



# OK TEDI SAFETY WEEK:

## Back to Basics in Risk Management

### Formal Inspections and SWP

Some safety processes are a legal requirement. The Mining (Safety) Act requires:

- the person in charge of a mine, on becoming aware of any danger existing in or about the mine, to take steps to eliminate the danger
- every person employed in or about a mine, before commencing and while at work, to take all reasonable precautions to ensure the equipment used by them and the place in which they work is safe.

At Ok Tedi, Formal Inspections and Safe Work Procedures help us to fulfil this legal requirement and are an essential part of our risk management process.

## FORMAL INSPECTIONS

Formal Inspections are conducted in and around work places to check work area conditions, controls and work practices. Key Control Data Sheets (KCDS) and other inspection checklists should be used during the inspection. The inspection should include a visual inspection and discussions with the people working in the area.

The mine manager or their delegate conducts regular formal inspections of the mine and enters details into the Mine Register.

Where a hazard is identified, it is recorded on the inspection checklist along with details of the controls put in place to remedy the hazard and any follow up actions required. These details are then recorded in the INX InControl System.

## WHAT CAN YOU DO?

Inspections are not just the responsibility of the Mine Manager. Everyone at the worksite has a responsibility to help ensure the work place, tools, equipment and work practices are safe.

Before starting any task you should inspect your tools and equipment. Tag out and report any that are not suitable for the task, that are faulty or damaged. A pre-start checklist can help you with this task.

You must also inspect the conditions in and around where you will be working. A Take 5 or JSA can help you to identify hazards, assess the risks and determine what controls are needed to make the work area safe for the task.

## SAFE WORK PROCEDURES

Safe work procedures (SWPs) are written instructions for how to perform a task with minimum risk to people, equipment, the environment and the organisation as a whole.

All routine workplace tasks and those with a significant or high risk ranking must have a SWP.

SWPs are developed in collaboration with equipment manufacturers' guidelines, Subject Matter Experts and those who will be doing the job.

They should be reviewed and updated periodically, when conditions change, and when an improved method or process is identified.

Where an SWP exists for a task, it must be communicated to the work team doing that task during a pre-start meeting, safety meeting, training programme or work area orientation.

The latest version of the SWP can be accessed from the OTML Intranet Portal or from your supervisor.

## HOW DOES THIS AFFECT ME?

1. Before starting a routine task, or one where there is a significant or high risk, check if there is a SWP.
2. Access and read the SWP and ask your supervisor if there is anything you do not understand.
3. Do the task according to the SWP.
3. If there is no SWP, talk to your supervisor.

For more information click [here](#) to watch the [FORMAL INSPECTION](#) and [SWP VIDEOS](#) on the OTML Intranet.

Some safety and risk management tools are a legal requirement.

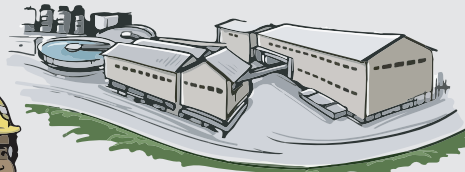


**WORK AREA CONDITIONS, CONTROLS AND WORK PRACTICES ARE INSPECTED ON A REGULAR BASIS**

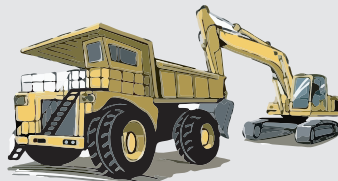
Weekly inspections are conducted on



**MINE**



**BUILDINGS**



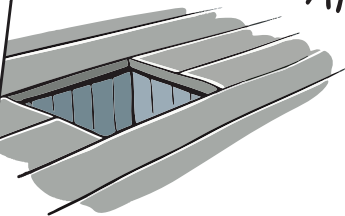
**EQUIPMENT**

FINDINGS



| OK TEDI MINING HAZARD IDENTIFICATION                                                |                                     |
|-------------------------------------------------------------------------------------|-------------------------------------|
| Hazard Observed: <i>Unprotected opening on the floor</i>                            |                                     |
| Site/Location: <i>Main Entrance - MVD</i> Date: <i>12/3/2018</i> Time: <i>11:30</i> |                                     |
| LOSS POTENTIAL                                                                      |                                     |
| 1. Non-conformance                                                                  | <input checked="" type="checkbox"/> |
| 2. Safety                                                                           | <input checked="" type="checkbox"/> |
| 3. Production                                                                       | <input type="checkbox"/>            |
| 4. Damage                                                                           | <input type="checkbox"/>            |
| 5. Environmental Impact                                                             | <input type="checkbox"/>            |
| 6. Production Loss                                                                  | <input type="checkbox"/>            |
| 7. Other                                                                            | <input type="checkbox"/>            |
| LOSS SEVERITY                                                                       |                                     |
| Minor                                                                               | <input type="checkbox"/>            |
| Serious                                                                             | <input checked="" type="checkbox"/> |
| Major                                                                               | <input type="checkbox"/>            |
| REPORTED BY: <i>SDN/E</i>                                                           | SUPERVISOR                          |
| DEPT / CONTRACTOR NAME: <i>Wokman Telecom</i>                                       | BUSINESS UNIT                       |
| IMMEDIATE ACTION TAKEN                                                              |                                     |
| <i>Put up a barricade and install signs</i>                                         |                                     |

ALL HAZARDS ARE RECORDED AND ACTIONED



## SAFE WORK PROCEDURES

SWP must be available for:

- Pre-start meetings
- Safety Meetings
- Training Programs
- Work Area Orientation

USE EFFECTIVE CONTROLS TO REDUCE RISK

