NOVEMBER SAFETY THEME:
ACCOUNTABILITY AND TEAMWORK

Buckle up for our 90 Day Challenge 2021 - Focus on Our Values and Finish Strong.

OUR VALUES

As we continue to focus on our values, this month we will be looking at:

- Accountability
- Teamwork.

ACCOUNTABILITY

We own our jobs and meet out commitments. This is being accountable - to ourselves, our work mates, our business partners and our communities.

Accountability plays an important role in the overall success of Ok Tedi and it requires team work - everyone working together towards a common goal and taking responsibility for their own actions.

Being accountable means keeping your word and doing your best everyday.

What can YOU do to be more accountable?

- Do what you say you will do.
- Don't make excuses. Admit mistakes and learn from them.
- Follow up on what others say they will do. Do not assume others will cover any gaps.
- Do your best every day. Don't let others carry you.
- Report progress and don't hide shortcomings.
- Provide early warning of problems.
  - Report near misses.
  - Stop a job if you can see it is unsafe.
  - Tell your supervisor if you feel unwell or fatigued.
  - If something is bothering you, speak to a friend or counsellor.
- If targets are at risk take action.

TEAMWORK

Think of a great team - for example the Pukpuks.

What makes them successful?

- They work together and trust each other.
- Everyone knows what their role is and what they have to do.
- They follow team rules and they support and help each other.

In the same way, teamwork at Ok Tedi means we operate as one team, recognising that we each have a role to play and depend on one another.

Our goals are common and our successes are shared.

We are One Team - Wan Pasin.

What can YOU do to make your team great?

- Contribute to setting team goals.
- Be a part of making team plans.
- Share information with others in the team. Your input is an important link in the team.
- Respect what others have to say. Seek views from others and do not ignore anyone's input.
- Do not assume that you have all the answers.
- Recognise individual as well as team contributions.
- Define clear roles and responsibilities.
- Give clear and simple instructions. Make sure everyone knows what to do and how to do it.
- Give your best every day and remember others rely on you. Don't let them down.

Behaviours and Values Accountability & Teamwork Checklist

Complete the Behaviours and Values Accountability and Teamwork Checklist and report into INX as part of the 90 Day Program.

Instruction to complete Checklist online:

1. Select **Inspection** or **Validation** as an event.

2. Select **Safety Behaviours** as an event subtype.

3. Complete details under **Report Details**.

4. Select **Checklist Tab** and details on associated checklist **"Major Hazard Accountability and Teamwork Values"**.

**For those in Leadership roles, share one of the OK Tedi Values at your next prestart meeting.**

OK TEDI MINING

PASIN OK TEDI
ACCOUNTABILITY

At OTML we own our jobs, we meet our commitments

DO...

- ✓ Keep your word a commitment is a promise, We do what we say we will do.
- ✓ Follow up on what others say they will do. Delegate with controls/checks.
- ✓ Do your best everyday
- ✓ Take pride in our contributions to OTML, WP and PNG
- ✓ Admit mistakes
- ✓ Report progress
- ✓ Provide early warning of problems
- ✓ Respect diversity.
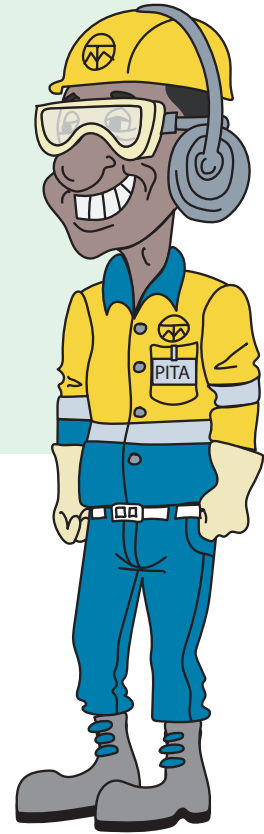
DO NOT...

- ✗ Make excuses - near enough isn't good enough
- ✗ Assume others will cover any gaps
- ✗ Be carried by others
- ✗ Just show up
- ✗ Blame others
- ✗ Hide shortcomings
- ✗ Create surprises at the last minute

©www.pertrain.com.au

NOVEMBER SAFETY THEME:
ACCOUNTABILITY AND TEAMWORK

PASIN OK TEDI
TEAMWORK

OK TEDI MINING

Our goals are common, our successes shared

DO...

- ✓ Involve the team in setting goals and plans
- ✓ Share information within and without team
- ✓ Seek views of others
- ✓ Recognize individual and team contributions
- ✓ Define clear roles and responsibilities
- ✓ Being clear on the "what" and "how"
- ✓ Develop an understanding on how your team affects others
- ✓ Contribute our best every day

DO NOT...
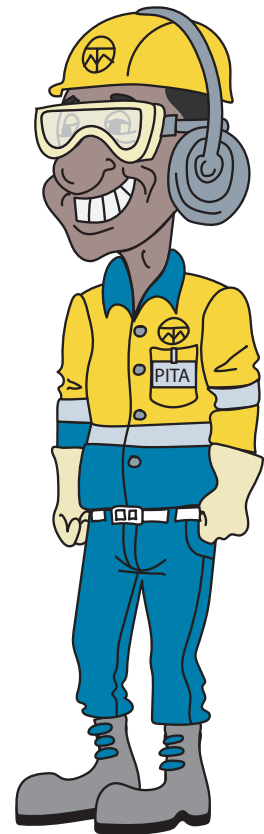
- ✗ Ignore input of others
- ✗ Withhold critical information and the reasons of "why" something is important
- ✗ Assume you have all the answers
- ✗ Take personal credit for results of others
- ✗ Leave ambiguity
- ✗ Build /maintain silos
- ✗ Let other team members down

OPERATOR

Am I aware of the Departmental goals and plans?

Am I aware of how I am performing at the workplace and has my performance been discussed with me?

Do I understand my role and am I able to carry it out effectively?

Do I intervene or stop work if I observe work as unsafe?

Am I aware of the process to report and correct unacceptable behaviours?

Am I aware of the Anti-discrimination and Harassment policy?

Do I have access to Policies, Standards and Procedures?

Are my team's successes, big and small, acknowledged?

Is our team structure in place, with the right size (manning), skills and knowledge to achieve our goals?

Do I freely express ideas and share opinions?

Does the team have effective ways of managing conflict?

Are Policies, Standards and Procedures available and accessible?

SUPERVISORS / SUPERINTENDENT

Are personnel aware of the Departmental goals and plans?

Are personnel performances reviewed and any lack of skills or accountability addressed?

Are roles and responsibilities clarified for all personnel?

Is there a culture to intervene or stop work if workers observe work as unsafe?

Is there a process in place to report and correct unacceptable behaviours?

Is there an Anti-Discrimination and Harassment policy in place and has this been communicated to the workers?

Is there a process in place to ensure internal policy and procedures are kept up-to-date and in line with legislation?

Are the team's successes, big and small, acknowledged?

Is the team structure in place with the right size (manning), skills and knowledge to achieve team goals?

Does the team function in a way that people freely express ideas and share opinions?

Does the team have effective ways of managing conflict?

Is there a channel for issues/concerns to be elevated and are these issues/concerns addressed in a timely manner?

MANAGERS

Are Departmental goals and plans communicated to all personnel?

Is there a process in place to review employee performance and address lack of skills or accountability?

Is there a process in place to ensure that roles and responsibilities are clarified for workers?

Is there a culture to intervene or stop work if workers observe work as unsafe?

Is there a process in place to report and correct unacceptable behaviours?

Is there an Anti-Discrimination and Harassment policy in place and has this been communicated to the workers?

Is there a process are in place to ensure internal policy and procedures are kept up-to-date and in line with legislation?

Are the team's successes, big and small, acknowledged?

Does team structure have the right size (manning), skills and knowledge to achieve team goals?

Is the team functioning in a way that people freely express ideas and share opinions?

Does the team have effective ways of managing conflict?

Is there a channel for issues/concerns to be elevated and are these issues/concerns addressed in a timely manner?

ACCOUNTABILITY & TEAMWORK CHECKLIST