**Element Total Score=**	
- Under roof areas free of junk and materials			
- Outside areas free of junk and materials			
- Safety representatives/appointees/HSE's controlling areas by reporting (general good housekeeping)	**Copies of recent checklists**	**Is housekeeping being checked on checklist?**	
- Correction actions taken	**Check system**		
1.9 – Scrap and Refuse Bins Removal System (max score 20)		**Element Total Score=**	
- Scrap bins provided/color coded or labeled			
- Regular, controlled removal	**Removal schedule**		
- Separate bins for rags, oily materials, scrap, etc.	**Is it used as per categorization?**		
- Bin locations demarcated			
1.10 – Color Coding: Plant & Pipelines (max score 15)		**Element Total Score=**	
- Uniform color code applied throughout	**Copy of Standard**		
- Color keyboard (legend) displayed			
- Knowledge of colors (AU's own code is acceptable)	**Ask an employee**		

Section 1: Premises & Housekeeping **MAX SCORE (200)**	**Total Score =** ....

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Section 2: Mechanical, Electrical & Personnel Safeguarding

OBSERVATION (GUIDE)	VERIFICATION	CONDITION COMMENTS	SCORE (0=Low 5=High)
2.1 – Machine/Hazardous Equipment Guarding (max score 15)		**Element Total Score=**	
- All hazardous moving machine parts within normal reach completely guarded/fenced/enclosed	**VISUAL** **Guards must offer 100% protection**		
- All guards installed are listed, checked and maintained	**All guards on register and checked according to standard -monthly**		
- Inspection of guards/front/back	**Monthly Checklist**		
2.2 – Lock-System & Usage "LOTO" (max score 60)		**Element Total Score=**	
- Color coding of locks and tags are as per standard	**VISUAL**		
- Procedure of breaking Locks is implemented	**Documents proof of implementation no unauthorized lock cutting**		
- LOTO station available and well arranged			
- Spare locks kept in safe none handy place, No master keys	**No master keys**		
- Are tags and locks being used correctly?	**Tags with full information?**		
- Are there specific procedures available for equipment that cannot be locked?	**Clear for all employees when to use LOTO**		
- Are all affected staff trained on the developed LOTO Written procedure	**attendance / certificates document**	**Ask employee/supervisor how to lock a critical valve**	
- Locks numbered and all use locks are recorded on permit	**Check old and current permits and locks were/being used**		
- LOTO is monitored, supervised and controlled by competent and authorized person/ LOTO station available and well arranged	**Check system, ask employees using LOTO**	**Assigned in writing by AU manager?**	
- Do field activities match AU policy and procedures?	**Check current jobs**		
- Type, Quality and condition of LOTO tools and parts	**Proper type is used for LOTO**	**e.g. Isolated tools/parts used for electrical LOTO**	
- Removal of all locks and tags after job is finished is controlled and monitored	**No old locks/tags on equipment after job is done**		
2.3 – Labeling of Switches, Isolators and Valves (max score 20)		**Element Total Score=**	
- All isolators/switches/circuits/cables and contact breakers labeled/standardized system used	**Map** **Switches, CB's, valves, etc.**		
- Are there emergency stop buttons? Red colored?			
- Arc Flash labelling done?	**Fully detailed arc flash info. stickers & signs**		
- Are all critical isolators, valves and Electrical Panel identified (natural gas, main water supply, process emergency shut off, etc.)?	**Map of critical valves**		
2.4 – Ladders, Stairs, Walkways (Scaffolding) (max score 25)		**Element Total Score=**	
- Condition of ladders, stairs, walkways, scaffolds, etc.	**visual**		
- Ladders (portable/fixed)and scaffolds numbered, on register	**Ladder checklist**		
- Are ladders inspected periodically for deficiencies and does supervisors ensure corrective actions are taken?	**Broken/poor condition ladders are marked and banned**	**Replacement/ maintenance reports**	
- Stairway landings, open-end platforms, etc. toe-boards.			

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- Stairways: three or more risers require handrail.			

2.5 – Lifting Gear and Records (max score 30)

		Element Total Score=	
- Condition of cranes/man baskets/hook/chains/slings etc.	visual	Including contractors' equipment, lifting gears and employees	
- Lifting gear identified and recorded in register	Register, checks		
- Safe Work Load marked	All lifting equipment clearly marked with a permanent label indicating SWL and ID No this includes all types of slings and "D" shackles and any other equipment used for lifting purposes such as jacks		
- Operator/driver trained and licensed			
- Test of all lifting machines such as all hoists cranes pull lifts	carried out by an approved inspection authority and certificates issued for each piece of equipment.		
- Storage and inspection of lifting tackle	Chain, wire rope and slings, D Shackles		

2.6 – Compressed Gas Cylinders: Pressure Vessels & Records (max score 15)

		Element Total Score=	
- Fixed Pressure vessels on register, tests and inspections carried out.	Register, inspections	registers correctly filled in and up-to-date	
- Relief valves locked or sealed Red line on pressure gauge.			
- Are all gas cylinder stored properly? and used in a safe manner?	Check storage area & procedures		

2.7 – Hazardous Substances Control (max score 30)

		Element Total Score=	
- Alphabetical list of all substances (Hazardous material could be liquid, gasses, or powder)	List or online Up-to-date?	Who coordinates this program?	
- Has a hazardous substance risk assessment & analysis been conducted based on an alphabetical list?	All HAZ substances covered?		
- Person designated to coordinate the list of MSD's	Are MSDS's applicable to the products being used		
- MSDS sheets available in dept., by buyer and First Aider	MSD's		
- Provide comprehensive and effective training for coordinator / information about physical and health hazards of hazardous material(s) & Emergency Procedures (Spills and Leaks).	Training proof		
- All hazardous material containers are labeled including temporary	Visual		

2.8 – Risk Assessment (HIRA) (max score 105)

		Element Total Score=	
- Assessors have attended Risk assessment workshops	Certification		
- Hazard Identification done covering all possible hazards	Document		
- Risk Register for all workplace activities kept equipment & materials	Copy of register		
- Risk assessments completed as per standard	Copies		
- Probability and severity considered			
- All risks associated with the hazard considered	Percentage of completion RA reports		
- Action plans and follow up compiled	All top rated risks have plans to be treated		
- All hazards and risks have been dealt with (Treated, Tolerated, Terminated, or Transferred)	(Documentation & Visual)		
- Re-assessment of the risks after correction actions applied	document proof	Is the risk after correction actions applied ALARP?	
- Hazard Identification and Risk Assessment awareness (Tool Box Talks, Training, knowledge share and publicity)	Certificates, workshops attendance list, posters		
- RA was done for every site/workplace			

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- RA was done for every activity			
- Are all RA for activities has SWP completed (5.19)			
- Sufficient existing controls considered?	Engineering controls		
- All existing Controls are implemented			
- Probability and severity were measured logically			
- Additional controls considered	Ask for documents / compare with site visit		
- RA reviewed annually	Any risk with Few controls and low P&S		
- Supervisors are aware of the RA related to their activities	Not necessary unless few existing controls mentioned		
- RA attached to PTW at site	Check issue date		
- Employees aware of RA	Ask Employees about RA		

2.9 – Motorized Equipment: Checklist, Licensing (max score 35)

Element Total Score=

- Condition of vehicles/ equipment/ seatbelt use	Monitor seat belt usage		
- Daily checklist completed by driver/operator	Test system, Reports completed?		
- Driving cab / load area clean and tidy	No unsafe storage		
- Employees attended & passed defensive driving course			
- Driver/operator training-syllabus			
- Identification of drivers/operators			
- The measures control taken by the Department towards those who have been recorded to traffic violations or vehicle accident.			

2.10 – Portable Electrical Equipment (max score 15)

Element Total Score=

- Condition of all cords, plugs, switches, etc.			
- All portable equipment identified, checked and register kept (All equipment fed through a flexible cable from a plug point – 110, 220, 380 or 500V)	Register or checklist		
- Are faulty items marked/tagged & removed from use?			

2.11 – Electrical Equipment Maintenance (max score 15)

Element Total Score=

- List of all high risk electrical equipment (identification and classification) according to RA	Clear and comprehensible	HV and MV equipment only	
- Records of maintenance available	Maintenance Program		
- Report to management on completed maintenance	Record kept		

2.12 – General Electrical Installation and Flameproof (max score 20)

Element Total Score=

- Electrical installations safe/ Earth Leakage, GFCI			
- Substations/ panels/ DB's/ faceplates locked or closed			
- Is there any unsafe temporary wiring? or any damaged or faulty switches, plugs, joints, fuse boxes or distribution boards, etc.?			
- Flameproof equipment – annual checks by a person competent to carry out such checks and record of checks, e.g. log-book	If applicable - register		

2.13 – Hand tools (max score 20)

Element Total Score=

- Condition of hand tools			
- Regular checks by supervisor			

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- Storage of tools (Includes hammers, chisels, files brooms, mops, spades, wheelbarrows, handcarts, etc.)			
- Are damaged items marked/tagged & removed?			

2.14 – Ergonomics (max score 25)

		Element Total Score=	
- Survey carried out using a checklist covering all premises, furniture and jobs.	**Filled checklist by employee**		
- Developed checklists as per standard Identifying ergonomic high risk area, job and tasks	**High risk list covers (risk Assessment)** -body posture, -Excessive Force jobs, -Over Reaching,	**-Work At Height,** **-Repetitive and excessive motion,** **-Fatigue and Static Load,** **-Areas clearances**	
- Follow-up action/surveys as required	**Applied correction actions?**		
- Ergonomics Committee formed and top 10 hazards in current year identified	**List of Top 10 Ergonomics Hazards to resolve agree on corrective action Implementation Action Plan**		
- Operators comfortable, Work tools and workplace Design: - Seating/computer & work stations. - Workplace buildings, working platform, tools, surrounding environment. - Noise, vibrations, full body movement, weather air, height, depth, and vacuum available.			

PPE Risk Assessment (max score 80)

		Element Total Score=	
- PPE Risk assessment's Results signed & posted	**Risk Assessment**		
- PPE Risk assessment done (according to Risk Assessment and/or Critical Task Risk Assessment)	**Check**		

2.15 – Head Protectors (max score 5)

		Element Total Score=	
- Provided and worn where necessary			

2.16 – Eye and Face Protection (max score 5)

		Element Total Score=	
- Eye protection provided and worn			

2.17 – Footwear (max score 10)

		Element Total Score=	
- Safety footwear provided			
- 'Safe' footwear being worn and in good condition			

2.18 – Protective Clothing (max score 15)

		Element Total Score=	
- Protective clothing provided and maintained			
- Arc Flash PPE/levels defined/worn			
- All clothing worn: adequate, clean and in good repair	**Arc flash clothes not modified**		

2.19 – Respiratory Equipment (max score 10)

		Element Total Score=	
- Correct types provided, used checked and controlled			
- Personnel trained in use of respiratory equipment			

2.20 – Hearing Conservations (max score 20)

		Element Total Score=	
- Noise survey conducted and areas/ Task Identified	**Noise Risk Assessment**	**Professional & Complete report?**	
- Reduction of noise at source	**Applied correction actions?**		
- Hearing acuity testing	**Audiograms**		
- Approved hearing protectors provided and worn			

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2.21 – Safety Harness (max score 15)		Element Total Score=	
- Safety harnesses provided and used			
- Condition and regular checks	Training proof		
- Training in use of safety harness given			

2.22 – Hand Protection (max score 5)		Element Total Score=	
- Gloves, barrier creams, etc. provided and worn/used			

2.23 – Control of Usage, Issue maintenance & Record of Personal Protective Equipment (max score 20)		Element Total Score=	
- Commitment obtained from wearer accepting conditions & requirement to wear PPE/Arc Flash PPE	Statement		
- Regular checks by supervisor			
- Are damaged items marked, listed & removed immediately from service?	Records, lists, logs		
- Record of equipment issued			

2.24 – Notices and Signs: Electrical, Mechanical Protective Equipment, Symbolic Safety Signs (max score 15)		Element Total Score=	
- Standardized and internationally acceptable signs posted where required - in good condition and applicable for the workplace			
- Display of signs for information and awareness posted based on the risks exist in the areas.	Training?		
- Electrical warming notices /live conductors and sub-stations			

Section 2: Mechanical, Electrical & Personnel Safeguarding MAX SCORE (630)	Total Score = ...

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Section 3: Fire Protection and Prevention Protection

OBSERVATION (GUIDE)	VERIFICATION	CONDITION COMMENTS	SCORE (0=Low 5=High)
3.1 – Fire Extinguishing Equipment (max score 15)		**Element Total Score=**	
- Fire risks identified and assessed for all areas	Fire Risk Assessment	Professional & Complete fire RA?	
- Action plans to correct deviations?	All correction actions applied?		
- Adequate number of correct types of fire extinguishing equipment provided and correctly located			
3.3 – Maintenance of Equipment (max score 10)		**Element Total Score=**	
- All fire extinguishing equipment numbered/ identified on register and checked monthly	Register	Clearly identifying location, type & capacity?	
- Maintenance at least annually	Ask to test a fire hose reel		
3.4 – Storage of flammable & Explosive Material (max score 20)		**Element Total Score=**	
- Storage provided with suitable doors, windows (if any), ventilation, bund, etc.			
- Store/magazine neat, tidy and clean/bonding			
- List of all flammables, precautions & storage capacity displayed?			
- Spill control/secondary containment			
3.5 – Alarm System (max score 20)		**Element Total Score=**	
- Independent alarm			
- Back-up alarm	back up battery system / Manual alarm		
- Is there test alarm?	Schedule and records showing date & time	At least once every 3 months	
- Employees know sound of alarm	ask them about the fire alarm activation points		
3.6 – Fire-Fighting Drill and Instruction (max score 25)		**Element Total Score=**	
- Fire teams adequate to risk as determined by fire RA	May be the fire teams are Volunteers according to the AU's Fire RA		
- Team available on all shifts			
- Fire drills – minimum once a year	Proof	Complete reports?	
- At least one evacuation drill per year (where not possible, at least publicized plan)			
- Trained volunteer in each department, other than fire team, trained in the use of fire extinguishers	Proof of training		
3.7 – Security System (max score 15)		**Element Total Score=**	
- Control of entry and exit of persons, vehicles, etc.	Ensure that there is a control of entry and exits		
- Security staff reporting unsafe practices/conditions for site Manager		Copies of report	
- One person per shift trained on 5-Star Safety workshop			
3.8 – Emergency Planning (max score 25)		**Element Total Score=**	
- Emergency plans available, updated, & Signed	Copy of Plan, emergency call chart including the following : 1. Assignment of responsibilities, 2. Contingency Plans, 3. Recovery Plans, 4. credible emergency scenarios, 5. Training, Exercises and drills	Does it cover all scenarios?	

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- Separate first-aid and services teams trained and included in emergency drills			
- Fire Coordinator trained to take control, ensured that fire team well trained and their contribution in the fire drills.			
- Employee training on site emergency plans	**Training proof, event reports**		
- Control Centre/Emergency equipment			
3.9 – Fire Prevention and Protection Coordinator (max score 10)		**Element Total Score=**	
- Appointed in writing, duties defined	**Appointment letter**		
- The site manager determine the necessary competencies of the Coordinator and ensure that the person is suitably trained.	**Training proof**		

Section 3: Fire Protection and Prevention Protection MAX SCORE (140)	**Total Score = ………………………**

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Section 4: Accident Recording and Investigation

OBSERVATION (GUIDE)	VERIFICATION	CONDITION COMMENTS	SCORE (0=Low 5=High)
4.1 – Occupation Injury/Disease Record (max score 20)		Element Total Score=	
- Official record/register/record of injuries as required by legislation or claimed from GOSI (Workmen's Comp)	Records		
- Description of accident in register	Records		
- Reportable accidents being reported to authorities	Records		
- Minor injuries being recorded	Records		
4.2 &4.4 – Internal Accident/Near Miss Reporting & Investigation (Occupational injury, Damage and/or disease) (max score 50)		Element Total Score=	
- Internal report of all injuries/diseases/near miss incidents.	Accident record		
- Investigation by designated investigator Appointment.	Appointment		
- Identified basic/immediate Causes.	**All Accident classes,** the AU rep. on the instigation team.		
- Effective recommendations/ Tracking System	**Are they effective, there is an effective follow up?**		
- Action taken/Signed by manager	**Reasonable time?**		
4.3 – Injury/Disease/Near Miss Statistics (max score 25)		Element Total Score=	
- Progressive statistical data: monthly and 12 months	Graph		
- Graphic display of experience/graph/bar chart	Graph		
- Analysis of injuries, part of body, department, etc.	Chart		
- Statistics circulated to top managers and discussed at safety committee meetings	Proof of this		
- Statistics displayed on notice boards	Visual proof		
4.5 – Accident (Damage) Statistics Kept (max score 15)		Element Total Score=	
- Monthly and progressive 12 months	Charts		
- Estimated and/or actual costs	Costing		
- Statistics circulated to top managers	Proof of this		
4.7 – Near Miss Incident and Accident Recall (max score 10)		Element Total Score=	
- Talks by foreman/supervisors used in conjunction with safety talks, meetings	Attendance sheets		
- Review of previous events/ accidents – "black book"	Proof		

Section 4: Accident Recording and Investigation MAX SCORE (120)	Total Score = ...

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Section 5: Safety Organization

OBSERVATION (GUIDE)	VERIFICATION	CONDITION COMMENTS	SCORE (0=Low 5=High)
5.1 – Manager Designated as Responsible for Safety and Health (max score 20)		**Element Total Score=**	
- Designation of Chief Executive (AU) Manager			
- Designation of subordinate mgr.(s)			
- All managers and employees signed authority, responsibility and accountability for OSH commitment			
- Endorsement of pertinent program documents (e.g. inspection reports, committee minutes and accident investigations) visible Felt Leadership?	**Proof of involvement. Signature of responsible manager on documents with comments or endorsements**		
5.2 – Person(s) Appointed for Safety and/or Occupational Hygiene Coordination (max score 20)		**Element Total Score=**	
- Appointed in writing from the AU Manager (whether full or part time)	**Appointment**	**This is the Safety Coordinator not the Safety Rep.**	
- Duties and responsibilities defined	**Duties**		
- Safety Training: 5-Star System Training workshops?	**Training record**		
- Safety System Inspecting & Auditing Course.	**Auditors certificate**		
5.3 – Designation of Safety Representatives in Accordance With SEC Requirements (max score 20)		**Element Total Score=**	
- Written appointment of Safety Representatives (10%)	**Appointment**		
- Routine discussion of duties	**Proof of this**		
- Monthly inspections of work areas using a checklist for reporting back	**Completed checklists form(5.3)**		
- Training: Safety Rep. Course/Acc. Investigation / other Workshops	**Certificates**		
5.4 – Health & Safety Committees (max score 30)		**Element Total Score=**	
- Safety committees established as per standard	**Safety reps. and Contractor reps. are part of committee?**	**Committees must have met 10 times to qualify for full points**	
- Are all departments/divisions/sections represented?			
- Meetings once a month is a standard agenda being followed	**• Copy of Minutes that are following a standard agenda**		
- Action taken are outstanding items tract via the minutes	**check**		
- Minutes kept, detailing action to be taken and responsibility for the action	**Action taken**	**Manager chaired all meetings?**	
- Endorsed by Management and chairman of the safety committee	**Signed off**		
5.5 – Other Communication Systems (max score 10)		**Element Total Score=**	
- Toolbox talks related to possible hazards applicable to task in hand	**Attendance lists**		
- Small Group Activity Systems (Productivity/Quality Control Circles Action Groups established to action items identified at safety meetings)	**Proof of this**		

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5.6 – First-Aider and Facilities (max score 5)

		Element Total Score=	
- Facilities to meets SEC requirements (Full time first aider employed with first-aid Tools and requirements	**check for box content and treatment records**		

5.7 – First-Aid Training (max score 5)

		Element Total Score=	
- Five percent of complete staff to be trained or retrained to at least general level of first-aid pa. (Points allocated proportionally to % trained, e.g. 5%=5, 4%=4, etc.	**List of F/Aiders 5% Valid certificate**		

5.8 – Posters, Bulletins, Newsletters, Safety Films and Internal Competitions, etc.   (max score 20)

		Element Total Score=	
- Posters displayed at specified display points rotated at least once weekly and explained			
- Safety newsletter/bulletin – 3 monthly	**Copy of this**		
- Safety videos/DVD's screened – all to see	**Attendance register**		
- Internal safety competition			

5.9 – Safety & Star Grading Board (max score 15)

		Element Total Score=	
- Up-to-date Safety Notice board policy / standards, etc.			
- Star grading board and display of stars			
- Board promoting Road Safety			

5.10 – Suggestion Scheme (max score 10)

		Element Total Score=	
- Formal / through safety committees	**Suggestions received**		
- Record of suggestions and acknowledgements			

5.11 – Health & Safety Reference Library (max score 5)

		Element Total Score=	
- Safety Manual, Health & Safety System booklet, "black book, " Material Safety Data Sheets, 5-Star Standards, etc.	**List of books / magazines**		

5.13 – TRAINING AND COMPETENCY (max score 35)

		Element Total Score=	
- A Training Need Analysis conducted periodically by Managers and Supervisors to ensure that all employees are provided with appropriate training.	**Check the TNA, Assure that all are competent to complete their work in a safe and healthy manner**		
- Specific training and competency requirements complied for Managers, HSE Professionals, All AU's Employee and under SEC umbrella contractors .	**Ex: SEC Work Safe Induction for All Employees and contractors, NEBOSH for HSE Professionals, Incident Investigation for managers, supervisors and engineers**		
- New employee and contractor attend all mandatory Health and Safety Induction Training	**Proof of induction, applicable to an office, facility, site or project**		
- Awareness training provided to increase employee awareness of particular Health and Safety issues.	**Ex: manual handling, heat stress, confined space entry and so forth**		
- Refresher training provided to assure that the employee understands and adheres to the current procedures.	**The refresher training frequency shall be at least once every 3 years**		
- All contractors engaged for construction work received and completed the required training	**The contractor has completed the general SEC safety HSE and construction induction, Certified Work related technical qualification**		
- AU Manager and Supervisors ensure that the new employees hold the required and current qualifications.	**Interview with employees ask them about the qualifications, certificates and licenses for the position.**		

5.14 – Approved Safety Training Courses (max score 5)

		Element Total Score=	
- Five 5% of staff, incl. mgmt., trained each year (Points to be allocated proportionately to percentage of staff trained)	**All HSE Training, 5% trained in current year**		

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5.15 – Medical Examinations (max score 10)

		Element Total Score=	
- Man Job specification available to medico.			
- Regular medicals, e.g. scheduled substance food handlers, senior managers, equipment operators.			

5.16 – Plant Inspection: Health & Safety Reps (max score 20)

		Element Total Score=	
- Monthly inspections by managers, supervisors, safety coordinators & contractors or appointees submitting reports	**Inspection reports** **All areas covered monthly?**		
- Checklist based on the 5-Star system being used			
- Correction actions taken - follow up and monitoring of un corrected / uncompleted observations	**Status list of all observations**		
- Reports considered and actioned/signed by Management			

5.17 – Management Self-Audits (max score 20)

		Element Total Score=	
- Audit by team including Management	**Complete report**	**Does the AU conduct its own internal audits?**	
- Each element of the 5-Star Safety System given consideration	**Self-audits**		
- At least 6-monthly self-audits	**6 monthly**		
- Follow-up action taken	**Action plan**		

5.18 – CONTRACTOR HSE & CONTRACT CONTROL (max score 35)

		Element Total Score=	
- The AU create the Pre-contract award as one of SEC responsibility towards the contractors.	**Check the appoint a competent single point of contact with the responsibility** Contractor Assess, HSE specifications in the tender, HSE monitoring program, Evaluate contractor's HSE plans, Assure its adequacy.	Check the responsibility is applied and active.	
- The AU create the Post-contract award as one of SEC responsibility towards the contractors.	**Check the appoint competent contract holder, proponent with the responsibility:** pre-execution HSE requirements are met, Monitoring performance of contractors, Applying sanctions, Preparing HSE close-out report	Check the responsibility is applied and active.	
- The AU's representative is nominate to verify the contractor's overall effectiveness of the HSE management.	**Check UN's representative name and make interview with him about how he create his responsibility.** Identify deficiencies in contractor's HSE plan and agree to remedial action with contractor	Perform assurance checks on contractor's review and inspections and follow up Verify that hazards and effects management controls and recovery measures, as specified in the contractor's HSE plan are implemented	
- The AU's interact with SEC HSE engineer about Review/ audit services.	**Check the feedback of this interaction,**	Corrective action report was provide to SEC HSE engineer in the region	
- The AU's contractors Assure the quality of its HSE plan	**Visual check on the contractor's Site**		
- The AU's contractors assign appropriate personnel to HSE critical positions.	**Visual check on the contractor's Site Interview with contractor's HSE responsible.**	Ensure that contractor's HSE responsible is/are certified and qualified.	
- The AU's contractors Provide resources to implement remedial actions following audits in an expeditious manner.	**Check the corrective action taken and reports provider to AU's representative**		

5.19 – Written Safe Work Procedures (max score 80)

		Element Total Score=	
- Critical Tasks identified and listed as per standard	**Standard followed, Critical Task Inventory used**	**Electrical safety procedures?**	
- CT identification carried by group of Trained persons in each section(s)	**CTI attendance/ certification document**		
- Critical Task safety analysis completed	**Analysis available**		
- Have all departments / divisions / sections within the AU been covered?			
- Have all CT been discussed with the subject / job experts to get input before being finalized?	**Names of subject matter experts participated in that specific subject /analysis**		
- All CT analysis documents kept for future revisions			
- Safe work procedures written as per standard and JSP available, simple, easy to read and understandable format? Reviewed Annually	**Check procedures, ask employee where to get written safe procedure Check SWPs documents & revision history**	**Reference library? Online directory?**	
- Do the SWP include the tools, equipment and PPE/clothing needed to perform the task?			

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5 Star Safety & Health Management System Internal Audit Protocol

- Adoption of AU manager/Sector Manager/Business line VP	If used sector wide, it should be adopted by sector manager, … etc.		
- SWP is used, shared and readily accessible	Ask technicians, or workers, Available for all workers on sites	check for knowledge share with employees, contractors & other business units	
- SWP checklists developed, used and monitored	Samples of finished & current jobs		
- Are all steps detailed to acceptable level			
- Are all hazards correctly specified for every step			
- Are all controls correctly specified for every step/hazard			
- SWP attached with PTW in site	Check at site visit		
- Are all SWP has risk assessment completed (2.8)			

5.20 – Planned Job Observations (max score 45)

		Element Total Score=	
- All PJ observations have been planned	Schedule with time and dates for all SWPs		
- Are all supervisors in possession of the JSP's for their sections?	Section's Specific JSP available in each Division	Check for SWP in sections where critical tasks are carried out	
- Planned job observations carried out as per schedule	Observations proof		
- Planned job observations carried out by trained supervisor or senior personnel	Signed by direct, Supervisor, SWP training certificate		
- All task safe work procedures have been covered			
- Quality of schedule and observations reports	Date, time, location, job carried out, job team members	observers names, notes, workers feedback, recommendations	
- History of corrections made to SWPs	Dates, names, type of change all recorded	Register attached with each SWP showing changes made	
- Action taken to correct deviations/ update job procedures			
- Changes shared and updated SWPs used			

5.21 – Work Permits (max score 65)

		Element Total Score=	
- Permit To Work Procedure is developed to identify Areas / jobs where permits required, Responsibilities,	Completed permits, All hazardous/critical tasks covered	See 5 permits, check high risk jobs & CTs identified in (2.8) & (5.19)	
- Types of PTW are developed based on risk assessment and CT.	PTW, RA and CT cycle		
- Types of PTW cover all high risk activities.	Excavation? Work at height? Confined space entry? Lifting operation… etc.		
- Issuers Identified	Issuing WPs is limited, certified issuers		
- Receivers Identified	Receiving WPs is limited, certified receivers		
- Permits used and displayed where required	displayed at the work-site		
- Isolation points clearly written on / attached with WP			
- Locks numbers used in task clearly written on WP	Check current and old WPs		
- Permits system quality, completed and fully filled	Used by everybody, record kept, renewal of permits if job not finished		
- Risk assessment is attached to PTW			
- SWP is attached with PTW			
- Finished Jobs & equipment release are covered by issuers, forms signed and site checked	Check current and old permits		
- Permits issued/received/signed off by responsible persons	Check signatures	Check all details	

5.22 – Off-The-Job Safety (max score 20)

		Element Total Score=	
- Off-the-job safety propaganda used	Examples		
- Off-the-job (road or other) accidents reported	Copies		
- Propaganda, training and education directed at the identified causes			

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- Families & Friends safety competitions	At least once a year		

5.23 – Safety Policy: Mgmt. Involvement (max score 15)		**Element Total Score=**	
- Policy publicized		Is the policy displayed?	
- Employees familiar with policy	Ask employee		
- AU management involved, e.g. attending evaluation/grading, make presentations, acc. inv. etc.	Ask about involvement		

Section 5: Safety Organization **MAX SCORE (510)**	**Total Score = ...**