



# Monitoring Activities

# Monitoring Activities

---

This document outlines Indara's expectations for workers (including contractors) in monitoring and overseeing various activities during their commissioned work. This guide outlines the criteria that Indara requires to be effectively addressed and managed during the planning and execution of commissioned work activities. Workers are expected to integrate these criteria into their Health Safety Environment Quality (HSEQ) management systems and plans. As a minimum, Indara anticipates evidence of adherence to these criteria in workers' HSEQ management systems and plans.

---

## INSPECTIONS

### TAILORED INSPECTION CHECKLISTS

Inspection checklists are customised for each site or project, ensuring their relevance to specific conditions.

### REGULAR WORKPLACE INSPECTIONS

Consistent workplace inspections are carried out according to predetermined schedules or plans.

### VERIFICATION OF SAFE PRACTICES

Safe work practices, risk assessments, SWMS, and risk controls, including those associated with safe design, are verified for accuracy and effectiveness based on the established schedule.

### COLLABORATIVE INSPECTIONS

Workers, safety representatives, and other relevant stakeholders participate in regular workplace inspections, aiding in identifying issues, hazards, and risks.

### ISSUE RESOLUTION PROCESS

A structured process is established for addressing and rectifying any issues identified during inspections.

### RECORDING INSPECTION RESULTS

Inspection outcomes and any corrective actions taken are documented and maintained for future reference.

## AUDITING

### SPECIFIC AUDIT CHECKLISTS

Audit checklists are tailored to the relevant systems, ensuring comprehensive coverage of specific aspects.

### SCHEDULED AUDITS

Audits are conducted according to the schedule outlined in the project management plan by qualified individuals.

### RECORDING AUDIT FINDINGS

Audit findings and corresponding corrective actions are documented, and their progress is tracked until completion.

# Monitoring Activities

---

## **AUDITING** (CONTINUED)

### **STAKEHOLDER INVOLVEMENT**

Workers, safety representatives, and other pertinent parties are engaged in regular workplace audits. Audit outcomes are effectively communicated to workers.

### **VALIDATION OF LICENCES AND COMPETENCIES**

Identification, documentation, and verification of required licences, certificates, and competencies essential for work execution are conducted to ensure their currency.

## **INCIDENT REPORTING AND INVESTIGATION**

### **REPORTING TO INDARA**

All incidents are promptly reported to Indara.

### **IMMEDIATE REPORTING PROCESS**

A well-defined process is in place for the immediate reporting of notifiable incidents.

### **MULTI-LAYER CONTRACTOR REPORTING**

When contractors consist of multiple layers, the process for immediate notification and scene preservation is detailed in the project's HSEQ Management Plan.

### **ENVIRONMENTAL INCIDENT NOTIFICATION**

Environmental pollution incidents endangering or causing harm are reported to the Indara contract manager and relevant environmental regulators.

### **PRIORITY INCIDENT CATEGORIES**

Incidents involving specific categories are initially reported with a potential 'Catastrophic' category. This triggers thorough investigations:

- Falls
- Dropped objects
- Working at heights
- Major plant and equipment
- Electrical shock
- Confined space

### **COMPREHENSIVE INVESTIGATIONS**

All incidents are timely and comprehensively investigated by qualified personnel. Interviews and thorough analysis identify contributing factors and root causes.

### **CORRECTIVE ACTION IMPLEMENTATION**

Investigations lead to the identification of corrective actions, assigned to responsible individuals with realistic completion dates.

# Monitoring Activities

---

## **SERIOUS INCIDENT REVIEW**

Serious incidents undergo a review in consultation with Indara, ensuring a comprehensive assessment.

## **TESTING AND MONITORING**

### **HSEQ TESTING REQUIREMENTS**

HSEQ testing requirements for equipment, materials, workplace conditions, and environmental parameters are documented within the HSEQ management plan.

### **COMPETENT TESTING PERSONNEL**

Testing and monitoring are conducted by competent individuals, ensuring accuracy and reliability.

### **STANDARD METHODS AND CALIBRATION**

Standard methods and properly calibrated equipment are utilised for testing and monitoring activities.

### **DOCUMENTED RESULTS AND REPORTING**

Testing and monitoring outcomes are documented and reported where necessary. Relevant documents are securely filed, adhering to notifiable event requirements.

### **EFFECTIVE COMMUNICATION**

Outcomes of testing and monitoring are communicated as necessary, facilitating informed decision-making.

## **PERFORMANCE REPORTING**

### **REGULAR HSEQ PERFORMANCE REPORTS**

Structured systems are established to provide Indara with regular HSEQ performance reports from the workplace.

### **COMPREHENSIVE PERFORMANCE INDICATORS**

Performance reports encompass a variety of indicators, covering areas such as HR performance, incident reporting, regulatory notices, inspections, audits, risk management, training, competency, and high-risk construction work.

---

This policy underscores Indara's dedication to maintaining high standards of safety, accountability, and environmental stewardship during all activities. All persons, including contractors working with Indara are expected to rigorously adhere to these guidelines to ensure the well-being of all involved stakeholders.

# Monitoring Activities

## DOCUMENT CONTROL

This document will be reviewed as necessary or as scheduled in Indara's Documents Review Register.

### AUTHORISATION

Approved	
Authorised	
Author	

## AMMENDMENTS

This document will be reviewed as necessary or as scheduled in Indara's Documents Review Register.

VERSION	AMMENDMENT	SECTION	WHEN	WHO
V1	Published	All	07/11/23	