

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-316

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – When work baskets or cages are suspended by lifting equipment (e.g. cranes, hoists, forklift trucks etc.), use of lifting equipment that is designed for the task, maintained, and operated by people competent in the set-up and use of the equipment, is critical in preventing a person falling from the suspended basket or cage (including as a result of instability of the equipment).

**Exemption** – Nil.

**Operational Requirements**

## Performance Metrics

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| Lifting equipment (including fixed or mobile crane, basket, cage etc.) is designed in accordance with recognised standards and / or hired from an established, reputable company. | Lifting equipment is subject to a planned maintenance and inspection program in accordance with recognised standards and the manufacturer's recommendations. |
| Separate baskets / man-cage attachments, used in conjunction with lifting equipment to suspend persons, are designed in accordance with recognised standards and subject to a planned maintenance and inspection program. | Lifting equipment, including ropes, wires and slings, are inspected by a third-party specialist in accordance with local regulations. |
| Baskets / cage attachments are fitted with an approved anchor point. | People required to operate lifting equipment (e.g. cranes) are trained and assessed as competent in the set-up and operation of the equipment, including holding any licence / permit required by local regulations. |
| People involved in directing the operation of lifting equipment (e.g. Rigger, Dogman etc) are trained and assessed as competent in the requirements of the activity, including holding any licence / permit required by local regulations. | Fall protection equipment, consisting of a harness and fixed-length lanyard, is worn and attached to the approved anchor point whilst working from the suspended basket or cage. |
| Lifting equipment is stabilised in accordance with the manufacturer's instructions before use (e.g. ground area supporting lifting equipment prepared, crane pads used, outriggers used). | An exclusion zone is established around the lifting equipment, including barricades, signs and an observer, to prevent third party access. |
| Suspended baskets or cages are used as working platforms only, not as a means of entering or exiting a work area. |  |

## Utilisation

Required in all situations involving work from suspended baskets or cages (including fixed and mobile cranes, hoists, forklift trucks etc.).

## Safety Critical Defeat Requirements

Deviation from the Performance Metrics must be approved by the Site Manager. Each deviation approval is for the duration of the task only.

## Testing & Verification

Suspended basket activity must be audited as part of the annual auditing cycle.

Records of maintenance and inspection of OTML owned lifting equipment must be audited as part of the annual auditing cycle.

Records of maintenance and inspection of hired lifting equipment must be available with the equipment and checked before use.

## Maintenance

OTML owned lifting equipment, including any separate baskets / man-cage attachments, must be maintained and inspected in accordance with recognised standards and the manufacturer's recommendations. Records of maintenance must be kept.

## Training & Competency

Work at Heights permit issuers must be trained in the requirements of working from suspended baskets, including the need for exclusion zones and fall protection, assessed for competency and authorised.

People required to work from a suspended basket must be trained in the requirements of working at height, including selection and fitting of fall protection equipment, and the specific requirements of working from the suspended basket.

People operating or directing lifting equipment must be trained in the requirements of the activity, including holding any licence or permit required by local regulations.

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

|  |  |  |
| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Verify hired lifting equipment has been sourced from approved, reputable companies. | Operate or direct lifting equipment only if trained and authorised for this activity. |
| 2 | Verify that OTML owned lifting equipment, along with any separate basket / man-cage attachment, has been inspected and maintained in accordance with the established program. | Stabilise the lifting equipment before use in accordance with the manufacturer's instructions (e.g. ground area supporting lifting equipment adequately prepared, crane pads used, outriggers in place). |
| 3 | Verify that the maintenance records of any hired lifting equipment are available with the equipment, and have been checked. | Establish an exclusion zone around the lifting equipment, including barricades, signs and an observer, before operating the equipment. |
| 4 | Verify that any person required to work from a suspended basket has been trained and assessed competent in working at height. | Inspect condition of lifting equipment before use and report any substandard condition to the relevant supervisor. |
| 5 | Verify that any person operating or directing lifting equipment has been trained and assessed competent in its use, including holding any required licence or permit. | Wear fall protection equipment, attached to an approved anchor point, when working from a suspended basket. |
| 6 | Verify any basket / man-cage attachment is fitted with an approved anchor point. | Do not exit the work basket or man-cage during the work activity at height. |

## Skills Requirements

Licence or permit to operate or direct lifting equipment, as required by local regulations.

## Permits

Work at Heights.

## Task Specific PPE Requirements

Full body fall arrest harness with fixed-length lanyard.

## Special Task Related Tooling

Not applicable.

**Design Requirements**

## Design Standard

International standard relevant for the type of fall protection equipment e.g:

* ISO 12480 series – Cranes – Safe use
* AS 1418 series - Cranes, hoists and winches

## Safety Parameters

The rated capacity of the lifting equipment (including basket, people and materials) must not be exceeded.

The rated capacity of the basket / man-cage, including the maximum number of occupants and the maximum mass that can be carried, must not be exceeded.

The Safe Working Load (SWL) of any anchor point must not be exceeded.

Fall protection equipment selected must be capable of preventing the person from falling to ground or lower floor level. The maximum free-fall distance before the fall arrest system takes effect must not exceed two metres. The lanyard must be as short as possible for the work situation.

## Design Life

In accordance with the manufacturer's recommendations.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.