Annual Safety Standard 12 Review Checklist

Control of Hazardous Energy Sources Review Checklist

SITE: DATE:

A Management System is a collection of programs, operations, people, documents, policies, guidelines, procedures, facilities, and equipment implemented to effectively satisfy an objective. It is independent of an individual expertise and contains checks and balance to ensure sustainability.

PLAN	BC032.01h, Control of Hazardous Energy Sources; Site procedure for Isolation activities; Permits for isolation activities
DO	Examples (all may not be applicable): Pre-work area assessments and evaluations; pre-work isolation and preparation techniques; permit issuance and work authorization process; work-in-progress review; coordination and communication among affected stakeholders.
CHECK	Examples (all may not be applicable): Closed permit reviews, including documentation and retention; training verification; previous site management system review; equipment calibration and maintenance records.
ACT/REPORT	Correct deficiencies; assess and review effectiveness; report to stakeholders

A check mark in the "yes" box for an item indicates that item is in place and effective. A check mark in the "no" box for an item indicates there is a deficiency related to that item. The details column should record what was examined in order to indicate "yes" or "no." When no "yes" or "no" indication is given for an item, an explanation must be given in the details column indicating why the item was not applicable. All non-conformances of the Line Breaking management system must be entered into site non-conformance tracking database for follow-up through closure.

PLAN

Yes	No	Item	Details
		Has the corporate procedure been revised since the last annual review? If the corporate procedure requirements are found in more than one site procedure, all site procedures must be reviewed.	
		Have any advisories or alerts been issued since the last annual review? If so, does the current site procedure contain all required elements? If the advisory or alert requirements are found in more than one site procedure, all site procedures must be reviewed.	
		Have changes taken place at the site since the last annual review that affect the site isolation procedure? If so, is the current site procedure accurate?	
		Are affected stakeholders involved in the development and/or revision of the site procedure(s)?	
		Is the current site permit thorough, accurate, and reflective of the site procedure requirements? If the site uses more than one permit for isolation activities, as defined in the corporate procedure, all site permits must be reviewed.	

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		Is there evidence to show only the current version of the site safe work permit(s) and other records related to isolation are in use?	
		Are there means to provide opportunity for feedback and communication with affected stakeholders, including contractor and contracted employees? Examples include permit debriefing after work is complete; start-of-shift safety talks; safety meetings; etc.	
		Do stakeholders (Permit Issuers, persons performing the work, affected employees, EHS) understand their roles and responsibilities?	

DO
Verify by review of work-in-progress

Yes	No	Item	Details
		Were the necessary permit(s) available in work area?	Permit # for work-in-progress reviewed:
		After review of the active permit and discussion with personnel involved in the work activity, was the permit issuance process in the site procedure followed? For example, did the Permit Issuer and the individual(s) performing the work meet at the work site and review the permit, was isolation verified to be in place per the equipment specific hazardous energy control procedure prior to the work being authorized, etc.	
		After examination of the work area and the active permit, was the equipment specific hazardous energy control procedure adequately performed? Was proper verification of zero energy state per the equipment specific hazardous energy control procedure indicated on the permit? Were these safeguards in place prior to beginning the work?	
		For work that is exempted from permitting, was the isolation completed per the equipment specific hazardous energy control procedure? Did the procedure adequately address all the applicable hazards (verified zero energy)? Were the procedure and all precautions in place and implemented as intended?	
		When drawings or other documents were used to determine the isolation or preparation plan, did the documents reflect as-is conditions?	
		After examination of the active permit, was work approval authorization documented on permit?	Permit Issuer (name): Person(s) performing work (name(s)):
		After examination of the work area and discussion with affected stakeholders, was the pre-isolation activity notification to affected stakeholders adequate (pre-shift talks, postings, etc.)?	
		After examination of the work area and discussion with affected stakeholders, was there proper notification to affected	

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		stakeholders prior putting equipment back into service?	

CHECK

Yes	No	Item	Details
		Check training records for the permit issuer and/or person(s) performing the work from the work-in-progress review. Was the required training delivered according to the EHS curriculum assignment process? Was the training documented? Were the training records retained as required?	
		Based on a review of incidents involving the control of hazardous energy source activities, were all root causes properly identified in the incident report(s)? Do the corrective actions in the incident report address the root cause(s)? Are the corrective actions being implemented in a timely manner? Were common trends observed for the collection of incidents that were not addressed by the corrective actions for individual incidents? Were common trends used to develop site goals, targets and objectives for site management?	

Report/ACT

Yes	No	Item	Details
		Based on review of the previous annual management system review, is follow-up on non-conformances adequate? Were results of the previous review communicated to stakeholders in a timely manner?	

Unit/Site Reviewed _____

Reviewer Signature _____

Review Completion Date _____