



UNSAFE ACT AUDITING

PTS 60.2003

Rev 1

JUNE 2006

PREFACE

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Amendment Record Sheet

Chapter No.	Section No.	Description	Issue No.	Date	Revision No.	Date	Approve by : (initial)
All	All	PTS 60.062 Unsafe Act Auditing	1	October 04	0	0	IGA

Chapter No.	Section No.	Description	Issue No.	Date	Revision No.	Date	Approve by : (initial)
All	All	Renumbering from PTS 60.062 to PTS 60.2003	1	June 06	1	June 06	IGA

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1. **INTRODUCTION**

The Enhanced Safety Management (ESM) guidelines, issued in November 1985, contained guidance to PETRONAS managements on the structure of a comprehensive system of safe working, designed to assist in achieving significant and sustained improvements in safety performance. One component of this system is the auditing of standards and practices, both by formally scheduled audits, and by audits limited to observation and correction of unsafe acts and conditions.

Experience with ESM highlights:

- A very high proportion of accidents result from individuals' unsafe acts.
- Existing audit programmes focus almost entirely on facilities and systems rather than on individuals' working practices.
- In many cases safety management efforts are reactive, driven by poor accident statistics rather than aimed at accident prevention.

The need is therefore seen to be pro-active in removing the basic causes of accidents, and to supplement the existing audit and inspection procedures with the structured implementation of unsafe act auditing.

Unsafe act auditing requires a positive safety culture and should not be introduced in isolation from the other aspects of ESM.

This Guide to Unsafe Act Auditing covers:

Objectives.

Technique.

Implementation.

Its contents are applicable to all those exposed to risk by or through Company activities i.e. Company employees, the employees of contractors, distributors and agents, visitors and customers.

2. **OBJECTIVES**

- To reduce significantly the potential for accidents in the individual's working practices, both the unsafe acts committed and the unsafe conditions created.
- To reaffirm and improve the accepted standards of safety.
- To improve communication and understanding, and so contribute towards more effective use of the total resources of the business.
- To provide a more sensitive indication of safety performance than is given by

accident statistics.

- To change the cultural attitude towards safety, from one where:
 - Unsafe practices are condoned.
 - Safety management is reactive, concentrating on statistics.
 - Safety is seen as an extra and not as an integral part of the business.

Safety is seen as 'someone else's' responsibility to one where:

- Unsafe acts and conditions are observed, identified and eradicated.
- Safety management is preventive, concerned with people.
- Safety management is an integral and cost-effective part of business management.
- Safety is accepted as a personal responsibility by each member of management, supervision and workforce.