



# GROUP SAFETY STANDARD 13 BEHAVIOURAL AND ADMINISTRATIVE SAFETY

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## 1. INTENT

The purpose of this standard is to define IGOs requirements for safety committees, visible safety leadership and the IGO safety intervention programme. These processes are intended to foster a culture of shared responsibility for safety, encourage collaboration and generally drive improved safety outcomes.

## 2. APPLICATION

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

Where the contractor has an existing safety interaction process that meets or exceeds the requirements of this standard, the Contractor may request authorisation from IGO to use their process in lieu of those outlined in this standard. Overarching corporate requirements are outlined in **CMSS7 – Communication, Consultation and Participation**.

## 3. GENERAL REQUIREMENTS

IGO shall implement and maintain two behavioural safety programs; a) Visible Safety Leadership Interactions and b) Safety Interventions.

The intention is that these programs provide opportunities for increasing awareness and positive communications between personnel to:

- identify, reinforce and acknowledge desired safety behaviours and work habits
- recognise, assess and correct at-risk behaviours and situations in the workplace
- provide direct and immediate feedback to persons involved
- gain commitment to improve upon less safe behaviours.

All IGO offices, mine sites, related facilities and permanent exploration teams shall have a safety committee.

The size and composition of the safety committees shall be determined:

- in accord and with the law, or
- in the absence of statutory specification, in accordance with this standard.

It is incumbent on site or project management to familiarise themselves with the statutory obligations regarding safety committees that are applicable to the jurisdiction in which the work is being completed. Where this standard imposes a higher standard than required in law, this standard shall apply.

## 4. BEHAVIOURAL BASED SAFETY

Both Visible Safety Leadership and Safety Interventions (collectively known as Safety Interactions) involve targeted discussions between personnel and help people to better understand the risks involved in an activity.



To be effective they must be performed regularly at all levels of the organisation. Both Visible Safety Leadership and Interventions focus on people and the positive reinforcement of behaviours in the workplace.

At IGO, Visible Safety Leadership interactions are completed by leaders, and Safety Interventions are completed peer on peer.

#### 4.1 Visible Safety Leadership (VSL)

The personal leadership and communication style of persons in leadership roles drive the culture of our organisation. Given this, IGO leaders are expected to be seen to complete regular workplace visits, and specifically to talk to our people about occupational health and safety.

All personnel in leadership positions are expected to complete Visual Safety Leadership Interactions (VSLIs). Experience suggests that there is a correlation between the number of VSLIs completed and safety performance, as measured by the normal suite of lag indicators.

VSLIs are conversations with people in the workplace, either as one on one conversations or small group interactions, where the subject of conversation is the job that the person or group is about to undertake. VSLIs are intended to:

- create an opportunity for a conversation that is primary focused on the safety and wellbeing of those involved at the job
- proactively support, encourage and motivate individuals to take time to consider their personal safety and that of their workmates
- encourage behavioural change, and provide a forum for discussion on how we might learn from past successes and learn from failures
- immediately address 'at risk' behaviours and unsafe or substandard conditions
- be a demonstration of leader's ownership of the safety performance of their team, and
- recognise, support and reward positive safety behaviours.

As a matter of common practice, IGO encourages:

- the discussion of VSLs at the start of management meetings and meetings with work teams
- the capture of VSLI completion statistics in INX
- the examination of the quality of VSLIs being completed
- the periodic review of the efficacy of the VSL program
- the **IGO Major Hazard Cards** are referred to in order to verify critical controls are in place.

**Note:** Whilst it is often expedient to complete a work place inspection at the same time as a visible safety leadership interaction, they are two distinctly different activities and should be treated as such.

#### 4.2 Safety Interventions

All personal on an IGO site or project are expected to participate in the Safety Intervention program. Put simply, we expect our people to have the courage and conviction to intervene when they observe an unsafe act. Safety Interventions are completed on a 'no name, no blame' basis.



As part of IGOs ongoing development of its workforce, IGO will train and support its people in the conduct of Safety Interventions.

IGO has no expectation for simple peer on peer safety interventions to be recorded. This underlies IGOs basis for 'no name, no blame'. However, where more substantiated hazards or risks are identified, the expectation is that these events are formerly reported as hazards or incidents (refer to **IGO GSS 3 – Safety Risk Management** or **IGO GSS 1 - Incident Reporting & Management**).

## 5. SAFETY COMMITTEES

Safety committee meetings shall occur at least quarterly. Minutes of safety committee meetings shall be made available to the workforce.

The minutes shall capture information on agreed action items and the status of these actions.

As general guidance, the committee should contain representatives of the site's major work groups and functional areas (refer to section **Error! Reference source not found.**). This includes permanent contractors. The size of a safety committee and its defined quorum shall be determined by site or project management.

### 5.1 Function of Safety Committees

Safety committees shall be established for the following purposes:

- enable and assist consultation and cooperation between employers and employees
- help to initiate, develop, implement and provide feedback of safety and health measures, programs and procedures
- facilitate communication of safety and health challenges and resolutions in similar workplaces and across site
- review performance monitoring, incident, hazards and trend analysis
- consider matters referred to it by safety and health representatives
- perform other functions prescribed in the regulations or given to the committee, with its consent, by the employer.

### 5.2 Composition of Safety Committees

The composition of safety committees is determined by regulation in many jurisdictions. In the absence of guidance, the following rules shall apply:

- Safety Committees shall be comprised of safety representatives (refer to section **Error! Reference source not found.**) and management representatives in approximately equal numbers. Typically, the committee will be chaired by the site's or project's safety manager or such other person as nominated by the Registered Manager. Guest speakers and observers shall be admitted as required.
- IGO requires that contractors whom have a permanent on-site workforce participate in the site's safety committee process.

### 5.3 Safety Representatives' Duties

The intent of the appointed safety representative is for these individuals to represent the collective health & safety interests, concerns and issues of the workers in their workgroup (i.e. the workforce) to their management and IGO (i.e. the employer / person conducting a business or undertaking).

Safety representatives are front line employees of both IGO and our major contractors who have a permanent site presence. Safety Representatives may be selected by election or as volunteers.

**Note: In some jurisdictions, formal votes are required, and or the regulator may require the formal registration of Safety Representatives.**

Eligibility of safety representatives is on the basis that they are willing and able to complete the following duties:

- regularly inspect the workplace areas for which they were elected to represent at agreed times and frequency
- assist in the investigation of incidents in accordance with **IGO GSS 1 - Incident Reporting & Management** either as requested by line management, and in such other circumstances as the safety representative thinks appropriate
- keep up to date with workplace safety and health information provided by the employer and liaise with government and other bodies
- report hazards in the workplace in accordance with **IGO GSS 3 – Safety Risk Management**
- refer matters to the safety committee where issues are unresolved or affect the wider workforce
- conduit between employer and employees on safety and health matters.

At IGO, a minimum of **5% of an elected safety representative's rostered time at work** shall be allocated for he/she to complete their duties in this role. This commitment shall pertain to both IGO employees and contractor's employees. Line management, in consultation with the safety representatives, will determine how to structure this time in order for their roles to be effectively fulfilled.

**Note: In some jurisdictions, registered safety representatives have the statutory authority to complete acts or issue notices in respect of safety. This authority must be addressed in the Safety Representatives training.**

## 6. TRAINING & COMPETENCE

All persons conducting safety interactions shall be appropriately trained to understand why the process works, how to do it correctly, and what expectations there are of them. Training shall be included in the competency-based training program.

### 6.1 Elected Safety Representatives

Safety representatives must attend an accredited course approved by IGO within 3 months of selection or election. Safety representatives who have previously completed an accredited introductory course are not required to complete the course again but may attend refresher training (at their employer's recommendation or if they wish to do so following re-election).



## 7. RECORDS

Supervisors and managers are responsible for recording their safety interactions into the INX database, ensuring identified corrective actions are assigned responsibilities and close out dates. Sites shall schedule, maintain and track VSLIs completed by their leaders.

Safety committee meeting minutes must be captured in the IGO DMS and actions tracked in INX.

All records of incidents, hazards and inspections shall be completed in accord with IGO standards and the resultant records shall be captured in INX.

Training records shall be captured in accordance with ***IGO CMSS 6 - Training, Competence and Awareness***.

## 8. RELATED DOCUMENTS

### 8.1 Common Management System Standards

- IGO CMSS 3 – Risk Management
- IGO CMSS 5 - Roles, Responsibilities and Accountabilities
- IGO CMSS 6 - Training, Competence and Awareness
- IGO CMSS 7 - Communication, Consultation and Participation
- IGO CMSS 12 - Management of Change

### 8.2 HSES Standards and Guidelines

- IGO GSS 1 – Incident Reporting and Management
- IGO GSS 3 – Safety Risk Management
- IGO Major Hazard Cards