

	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>	<b>SELECT</b>
Element 1.1 Policy	There is a company HSE Policy dated and endorsed by the Current CEO	There is a company HSE Policy dated and endorsed by the Current CEO	There is a company HSE Policy dated and endorsed by the Current CEO	Enter level
Element 1.2 HSE Performance	There is a documented statement indicating Managers accountability for HSE Performance	Managers and Supervisors are able to discuss the HSE performance of their operations.	Organisations can demonstrate that they hold Managers accountable for HSE Performance.	Enter level
Element 1.3 Resources	Financial, personnel and time resources are allocated for effective implementation of the HSE MS.	Financial, personnel and time resources are allocated for effective implementation of the HSE MS.	Resources are available and HSE Advisors have been resourced and support the HSE MS.	Enter level
Element 1.4 HSE Leadership	Managers conduct and site visits and inspections	There is a documented approach to conducting site visits and inspections.	There is a documented approach to conducting site visits and inspections.	Enter level
Element 1.5 HSE Performance Plans	There are documented HSE Performance Plans which are approved by Management	HSE activities within the performance plan are clearly defined proactive and reactive HSE activities.	HSE activities within the performance plan are clearly defined proactive and reactive HSE activities.	Enter level
Element 1.6 HSE Performance Plans	Employee accountabilities are documented and communicated to employees	Employee HSE accountabilities are reviewed and revised periodically.	Employee HSE accountabilities are reviewed and revised periodically.	Enter level
Element 1.7 HSE Reward Systems	There is a documented system to influence positive safety culture	Organisations can demonstrate that the system is in operation	Organisations can demonstrate that the system is in operation	Enter level
Element 1.8 HSE Behaviours	Documented Systems are in place for communicating the required HSE behaviours and disciplinary actions.	Organisations can demonstrate that HSE behaviours are implemented on site.	Organisations can demonstrate that HSE behaviours are implemented on site.	Enter level
Element 1.9 Right to Stop Work	Organisations have informed employees' of their right to stop work.	Organisations have a policy that requires employees to stop unsafe work.	Organisations have a policy that requires employees to stop unsafe work.	Enter level
Element 1.10 HSE Leadership Forums	Not a requirement for Low Level	There is a policy requiring Senior Management to meet with the Client Leadership Teams to discuss HSE Performance.	Organisations can demonstrate that Management participate in HSE Leadership forums with Customers	Enter level

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Element 1.11 Contractor Assessment	Not a requirement for Low Level	There is a documented process for selection and appointment for contractors.	There is a documented process for selection and appointment for contractors.	Enter Level
Element 2.1 Legal Requirements	There is a documented policy stating commitment to meeting legislative requirements.	There is a documented policy stating commitment to meeting legislative requirements.	The Organisation can demonstrate compliance with legal requirements (eg. Conducted gap analysis)	Enter Level
Element 2.2 HSE Documents	There is a list of HSE documents the Organisation is required to hold and is able to produce documents on request.	There is a list of HSE documents the Organisation is required to hold and is able to produce documents on request.	There is a list of HSE documents the Organisation is required to hold and is able to produce documents on request.	Enter Level
Element 2.3 HSE Records	There is a system for recording HSE information	The Organisation can demonstrate that they hold the records and can readily make them readily available.	The Organisation can demonstrate that they hold the records and can readily make them readily available.	Enter Level
Element 3.1 Risk Management Process	The Organisation uses simple risk assessment tools to identify and control risk in the workplace.	The Organisation uses simple risk assessment tools to identify and control risk in the workplace.	There is a risk assessment process meeting the STOW Requirements.	Enter Level
Element 3.2 Risk Assessment Experts	Members of the workforce have the knowledge and experience in conducting risk assessments for single task or small jobs.	Members of the workforce have the knowledge and experience in conducting risk assessments.	Risk assessments are conducted by specialists.	Enter Level
Element 3.3 Risk Registers	All risk assessments are documented and entered into a risk register.	All risk assessments are documented and entered into a risk register.	All risk assessments are documented and entered into a risk register.	Enter Level
Element 3.4 Management of Change	Not a requirement for Low Level	There is a Management Change process in place.	There is a Management Change process in place.	Enter Level
Element 4.1 Planning	There is a documented policy for management to consider impact of new business on HSE performance.	There is a documented policy for management to consider impact of new business on HSE performance.	There is a documented process showing how HSE performance is considered along with new business ventures.	Enter Level

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Element 4.2 Goals & Targets	HSE goals and targets are set and documented	HSE goals and targets are set and documented	HSE goals and targets are set and documented	Enter Level
Elements 4.3 HSE Plan	There is a documented HSE Plan in place which includes an organizational chart.	There is a documented HSE Plan in place which includes an organizational chart.	There is a documented HSE Plan in place which includes an organizational chart.	Enter Level
Element 4.4 Procedures	Procedures exist for job activities explaining the job steps, safety measures and the right to stop work if unsafe.	Procedures exist for job activities explaining the job steps, safety measures and the right to stop work if unsafe.	Procedures exist for job activities explaining the job steps, safety measures and the right to stop work if unsafe.	Enter Level
Element 4.5 Resumes	Not a requirement for Low Level	There is a system in place to identify critical personnel	There is a system whereby the resumes of individuals are verified for qualifications and experience.	Enter Level
Element 4.6 Method Statement	Not a requirement for Low Level	The Organisation has a process for developing method statements which is compliant with the STOW requirements.	The Organisation has a process for developing method statements which is compliant with the STOW requirements.	Enter Level
Element 5 HSE Competency	There is evidence of training of employees in Safe Systems of Work.	There is evidence of training of employees in Safe Systems of Work.	The Organisation has provided training in behavioural based safety.	Enter Level
Element 6.1 Organisational Database	There is a personnel database in use.	There is a personnel database in use.	There is a personnel database in use.	Enter Level
Element 6.2 Background checks	There is a documented process for carrying out background check on new employees.	There is a documented process for carrying out background check on new employees.	There is a documented process for carrying out background check on new employees.	Enter Level
Element 6.3 Equipment & Personnel Control Plan	There is an equipment and personnel control plan.	There is an equipment and personnel control plan.	There is an equipment and personnel control plan.	Enter Level

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Element 7.1 Substance Abuse Management Policy	There is a documented substance abuse management policy in place.	There is random testing for substance abuse at the workplace.	There is random testing for substance abuse at the workplace.	Enter Level
Element 7.2 Fit for Work	There is a system in place for employees who are required, to undergo a fit for work exam by a certified physician.	There is a system in place for employees who are required, to undergo a fit for work exam by a certified physician.	There is a system in place for employees who are required, to undergo a fit for work exam by a certified physician.	Enter Level
Element 7.3 Health Hazards	The Organisation has conducted a health risk assessment	There is a Health Risk Management Plan in place.	There is a Health Risk Management Plan in place.	Enter Level
Element 7.3 Medical and First Aid Facilities	Employees have access to adequate medical and first aid facilities.	Organisation can demonstrate that employees have access to adequate medical and first aid facilities	Organisation can demonstrate that employees have access to adequate medical and first aid facilities	Enter Level
Element 8 Environmental Management	There is mention of Management's commitment to minimizing the impact of activities Environment in the HSE Policy.	Based on the impacts to the environment, the Organisation has a fully documented and implemented Environmental Management System.	The Organisation has a fully documented and implemented Environmental Management System in line with ISO 14000.	Enter Level
Element 9.1 Incident Reporting	There is a documented system in place describing the process for reporting, investigating and managing incidents.	This system is effective and communicated to all employees	This system is effective and communicated to all employees	Enter Level
Element 9.2 Critical Incidents	There is a documented process for investigating critical incidents.	There is a documented process for investigating critical incidents.	There is a documented process for investigating critical incidents.	Enter Level
Element 9.3 Stop Process	There is a documented process to stop work following a critical incident.	There is a documented process to stop work following a critical incident.	There is a documented process to stop work following a critical incident.	Enter Level
Element 10.1 Identification of Emergency Situations	There is a documented process for identifying emergency situations	There is a documented process for identifying emergency situations	There is a documented process for identifying emergency situations	

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Element 10.2 Response Plans	There are documented Emergency Response Plans (ERP's) in place based on the identified emergency situations.	There are documented Emergency Response Plans (ERP's) in place based on the identified emergency situations.	There are documented Emergency Response Plans (ERP's) in place based on the identified emergency situations.	Enter Level
Element 10.3 Resources for Emergency Response Plan	There is a register of the ERP equipment required and the testing intervals	There is a register of the ERP equipment required and the testing intervals.	There is a register of the ERP equipment required and the testing intervals.	Enter Level
Element 10.4 ERP Training	There is a documented process for identifying those personnel that are required to be trained and indication of refresher training.	There is a documented process for identifying those personnel that are required to be trained and indication of refresher training.	There is a documented process for identifying those personnel that are required to be trained and indication of refresher training.	Enter Level
Element 10.5 ERP Drills	There is a documented drill and exercise matrix.	There is a documented drill and exercise matrix.	There is a documented drill and exercise matrix.	Enter Level
<b>Element 11.1 Monitoring</b>	The Organisation monitors, measures records and analyses HSE performance.	There is a system in place for documenting HSE performance.	There are records of the analysis conducted based on the performance achieved.	Enter Level
<b>Element 11.2 Inspection</b>	There are records of HSE inspection and audits.	There is a planned schedule for conducting audits.	There is a planned schedule for conducting audits.	Enter Level
<b>Element 11.3 Management Reviews</b>	Management reviews have taken place and are documented.	There is a defined process for formal and regular review of the HSE Management system.	There is a defined process for formal and regular review of the HSE Management system.	Enter Level
<b>Element 11.4 Policy and Standard Reviews</b>	The HSE Management System documents have been reviewed at least once in three years	The HSE Management System documents have been reviewed at least once in three years.	Managers understand the process for reviewing HSE Management system documentation.	Enter Level
Total Percent Achieved				