



Guideline

NOPSEMA Role of workforce and operator in OHS inspection

1 Introduction

This guideline sets out the expectations of NOPSEMA on members of the workforce and the facility operator during OHS inspections of facilities, pipelines and activities under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*.

OHS inspections are a critical examination of aspects of a facility, its systems and operations against information obtained from the facility safety case, or diving safety management system, and the relevant legislation. Information will also be taken from other sources such as accident and dangerous occurrence notifications, investigations, past inspections and enforcement model outcomes (e.g. prohibition notices).

An OHS inspection is a sampled verification of the contents of the safety case, and/or diving safety management system and diving project plans accepted by NOPSEMA, as well as verification that legislative requirements are being met. This is critical to ensure that operators understand the distinction between assessment of documented commitment in the safety case and verification of operator commitments through inspection.

2 Scope of this guideline

All personnel need to be aware and have an understanding of what their roles and responsibilities are in relation to the management of safety, the safety management system and the specific safety controls on their facility.

This guideline covers the participation of the operator and members of the workforce in an OHS inspection activity.

3 Role of members of the workforce in an OHS inspection

The members of the facility workforce, including contractors, play an important role during an OHS inspection, in particular in providing information to the NOPSEMA inspection team (inspectors). Members of the workforce may have the following roles during an OHS inspection:

- provide information to inspectors in response to specific requests
- answer any questions posed by the Inspectors
- accompany the inspectors while at the facility
- demonstrate equipment operation or other procedures to the inspectors
- show inspectors selected items of physical plant and equipment.

It is important to note that participation by members of the workforce in an OHS inspection is at the request of the Inspectors. In relation to Health and Safety Representatives (HSRs), they have a right to accompany a NOPSEMA inspector during any inspection at the workplace for the purpose of promoting or ensuring the health and safety of their designated work group.

Members of the workforce and HSRs are not involved in any decision-making regarding inspection findings or conclusions.

4 Requirements of operators

Operators need to understand the role and purpose of an OHS inspection. NOPSEMA has several requirements of the operator to ensure an effective and efficient OHS inspection:

- Availability of necessary personnel to provide information relative to inspection elements, including onshore management to meet with the inspectors prior to and after the OHS inspection. This should be supported by the identification of a key contact that has the authority to facilitate availability of personnel.
- Availability of HSRs from the areas of the facility where the OHS inspection is occurring, to spend time with the inspectors and attend entry and exit meetings
- Access to relevant documentation and records as required by the inspectors
- Access to the facility (accompanied by facility representatives)
- Provision of a meeting room or office with a desk for the inspectors for the duration of the OHS inspection activities
- Any relevant site induction requirements to be made clear to the inspectors prior to the visit so that suitable arrangements can be made

The lead NOPSEMA inspector for the OHS inspection will advise the operator of these requirements, in the form of an inspection brief, prior to commencing inspection activities.

5 Related documents

N-02100-PL0025 – OHS Planned Inspection