



GROUP SAFETY STANDARD 13 BEHAVIOURAL AND ADMINISTRATIVE SAFETY

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1. INTENT

The purpose of this Standard is to define processes that will foster a culture of shared responsibility for safety, encourage collaboration, verify that our most important hazard controls are in place and effective, and generally drive improved safety outcomes. Each IGO site must define in their Management Plans processes to ensure adequate engagement in the field and verification of Critical Control effectiveness.

This Standard also identifies IGO's requirements for safety committees.

2. APPLICATION

This Standard shall apply to all IGO sites and projects (exploration, construction, mining, and development) (collectively known as 'operations') and to all IGO employees and contractors (including sub-contractors) at IGO operations.

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. SAFETY INTERACTIONS

At IGO it is expected that supervisors and management will participate in the completion of a set defined activities that are intended to drive frequent interaction with those completing tasks in the field. These activities are collectively known as **Safety Interactions** and include:

- Field Engagements (see section 3.1)
- Planned Task Observations (see section 3.2)
- Critical Control Verifications (see section 3.3)

The leadership and communication style of persons in supervisory or management roles drive the culture of our organisation. Given this, IGO leaders are expected to be seen to complete regular workplace visits, and specifically to engage with our people whilst they are 'on the job' about matters that may affect their health and safety. Similarly, at IGO, it is expected that leaders encourage and coach their people to complete peer-on-peer interactions.

Operations must develop and implement a fit for purpose Safety Interaction program. As a minimum requirement, must:

- Create an opportunity for a conversation that is primary focused on the safety and wellbeing of those involved at the job
- Be a demonstration of a leader's care and ownership of the safety practices and environment in which they delegate their people to work in
- Immediately address unsafe or substandard conditions and 'at risk' behaviours including the application and efficacy of critical controls¹
- Proactively support, encourage and empower individuals to take time to consider the risks their personal safety and that of their workmates and either make changes or report upwards the residual issues

¹ In the absence of other suitable resources, IGO Major Hazard Cards are available as an aid to verifying critical controls.



- Encourage behavioural change, and provide a forum for discussion on how we might learn from past successes and learn from failures
- Recognise, support and reward positive safety behaviours

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

Note: The term 'Field Engagements' supersedes the previously used terminology 'Visual Safety Leadership Interactions'.

3.1 Field Engagements

Field Engagements (FE) are an informal activity to engage all personnel in a health and safety conversation. FE's can be conducted in any work location, at any time, and by anyone. The objective of an FE is to:

- Understand how work gets done
- Identify ways in which the work environment can be improved
- Align on what action needs to be taken
- Record FE and resultant actions as required in INX

3.2 Planned Task Observations

A Planned Task Observation (PTO) is a targeted observation made by a supervisor or manager (not the literal term but any supervisor of a supervisor who has appropriate knowledge) of a defined task or job whilst it is being completed, followed by a conversation with the individual or work group involved. The purpose of the PTO is to check on whether work being done conforms with work as planned, where it doesn't to understand why not, and in all cases if improvements can be made. Ultimately this leads to a better understanding of the risk exposure to workers and indirectly reduced injuries and incidents by checking that all personnel involved in a task or job:

- Understand the job steps described in the associated Procedure, Instruction or JSEA
- Understand the hazards associated with the job and the setting
- Understand and are applying the controls as intended to manage the hazards
- Are conforming to the requirements of the Procedure, Instruction or JSEA and to verify that:
 - The Procedure, Instruction or JSEA is appropriate and applicable, and where not, that improvements or changes are made prior to the job continuing
 - The controls are adequate

Operations must develop and implement a fit for purpose PTO process. Records of PTOs, and resultant corrective actions, must be captured in INX. See Section 9.

3.3 Critical Control Verifications

Critical Controls are those controls whose direct purpose is the prevention of fatalities and serious incidents from occurring in the workplace. It is imperative that Critical Controls are implemented, their application is verified, and their likely efficacy is reviewed. Given this, it is expected that supervisory and management staff complete an activity known as Critical Control Verification (CCV).



Operations must develop and implement a fit for purpose CCV process. As a minimum the CCV process must involve:

- Supervisors working with frontline workers on the job to verify that a) hazards that could cause a fatality have been identified, b) in selecting a control(s), the hierarchy of controls has been considered, and c) the control have been established and are effective
- A focus on those critical controls that have a high reliance on people making the right choices
- Communicating and building a common understanding of the critical control concept

Records of Critical Control Verifications, and resultant corrective actions, must be captured in INX. See Section 7.

4. SAFETY INTERVENTIONS

A Safety Intervention is the act of intervening when an unsafe act or situation is observed. We at IGO expect everyone on our operations to have the courage and conviction to intervene when they observe an unsafe act or condition.

IGO has no expectation that safety interventions are recorded unless a substantial hazard, risk or contravention of procedure/safety rule is identified. In the latter circumstances, reporting must be completed as per ***IGO Safety Risk Management Procedure*** or ***IGO Incident Reporting & Management Procedure***.

5. SAFETY COMMITTEES

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.

Safety committee meetings shall occur at least quarterly. Minutes of safety committee meetings shall be made available to the workforce. Operations shall keep minutes of Safety Committee Meetings. The minutes shall capture information on agreed action items and the status of these actions. Actions shall be tracked in INX.

As general guidance, the committee should contain representatives of the site's major work groups and functional areas (see section 7.1). This includes permanent contractors. The size of a safety committee and its defined quorum shall be determined by site or project management.

5.1 The 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 the 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 7.3) 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 Incident Reporting & Management Procedure** 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 Safety Risk Management Procedure**
- 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

6.1 Interactions and Interventions

The value of Safety Interactions and Safety Interventions arises from their quality of execution and not simply in the volume completed. IGO sites are required to establish programs for the in-field coaching on both interventions and interactions.

6.2 Safety Representatives

Safety representatives should attend an accredited course approved by IGO within 12 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

Operations shall establish processes to schedule and track the completion of Safety Interactions and Safety Committee meetings.

Actions arising from Safety Interactions, Safety Interventions and Safety Committee meetings must be tracked in INX.

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

8. RELATED DOCUMENTS

	<ul style="list-style-type: none">• IGO Common Management System Standard 3 – Risk Management• IGO Common Management System Standard 5 - Roles, Responsibilities and Accountabilities• IGO Common Management System Standard 6 - Training, Competence and Awareness
Internal	<ul style="list-style-type: none">• IGO Common Management System Standard 7 - Communication, Consultation and Participation• IGO Group Safety Standard 13 -Behavioural and Administrative Safety• IGO Incident Reporting and Management Procedure• IGO Safety Risk Management Procedure• IGO Major Hazard Cards

APPENDIX 1: REVISION AMENDMENTS

2	1	Addition of 'Each IGO site must define in their Management Plans processes to ensure adequate engagement in the field and verification of Critical Control effectiveness'.
2	3	Removed sections General Requirements and Behavioural Based Safety. Replaced section 4.1 Visible Safety Leadership (VSL) with Section 3 - Safety Interactions
2	3	New Section - Safety Interactions collectively include the following activities: <ul style="list-style-type: none"> • Field Engagements • Planned Task Observations • Critical Control Verifications
2	3	Addition that IGO leaders are to specifically ' <i>engage with our people whilst they are 'on the job' about what makes their jobs/roles occupationally healthy and safe</i> '
2	3.1	New Section - Field Engagements, an informal activity to engage all personnel and can be conducted in any work location, at any time and by anyone.
2	3.2	New Section – Planned Task Observation, requirement for job supervisors or manager
2	3.3	New Section – Critical Control Verifications, requirement for supervisors and management
2	4	Addition in Section 4 - Safety Interventions IGO has no expectation that safety interventions are recorded unless a substantial hazard, risk <i>or contravention of procedure/safety rule</i> is identified
2	5	Addition of safety committee meeting minutes and associated actions to be stored in INX in section 7
2	6.1	New Section – Interactions and Interventions
2	6.2	Amendment of safety representatives to attend an accredited course from 3 months to 12 months from date of selection or election.