**AREA: ???**

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| **TITLE** |

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| *Our Vision – “Zero Harm”*  *At OTML we believe an incident and injury free workplace is achievable* | | | | | | |
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| **PURPOSE** | | | | | | |
| The purpose of this procedure is to provide safe and efficient work methods for …? | | | | | | |
| **PRE-REQUISITES** | | | | | | |
| * Personnel trained and assessed as competent * ? | | | | | | |
| **HEALTH AND SAFETY** | | | | | | |
|  | All jobs at OTML require a detailed ***Take Five*** as the first step. Follow the steps in this Safe Work Procedure carefully and ensure that all work team members are involved in the pre job planning and hazard identification process. | | | | | |
| **ENVIRONMENTAL** | | | | | | |
|  | | Any spillage outside bunded areas must be rectified / reported immediately and an environmental incident report filled out within 24 hours. Extra? Hazards in SWP. | | | | |
| **HAZARDOUS MATERIALS** | | | | | | |
| msds | | ? hazardous materials identified in this Safe Work Procedure. | | | | |
| **MANDATORY PPE** | | | | | | |
|  | | |  | man01_0 | man22_0 |  |
|  | | | man19_0 | man03_0 | man05_0 | Apron |
| man24_0 | | | man08_0 | Ppe Symbols Download - Clipart library |  |  |
| **SPECIALISED PPE** | | | | | | |
|  | | | man19_0 | man03_0 | man08_0 | Ppe Symbols Download - Clipart library |
| **RESPONSIBILITY** | | | | | | |
| It is the responsibility of ***all Ok Tedi employees, supervisors and contractors*** to adhere to the approved procedures for all work. | | | | | | |

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| **TERM / ABBREVIATION** | | | | **MEANING** | | | |
| OTML | | | | Ok Tedi Mining Limited | | | |
| PPE | | | | Personal Protective Equipment | | | |
| SWP | | | | Safe Work Procedure | | | |
| JSA | | | | Job Safety Analysis | | | |
|  | | | |  | | | |
|  |  | HAZARD | Raw Risk |  | Red tick | CONTROL | Res Risk |
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| Note: If ATW process does not apply, delete table below. | | | | | |
| **Isolation Required?** | **Yes (Group or DWA)** | | **No** | | **Nil Isolation** |
| **Permit / Certificate Required?** | | | | | |
| **None** | | **ATW Permit** | | **Dual Worker Authority** | |
| **Hot Work** | | **Radiation** | | **High Voltage Vicinity** | |
| **Work at Height** | | **Excavation /** | | **High Voltage Access** | |
| **Confined Space** | | **Trenching / Unearthing** | | **High Voltage Test** | |

procedure

1. **plan the job – take 5 / jsa**
   1. Review all the hazards and controls in this SWP.
   2. Do a Take 5.
2. **prepare the work area – pre-start checks**
   1. Remove all slip, trip and fall hazards from the work area before starting the job.
   2. Assemble all tools and equipment required- carry out pre-start checks.

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| **TOOLS EQUIPMENT & MATERIALS REQUIRED** | | |
| tools and equipment |  |  |
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1. **Copy & paste step heading**

* .

1. **COMPLETE THE JOB - Icare**
   1. Check the work area for any potential hazards that may have been created.
   2. Remove all rubbish and place in appropriate rubbish bin.
   3. Follow the area “ICARE” standard clean up the work area, pack up and store all equipment and tools.
   4. Notify the Team Leader in that area the job is completed.
   5. Conduct the post-job Take 5.
   6. Ensure all paperwork and the job work pack is filled out and returned to your Team Leader.
   7. Whenever any changes in the task occur:

* Review the SWP.
* Complete FRM-TRG-0218-004r1 Controlled Document Creation, Review and Release Form.
* Hand the form to your Team Leader.
  1. Initiate and register the form with Document Control.

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| cid:image010.png@01CBFAA8.25C0E780 | Please use this symbol at the end and put the appropriate text into it about reporting any faults or defects to your Team Leader as soon as practicable. If the fault is more serious then they should be informed immediately. |

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|  | **Information that prevents injury to people** |

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|  | **Information that prevents damage to equipment** |

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|  | Important information that needs to be highlighted, tips & key points |

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| **SWP USERS SIGN-ON SHEET**  (Note: User to sign prior job execution) | | | | |
| **No.** | **Position** | **Name** | **Signature** | **Date** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
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| **18.** |  |  |  |  |
| **Supervisor** (Note: Supervisor to sign after job execution)  **Supervisor’s name: Signature: Date:** | | | | |

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| **Likelihood Table** | | | | | | | | | | | | | | |
| **Level** | **Description** | | | | **Probability (for defined time activities)** | | **Criteria (read as either/or)** | | | | | | | |
| **A** | ***Almost Certain*** | | | | 99% chance | | The consequence will occur.  The consequence is expected to occur many times per annum or happens often. | | | | | | | |
| **B** | ***Likely*** | | | | 50% chance | | The consequence will occur under some circumstances.  The consequence is expected to occur once or twice per annum. | | | | | | | |
| **C** | ***Possible*** | | | | 10% chance | | The consequence has happened elsewhere  The consequence typically occurs once in every 5 years | | | | | | | |
| **D** | ***Unlikely*** | | | | 1% chance | | The consequence has happened elsewhere.  The consequence is expected to occur once in 15 years | | | | | | | |
| **E** | ***Rare*** | | | | 0.1% chance | | The consequence may occur in exceptional circumstances.  The consequence has rarely occurred in the industry and is not expected in the life of the mine. | | | | | | | |
| **Risk Rating Matrix** | | | | | | | | | | |  | **Approval Ranking Matrix** | | |
| **Likelihood** | | **Consequence** | | | | | | | | |  | **HRI** | **Risk Level** | **Notification / Approval Level** |
| **1** | | **2** | | **3** | | **4** | | **5** |  |
| **A**  **Almost Certain** | | **Moderate**  **(11)** | | **Significant**  **(16)** | | **Significant**  **(20)** | | **High**  **(23)** | | **High**  **(25)** |  | **21 – 25** | **High** | **GM Approval Required (refer to Major Hazard Scenario bowties for risk and control data)** |
| **B**  **Likely** | | **Moderate**  **(7)** | | **Moderate**  **(12)** | | **Significant**  **(17)** | | **High**  **(21)** | | **High**  **(24)** |  | **14 – 20** | **Significant** | **Area Manager Approval Required** |
| **C**  **Possible** | | **Low**  **(4)** | | **Moderate**  **(8)** | | **Moderate**  **(13)** | | **Significant**  **(18)** | | **High**  **(22)** |  | **7 – 13** | **Moderate** | **Line Manager / Superintendent Supervisor Notification Required** |
| **D**  **Unlikely** | | **Low**  **(2)** | | **Low**  **(5)** | | **Moderate**  **(9)** | | **Significant**  **(14)** | | **Significant**  **(19)** |  | **1 – 6** | **Low** | **Front-line Supervisor Approval Required** |
| **E**  **Rare** | | **Low**  **(1)** | | **Low**  **(3)** | | **Low**  **(6)** | | **Moderate**  **(10)** | | **Significant**  **(15)** |  |  |  |  |
|  | | |  | | | **↓ Significant Risks ↓** | | | | |  |  | | |
| **1 – 6 Low** | | | **7 – 13 Moderate** | | | **14 – 20 Significant** | | | **21 – 25 High** | |  |  | | |
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| **Consequence Table** | | | | | | | | | |
| **Level** | **Safety** | **Health** | **Environmental** | **Community** | **Reputation** | **Production Loss** | **Financial** | **Life of Mine Impact** | **Compliance** |
| **1** | First Aid Treatment. | Reversible health effects of little concern, no known or suspected adverse health effects. | < 1 day | Individual Community Complaint. | Local short-term media attention and negative public reaction. | < 1 shift | No effect on Work Schedule, Product and Quality – less than $50,000 loss. | Resource loss would have minor impact on life of mine < 1 year. | Minor technical / legal compliance issue that is dealt with on site.  Incident requires reporting in routine internal incident report system.  Minor breach of internal standards. |
| **2** | Medical Treatment. | Health impact requiring medical treatment/intervention, not permanent. | 1 day to 1 week | Multiple Community Complaint. | Local prolonged media attention and negative public reaction. | <1 days | Minimal effect on Work Schedule, Product and Quality - $50,000 - $500,000 loss. | Resource loss would have consequences on life of mine > 1 but < 5 years. | Technical / legal compliance issue which may attract a low-level administrative response from regulator.  Continuing occurrences of minor breaches.  Incident requires reporting in routine reports (e.g., monthly) and to OTML corporate.  Moderate breach of internal standards. |
| **3** | Hospitalisation. | Health impact requiring hospitalisation, not permanent. | 1 week to  1 month | Community stops job or task. | Negative reaction by public, or interest groups and short-term national media attention. | 1 - 7 days | Serious effect on Work Schedule, Product and Quality - production halted for 1 day to 1 week - $500,000 - $5,000,000 loss. | Resource loss would have substantial consequences life of mine > 5 but < 10 years. | Serious breach of regulation.  Incident requires immediate (within 48 hours) notification to Government and OTML Corporate).  Major breach of internal standards. |
| **4** | Single fatality. | Chronic health effects causing illness or partial impact on body function. | > 1 month | Community shuts site. | Widespread public discontent  Prolonged adverse national media attention or coronial inquest. | > 7 days | Major effect on Work Schedule, Product and Quality - 1 week to 1 month production suspended - $5,000,000 to $20,000,000 loss. | Resource loss would have severe consequences on life of mine > 10 years. | Major breach of regulation resulting in investigation by regulator.  Prosecution, penalties, or other action likely. |
| **5** | Multiple fatalities. | Life threatening or permanent disability or long-term chronic health effects or illness, major impact on body function. | Permanent environmental impact. | Community outrage resulting in violence, significant damage to company property, attacks on staff. | Widespread public condemnation  Long-term media condemnation or formal Government inquiry. | > 1 month | Project suspended for more than 1 month – more than $20,000,000 lost revenue. | Resource loss would have permanent consequences on life of mine. | Operation suspended; licenses revoked. |

# DOCUMENT CONTROL RECORD

**Table 1: Approval and Sign-off Table**

**Note:** A Safe Work Procedures shall be authorised only by a Superintendent or Manager of the relevant Department or Section in line with the Approval Ranking Matrix.

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| Major version No. | Issue date | Due for review date | Reviewed by | Authorised by | Date |
| 1 | 2011 |  | Mill Ops Training |  |  |
| 2 | Feb 2023 | Feb 2025 | Standard Review Committee | Manager Safety | 06/02/2023 |

**Table 2: Review Tracking Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev  No. | Review date | Page # | Review Descriptions/Comments | Document Reviewer |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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