

Performance Measurement and Monitoring Procedure

Procedure Title		Performance, Measurement & Monitoring	
Ref Number	MLP-HSP-016	Pages	6
Written By	Rob Tyson	Authorised By	Peter West
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Introduction

To ensure a systematic approach for measuring and monitoring our Health, Safety and Environmental performance on a regular basis, as an integral part of our overall management system.

Responsibility

Directors	To track / review progress on meeting policy commitments, Achieve objectives and targets, and continual improvement. To review this procedure periodically to ensure that it is Appropriate to the needs of the organisation.
HSEQ Manager	To collect quantitative or qualitative information, and provide Data such as measurements or observations, over time, using equipment or techniques that have been confirmed as being fit-for purpose and present to Senior Management for review. To be responsible for issue and changes to this procedure.
All Staff	To participate when collating information to ensure effective Performance measurement and monitoring can be achieved.

Procedure

We have a systematic approach for measuring and monitoring our Health, Safety and Environmental performance on a regular basis, as an integral part of its overall management system. Monitoring involves collecting information, such as measurements or observations, over time, using equipment or techniques that have been confirmed as being fit-for-purpose. Measurements can be either quantitative or qualitative. Monitoring and measurements serve many purposes within our Health, Safety and Environmental management system, such as:

- Tracking progress on meeting policy commitments, achieving objectives and targets, and continual improvement;

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- Monitoring exposures to determine whether applicable legal and other requirements to which the organisation subscribes have been met;
- Monitoring incidents, injuries and ill health;
- Providing data to evaluate the effectiveness of operational controls, or to evaluate the need to modify or introduce new controls;
- Providing data to proactively and reactively measure our organisation's Health, Safety and Environmental performance;
- Providing data to evaluate the performance of the Health, Safety and Environmental management system, and
- Providing data for the evaluation of competence;

To achieve these purposes, the organisation plans what will be measured, where and when it should be measured, what measurement methods should be used, and the competence requirements for the persons who will perform the measurements.

When measuring and monitoring, we use both reactive and proactive measures of performance, but primarily focus on proactive measures in order to drive performance improvement and injury reduction.

Examples of proactive measures include:

- Assessments of compliance with legal and other requirements;
- The effective use of the results of workplace safety tours or inspections;
- Evaluation of the effectiveness of Health, Safety and Environmental training;
- Use of Health, Safety and Environmental behaviour based observations,
- Use of perception surveys to evaluate Health, Safety and Environmental culture and related employee satisfaction;
- The effective use of the results of internal and external audits;
- Completion of legally required and other inspections as scheduled;
- The extent to which programme(s) have been implemented;

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- The effectiveness of the employee participation process;
- The use of health screening;
- Exposure modelling and monitoring;
- Benchmarking against good Health, Safety and Environmental practices;
- Work activity assessments:

Examples of reactive measures include:

- Monitoring of ill health;
- Occurrences and rates of incidents and ill health;
- Lost time incident rates, lost time ill health rates;
- Actions required following assessments by regulators;
- Actions following receipt of comments from interested parties;

Monitoring and measuring equipment

Health, Safety and Environmental monitoring and measurement equipment must be suitable, capable and relevant for the Health, Safety and Environmental performance characteristics to be measured.

To assure the validity of results, monitoring equipment used to measure

- Health, Safety and Environmental conditions, is maintained in good working order and calibrated or verified, and adjusted if necessary against measurement standards, traceable to international or national measurement standards. If no such standard exists, the basis used for calibration is recorded.
- Where computer software or computer systems are used to gather, analyse, or monitor data, and can affect the accuracy of Health, Safety and Environmental performance results, they will be validated to test their suitability, prior to use.
- The calibration status of measuring equipment is clearly identified to the users. Health, Safety and Environmental measuring equipment whose calibration status is unknown, or

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which is known to be out of calibration, must not be used. Additionally, it should be removed from use, and be clearly labelled, tagged, or otherwise marked, to prevent misuse.

Calibration and maintenance is performed by competent personnel.

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