

From: Central SHEQ Team
Date: September 2017

The Theme for September 17 will be: Hold Points and Inspections

Your Health and Safety

Our Environment

Quality Requirements

What are Hold Points?

SHEQ hold points are steps in a process / task that due to risk need to have additional oversight, verification, or documentation.

What is the Purpose of a Hold Point?

To ensure:

- The safety of the workforce, environment and the public prior to proceeding.
- That specific safety and/or legal requirements and conditions have been met, verified and documented prior to any additional steps being taken.
- That any following steps can be completed safely and compliantly.
- That we have sufficient arrangements in place to prevent major incidents occurring.
- To decrease the likelihood of rework required on a project.



Where are SHEQ Hold Point Typically Identified?

- Safety and Environmental hold points are to be considered with the Risk Assessment Process.
- Quality hold points should be identified in the relevant Inspection and Test Plan or Checksheet.

What Happens Once a Hold Point is Reached?

- In the sequence of steps, once a hold point is reached, it shall not be passed by until the conditions of the hold point have been satisfied.
- Hold points require sign-off by the relevant competent person identified on the SHEQ Responsibilities list within the Construction Phase Plan.

Examples of Hold Points Include:

- Before refuelling, have checks been made to ensure spill response equipment is sufficient?
- Have duty of care checks been undertaken before waste is removed from site?
- Have provisions been made for dewatering excavations – is a hold point included for obtaining and implementing a permit to pump before starting?
- Change in the Safe System of Work requiring re-acceptance by MWHT.
- Cat and Genny scanning prior to breaking into ground.
- Conducting an inspection prior to works being covered up. For example, a hold point before a concrete pour permits Verification of steel reinforcing before it is covered with concrete.

Why do MWHT Need SHEQ Site Inspections?

- **Independent Assessment** - of MWHT SHEQ practices by a competent advisor / auditor.
- **Measurement** - of the on-site effectiveness of MWHT SHEQ policies.
- **Peace of Mind** - to confirm that our sites are not a danger to the workforce or to the general public.
- **Benchmarking** - between divisions, subsidiaries, and with comparable organisations.
- **Legal Compliance** - to help fulfil MWHT obligations under the HASAWA 1974, Management of Health and the Safety at Work Regulations 1999, Environmental Law etc.
- **HSE and EA Involvement** - helping reduce the implications of HSE and the EA involvement as enforcement action may lead to prosecution, and in any case substantial costs.

