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OSH MONITORING

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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**Document Approval History**

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# Purpose

### To define requirements for a systematic method of monitoring key information that are relevant to the OSH management system.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization

### Project Manager / Department Head is responsible for implementing this procedure

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## OSH Targets and Objectives

### The QHSE Manager shall monitor the OSH Targets and Objectives as indicated on the OSH targets and objectives action plan

## OSH Programs and Control Measures

### The QHSE Manager shall receive a monthly report from each project which indicates OSH performance details for that project.

### The QHSE Manager shall receive a monthly report from the workshop which indicates OSH performance.

### The data shall be collated into a corporate HSE performance report which tracks key information such as:

* Key Performance Indicators
* OSH Trainings
* OSH Meetings

### The data that is produced from the corporate HSE performance report shall be the basis for proactive and reactive measures such as increased corporate visits to that site.

## Permits / Licenses / No Objection Certificates

### Compliance to the requirements of permits, licenses and no objection certificates shall be monitored by site OHS Practitioners if there is an impact on the OHS performance.

### Deviation from the requirements shall be recorded in observation registers and communicated to the relevant stakeholders.

## Requirements outlined in approved OSH Plans and Studies

### Requirements required by OSH Plans such as the HSE Plan shall be monitored by the Lead OHS practitioner.

### The organization’s corporate office shall monitor the status of approved HSE Plans

## Monitoring Equipment

### Equipment used for monitoring shall be calibrated to ensure results produced are accurate.

### Calibration shall be done by third party calibration specialists.

### Calibration frequency shall be as per the legal requirement. In case there exist no legal requirement, the instrument shall be calibrated as per the recommendation of the third-party testing laboratory.

### Calibration records shall be maintained by the project team. A copy of calibration records that are relevant to the performance of the OHS Management System shall be maintained by the OSH practitioners.

### Calibration records shall be maintained for the duration of the project.

## OSH Monitoring

### The monitoring of the following shall be conducted as and when required subject to below trigger criteria.

| **Monitoring Category** | **Trigger** |
| --- | --- |
| Occupational Air | When work hazards expose people to hazardous fumes as identified in the risk assessment. |
| Noise | When work scopes expose people to high noise as identified in the risk assessment. |
| Lighting | When work scopes require activities to be carried out in low visibility areas as identified in the risk assessment. |
| Ventilation | When work scopes require activities to be conducted in confined spaces with low ventilation. Gas monitoring of Oxygen and Carbon Monoxide is required as required in the risk assessments. |
| Ergonomic (workplace design factors) and Wellness Program | Monitoring injuries that result from poor ergonomic practices. Recorded in internal monthly HSE performance reports. |
| Waste Management & Hazardous Substances | Monitoring of hazardous and non-hazardous wastes recorded in the internal monthly HSE performance reports. |
| Health Surveillance & Occupational Illnesses | As required by municipal law, federal law or client requirement. |
| OSH Hazards | Monitored on all projects using the risk assessment tool. |
| Near Misses | Monitored on all projects and recorded. |
| Incidents | Monitored by the corporate head office in the Accidents and Incidents Register. |

# Annexure

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| **Reference** | **Document Title** |
| None | None |