

BI-CPA.02.10 Protocols for site induction and site and operating areas access

Expectation

Induction processes are in place and applied at operating sites to alert all people to key hazards and required controls they are responsible for.

Specify

Prior to visiting or performing tasks on site, people are inducted. Induction training and underlying procedures/rules cover:

1. Providing skills and understanding before allowing site access and for specific access to nominated areas, such as working face areas, stockpiles/reclaim areas, workshops and other high traffic/consequence locations
2. Requirement to always be restrained when travelling in a vehicle or on a platform (seatbelts etc.)
3. Escorting requirements and restricted work area/activities including vehicle communication protocols, permission to travel and general warning requirements (including covering transport and delivery workers)
4. Use of permits and having formal authority to conduct work
5. Incident reporting and emergency response (including requirements for stopping unsafe work)
6. Person Protective Clothing and Equipment (PPE) requirements
7. Strict requirements to never modify safety equipment
8. Mandatory, non-negotiable, and life-saving rules that everyone on the site is to conform with - covering prohibited items (phones, flammable materials, etc.), PPE, not moving under loads, controlling energies (isolation), having an approved plan for works, etc.

Implement

1. All personnel at operating sites undertake inductions and these are recorded
2. Inductions clearly communicate minimum site standards
3. Access is restricted for persons without required induction skills
4. Transport workers and temporary visitors to site are clearly instructed on permitted tasks and locations and have a heightened level of supervision as required

Monitor

1. Inductions and site access logs are created and maintained in site information management systems

2. Periodic reviews confirm all personnel are inducted and records maintained trigger re-induction as required
3. Supervisors confirm workers in their area(s) of responsibility are aware of task expectations and understand key requirements. Inspection findings are recorded and passed on as required
4. Audits of training systems confirm that they are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required