

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-401

Scope of Application: Ok Tedi Mining Limited

Issued: March, 2019

Document Owner: Manager – OHS & Training

**Why is the Control Important** –

Effective and efficient medical facilities are a critical component of safe operation. It is essential they are prepared and capable of handling emergency situations as well as being able to manage routine medical requirements.

**Exemption** – No exemptions permitted.

**Operational Requirements**

## Performance Metrics

|  |  |
| --- | --- |
| Medical facilities are in a clean and orderly condition. Specifically walls and floors are clear of dirt, mud and other materials. | All linens are covered and not exposed to dirt or dust. Dressings are kept in sterile conditions until immediate use. |
| Medical cabinets are sealed from the environment and those holding scheduled drugs are locked. | There is a documented drug management and issue process in place and being followed. |
| Medical consumables (e.g. needles, syringes, dressings) are not re-used and bio-hazard waste is appropriately disposed of. | There is a documented sharps management program which is being followed. |
| Drugs requiring temperature control and stability are appropriately stored and documented records of the temperature / humidity are maintained. | All potential medical emergency situations (e.g. a major fall of ground) have been identified and, documented medical protocols exist for each, which are subject to regular review. |
| All staff are appropriately qualified, in date, including refresher training and there are documented training records. | All equipment required to manage identified medical emergency scenarios, including sterilisation equipment (e.g. autoclaves) are in working order. |
| Independent 3rd party audits are conducted of medical practices by recognised specialists at intervals not exceeding 12 months. | Protocols for triggering medical emergency evacuation are established and regularly tested, including sufficient onsite capability and capacity to manage a patient for the period required for evacuation services to arrive. |
| Contracts or MOUs with medical emergency providers are in place, current and regularly reviewed. | Regular medical emergency drills and, staff training is programmed and conducted to ensure all identified medical emergency scenarios are tested. Results from these drills and training and any actual incidents are documented and improvement actions captured. This includes exercising medical emergency evacuation at least annually (if no actual events have occurred). |

## Utilisation

Medical facilities are to be continuously available (i.e. 24hrs / day, 7 days / week).

## Safety Critical Defeat Requirements

No defeat permitted.

## Testing & Verification

Testing and verification of all medical protocols relating to identified medical emergency scenarios must be exercised at least annually. This is to include testing the medical emergency evacuation capability. Actual medical incidents occurring during the year, including medical evacuations, may be counted to the testing and verification requirement.

The results of these tests and actual incidents must be documented, including identified improvements, which are to be actioned.

Medical drills and testing must include scenarios relating to all major hazard scenarios and consequences (e.g. fall of ground with crush and inundation related injuries).

Medical equipment must be tested and calibrated in accordance with the manufacturers specifications.

## Maintenance

Medical protocols must be reviewed and updated:

1. following realisation of any major hazard scenario event;
2. following any emergency response exercise;
3. following directions and guidance from the health department or recognised industry practices / experts;
4. at least annually.

Medical equipment must be maintained in accordance with the manufacturer’s specifications and recommendations.

A 3rd party independent audit of the medical facilities and practices must be conducted annually by a recognised and qualified medical expert.

## Training & Competency

Personnel working in the medical facilities must be appropriately trained and, where applicable have in date qualifications and certifications, for the roles and duties they are performing in accordance with Department of Health requirements, manufactures requirements and, common industry practice.

**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 | No additional requirements. | No additional requirements. |

## Skills Requirements

No additional requirements.

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

No additional requirements.

**Design Requirements**

## Design Standard

Not applicable.

## Safety Parameters

Not applicable.

## Design Life

Not applicable.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.