

OK TEDI SAFETY WEEK:

Back to Basics in Risk Management **14-18 June, 2021**



TOPIC 1:

INTRODUCTION TO RISK MANAGEMENT TOOLS

We're going back to basics and looking at what good risk management is all about.

INTRODUCTION TO RISK MANAGEMENT TOOLS

WHAT IS RISK MANAGEMENT?

Risk management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating, monitoring and communicating risk.

At Ok Tedi we prioritise Major Mine Hazards, or Critical Risks. By identifying and focusing on the major hazards that can affect our people, property and organisation, we take a top down approach to managing risk.

This means that we not only control the major risks we face, but also control the less serious incidents as part of this process. Controls that are designed for major hazards will prevent minor events because they tend to be more comprehensive.

The risk management process at Ok Tedi starts with identifying major hazards and operational risks.

Risks are prioritised using a risk matrix and bow ties are developed and reviewed to identify critical controls.

This information then forms the basis for our safe work procedures and processes.

Training and support material is developed and communicated across the organisation so that everyone understands what is required to work safely on site.

Click the links below for more information:

OTML: [Ok Tedi Safety week Page](#)

Contractors: [Ok Tedi Safety Week 2021](#)

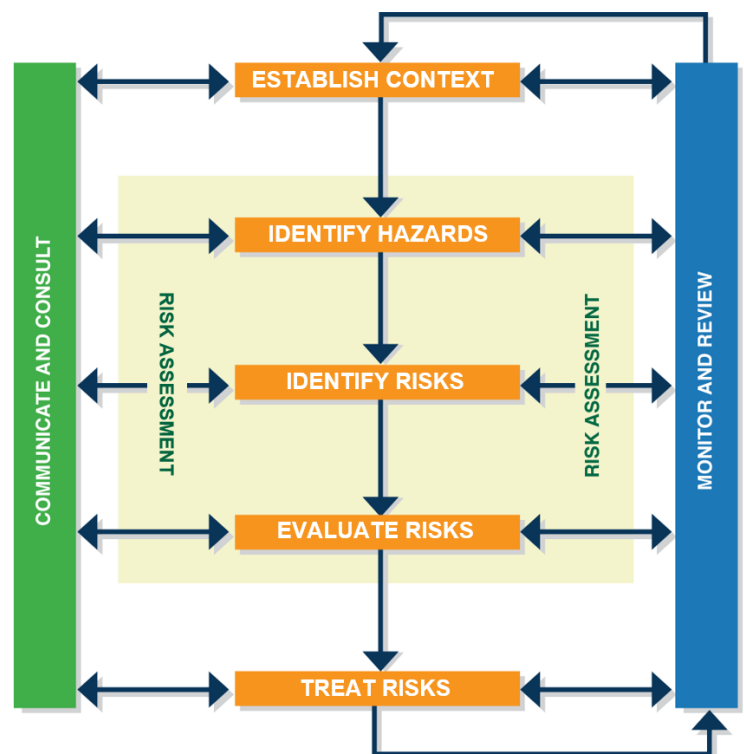


HOW DO I CONTRIBUTE?

Risk management is **everyone's responsibility**.

Risk can only be managed if the hazards are identified and reported. YOU can help manage risk by following these seven steps.

1. Establish the context (the work area, the task, the tools and equipment, etc)
2. Identify hazards
3. Identify risks
4. Evaluate/Analyse the risks
5. Treat/Control risks
6. Communicate and consult with others throughout the process
7. Monitor and review and be ready to repeat the process.



RISK MANAGEMENT TOOLS

Ok Tedi has a range of risk management tools, that if used correctly can help to minimise negative risk to people, equipment, the environment and our organisation.

Pre-start Meetings

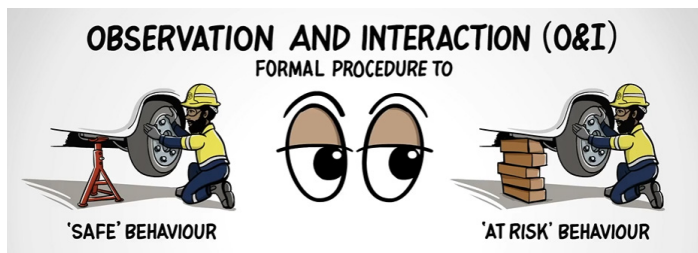
Pre-start meetings are held before starting any activity. The purpose of the pre-start meeting is to:

- ✓ Communicate key safety messages
- ✓ Discuss activity related major hazards
- ✓ Ensure workers are fit to work.

Safety Observation and Interaction

An O&I is a formal procedure to observe and discuss safe and at risk behaviour at the workplace. The purpose is to:

- Identify and reward positive behaviour
- Highlight and discourage inappropriate behaviour
- Promote continuous improvement.



Hazard ID

The hazard identification process is used to determine if a task, situation, item or person in the workplace has the potential to cause harm. The process focuses on the relationship between the task, worker, tools and equipment and the environment.

If you identify a hazard that you can't fix straight away, report it to your supervisor immediately, either verbally or by filling out a Hazard Identification Form.

Take 5

A personal risk assessment tool (PRA) that helps you to identify hazards. The Take 5 asks you to:

1. Stop
2. Think (about what you are about to do)
3. Identify (hazards and risks)
4. Plan (how to control the hazards and implement the controls)
5. Proceed (only when it is safe to do so).

Job Safety Analysis (JSA)

A risk assessment tool for one-off, high-risk, non-routine tasks where there is no Safe Work Procedure in place. The JSA has seven basic steps.

1. Identify the task.
2. Break the task into steps.
3. Identify the hazards and risks for each step.
4. Determine the risk rating for each risk.
5. Identify controls for each risk.
6. Have your supervisor check and authorise the JSA.
7. Sign on if the task is safe to do once the controls are in place.

Everyone involved in the task must sign the JSA confirming that they understand the requirements.

Inspections

Formal inspections are conducted in and around work areas to examine work area conditions, controls and work practices. They are a legal requirement and include a visual inspection and discussions with the people who work in the work area.

Findings must be documented on the appropriate checklist and entered into INX InControl. The mine manager must also keep an updated mine register that records inspections and the findings.

Safe Work Procedure (SWP)

Safe Work Procedures are written methods detailing how to perform a task with minimum risk to personnel, equipment, materials, the environment, processes and for the effective control of hazards and risks when completing tasks in the workplace.

All routine workplace activities and processes and activities that have a risk ranking of 'Significant' or 'High' will have a safe work procedure.



INTRODUCTION TO RISK MANAGEMENT TOOLS

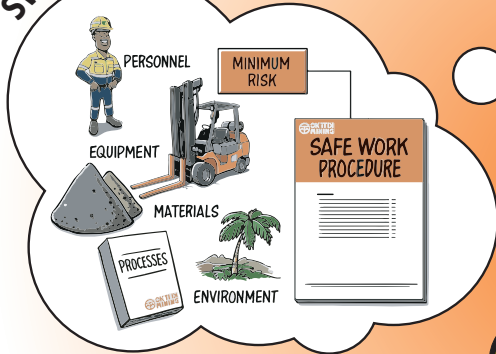
PRE-START MEETING



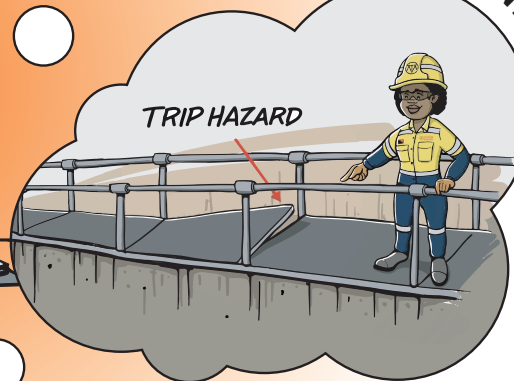
O&I



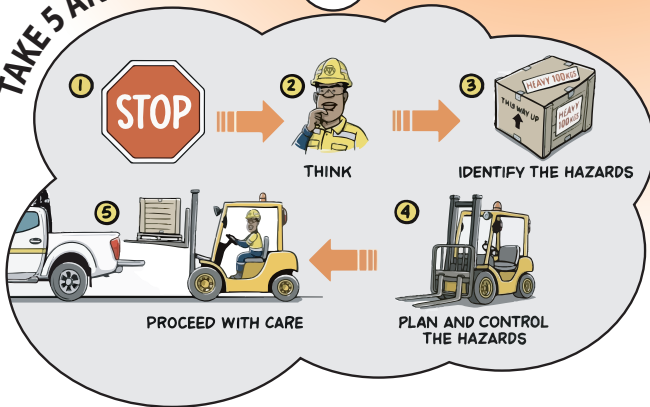
SW PROCEDURES



HAZARD IDENTIFICATION



TAKE 5 AND JSA



FORMAL INSPECTIONS



IF YOU DON'T KNOW HOW TO ACCESS AND USE THESE RISK MANAGEMENT TOOLS, TALK TO YOUR SUPERVISOR