




Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)**

SAFETY INSPECTION & AUDIT

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1. Purpose

This procedure establishes the requirements to be followed to facilitate Workplace Safety Inspection to aid in avoiding unsafe conditions and practices. Inspections are necessary to:

- identify aspects of the working environment and work tasks that could contribute to injury/ill-health - and thus allow unacceptable conditions or conduct to be addressed;
- review workplace standards in accordance with legal and company requirements; and
- provide a systematic means, for those who are at risk of injury, to help control the working conditions.

Inspections are an essential element in hazard reduction because issues must be identified, assessed, fixed or reported. In this way hazards are reduced and thus the workplace is safer. Inspections are only part of the hazard control strategy. They are complemented by:

- plant and equipment audits;
- task analysis and introduction of safety procedures;
- control and monitoring of machinery and materials;
- employee training; and
- consultative procedures.

2. Scope

This procedure applies to all BPDB Sites, Employees and Contractors.

3. Terms, Definitions

None


Abbreviations

BPDB – Bangladesh Power Development Board

4. Roles and Responsibilities

- **Head of Site**

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The Head of Site is responsible for assigning appropriate resources to assist the departmental managers in resolving the issues identified in the inspections.

- **HSE Engineer**

The HSE Engineer is responsible for:

- Establishing the Inspection schedule for the year and coordinating with the other managers for completing the inspection.
- Establishing a responsible party and schedule for completing the corrections.

- **Supervisors**

Ensure employees are adequately consulted during site inspections. Carry out inspections periodically, and when requested for specific purposes. Document and report inspection findings & corrective actions to Managers and HSE Engineer as soon as possible. Ensure corrective actions for fixing hazards are carried out promptly.

- **Safety Committee Members**

The Health and Safety Committee members will be required to participate in onsite inspections for their areas of representation.

- **Employees**

Provide input during onsite inspections. Raise concerns regarding hazards. Describe work procedures thoroughly when asked by auditors.

5. Safety Inspections


Inspections are intended to identify conditions in the workplace that do not comply with the objectives of the risk management program. Inspections are usually section, task or hazard “specific”. Inspections should be carried out by:

- Managers, Line managers
- Coordinators / Supervisors, Team Leaders
- Health and Safety personnel, including the Health and Safety Committee
- Qualified plant technicians or engineers
- External consultants where necessary.

6. Safety Audits

Auditing is the means by which information can be gathered in order to review the “entire” risk management process. It is a structured method of collecting independent information

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on the efficiency, effectiveness and reliability of the total safety management system. Auditing examines each stage in the risk management program by measuring compliance with the controls that BPDB has developed, with the ultimate aim of assessing their effectiveness and their validity for the future. Audits can be conducted via both internal and external means.

7. Procedure


- i. Formal inspections will be undertaken, as a single inspection event or a combination of the period formats as follows:
 - Daily - for certain operations e.g. Confined Spaces Entry etc, or in the case of technical equipment which may be subject to frequent modifications.
 - Weekly – Employee checks for wear & tear on Plant for maintenance purposes etc.
 - Monthly – Coordinators / Supervisor must conduct a monthly inspection of areas under their control.
 - As Required - by the Coordinators / Supervisor in conjunction with departmental focal point.
- ii. The annual inspection calendar will be prepared and maintain by the HSE Engineer. Completion of each inspection will be recorded on the calendar.
- iii. A copy of completed Workplace Inspection Reports will be submitted to the Safety Committee for information & reference via an “Outstanding Items Report” showing items requiring action. A copy of the inspection report is provided to Managers, Line Managers and Coordinators to commence any improvement actions required.
- iv. The inspection process will be reviewed by the HSE Engineer as required.

7.1 Undertaking a Workplace Inspection

One of the most important aids to risk identification is the workplace inspection. Inspections can focus on specific tasks, locations or hazards. Essentially, the inspection should be regarded as a fact-finding mission to detect potential hazards. Activities undertaken during the inspection may include:

- Taking notes
- Interacting with employees
- Observing work being done
- Taking measurements (such as noise level readings)

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- Taking samples for testing
- Taking photos
- Making sketches
- Taking video and sound recordings

The inspection must be undertaken during normal work hours and activities in progress. This will help to ensure that no risks arising from undocumented work practices are overlooked. It will also ensure that the Inspector or Inspecting Team has an opportunity to interact with employees, who have a working knowledge of the work systems and hazards.

7.2 Parts to be inspected

In deciding which parts of an item should receive particular attention during an inspection, consideration should be given to parts that are susceptible to damage, deterioration or defects from stress, impact, vibration, corrosion, rusting, abrasion, pressure, moisture, heat and freezing e.g. Protective guards, electrical and mechanical components.

7.3 Conditions and Procedures to be inspected

In addition to the inspection of parts, there should be consideration of work procedures. The inspection should check that there are documented procedures in place and that the procedures are being followed.

Procedures must be appropriate for the task e.g. maintenance schedules, lock & tag out procedures, emergency evacuation procedures, entry permits etc. Any inspection procedures prescribed by legislation should also be included in the program.

7.4 Post Inspection Activities

The following Post-Inspection Activities shall be carried out:

- Compile a list of all issues identified during the inspection.
- Assign responsibility for taking the lead on resolving the issues.
- Notify all relevant persons about the result of the inspection.

8. Reference

ISO 45001: 2018 Standard

9. Appendix

BPDB-IMS-FR-026 - Safety Inspection Form

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10. Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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