



Astron Energy Managing Safe Work (MSW)

Revised Jan 2019

Overview of the MSW Process

Purpose of Managing Safe Work (MSW) Process:

- Identify hazards,
- Assess hazards identified, and
- eliminate / mitigate or control the hazards by applying appropriate safeguards.



Scope

Applies to ALL types of work performed by Astron Energy (AE) employees, contractors and sub-contractors working at AE operated facilities.

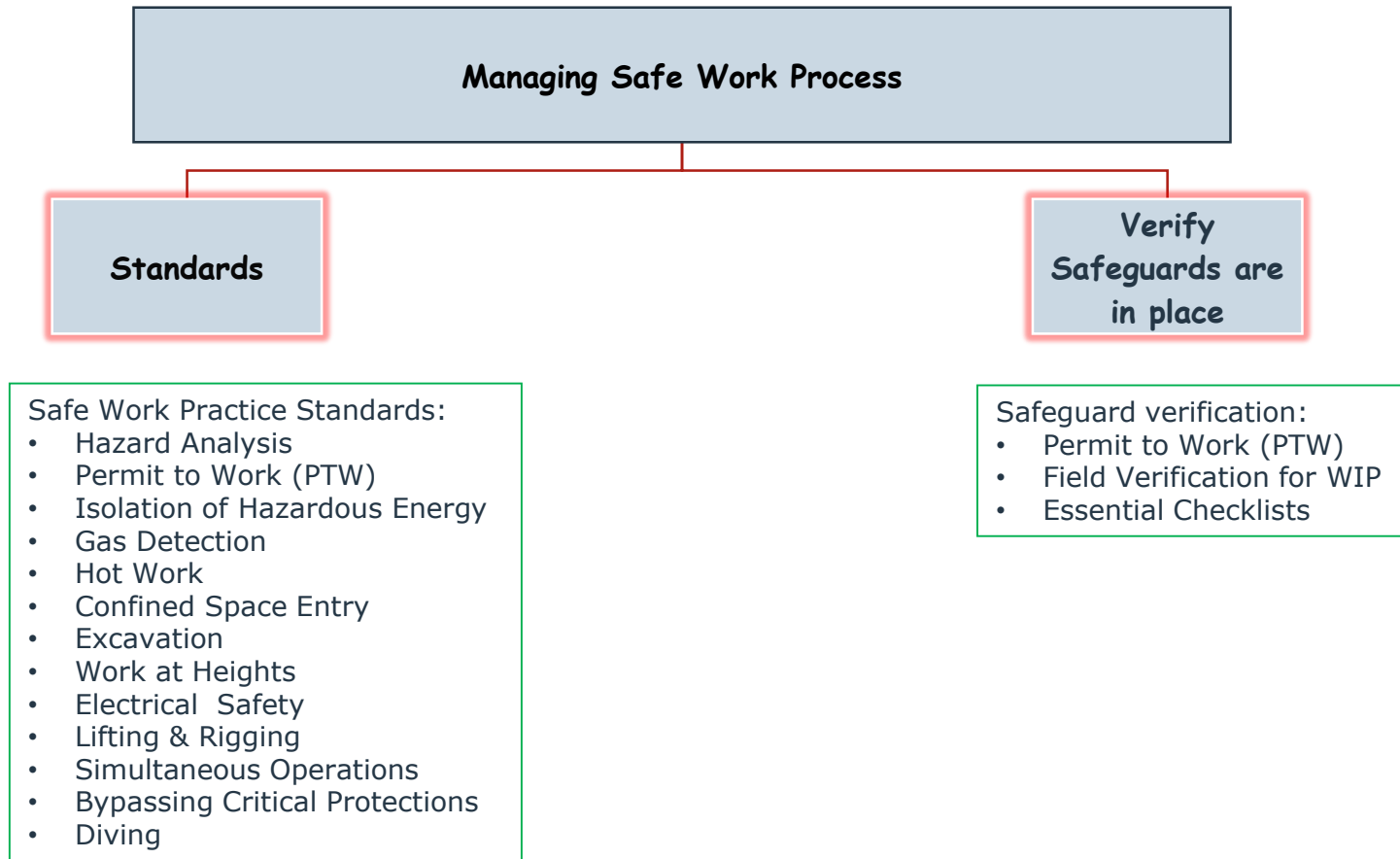
Objective

To create a system for continuous improvement of Astron Energy safety performance. This includes development of:

- Safe Work Practice standards.
- Process for verifying safeguards required for work.

Overview of MSW Process

MSW Process driven by 2 procedures



MSW Training levels

1. **Awareness Level Training:** 2 hour presentation on overview of MSW Process and Standards. For people who do not perform physical maintenance / construction work, eg AE Managers & Supervisors.
2. **Knowledge Level Training:** 3 day training course on MSW Process and 11 Standards – on WHAT is required. Required for all persons performing High / Critical Consequence Work. Written test at end of each module - 80% pass to be a certified Permit Requestors/ Receiver / Holder. Wallet cards issued - valid for 3 years.
3. **Operational Level Training:** Pre-requisite – candidate must be a certified Permit Requestor before attending this course. Additional 2 day course on WHY specific limits / requirements set in standard. Concludes with verbal assessment – pass mark is 100%. Successful candidates are certified Permit Issuers / Approvers. Wallet cards issued - valid for 3 years.

MSW Requirements

What is involved in MSW Training?

- MSW Training is scheduled and conducted 2 x year by AE. Training also done by Contractor Train-the-Trainers (TTT).
- TTTs are assessed by AE and also conduct MSW Training, only on Knowledge Level Course.
- Continual Improvement Plan in place - MSW Process, Standards and Training material are reviewed and updated annually.
- Updated material communicated internally via SharePoint and to contractors via DropBox.
- AE maintains a Master Training Record of all MSW trained persons.

MSW Requirements

Key Roles and Responsibilities

Clearly defined Competency requirements, Roles & Responsibilities exist for each of the following roles:

- Permit Requestor / Receiver / Holder
- Permit Issuer
- Permit Approver
- Fire Watch
- Confined Space Entry Watch
- Safety Watch for Work at Height
- Safety Watch for Energized Electrical Work
- Safety Watch for Lifting & Rigging work
- Etc.

Required to remain at worksite for full duration of job

<i>Global Marketing - Managing SWP Training Requirements Tool</i> Training Requirements Overview <i>This document is derived from the Global Document Managing SWP Training Requirements Tool. Black text is standard from the Global Document, which can not be amended. Blue italicized text is Global Marketing specific text.</i>	
Purpose	To provide both knowledge and performance requirements for identified safe work practices (SWPs).
Definitions	Key definitions are listed in Appendix A.
Initial Training Requirements	Affected personnel are required to meet both the relevant SWP knowledge and performance requirements and relevant performance requirements prior to beginning work or be under the direct and constant supervision of a competent supervisor (or their designee). A single individual may fulfill more than one role as long as the individual meets all of the competency requirements and is able to fully meet multiple responsibilities. For example, an Entry Supervisor may also serve as an Entry Watch or Authorized Entrant. SBU's BU's will determine if the Permit Issuer may also serve as the Permit Approver or whether an additional level of approval is required. SBU's BU's will determine the appropriateness of personnel fulfilling dual roles. Supervisors are required to meet the relevant SWP knowledge requirements – and must pass the associated tests – prior to oversight of high-risk work. For certain roles, the SBU's BU's may also require supervisors to meet the relevant performance requirements, including the successful completion of practical skills assessments.
Requalification / Refresher Requirements	• Must occur every 3 years, or • Whenever an incident has occurred and the root cause indicates a lack of knowledge. Note: Cannot "test out" of training if training is required as a result of an incident root cause finding.
Training Methods and Testing	This document lists the minimum knowledge and performance requirements. The SBU's BU's may determine how to train their employees and contractors. Each role listed may recommend specific training methods or testing requirements. • Training must take place in a controlled, hazard-free environment (for example, in a classroom, or in an isolated, safe location within a facility) and supervised by a person who is competent. • Training must include both a knowledge component (for example, classroom, lecture, one-on-one, self study, computer based training (CBT), etc.) and a performance component (hands-on, site specific, simulation, on-the-job training (OJT), etc.). • Testing Requirements: - It is the responsibility of each strategic business unit (SBU) or business unit (BU) to document the results of testing (for both knowledge and performance components). - A best practice is to provide a written test along with a skills demonstration. • For Contractor personnel the Contractor shall be responsible for ensuring their staff are trained and competent. Evidence of such training and competency evaluation shall be available for review upon demand.

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*Released September 2008
GMA_SWP_TrainingRequirementsTool.doc*

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MSW Successes

- Implementation of MSW Process and required Standards fully supported by MSW Sponsor, who is the General Manager.
- Contractor undergoes CHESM Process before performing work at AE facilities, ie, selection and qualification process.
- Work inspected regularly by various levels, eg, Managers, HES, Contract Owners, etc.
- Sharing of Lessons Learned and application of learnings.
- Stop Work Responsibility used when necessary.

Questions