IGO GROUP SAFETY STANDARD 11 - HAZARD IDENTIFICATION AND REPORTING, AND WORKPLACE INSPECTIONS

INDEPENDENCE GROUP NL

CONTENTS

1. INTENT

The purpose of this Standard is to define IGO's requirements for Hazard Identification and Reporting, and Workplace Inspections.

2. APPLICATION

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

This standard does not address hazards that may be intrinsic to mine, plant and process design. These hazards require particular consideration as part of the design process. For discussion on HAZIDs and HAZOPs, refer to *IGO Group Safety Standard 12 - Operational & Project Risk Management*.

3. OVERVIEW – HAZARD IDENTIFICATION & REPORTING

Everyone working in an IGO managed workplace has a general duty to a) be mindful of the hazards that may be present, b) 'remedy' hazards that they identify where practical, or c) in circumstances where they cannot remedy the hazard, report the hazard such that others can attend to it.
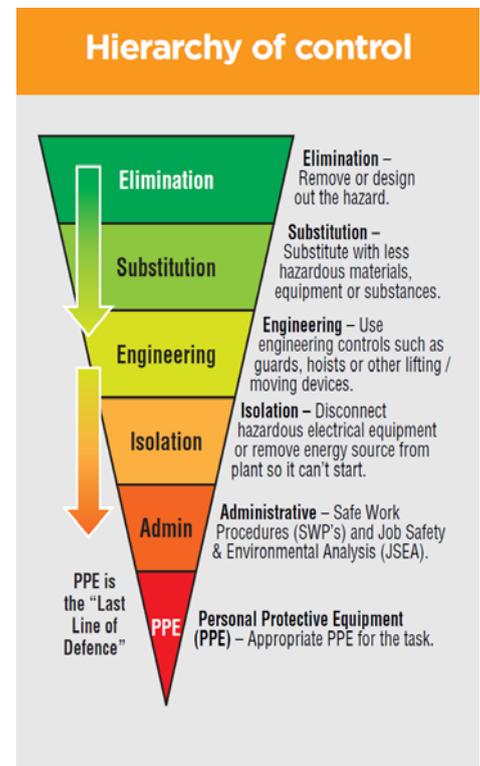
4. HAZARD IDENTIFICATION

Hazard identification is a learnt skill. At IGO, when engaging new employees or contractors, we must either a) ensure that the people bring the relevant workplace experience and competencies when they join our business, or b) ensure they are specifically mentored by their supervisor if they are new to the industry or role.

Hazard identification requires mindfulness. It is well established that people working with hazards for extended periods often become complacent. Consequently, IGO requires sites and projects to have their people complete periodic hazard identification training as circumstances require.

5. HIERARCHY OF CONTROL

At IGO, we will train our people to consider their response to the control of hazards by use of the Hierarchy of Control concept. The Hierarchy of Control concept defines classes of hazard management activity; presented from the most effective to the least effective (refer to the adjacent diagram).

The most effective way to control a hazard is to remove or design-out the hazard; this is known as elimination. The second best approach is substitution; here we reduce the risk posed by a hazard by substituting or changing arrangements such that less hazardous equipment, materials or substances are used.

Hierarchy of control

Elimination – Remove or design out the hazard.

Substitution – Substitute with less hazardous materials, equipment or substances.

Engineering – Use engineering controls such as guards, hoists or other lifting / moving devices.

Isolation – Disconnect hazardous electrical equipment or remove energy source from plant so it can't start.

Administrative – Safe Work Procedures (SWP's) and Job Safety & Environmental Analysis (JSEA).

PPE is the "Last Line of Defence"

Personal Protective Equipment (PPE) – Appropriate PPE for the task.

Given that we cannot eliminate the hazard, and following substitution we still have a hazard requiring control, we must look to the application of engineering controls. Specifically we must seek devices or work environment changes to reduce people's exposure to the hazard (eg Barriers and Baricades).

Given that the above controls can only be used to limited degree, we must often manage the risks posed by the residual hazards. This is particularly true where the environment, devices or materials retain potential energy or where devices can be re-energised. In such circumstances, we must effect 'Isolations' to control the hazard. Refer to *IGO Group Safety Standard 15 – Energy Control and Isolation*.

Having established isolation, the next level of hazard control are IGO's Administrative Controls. These are our Take 5s, JSEAs, Safe Work Procedures and Safety Standards.

The last line of hazard control is Personal Protection Equipment (PPE). This is often the least effective control and should only be relied upon as a last resource. Notwithstanding this limitation, PPE must always be worn in accordance with *IGO Group Safety Standard 2 - Personal Protective Equipment and Clothing*.
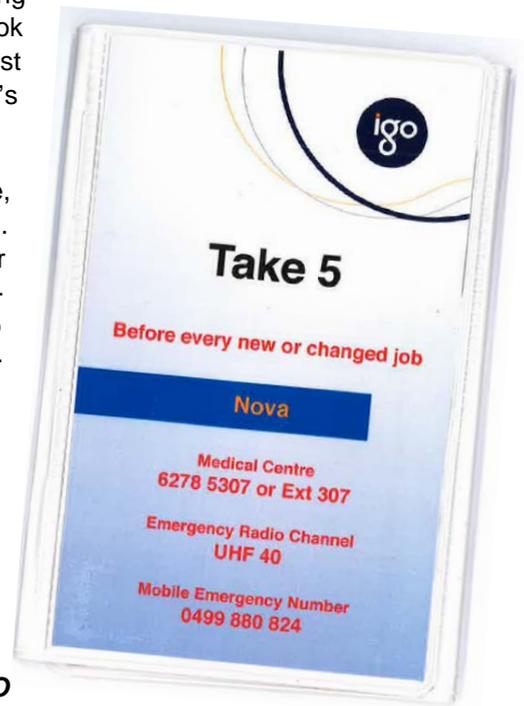
6.   HAZARD REPORTING

Where someone cannot readily remedy a hazard, they must report the hazard to their supervisor, or in their absence, someone in line management, or their elected safety representative.

Note: At IGO, we expect everyone to exercise judgement when attending to or reporting hazards. Some hazards will, self-evidently, require an urgent response. We are dependent on each other to act to prevent injury or worse!

6.1   Use of paper 'Hazard & Observation Records'

Everyone is required to carry a Take 5 notebook on their person whilst in an 'Operational Area[1]'. (Refer *IGO Group Safety Standard 3 – Personal Risk Management: Take 5 & JSEA*.

The Take 5 notebook contains a pad of blank '*Hazard & Observation Records'*.

In the event that a hazard report is required, the employee or contractor is to complete one of these 'Hazard & Observation Records' and provide this record to their supervisor.

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[1] The site or project Registered Manager is responsible for defining the 'Operational Area'. The 'Operational Area' is to be mapped, and communicated to those affected. 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.

6.2 Supervisor Review & Actions Arising

Supervisors must:

- review all Hazard & Observation Records and where necessary discuss the matter with the employee or as part of pre-start safety meetings.

- decide what remedial action is required, if any

- or escalate the matter to their line manager.

Where actions arise from the Hazard & Observation Records, the hazard and corrective actions must be captured in INX.

6.3 Feedback on actions

Supervisors and line management must provide feedback to Work Teams on Hazard reports and close-out of corrective actions.

IGO requires that site maintain summary statistics (through INX) of both the number of hazards reported, the number of corrective actions required, and the timeliness of the close out of these corrective actions.

6.4 Training & Competence

All staff shall be made aware of the requirements of this Standard through the induction process and safety meetings.

All staff working in Operational Areas shall be trained in the use of the 'Hazard & Observation Records'.

All supervisors shall be trained in reviewing and responding to hazard reports.

6.5 Records

'Hazard & Observation Records' shall be disposed of once reviewed and relevant information is captured in INX. IGO only requires INX entries for those hazard reports that require specific corrective actions.

All sites shall capture and review statistics related to hazard reporting, corrective actions arising and close-out of those corrective actions.

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

7. WORKPLACE INSPECTIONS

The Registered Manager of a mine, project or exploration activity must ensure that each workplace at the mine or work area is inspected to verify the safety of the workplace. This activity specifically includes inspection for purpose of identifying hazards posed by the environment, equipment and process. At IGO this is to be achieved by:

- Establishing areas for which each of their managers and supervisors is responsible (refer to *IGO GSS 36 - Operational Areas of Management Responsibility*).

- Requiring that, in the case of open pit or quarry operations, an inspection of the workplace is completed at least once during each working shift by the quarry manager, or by a person

appointed by the quarry manager who is competent to perform such an inspection, to ensure that the workplace is safe for persons working there.

- Requiring that, in the case of underground operations, an inspection of the workplace is completed at least once during each working shift by a person who holds either a first class mine manager's certificate or an underground supervisor's certificate to ensure that the workplace is safe for persons working there

  Note: The underground manager must, in respect of each underground workplace, consider whether the underground workplace should be inspected more frequently than once in each working shift due to the nature of the workplace or the type of activities being conducted in the workplace.

- Requiring that Elected Safety Representatives complete workplace inspections. Value is often derived from have these individuals complete inspections outside of the areas in which they normally work.

- All other workplaces must be inspected at least once during each working day by a competent person to ensure that the workplace is safe for persons working there.

  Note: Workplace inspections often provide an opportunity to observe the behaviours of people, safe or otherwise. For further guidance on 'safety interactions', refer to *IGO Group Safety Standard 13 - Behavioural Based Safety*

7.1 Records

Records of workplace inspections and resultant corrective actions must be kept using INX.

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

8. RELATED DOCUMENTS

8.1 Common Management System Standards

- CMS ST-03 Risk Management

- IGO CMSS 6 - Training, Competence and Awareness.

8.2 HSES Standards and Guidelines

- IGO Group Safety Standard 2 - Personal Protective Equipment and Clothing

- IGO GSS3 - Personal Risk Management: 'Take 5' & JSEAs.

- IGO GSS 12 - Operational & Project Risk Management.

- IGO Group Safety Standard 13 - Behavioural Based Safety

9.   DOCUMENT CONTROL

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