



IGO GROUP SAFETY STANDARD 14 - PERMIT TO WORK

INDEPENDENCE GROUP NL





CONTENTS

1.	INTENT	3
2.	APPLICATION	3
3.	DEFINITIONS	3
3.1	DEFINED HAZARDOUS WORK	3
3.2	HIGH RISK WORK	3
4.	REQUIREMENTS	4
5.	DEFINITIONS	5
5.1	JOB SUPERVISOR	5
5.2	WORK AREA OWNER	5
5.3	APPROVING MANAGER OR SUPERINTENDENT	5
5.4	PERMIT CONDITIONS	5
5.5	WORK TEAM	5
5.6	PERMIT LIFESPAN	6
5.7	PERMIT SUSPENSION	6
5.8	EMERGENCY PLANNING	6
5.9	PERMIT TO WORK CLOSE-OUT AND HANDOVER	6
6.	DETAILED GUIDANCE	6
7.	EXEMPTIONS	7
8.	TRAINING & COMPETENCE	7
9.	RECORDS	7
10.	RELATED DOCUMENTS	7
10.1	COMMON MANAGEMENT SYSTEM STANDARDS	7
10.2	HSES STANDARDS AND GUIDELINES	7
11.	DOCUMENT CONTROL	7

1. INTENT

The purpose of this Standard is to define IGO's requirements for authorisation of Defined Hazardous Work and other tasks determined to have elevated risk. This work authorisation process is known as 'Permit to Work'.

2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects.

This Standard specifically applies to everyone working in an IGO 'Operational Area' including contractors, and those visiting IGO operations.

The site or project Registered Manager is responsible for defining the 'Operational Area'. As general guidance, an Operational Area is to include any location within 500m of any mining or beneficiating activity, 100m of any drilling or core handling activity, any area within workshops and warehouses (Refer to **IGO GSS36 - Operational Areas of Management Responsibility**).

Note: At each site or project, the 'Operational Area' must be mapped, and communicated to those affected.

3. DEFINITIONS

3.1 Defined Hazardous Work

IGO has identified some tasks as Defined Hazardous Work. The controls required for these major hazards are prescribed in **IGO Group Safety Standards**. The following tasks are Defined Hazardous Work:

- Working at Heights
- Isolations or Live Work
- Non-mining Excavation
- Dogging or Rigging
- Working with Radioactive Devices
- Confined Space Entry
- Remote Control Equipment
- Use of Registered Plant
- Controlled Tools
- Lone or Isolated work
- Hot Work
- Working with High Voltage
- Scaffolding
- Working with Explosives
- Working with High Pressure Tools

Unless exempted, all tasks involving Defined Hazardous Work must be authorised prior to the task commencing. This authorization shall take the form of a Permit to Work.

Note: Defined Hazardous Work requires a Permit to Work.

Note: IGO Group Safety Standards include items variously described across the industry as 'Major Hazard Controls' or 'Fatal Risk Controls'.

3.2 High Risk Work

IGO's risk assessment process as defined in **IGO CMMS 3 - Risk Management**. Further guidance is provided in **IGO GSS3 - Personal Risk Management: 'Take 5' & JSEAs**. The application of

the risk management process will result in every task being risk categorized.

Where the Risk Category associated with a task is assessed as being 'Moderate', 'Major' or 'Catastrophic' (ie the task has a risk rating of greater than 10), the task must be authorised prior to the task commencing. This authorization shall take the form of a Permit to Work.

Note: High Risk Work requires a Permit to Work.

4. REQUIREMENTS

All sites and projects shall develop a Permit to Work process in conformance with this standard.

The Permit to Work process shall:

1. Provide for the creation and document control of a **Permit to Work form**.
2. The Permit to Work form shall include:
 - a. Date and location of Permit Issue
 - b. Description of the task to be completed
 - c. A list of the Defined Hazardous Work associated with the job if any.
 - d. A list of the High Risk Work associated with the job if any.
 - e. The name of the Job Supervisor (see Section 5.1)
 - f. The name of the Work Area Owner (see Section 5.2)
 - g. The name of the Approving Manager or Superintendent (see Section 5.3)
 - h. Permit Conditions (see Section 5.4)
 - i. A section in which members of the Work Team (Section 5.5) can sign on and off the Permit to Work.
 - j. Permit Lifespan (see Section 5.6)
 - k. Permit to Work Suspensions (see Section 5.7)
 - l. Emergency Planning (see Section 5.8)
 - m. Formal Permit to Work close-out and handover (see Section 5.9)
3. Require that a copy of the completed and approved Permit to Work form is displayed as close to the Work Area as practical, and is available to the Work Team.
4. Require the appointment of a Permit Control Officer on large-scale shutdowns where there are more than 5 Permits to Work operational at any one time within the one Work Area. In such circumstances it is recommended that a Permit Office be established.
5. Require that Permits to Work are formally closed out.
6. Require that a copy of the completed and approved Permit to Work form is captured in the document control system.

5. DEFINITIONS

5.1 Job Supervisor

IGO's Permit to Work processes are dependent on clarity as to who is supervising any job which includes Defined Hazardous Work and or High Risk Work. Specifically, IGO uses the term 'Job Supervisor' to mean any person, irrespective of position title, who assumes or is assigned responsibility for the direct supervision of the Work Team.

It is the responsibility of the Job Supervisor to:

- a) know who is in the Work Team (irrespective of whether they are IGO employees or contractors),
- b) ensure that members of the Work Team are familiar with the SWP or JSEA, and Permit Conditions as listed in the Permit to Work, and
- c) regularly visit the members of the Work Team to check on their welfare.

Note: No task requiring a Permit to Work may be commenced without an identified Job Supervisor.

Note: Where a Permit to Work extends over more than one shift, a process for formally acknowledging a change Job Supervisor must be established.

5.2 Work Area Owner

The 'Work Area Owner' is the manager or superintendent who is responsible for the normal day to day management of a physical area or part of a IGO site or project. The Work Area Owner must be familiar with the various activities occurring in their area; this specifically includes a responsibility to know a) what Permit to Work governed activities are occurring in their area, and b) know the identity of relevant Job Supervisors.

5.3 Approving Manager or Superintendent

The 'Approving Manager or Superintendent' is the person who signs the Permit to Work and thus authorises the completion of the work.

The Approving Manager or Superintendent is responsible for reviewing the planning of the task addressed by the Permit Work, reviewing the associated JSEA, the associated hazard controls and establishing any Permit Conditions that they deem necessary to ensuring the safe completion of the work.

5.4 Permit Conditions

'Permit Conditions' are those additional controls listed on the Permit to Work as prescribed by the 'Approving Manager or Superintendent'.

5.5 Work Team

The 'Work Team' is any person working on a job that is subject to a Permit to Work. Each individual member of a Work Team is personally responsible for ensuring that they are familiar with the SWP or JSEA related to the job, and the Permit Conditions as listed in the Permit to Work.

Where any matter is unclear, it is the responsibility of the individual to seek clarification from their supervisor.

5.6 Permit Lifespan

A Permit to Work shall only be effective for a set period. This time period shall be defined by the Approving Manager or Superintendent' but shall not exceed 14 days.

5.7 Permit Suspension

The Work Permit system shall provide for the suspension of work and the return of all permits on specified conditions or events such as emergency situations, or changes in conditions which could make-work unsafe, or other events. The Work Permit system shall provide for the orderly reinstatement of withdrawn permits so work can resume safely, or for the issue of new permits if needed.

5.8 Emergency Planning

The Permit to Work must reference either:

- a) The site's pre-existing Emergency Response Plan for Defined Hazardous Work, and or
- b) Such other additional or specific emergency response planning as developed for the work where pre-existing Emergency Response Plans are inadequate (eg, complex confined spaces, complex tasks involved multiple Defined Hazardous or High Risk activities).

5.9 Permit to Work close-out and handover

Pre-hand over inspections and declaration

The Work Permit system shall provide for the Job Supervisor to declare that the work is complete, the Site has been cleaned up and left in a safe condition, and ready for return to normal duties or service.

The Work Permit system shall provide for the Work Area Owner or their nominated representative to note the completion of a post-work inspection, and acceptance of the affected area or plant.

Permit Handling on Failure to Complete the Work

The Work Permit system shall provide for the handling of permits and communication of the work status where work has not been completed during the currency of the permit.

Where the work is suspended or abandoned, a method such as the display of the lapsed permit shall be used to document the status of the incomplete work and any equipment isolations in effect.

Retention of Permits for Completed Work

Completed Work Permits shall be retained in the document control system for a period of two years.

6. DETAILED GUIDANCE

In the absence of a Permit to Work process approved by the site or project Registered Manager, an IGO mine site or project shall adhere to the ***IGO Group Safety Guideline 4 – Permit to Work*** and or use the ***IGO Permit to Work form***.

7. EXEMPTIONS

Sites and projects shall, by means of a risk assessment process, identify work areas or activities that are exempted from the requirement to have a Permit to Work in place (e.g. hot work in designated hot work workshops). Exemptions must be documented and approved by site management.

8. TRAINING & COMPETENCE

All personnel expected to work in areas or roles that will require the use of the Permit to Work process must be training in its application. Such individuals shall be competency assessed.

9. RECORDS

Training records shall be kept as per **IGO CMSS 6 - Training, Competence and Awareness**.

10. RELATED DOCUMENTS

10.1 Common Management System Standards

- CMS ST-03 Risk Management
- IGO CMSS 6 - Training, Competence and Awareness.

10.2 HSES Standards and Guidelines

- IGO GSS3 - Personal Risk Management: 'Take 5' & JSEAs.
- IGO Group Safety Guideline 4 – Permit to Work.

11. DOCUMENT CONTROL

First issue	Effective date	Prepared by	Approved by	Approval date
23/5/2016	23/5/2016	Keith Ashby	Keith Ashby	23/5/2016
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