

# Authority to Work Procedure

## Health & Safety

### 1 Purpose and Scope

The purpose of this Procedure is to outline the requirements to review, manage and approve hazardous work activities using an authority to work (ATW) system, prior to commencement of the task.

This Authority to Work Procedure provides mandatory requirements to support sustained conformance with the HSES Performance Standard 16 – Safety Process.

This Procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

### 2 Planning

#### 2.1 Authority to Work Flowchart

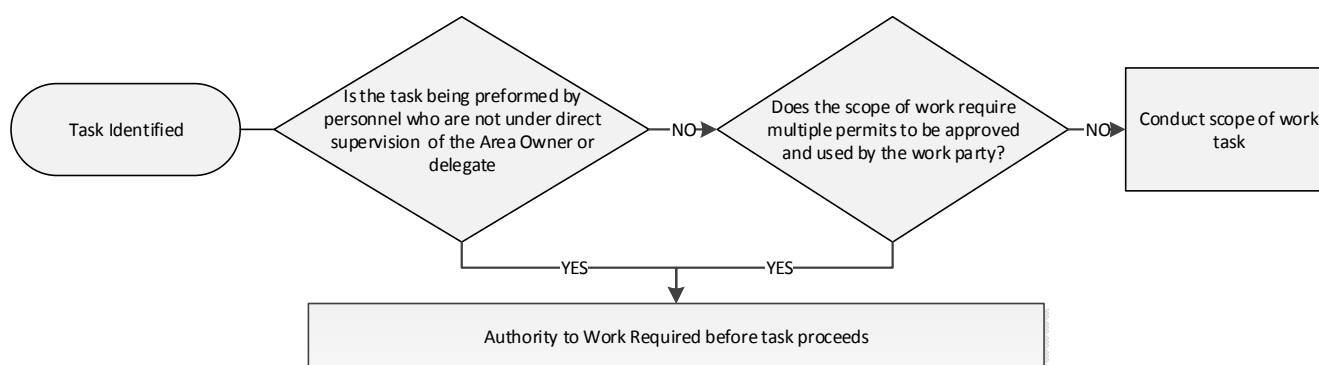


Figure 1: Identify the need for Authority to Work (Flowchart)

#### 2.2 General Requirements

An Authority to Work shall be used to ensure suitable controls are identified and applied to mitigate risks associated with hazardous work prior to personnel commencing the task.


An Authority to Work is required for;

- a) Activities that are to be completed by personnel who are not under the direct supervision of the Area Owner of delegate. This includes employees and contractors; and/or
- b) High-risk (hazardous) activities designated as requiring multiple Permits.

#### 2.3 Raising an Authority to Work

The Authority to Work shall be requested by the Authority to Work Requestor/ATW Holder who is deemed to have control of the personnel required to perform the task:

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- For employees this shall be the Work Party leader/coordinator;
- For contractors this shall be the third party Supervisor.

The following information shall be provided:

- The date when the Authority to Work was requested;
- Area/location where the activity is to be performed;
- Brief description of the activity/scope of work;
- For contractor activities; confirmation by the Roy Hill representative responsible for the contract that mitigation controls against hazards identified from the Scope of Work have been identified;
- Copy of the JHA and /and or approved Work Instruction (WIN) for the task;
- Permits required (Confined Space, Working at Heights, Hot Works etc);
- Name and contact details of the person directly supervising the activity/task (Authority to Work Holder);
- Name/s of personnel involved in the task/activity;
- For Roy Hill employees include their department name;
- For contractors include the contractor company name;
- Confirmation that all personnel involved in the activity have the required competencies and/or qualifications; and
- Start and end dates of the activity/task.

## 2.4 Permit Requirements

The Authority to Work requires the use of Permits for high risk hazardous activities or when personnel are not under direct supervision of the Area Owner or delegate.

A Permit is an approved document which states exactly what needs to occur before the task is approved and personnel can began the scope of work. The Permit stipulates the required controls based upon known hazards and task based risks which must be mitigated through documented actions and precautions prior to task progression.

The Permit(s) shall be completed by the ATW Approver in consultation with the ATW Holder who has control of the personnel required to perform the task:

- For employees this shall be the Work Party Leader/Coordinator;
- For contractors this shall be the third party Supervisor.

To support the Permit process, all foreseeable hazards must be identified and managed via the Roy Hill Job Hazard Assessment (JHA) process. The JHA risk management tool ensures that there is a documented record that a team based task review has occurred and agreed controls are in place to protect the work party.

## 2.5 Authority to Work review and approval

Before any personnel can began a scope of work, the Authority to Work, related Permits and JHA shall have a consultative review between the ATW Holder and the Area Owner delegate who holds the ATW Approver position for the work area. This discussion and overarching risk review ensures all parties understand the controls and safe systems of work which must be applied. Once this meeting occurs than the Authority to Work shall be signed by the following personnel:

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- a) Authority to Work User - confirming all risk mitigation controls have been identified;
- b) Authority to Work Holder - accepting the conditions identified and control of the Work Party; and
- c) Authority to Work Approver – approving the hazardous work activity to commence in their area of control.

**Note:** The Requester and the Holder may be the same person.

All approved work Permits shall be available for inspection at the work site during the activity covered by the Authority to Work.

### 2.5.1 Authority to Work Validity

The Authority to Work shall only be valid for the agreed start and end dates.

Any extension to the validity period shall be approved by Authority to Work Approver and this shall be recorded in the change management section of the Authority to Work Form and JHA.

### 2.5.2 Changes to activity scope

If changes to the scope of the hazardous work activity are identified the following shall take place:

- The activity will cease;
- The change shall be assessed and suitable mitigation controls, identified and recorded in the Change Management section of the Authority to Work form and JHA by the Work Party; and
- The change and mitigation controls shall be reviewed by the Authority to Work Holder and approved by Authority to Work Approver.

The Authority to Work Holder is accountable to ensure the mitigation controls are implemented prior to the activity recommencing and all Work Party members have agreed in writing to the changes.

## 2.6 Cancellation of Authority to Work

Prior to cancellation the Authority to Work, the ATW Holder shall ensure the following have been met:

- All personnel have completed their activities associated with the Authority to Work;
- All personnel have signed off the relevant Permits;
- The location/equipment has been left in a safe and usable condition;
- The ATW Approver or delegate has been advised all work covered by the Authority to Work is complete and a work front inspection has been requested; and
- The ATW Approver or Area Owner delegate completes the work front inspection and confirms availability of the plant or equipment for use with the control room or equipment owner.

After confirmation of the above the Authority to Work Holder shall sign and date the cancellation section of the Authority to Work Form. The completed form shall be returned to the Area Owner or delegate for record keeping.

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### 3 Definitions

Term	Definition
Area Owner	The Roy Hill person(s) who has accountability for controlling access and directing workplace activities in a defined area.
Authority to Work	A documented approval process to ensure suitable controls to mitigate the risks associated with hazardous work are identified for implementation prior to personnel commencing the task.
Authority to Work Approver	The ATW Approver has the relevant experience, training and written authorisation by the Area Owner to approve ATW's and Permits in their designated work area.
Authority to Work Holder/Requester	The ATW Holder and Requestor are often the same person. The role requires the coordination of the workgroup conducting the duties related to the ATW/PTW. This role is responsible to direct the work party and ensure agreed risk controls are adhered to.
Hazardous Work	Any activities that require multiple Permits, i.e. Confined Space, Hot Works, Working at Height etc. or a Group Isolation Permit or has been deemed via a risk assessment, an area or task which places personnel, equipment, plant or the environment at an increased risk of harm.

Table 1: Definitions

### 4 References

Document number	Title
OP-FRM-00096	Authority to Work Form

Table 2: References

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