

# CONTRACTOR ON-SITE SAFETY....GOOD LUCK OR GOOD MANAGEMENT?

The Mount Isa Mines, contractor safety management system

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## Introduction

The catalyst for the design of this system was the investigation of a 'high potential' incident involving a contractor.

At the time George Fisher Mine had intense contractor activity, associated with infrastructure works. Actual safety statistics for contracted works were quite acceptable and certainly did not reflect that there was a problem. However, closer investigation led to the realisation that the favourable statistics were more the result of good luck, than good management.

The subsequent investigation of the 'high potential' and a review of other incidents across the lease revealed many common factors.

These common factors were driven by two major symptoms:

- 1 A lack of, or ineffectual communication
- 2 No defined acknowledgment of responsibility.

It became apparent for the need to implement a system that would ensure appropriate, effective communication between all parties, and identify individual responsibilities.

A system was developed: Mount Isa Mines Daily On-Site Contractor Safety Management System. (a hell of a lot easier to use than it is to say)

## The system

The Daily 'On - Site Contractor Safety Management System' has been developed as a tool to ensure compliance to the new Mining and Quarrying Safety and Health Regulation 2001 and Act 1999 legislation and regulations, related MIM procedures and policies by both Contractors and the MIM representatives responsible for their activities on a daily basis and improve contractor control while on our site.

The system is split into two stages.

The first stage is the work authorisation and information form. This form creates a forum in which formal conversation is held between the on-site contractor representative and the MIM site representative responsible for the works. Based on the information recorded on this form, work can only proceed with the agreement of both parties.

The second stage is the daily work log sheet. This form provides acknowledgment from Contractor employees that they are aware of,

understand and agree with SWIs/JSAs and procedures in relation to the works they are to undertake. The formatting of the form requires that this acknowledgment be repeated at the beginning of each task. The form also requires acknowledgment of completion of each task.

An additional information sheet has been developed for the recording of additional information in relation to either the authorisation of daily log forms and or any other relevant information and record.

The format of the forms has been designed with the intent of the same forms being able to be used across the MIM lease both on the surface and underground.

It is intended with the agreement of managers to introduce this system gradually across the lease both on the surface and underground.

## Process

- identification of appropriate on-site MIM representatives responsible for the contractor and the works being carried out
- to ensure appropriate and recorded communication between the MIM and contractor representatives responsible for the works being carried out
- to provide formal appropriate authorisation of daily contractor activities
- 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 to initiate worker awareness of the work area and surrounds, and proposed method prior to and during each task
- documented proof of compliance
- auditable system.
- a system and process free of commercial implication.

## Method of achievement

- work authorisation and information form.
- daily work log sheet.
- daily work log additional information sheet.



**WORK AUTHORISATION & INFORMATION**

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DATE:.....

MIM – GFM REPRESENTATIVE RESPONSIBLE FOR WORKS	ORDER # / CONTRACT #:
NAME:	POSITION:

RESPONSIBLE SUPERINTENDENT	NAME:
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CONTRACTOR / DEPARTMENT:
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OFF-SITE REPRESENTATIVE:	POSITION:
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ON-SITE REPRESENTATIVE:	POSITION:
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JOB DESCRIPTION & LOCATION:

DAILY TASK & INSTRUCTION:

J.S.A  S.W.I  DAILY OBSERVATION BOOKS  HOT WORK PERMIT

FUEL PERMIT  OTHER: \_\_\_\_\_

PERSONNEL NAMES	POSITION	SITE EXPERIENCE STATUS

PLANT VEHICLES (RELEVANT APPROVALS MUST BE SHOWN)		

SPECIAL COMMENTS:

MIM SIGNATURE: _____	-	GFM	REPRESENTATIVE
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CONTRACTOR SIGNATURE: _____	REPRESENTATIVE
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**DAILY WORK LOG SHEET**

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DATE:		WORK AUTHORISATION SHEET NO:								
COMPANY:				SUPERVISOR:						
CONTRACT / PURCHASE ORDER NO:		P.P.E.	Closet working telephone	Ventilation's	Ground conditions	Housekeeping	Procedures, SWI'S & JSA'S	Site risk assessment	Permits / Isolations	ERB's / FAR's Escape routes
<input type="text"/>										
TASKS, SWI'S, PROCEDURES AND JSA'S										
Task (1) (start time)										
Task (2) (start time)										
Task (3) (start time)										
Task (4) (start time)										
Task (5) (start time)										
Task (6) (start time)										
Task (7) (start time)										
<b>ALL EMPLOYEES TO PRINT NAME &amp; SIGN OFF (START OF SHIFT)</b>										
DAILY WORK LOG ADDITIONAL INFORMATION SHEET NUMBERS:							Housekeeping	Energy Sources Isolated / Reactivated	Barricades & Signs	Supervisor Information
<input type="text"/>										
END OF TASK / SHIFT REQUIREMENTS										
Task (1) (time completed)										
Comments										
Task (2) (time completed)										
Comments										
Task (3) (time completed)										
Comments										
Task (4) (time completed)										
Comments										
Task (5) (time completed)										
Comments										
<b>ALL EMPLOYEES TO PRINT NAME &amp; SIGN OFF (END OF SHIFT)</b>										

## Work authorisation and information form

### Intent

- identification of MIM and contractor representatives
- recorded communication between MIM and contractor representatives
- to provide an instant, auditable representation of the scope of work, locations and all appropriate personnel and their representatives.

### Provides

- MIM and contractor on-site/off-site representatives
- job description and location
- actual tasks and associated instructions
- acknowledgment of appropriate JSAs, SWIs and procedure or the lack of
- acknowledgment of appropriate permits, both activity and area related
- list of employees working on a daily basis
- identifies employees experience / competence in relation to task
- lists plant, vehicles and relevant approvals
- special comments, eg acknowledgment of new starters and their on-site duties, employees on medication
- signed agreement of daily works and conditions.

### Conditions

- no works to be carried out by the contractor that is not listed on the work authorisation and Information form with signed agreement of the two original signatories
- employees who are not listed on work authorisation and Information form are not to proceed underground without the authorisation of both original signatories
- equipment not listed on work authorisation and Information form is not to be used without the authorisation of both original signatories
- contractor supervisor must ensure that all on-site personnel are made aware and are informed on the content of the work authorisation and Information form before the commence work
- the work authorisation and Information form number must be noted on the daily work log form. If additional notes are made on the additional information form the authorisation number must be quoted and the additional information number quoted on the authorisation form
- any additional information associated with the work authorisation and Information form must be recorded on a daily additional information form
- contractor on-site representative must have documented proof of all information relating to employee experience and competencies
- machinery approvals and maintenanceschedules
- contractor on-site representative must have copies of all relevant JSAs, SWIs and procedures
- employees listed on the Information and authority forms must confirm to the contractor on-site representative 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 and policies

- to provide an appropriate tool for employees to ensure they carry out a 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

#### Provides

- ready checklist of requirements at the beginning of a task
- recognition of individual tasks and the need to reassess each task
- a record of task commencement and finish
- ready checklist of requirements at the end of a task
- A record of employees involved in individual tasks
- encourages use of daily work log additional information sheet
- a ready form of assessment of compliance

#### Requirements

- actual phone numbers must be listed on form
- all non-working phones must be reported to mine control
- all ground conditions beyond barring down to be reported to mine control
- actual locations of EBRs/FARs and escape routes must be listed on the form
- all relevant additional information must be recorded in the daily work log additional information book
- all site assessments must be signed off by the entire on site crew.

#### Intent

- to provide opportunity to report all relevant information in relation to tasks being carried out
- to promote individual involvement without limitations of quantity or style.

#### Requirements

- all reports to mine control must be documented
- visitors to job site including MIM supervisors and shift bosses must acknowledge visit on form and sign
- any directive given on site by supervisors etc must be written down and signed by all on-site employees.

#### Summary

The system is quick, simple and easy to use, relative to the tasks being undertaken. It formalises what was being done in most areas informally. The system is trackable and auditable.

The system has proved extremely effective and is now being introduced across the entire Mount Isa operation.

Both the contractor work force and operations alike have accepted the system and it is acknowledged as an effective way to ensure communication between all levels and departments of the workforce on a daily basis.

The system has introduced a pro-active rather than reactive approach to daily safety management, aiming to minimise the necessity to react to incidents by communicating them out of the work place.

The system has been trialed successfully at George Fisher Mine for approximately the last six months.