

CONTRACTOR ON SITE SAFETY GOOD LUCK OR GOOD MANAGEMENT

A case study of the Mount Isa Mines
On Site Daily Contractor Safety Management System

Presented by Glenn Bibby



The realisation of deficiencies in Contractor activity control



IDENTIFICATION OF DEFICIENCIES

- Ownership
- Responsibility
- Communication



RECTIFICATION OF DEFICIENCIES

- Defining
 - Ownership
 - Responsibility
 - Communication



SOLUTION

- The development of a system that combined all of the identified elements



On Site Daily Contractor Safety Management System



INTENT

- To create a format that identifies appropriate ownership and responsibility parameters in relation to daily Contractor activities
- To ensure appropriate COMMUNICATION between the MIM and Contractor representatives responsible for the works being carried out.
- To ensure appropriate COMMUNICATION between Supervisors and Employees.
- To provide an appropriate tool for employees to ensure they carry out tasks as per relevant PROCEDURES and POLICIES.
- To provide an appropriate tool for Employees to ensure they carry out an on site RISK ASSESSMENT prior to commencement of each task in each location.
- Documented proof of COMPLIANCE



METHOD OF ACHIEVEMENT

- **Work Authorisation & Information Form**
- **Daily Work Log Sheet**
- **Daily Work Log Additional Information Sheet**



WORK AUTHORISATION & INFORMATION FORM

INTENT

- Identification of MIM & Contractor representatives 
- Recorded communication between MIM & Contractor representatives
- To provide an instant, auditable representation of the scope of work, locations and all appropriate personnel and their responsibilities.



WORK AUTHORISATION & INFORMATION FORM

PROVIDES

- MIM & Contractor on site / off site representatives
- Job description and location
- Actual tasks and associated instruction
- Acknowledgment of J.S.A's & S.W.I's
- Acknowledgment of appropriate permits
- List of employees working on a daily basis
- Identifies employees experience / competence in relation to task
- Lists plant, vehicles & relevant approvals
- Special comments - eg acknowledgment of new starters, employees on medication
- Signed agreement of works and conditions



WORK AUTHORISATION & INFORMATION FORM

CONDITIONS

- No works to be carried out by Contractor that is not listed on Work Authorisation & Information Form without signed agreement of two original signatories
- Employees who are not listed on Work Authorisation & Information Form are not to proceed underground without the authorisation of both original signatories
- Equipment not listed on Work Authorisation & Information Form is not to be used without authorisation of both original signatories
- Any additional information associated with the Work Authorisation & Information Form must be recorded on a Daily Work Log Additional Information Sheet and the number recorded in special comments



- Contractor Supervisor must ensure that all on site personnel are made aware and are informed of the content of the Work Authorisation and Information form before they commence work
- Any additional information associated with the Work Authorisation and Information form must be recorded on a Daily Additional Information form and the form number noted on special comments



- Contractor on site representation must have access to documented proof of all information in relation to employee experience and competencies, machinery approvals and maintenance records
- Contractor on site representative must have copies of all relevant J.S.A's, S.W.I's and procedures
- Employees listed on the Work Authorisation and Information form must confirm to the Contractor on site representative (Supervisor) that they are fit for work before they are directed to the work area



DAILY WORK LOG SHEET

INTENT

- To provide an appropriate tool for employees to ensure they carry out all tasks as per relevant Procedures & Policies
- To provide an appropriate tool for employees to ensure they carry out an on site Risk Assessment prior to commencement of each task in each location
- To promote a safety awareness during the shift, by the use of a live document



DAILY WORK LOG SHEET

PROVIDES

- Ready checklist of requirements at the beginning of a task
- Recognition of individual tasks and the need to reassess each task
- Provides a record of task commencement and finish
- Ready checklist of requirements at the end of a task
- Provides record of employees involved in individual tasks
- Encourages use of Daily Work Log Additional Information Sheet
- Provides a ready form of assessment of compliance



DAILY WORK LOG SHEET

REQUIREMENTS

- Actual phone numbers must be listed on form
- All non-working phones must be reported to Mine Control
- Actual locations of ERB's / FAR's and escape routes must be listed on form
- All relevant additional information must be recorded in the Daily Work Log Additional Information book
- All site assessments must be signed off by all the on site crew
- Form must be inspected by Supervisors or other management personnel (including Contractor representation) when visiting site and signed comments recorded on an Additional Information sheet



DAILY WORK LOG ADDITIONAL INFORMATION SHEET

INTENT

- To provide a format in which all information related to daily on site activities can be recorded in conjunction with the use of the Work Authorisation & Information and Daily Work Log forms



DAILY WORK LOG ADDITIONAL INFORMATION SHEET

PROVIDES

- A format to document all additional information generated by the Work Authorisation form
- A tool for the employee to report all relevant information in relation to tasks carried out
- To promote individual involvement without limitations of quantity or style
- Opportunity for recorded comment and instruction from other personnel including MIM and Contractor Supervisory and Management personnel
- Encourages interaction between personnel in relation to safety issues



DAILY WORK LOG ADDITIONAL INFORMATION SHEET

REQUIREMENTS

- All reports to Mine Control must be documented on the form
- Other personnel inspecting or visiting site must sign form and make relevant comment
- Any directive given by appropriate MIM or Contractor personnel must be recorded on form and signed off by all on site personnel
- All relevant information and comments in relation to the daily tasks being undertaken must be recorded on the form
- All forms must be handed back to Supervisor at the end of shift or left at pre-organised collection point



Achievements

- Identification of responsibilities of all personnel
- Better organised Supervisors
- Better organised and efficient Contractor workforce
- Auditable communication trail
- Improved relations between Operations and Contractors and other Contractors
- More positive interaction between employees and supervisory staff
- Less disciplinary actions



MOUNT ISA MINES CONTRACTOR SAFETY MANAGEMENT SYSTEM

- A pro-active rather than re-active approach to daily safety management

