

OCTOBER SAFETY THEME: SAFETY ENVIRONMENT AND INTEGRITY

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

OUR VALUES

As we count down to the end of 2021 we will be focusing on our Ok Tedi Values as we believe our values support great results. Each month we will look at two of these values, starting with:

- Safety Environment
- Integrity.

SAFETY ENVIRONMENT

At Ok Tedi we care about our employees, business partners and communities. That means taking measures to keep everyone safe and healthy.

Our goal is Nobody Gets Hurt. No Harm.



What Can YOU Do?

- Show up to work on time and fit and ready for your shift.
- Protect yourself, your work colleges and family, get vaccinated.
- Minimise the spread of disease by:
 - washing your hands often and well
 - covering your nose and mouth when coughing or sneezing
 - not spitting in public areas.
- Follow the rules and safe work procedures.
- Wear the appropriate PPE.
- Keep workplaces clean and tidy.
- Minimise waste by disposing of rubbish correctly and reusing and recycling suitable materials.
- Use safety tools – JSO, JSA, Hazard Identification.
- Observe your workmates and:
 - intervene if they are working unsafely
 - recognize them if they are working safely.
- Report all safety and environment incidents or near misses to your supervisor immediately.
- Look out for, and act on, signs of fatigue.
- Add a SHE moment to start every meeting.
- Share your experiences to assist others.
- Identify and report hazards – speak up.

INTEGRITY

We expect trust, fairness and respect. Integrity means being honest and having good moral principles.

Success in this area is every person feeling proud to do the right thing always.



What Can YOU Do?

- Follow OTML golden rules, safety procedures and guidelines in the Code of Conduct.
- Speak the truth.
- Respect others.
 - Respect their religion, beliefs and nationality.
 - Respect their views and listen to what they have to say.
- Respect confidence.
 - Don't disclose confidential information.
 - Do not start false rumours.
- Treat everyone fairly and equally.
- Admit mistakes.
- Report accurately.
- Respect property – yours and other peoples, including equipment and PPE.
- Be consistent, principled and fair.



Behaviours and Values Safety and Integrity Checklist

Complete the Behaviours and Values Safety and Integrity 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 Behaviours & Values Safety and Integrity**".

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

OPERATOR

- Am I aware of the Ok Tedi Safety Values?
- Am I competent and authorised for the assigned task?
- Am I fit for work - keeping physically fit, eating well and taking adequate breaks?
- Do I understand and follow the safety policies and procedures?
- Am I wearing appropriate PPE for assigned task and do I know how to maintain it?
- Am I using the correct tools and equipment for the assigned task?
- Am I keeping the workplace safe, free from slips and trips and in an orderly manner?
- Am I disposing off rubbish correctly and reusing and recycling suitable materials?
- Am I aware of and following the Ok Tedi Code of Conduct and the Ok Tedi Golden Rules?

SUPERVISORS / SUPERINTENDENT

- Are all personnel aware of the OK Tedi Values?
- Are all personnel aware of and following safety rules and policies?
- Do all personnel have access to and using appropriate PPE/Equipment/Tools?
- Are all personnel competent and authorised for their assigned task?
- Are all personnel wearing appropriate PPE?
- Are the correct tools and equipment available for personnel to use for their assigned tasks?
- Is the fire protection and prevention equipment in place and current?
- Have all personnel undergone periodic medical check?
- Is the workplace safe, free from slip and trip hazards and in an orderly manner?
- Are personnel disposing of rubbish correctly and reusing and recycling suitable materials?
- Are personnel aware of and following the Ok Tedi Golden Rules?
- Are personnel aware of the Ok Tedi Code of Conduct?
- Are personnel looking after equipment and PPE?
- Am I encouraging all personnel to intervene or stop work if they observe unsafe behaviour?
- Are we recognising and/or rewarding good behaviours?
- Have I communicated and made all personnel aware of one of the OK Tedi Values at a prestart meeting?

MANAGERS / GENERAL MANAGERS

- Is a training system in place to ensure personnel are competent and authorised for the assigned task?
- Are Policies, Standards and Procedures made available and accessible for all personnel?
- Are the Risk Management tools (O&I, Take 5, etc.) available and accessible to all personnel?
- Are the correct tools and equipment available for personnel to use?
- Is there a system in place to ensure periodic medicals are completed for all personnel?
- Am I encouraging all personnel to intervene or stop work if they observe unsafe behaviour?
- Is there a process in place to correct unacceptable behaviours?
- Are we recognising and/or rewarding good behaviours at the workplace?
- Are personnel looking after equipment and PPE?
- Are the Ok Tedi Golden Rules available and communicated to all personnel?
- Is the Ok Tedi Code of Conduct available and communicated to all personnel?
- Have I communicated and made all personnel aware of one of the OK Tedi Values at a prestart meeting?

OCTOBER SAFETY THEME: SAFETY ENVIRONMENT

PASIN OK TEDI SAFETY AND ENVIRONMENT

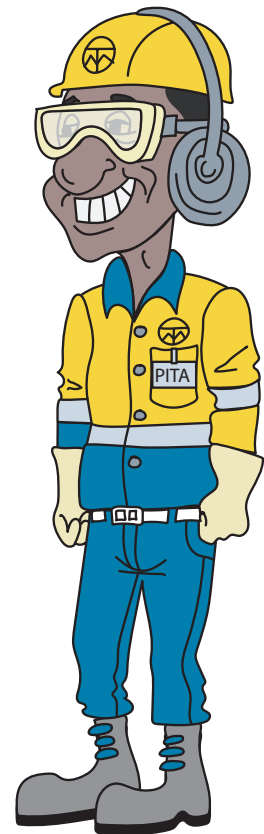


We care about our employees, business partners and our communities' well-being.



DO...

- ✓ Follow the rules and safe work procedures
- ✓ Wear the right PPE
- ✓ Keep workplaces clean and tidy
- ✓ Use safety tools – JSO, JSA, Hazard Identification
- ✓ Observe your workmates, make sure they are safe
- ✓ Report all incidents and near misses
- ✓ Look out for signs of fatigue
- ✓ Add a SHE moment to start every meeting
- ✓ Share your experiences to help others
- ✓ Identify and report hazards – speak up
- ✓ Follow up on commitments



- ✗ Start a job without understanding how to do it safely
- ✗ Take short cuts
- ✗ Operate a vehicle without a licence / permit
- ✗ Litter or leave trash for others to clean up
- ✗ Start a job without thinking what could go wrong
- ✗ Walk past a potential accident
- ✗ Expose yourself or others to hazards
- ✗ Hide mistakes
- ✗ Get insufficient or irregular sleep
- ✗ Assume you know everything
- ✗ Stay silent on safety / environment issues
- ✗ Wait for a safety meeting before acting
- ✗ Let others down

DO NOT...



OCTOBER SAFETY THEME:

INTEGRITY

PASIN OK TEDI INTEGRITY

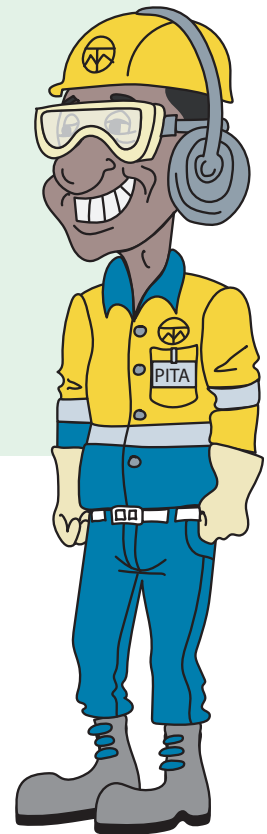


At OTML we expect honesty, trust, fairness and respect



DO...

- ✓ Speak the truth
- ✓ Respect confidence
- ✓ Admit mistakes
- ✓ Report accurately
- ✓ Respect other's property
- ✓ Do what we commit to do
- ✓ Respect the views of others; hear them out
- ✓ Be consistent, principled and fair
- ✓ Treat everyone equally
- ✓ Respect Diversity



- ✗ Lie or cheat
- ✗ Hide mistakes
- ✗ Start false rumours
- ✗ Breach confidence
- ✗ Talk behind people's backs
- ✗ Falsify records
- ✗ Steal or mistreat others property
- ✗ Ignore others or talk over them
- ✗ Make ad hoc or arbitrary decisions
- ✗ Discriminate against others
- ✗ Let others down
- ✗ Take short cuts

DO NOT...

