

## Safety Alert 25-78 Process Safety Records

### Summary

Measurement of our performance is critical for the success of our business. Process Safety records are essential for creating Process Safety Leading and Lagging indicators that help us monitor and improve our safety performance. This Alert explains how Process Safety Records are accessed and completed.

### Step-by-Step Instructions

1. Access ActivSHEQ through Connect.
2. Open the Process Safety Module by clicking on [Process Safety](#).
3. Select the [Region](#) from the drop-down menu.
4. Select the date and click "run".
5. Scroll down to [Safety Records](#).
6. Left Click in the red box associated with your Project to open the [Process Safety Records](#).
7. Complete the required fields (Design Manager and Site Manager).

SHEQ Manager

Date filter (default is last & current Month) Region  Project filter

01/05/2025 00:00

Incident No.

Summary - KPI status   Hours worked   Monthly SHE Inspections (MSI)   MSI Timeline   Incident Tracker   Incident Analysis   Leading/Lagging stats

SHE Actions   Operations (map and timelines)   Senior Mgr. Tours   Senior Mgr. timeline   Manage Project Team   Imported Projects   SubCon/Supplier 360

PM/CM Inspections   Weekly Site Inspections   Audits   Audit Planner   Audit Point Actions   Improve Its   NCO   Process Safety

Safety Records

Process Safety Records - Rolling 6 Month

Process Safety Records are generated on the 1st of the following month. When a month is shown as red, this means that the manual inputs are not fully completed. To make amendments, please click into the box and complete the record.

Severn Trent						
Project	December	January	February	March	April	May
Ogston Chemical						☐
Ripley Stores						☐
Matlock						☐
Staffordshire CG Chlorination						☐

### Roles and Responsibilities

The Design Manager and Site Manager are responsible for completing the required fields in the Process Safety Records. This includes answering questions related to Hazard Studies, DSEAR and SIS assessments, document storage, change management, and permits to work.

### Registers

It is necessary that a Project Change Register is maintained to record all changes to the design intent. A properly executed management of change activity ensures that any change to the 'issued for construction' document is independently reviewed to meet the design intents. Maintaining a Defects Register helps record the cause and value of all defects, which are defined as any failure to meet the client's specification or design intent.

### Conclusion

Completing Process Safety Records every month is crucial for creating leading and lagging indicators that help us monitor and improve our safety performance. By maintaining accurate records, we can reduce the number and cost of defects and ensure the success of our projects.

