



Tooling Procedure

Health & Safety

1 Purpose and Scope

The purpose of this procedure is to maintain safe working conditions by reducing the risk of personal injury, or injury to others, when using hand tools and explosive powered tools.

This Tooling Procedure provides mandatory requirements to support implementation and conformance with Roy Hill Performance Standard PS- 16 Safety Process.

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

2 General Requirements

Personnel shall always select the correct tool for the job.

Tools shall be maintained in good condition and cared for as per the manufacturer's instructions.

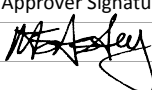
Tools shall be inspected for damage or defects prior to use. Any tool be found to suffer any damage shall be tagged "Out of service" taken out of use and communicated to Supervisor.

A register of restricted and prohibited tools should be maintained and reviewed every quarter.

2.1 Tool Selection

- Occupational exposures such as heat, noise, vibration and dust shall be assessed and preventive controls implemented in accordance with Roy Hill's Buy Healthy Guidelines, prior to purchasing any hand tools.
- Additional controls, such as anti-vibration gloves or limited exposure times shall be implemented where tools have been identified as producing medium to high levels of vibration or noise during use.
- The results of vibration and noise assessment should be clearly labelled on each tool.
- Tools should be used by qualified and trained authorised employees only and only as specified by the OEM.
- Careful consideration shall be given when selecting tools to ensure that the most suitable equipment is chosen for the task, and to minimise exposure to hazards during use. Where appropriate must be in line with OEM recommendations.
- Tools shall only be used for their intended purpose. Modification of tools is not permitted unless written authorisation has been received from the manufacturer. Change management shall be initiated to document the authorisation of any modification prior to the change being made.
- Tools for customised applications shall be engineered and fabricated using certified drawings.
- Guards and safety devices shall be in place and function as designed while the tool is in use.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE		30/11/2015	30/11/2016	1 of 15

Tooling Procedure

Health & Safety

2.2 Authorisation

In order to determine if a tool may be utilised, restricted or prohibited there shall be a step by step process for review and endorsement, the table and flow diagram below as both will illustrate this.

Step	Task	Description	Who
1	Equipment or Item Identified	The equipment/ item identified due to various safety or operational suitability reasons. This may be raised/ identified by any person on site.	Change Proposer
2	Complete Change Management Proposal	Complete a Change Management Proposal, identifying key stakeholders, technical experts, associated hazards/ risks and the appropriate change actions that should be followed for successful implementation of the proposed change. Mark the proposed changes in the register as "under review" where required.	Change Proposer Risk Owner & Key Stakeholders
3	Recommendation Submitted for Assessment and Approval	The completed change management proposal is then promoted to the relevant approver (Identified in the proposal process) who will review the submission for its completeness, that potential risk from the change is equal to or lower than the current status (i.e. proposed change adds value), that it is the change is accepted by technical experts etc.	Change Proposer Change Approver & Risk Owner.
4	Feedback to Change Proposer	Relevant feedback from the review/ approval process should be provided to the Change Proposer.	
4	Complete Change Implementation Plan.	Approval may come with recommendations for implementation e.g. timeline, further training and/ or awareness planning, communication strategy. This should be included in the implementation plan to be reviewed and approved by the Change Approver, Change Implementer, Risk Owner and relevant key stakeholders where applicable.	Change Approver Change Implementer & Risk Owner
5	Ensure Implementation	The Change Implementer shall ensure implementation of the change. The revised restricted and prohibited tools register is to be updated and communicated to all relevant stakeholders. (including the supply team)	Change Implementer
6	Implementation Review.	Review should be carried out to assess the outcome conformance to the change proposal, that there have been no unforeseen hazards, threats or risks generated, to ensure that the implementation plan has been followed and assess the actual change impact against the intended change impact via the change management register and risk register.	Change Approver Change Implementer Risk Owner & H&S Manager

Table 1: Equipment Review and Register Process Reference Table

- Written authorisation shall be obtained from the manager prior to bringing any explosive powered tool onto site and prior to using tools with open blades. Explosive powered tools and tools with open blades shall not be used where a safer alternative exists.
- A level 2 Risk Assessment (JHA) shall be performed on all tasks requiring the use of explosive powered tools or tools with open blades to ensure that appropriate tooling is selected and adequate controls are implemented. The risk assessment shall be reviewed by the appropriate person prior to authorising use of the tool.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	2 of 15

2.3 Flowchart

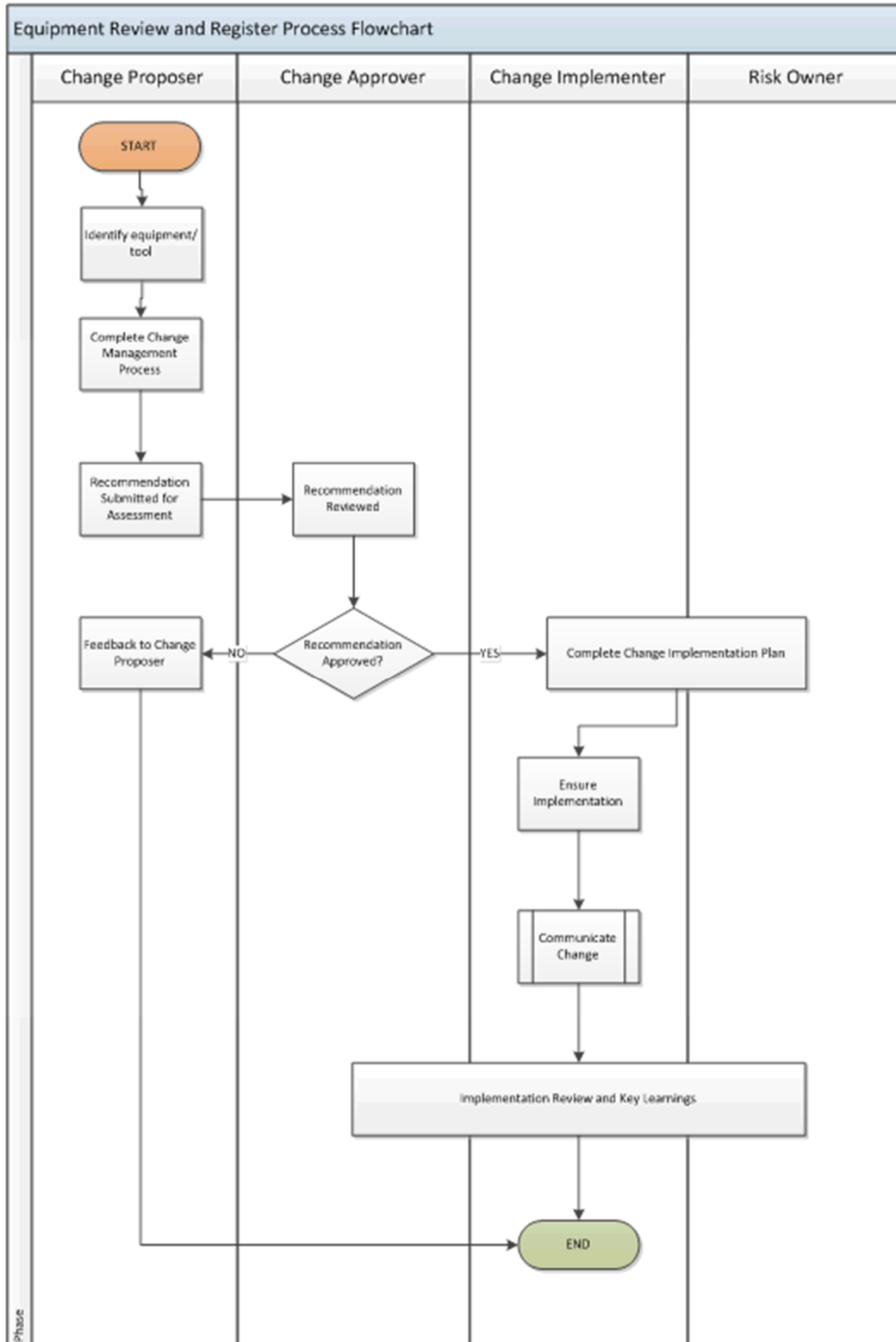


Figure 1: Equipment Review and Register Process Flowchart

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	3 of 15

Tooling Procedure

Health & Safety

2.4 Inspection

- All hand tools shall be inspected by the user prior to and after use. Where defects are identified, the Leader shall be notified, the equipment shall be removed from service and an Out of Service tag shall be placed until repaired or replaced. All tools shall be inspected ½ yearly, including tools retained in tool boxes and/or store locations.

3 Hand Tools

When selecting hand tools, special consideration shall be given to:

- Ensure the appropriate tool is used for each task; and
- The hazards and potential impacts associated with the use of tools in each work environment are controlled, such as the risk of using tools made from ferrous materials when working in areas where flammable gases, highly volatile liquids or explosive substances are stored and/or used.
- Manmade composite or fibre reinforced handles should be used due to their superior strength, impact absorption and comfort. Wooden handles should be avoided wherever possible.
- Handles shall be checked prior to commencing any task to ensure they are secure, tightly fitting and that wedges are in place if required.
- Hand tools that are normally used while in the standing positions (such as spades or shovels) shall be provided with handles that reduce the potential for muscular skeletal injuries, such as back strain.
- Files shall never be used without a handle attached.
- Screwdrivers should not be used as substitutes for punches, hammers, wedges, pries, chisels, nail pullers, or similar.
- Wherever possible, the work piece shall be secured and both hands shall be used to safely handle the tool.
- Only soft faced hammers shall be used when striking hardened surfaces or equipment. Hard face hammers shall only be used if they are below the weight of 34oz (ball peen and gasket hammers).
- Hammers, drifts, wedges and punches that become damaged or mushroomed shall be dressed in accordance with the manufacturer's recommendations or discarded.
- When installing bearings or fitted components consideration shall be given to the use of no/low impact methods of installation, such as pullers, heat or shrinkage, prior to using a hammer for the task.
- Specialist tooling shall be periodically inspected and maintained in accordance with the manufacturer's specifications. Where manufacturers specifications cannot be obtained, an internal program shall be developed to ensure the equipment is inspected by a suitably trained person.
- Hand-held powered tools shall be equipped with a constant-pressure switch or control that shuts off the power when pressure on the switch is released.

3.1 Open Blade Cutting Tools

- Written authorisation shall be obtained from the department manager or delegate prior to bringing Open blade tools onto site.
- Open blade tools shall only be used where no safer cutting device is suitable for the task. Wherever possible, specialised cutting tools shall be used in place of open blade tools.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	4 of 15

Tooling Procedure

Health & Safety

- A Level 2 Risk Assessment (JHA) shall be performed on all tasks requiring the use of tools with open blades to ensure appropriate tooling is selected and adequate controls are implemented. The risk assessment shall be reviewed by the Manager or delegate prior to authorising use of the tool.
- A WIN or JHA for specific tasks requiring the use of tools with open blades shall be developed and authorised by the Manager. The WIN or JHA shall be in place at the work site prior to commencing a task that requires the use of tools with open blades.
- Cutting tools shall be kept sharp and where possible, shall be provided with protective covers.
- Open blade cutting tools shall be retained by the supervisor or in a managed tool store while not in use.
- Cut resistant PPE, such as gloves and depended on task, chaps shall be worn whenever using open blade cutting tools.

3.2 Electrical Tools

- Electrical connections used with tools shall be suitable for the type of tool, application and work environment (e.g. sealed enclosure to be used in a wet or damp area).
- All electrical tools shall be used with a correctly rated earthed residual current device (RCD).
- Electrical extension leads used in operational/mining areas shall be constructed with a braided outer earth shield.
- Electrical equipment and leads shall be inspected prior to use. If damage is identified during inspection, the equipment or lead shall be tagged "out of service" and removed from service until repaired or replaced.
- Applicable requirements from the Roy Hill Electrical Safety Management Procedure shall be applied to electrical tools. All grinders shall be fitted with the following mandatory safety features:
 - Anti-vibration handles
 - Over load protection either electronic or mechanical
 - Disc/wheel guard
 - Restart protection
 - 'Dead man' type operating switch
- Angle grinders shall be fitted with a handle at all times.
- Angle grinders should only be used for grinding. Not be used for cutting unless a safer alternative cannot be found.
- A test run of the tool shall be performed prior to use. The tools shall be immediately shut down and removed from service if there is any abnormal vibration or wobbling that could indicate poor installation, damage or a poorly balanced abrasive device.
- Only components that are compatible with the speed and size of the tool shall be used.
- Only guards that are compatible with the size and design of the tool shall be installed.
- Any disk, wheel, burr or component fitted/used with a grinder shall be visually inspected prior to use to ensure no cracks or damage is evident.
- Cutting wheels shall not be used to grind or be subjected to any lateral pressure
- Abrasive discs shall be labelled with the maximum speed and application.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	5 of 15

Tooling Procedure

Health & Safety

- Prior to commencing any cutting activity consideration shall be given to objects and hazards in the line of fire and behind the object to be cut.
- Fixed abrasive tools, such as bench or pedestal grinders shall be positioned away from busy or congested areas (e.g. doorways and corridors) and in a location that will minimise the effect of airborne abrasive material on other equipment or workspaces within the vicinity and also fitted with a foot operated dead man switch.
- Bench and/or pedestal grinders shall be fitted with a tool rest. The work rest shall be maintained in good condition and adjusted as close as possible to the wheel with a maximum clearance of 1.5mm. Tool rests shall not be fitted to grinders with buffing wheels.
- Transparent guards shall be fitted to all bench or pedestal grinders and adjusted to provide protection to the user whenever the machine is in operation.
- Bench or pedestal grinders shall be clearly marked or signposted to indicate the intended application and/or material suitable for use with the device (e.g. hard or soft metals, ceramics, wet or dry applications only).
- Intrinsically safe (IS) tools shall be used where flammable gases, highly volatile liquids, or explosive substances are stored.

3.3 Gas Heating and Cutting Equipment

- All hoses, blowpipes, tips, connections and regulators shall be compatible with the gas and application.
- Gas supply hoses shall be colour coded to identify the type of gas within the hose.
- Maroon/Claret: acetylene and other combustible gases, except LPG and methyl acetylene-propadiene-mixtures (MPS)
- Blue: compressed shop air
- Orange: liquefied petroleum gases (LPGs) and mixtures of methyl acetylene and propadiene (MPS)
- Black: air, industrial oxygen, nitrogen, carbon dioxide, argon (non-combustible gases)
- Steel or brass connections and fittings shall be used with flammable gas fuels.
- Steel hose connections and fittings shall not be used with oxygen gas.
- Threads and fittings used with flammable gas heating & cutting equipment shall not be lubricated and shall be kept free from oil or grease.
- Pressure regulators shall be removed from the gas cylinder whenever cylinders are not restrained and transported in stillages or manoeuvred by hand except where secured in a purpose built trolley.
- Cylinder valves shall be closed when not in use.
- Stored pressure shall be released from supply lines and equipment when not in use.
- Flashback arresters with integrated check valves shall be fitted to the hand piece and regulator of all oxygen and fuel hose lines used for welding, cutting or heating processes.
- Flashback arresters shall be tested annually to the standard specified in AS 4603 (Flashback arresters - Safety devices for use with fuel gases and oxygen or compressed air) or replaced within 12 months from the date placed in service.
- O-rings fitted to the regulators and hose connectors shall be replaced annually.
- Only non-fuelled igniters such as static sparkers or flints may be used when lighting gas heating & cutting equipment. Cigarette lighters and matches shall not be used.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	6 of 15

Tooling Procedure

Health & Safety

- Defective or damaged gauges, hoses or equipment shall not be used. Equipment shall be shut down immediately if there is any sign of leakage, fluctuation, starvation of gas supply, or misshapen flame.
- Gas heating and cutting equipment shall be inspected quarterly and tagged to indicate the inspection validity period.

3.4 High Pressure Water Jetting Systems (HPWJS)

High Pressure Water Jetting Systems (HPWJS) is defined as having the output capability greater than 800 bar litres per minute;

- Written authorisation shall be obtained from the department manager or delegate prior to bringing high pressure water jetting equipment onto site.
- A WIN for high pressure water jetting equipment activity shall be provided and available at the work site prior to and during any water jetting task.
- Personnel shall successfully complete the national Operate High Pressure Jetting System unit of competency (MSAPMWJ301A), (or equivalent) prior to operating any high pressure water jetting systems.
- All electrical equipment used with or in the vicinity of high pressure water jetting systems shall be protected from exposure to water, spray or mist.
- High pressure water jetting systems shall incorporate the use of a dead man device and at least one secondary safety override systems such as a pressure dump valve, dry shut-off valve, or emergency stop device.
- Where the system is operated remotely or the operator is removed from the impact zone of the water jet, a dead man device is not required
- Single person operation of high pressure water jetting equipment is not permitted. The operator in control of the jet shall also be in control of the dead man device.
- A safe area of work shall be established using soft bunting techniques and signage, prior to work commencing.
- Signage shall read "DANGER: HIGH PRESSURE WATER JETTING IN PROGRESS"
- Where noise has the potential to reduce the effectiveness of verbal communication, agreed alternate communication methods shall be established prior to work commencing.
- High pressure water jetting shall not be used where personnel are within the line of fire or impact zone of the water jet.

3.5 Pneumatic Tools

Compressed air supply systems shall be inspected and tagged quarterly.

Inspections shall ensure:

- Pressure and air quality is suitable for the equipment that may be used;
- Connections are fit for purpose;
- Excess flow valve shuts off; and
- Flexible hoses are free from cracks or damage.
- Fixed supply systems shall be labelled with the safe operating pressure.
- Fittings shall be made from steel and be compatible with the pressure and flow rating of the installation.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	7 of 15

Tooling Procedure

Health & Safety

- Flexible compressed air lines shall be inspected prior to use, supported and kept away from walk ways.
- Airless spray guns that atomize paints and fluids at pressures of 1,000psi or more (6,890kPa) shall be equipped with a safety switch that prevents unplanned activation.
- Compressed air shall not be directed to any part of the body or used for cleaning where the health & safety of people performing the task or in the area, may be impacted by airborne particles or dust.
- A double eye cable sock shall be installed on all flexible high pressure pneumatic hoses. The cable sock shall be anchored where either two hoses join or where the hose connects with a rigid outlet connection.
- All cable socks shall be secured to an anchor point rated to withstand 150% of the total force produced by the maximum pressure rating of the pressure source.
- Where the hose diameter is too small to facilitate the installation of a cable sock a risk assessment shall be performed to determine the need for alternate controls such as whip checks.
- A safety excess flow valve shall be installed at the source of the air supply to reduce pressure in case of hose failure if the diameter of the air hose is greater than ½ inch (12.7mm).
- When the air supply is turned on, the end of the hose shall be restrained.
- Hoses with Minsup fittings shall be secured using a safety clip.
- Tool attachments shall be securely fastened prior to connection of the tool to the air supply.
- Pneumatic tools such as nail guns, rivet guns or staplers shall be equipped with a safety override mechanism to prevent operation away from the striking surface.
- Where Pneumatic tooling is required; all tools must be connected to a remote or fixed air regulator and oiling unit. Air regulator is to be set to provide the tool with the correct amount of air and lubrication to safely operate the specific tool.

3.6 Hydraulic Tools

- Fire-resistant hydraulic fluids shall be used in all hydraulic tools and rated to the most extreme operating temperatures to which it will be exposed. Hydraulic tools used on or around energized lines shall be use insulating type hydraulic fluid.
- The manufacturer's maximum pressure rating shall not be exceeded.
- Hydraulic hoses shall only be manufactured by personnel who have been trained and deemed competent by the supplier of the hose brand or system.
- Were appropriate teams should implement 5 yearly hydraulic hose change outs programme or similar regardless if the hose fails or not.
- Hydraulic equipment shall be fitted with a suitable pressure gauge or device to prevent over pressurisation. The safe operating pressure shall be set at the time of equipment being placed in service and checked before each use.
- All hydraulic rams & cylinders shall be marked with safe operating limits including maximum travel, safe working load and safe operating pressure. The safe operating limits shall not be exceeded.
- Hydraulic jacks shall be indelibly marked with the safe working load and travel limit (where applicable) in a prominent place.
- Equipment lifted by jacks shall be supported by load rated stands once at the require height.
- Jacking plates shall be placed below the jack when working on uneven or soft ground.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	8 of 15

Tooling Procedure

Health & Safety

- Jacks shall be inspected prior to use and quarterly, and maintained in accordance with the manufacturers' specifications. Post use inspections shall be performed where the jack has been used outside of its designated operating environment or subjected to shock or excessive loads.

3.7 Liquid Fuel Powered Tools

- Consideration for the benefits of different fuel types (e.g. fumes, noise during operation, effects of ignition sources) shall be considered when purchasing liquid fuel powered tools.
- Prior to operating any liquid fuel powered tool, an assessment of the work area shall be performed to ensure ventilation will dissipate exhaust fumes and vapours that have been created while the engine is running.
- Tools should be refuelled with the engine stopped and cool. A dry chemical fire extinguisher shall be available for use while refuelling.
- Fuel tanks shall be filled to a maximum of 90% of the total tank capacity. The fuel tank cap shall have appropriate seals installed and be secured prior to tools being used.

3.8 Explosive Powered Tools

- Written authorisation shall be obtained from the department manager or delegate prior to bringing any explosive powered tool onto site. Explosive powered tools shall not be used where a safer alternative exists.
- A level 2 Risk Assessment (JHA) shall be performed on all tasks requiring the use of explosive powered tools to ensure that appropriate tooling is selected and adequate controls are implemented. The risk assessment shall be reviewed by the appropriate person prior to authorising use of the tool.
- Prior to work commencing, danger tape shall be used to demarcate the area and a sign stating 'DANGER – EXPLOSIVE-POWERED TOOLS IN USE' shall be installed.
- The sign shall be:
 - No less than 500mm x 300mm; and
 - Compliant with the AS 1319.1994 Safety Signs for the Occupational Environment, Appendix D5 dangerous signs.
- Explosive powered tools shall not be used near other tasks in progress.
- Explosive-powered tool shall not to be used where flammable vapour or materials and excessive heat may be present. Explosive charges may act as a source of ignition when discharged.
- Careful consideration shall be given where there is a risk of the fastener passing completely through the fastening surface. The area behind the fastening surface shall be kept clear of people.
- No explosive-powered tool shall be stored in a loaded condition. Cartridges shall be stored in a locked metal container.
- Only explosive-powered cartridges compatible with both the tool and the fastening surface shall be used.
- All explosive-powered tools shall be inspected for damage, and the correct operation of safety devices prior to use. The tool shall be cleaned and lubricated at least once a day while in use.
- Explosive-powered tools shall be examined for defects by a competent person in accordance with the manufacturer's recommendations. This inspection shall be conducted at least once a week while the tool is in regular use. Inspection results shall be recorded in the dangerous tools inspection register.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	9 of 15

Tooling Procedure

Health & Safety

- Explosive-powered tools shall be returned to a certified repairer and overhauled annually. Records of overhaul shall be scanned and upload to FDMS. The document number shall be recorded in the dangerous tools inspection register.
- Safety interlocks shall be in place to prevent accidental firing of the tool.
- The tool shall not be able to operate until it is pressed against the work surface with a force of not less than 2.2 kg greater than the total weight of the tool.
- Explosive-powered tools shall be stored in a location inaccessible to unauthorised persons and separately from the cartridges.

3.9 Radioactive Tools

- When managing radioactive tools, requirements of the Roy Hill Radiation Management Plan shall be applied.
- Only radioactive tools that have been risk assessed and approved by the site/department's appointed Radiation Safety Officer (RSO) shall be used.
- Only personnel who have successfully obtained the radiation license shall transport, store and handle radioactive tools.
- Radioactive tools shall be include in the site radiation register and detail the type of radiation source, activity, identification number, location and date of use. The register shall be maintained by the RSO.
- The work area shall be demarcated using Caution tape and signage.
- Signage shall read 'CAUTION – RADIATION'
- When performing procedures at night, flashing lights should be provided to draw attention to the demarcation.
- If down hole logging tool is lost in the hole, every effort shall be made to recover the equipment.
- Any decision to abandon the equipment shall be made with input from the site/department's appointed Radiation Safety Officer.
- If a down hole logging tool is to be abandoned:
 - The source shall be cemented in situ;
 - A survey pick of the location shall be documented; and
 - No further drilling shall be conducted in the surrounding area.
- Radioactive tools shall be stored and locked in an approved and labelled metal container. The label shall provide contact details of the RSO.
- When in the field, radioactive tools shall be stored in a locked radioactive equipment rack within a vehicle. Keys to the radioactive tool shall be held by the RSO.
- The results of inspection, testing and maintenance of radioactive tools shall be recorded in the dangerous tools register.

3.10 Safety Critical Tools

- Each department shall establish a process to ensure all safety critical tools are tested, calibrated and inspected regularly.
- Records of testing, calibration and inspection shall be maintained in the work area and managed in accordance with the Safety Critical register requirement.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	10 of 15

Tooling Procedure

Health & Safety

- Insulated tools for use with live electrical equipment shall be rated and approved by the area Superintendent for the task, kept clean, maintained and regularly tested.
- If doubt regarding the integrity of insulation on a tool exists, the tool shall not to be used until tested and the insulation properties have been confirmed.
- Insulated tools shall be marked in a visible location to indicate the safe/rated operating voltage.
- All multimeters used for electrical measurement and test instruments shall comply with the Roy Hill Electrical Safety Management Procedure.

4 Communication

The Restricted and Prohibited Tools Register (Example in Appendix 1) [000RH-0000-HS-REG-0003] shall be utilised for application throughout Roy Hill Iron Ore (RHIO).

The responsibility to communicate and apply the inherent controls established by this document lay with all Managers, Superintendents, Supervisors and Individuals whose areas are impacted by the respective conditions. In the case of a change and implementation of that change, the Change Implementer shall include communication in the scope of their plan.

5 Register Management

The Restricted and Prohibited Tools Register [000RH-0000-HS-REG-0003] is a centrally controlled document that shall be subject to a quarterly review.

The register should also be reviewed on a non-scheduled basis to coincide with the introduction or removal of equipment as determined through a change management proposal and/ or key learnings generated from an internal or external source.

The register shall then be amended by the HSE Document Controller only after the change has been reviewed and approved.

The owner's name/department and equipment number should be clearly marked on all dangerous tools

A register of restricted and prohibited tools and safety critical tools shall be developed and kept updated. This register should include:

- Equipment number;
- Name of manufacturer;
- Limitations;
- Date in service;
- Inspection periods and dates; and
- Calibration periods and dates.

All jacks shall be recorded on a lifting equipment register.

An equipment register of Specialist Tooling should be established for each site or department.

Each site or work area shall establish register of gas heating and cutting equipment which shall include:

- Records of testing,
- Certification,
- Maintenance and/or replacement

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	11 of 15

6 Accountabilities

Role	Responsibility
Department Manager	Authorise the use of restricted tools after suitable controls have been implemented to manage the risk of harm from use.
Superintendent	<p>Quarterly inspection of tools, including those retained in tool boxes and those in store, to ensure that they are maintained in good condition and fit for purpose.</p> <p>Ensuring that powered tools are inspected and tagged as per procedure and in accordance with manufacturers' instructions.</p> <p>Ensuring that powered tools are maintained as per the manufacturers' instructions, that they are kept in good condition and stored appropriately.</p> <p>Ensure that tools are examined for defects by an authorised operator (where appropriate), tagged, reported and recorded where required.</p>
Employees	Each employee is accountable for ensuring that their tools are fit for purpose, maintained in good working condition, examined and tested before each use, and reporting any noted defects to their supervisor.

Table 2: Accountabilities

7 Definitions

Term	Definition
Competent Person	A person who is qualified to perform a duty based on assessment of knowledge, training and experience.
Power and/or Explosive tool	Hand operated power tools including explosive, abrasive, pneumatic, hydraulic, electric or liquid fuel powered tools, any tool that uses compressed or flammable gasses and any radioactive device, but does not include equipment such as generators or pumps.
Hand Tool	Hand Tool is a non-powered device or an instrument used for performing any task by hand, hammers, load binders, screw drivers, etc.
Level 2 Risk Assessment	It is a formal, structured pre-task hazard assessment completed by a workgroup or small team. A JHA involves the systematic examination of steps within an activity, the identification of hazards for each task step, evaluation of their potential impact and the identification and assignment of controls to mitigate the risk.
Open Blade	A hand tool with a sharp exposed blade used for the purpose of cutting. This includes utility knives such as "Leatherman" and Stanley knives (including spring retract) banjo or skiving knives but does not include scissors, sheers or saws.
Personal Protective Equipment (PPE)	Personal Protective Equipment includes all equipment designed to provide protection to the wearer from potential hazards to the eyes, face, head, feet, ears and extremities and is the last element of the hierarchy of controls for managing the risk to employees within the working environment.
Safety Critical Tools	Tools that require certification, calibration or inspection to ensure the safety of the user (e.g. insulated tools used for high voltage activities, tachometers, multimeters, pressure gauges and safety valves).
Shall	To be interpreted as a mandatory instruction.
Should	To be interpreted as highly desirable but not mandatory instruction.
Specialist Tooling	Tools or equipment that is regularly subjected to extreme loads such as tension wrenches, pullers, pressing equipment and jacking equipment.
Work Instruction (WIN)	A procedure written at the task level, clearly describing the sequential steps that result in the best known way to complete a task. It does not contain complex decision making.

Table 3: Definitions

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	12 of 15

Tooling Procedure

Health & Safety

8 References

Document Number	Document Name
050RH-000-HS-STD-0001	Roy Hill HSES Management Standards
050RH-000-HS-STD-0002	Roy Hill HSES Performance Standards
050RH-000-HS-STD-0001	MS09 – Operations and Maintenance
000RH-0000-HS-PRO-0009	Electrical Safety Management Procedure
000RH-0000-HS-PRO-0010	Management of Change Procedure
000RH-0000-HS-REG-0003	Restricted and Prohibited Tools Register

Table 4: References

9 Review

This Procedure is to be reviewed as follows:

- Annually

Reviews are to examine the appropriateness of the procedure, taking in to consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

10 Appendices






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Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	13 of 15

Tooling Procedure

Health & Safety

Appendix 1 – Restricted or Prohibited Tooling




Description of Tool	Status	Requirements for use
9" Angle Grinder 	Restricted	Authorisation from Manager or delegate. JHA or WIN and justification for use must be submitted. Grinder competency. Not to be used for cutting. Handle shall be fitted.
All other Angle grinders	Restricted	Grinder competency. Pre-task risk assessment (Take 5 & JHA). Cutting disc only utilised when a clutch is fitted and JHA submitted to Area Supervisor.
Explosive powered tools 	Restricted	Authorisation from Manager or delegate. Training and Competency. Warning notices posted in vicinity of use. Not operated near other persons. Not stored in loaded condition. Shall be kept in locked storage.
Personal open bladed knives/ pocket knives 	Restricted	Authorisation from Manager or delegate. Pre-task risk assessment (WIN & JHA).
High Pressure Water Jetting Systems	Restricted	Authorisation from Manager or delegate. AS/NZS Standard 4233.1:1999 "High pressure water (hydro) jetting systems - Guidelines for safe operation and maintenance" to be used as a minimum standard. Note: High Pressure Water Jetting Systems (HPWJS) is defined as having the output capability greater than 800 bar litres per minute
Over centre binders 	Prohibited	Not to be used. <i>Injuries have resulted from the sudden release of stored energy while undoing this type of binder.</i>
Hard Faced Gimpy Hammer 	Restricted	Not to be used. <i>Hard surface to hard surface.</i>

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1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	14 of 15

Tooling Procedure

Health & Safety

Description of Tool	Status	Requirements for use
Double Ended Crow bars/ Pinch bars 	Restricted	Not to be used. <i>Regular crow bars/ pinch bars shall have 'spud' ends so that they cannot fall through a grated platform from a height.</i>
Sit Harness (waist only) 	Prohibited	Not to be used. <i>This is not fall arrest rated and does not provide adequate load dissipation in the event of a fall. Harness can potentially invert and suspend a person.</i>
Manual Torque Multiplier 	Prohibited	Not to be used. <i>Stored energy from the spring loaded tensioning tool has been known to release suddenly resulting in serious injury and even fatality.</i>

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Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	OP-PRO-00079	J Day	General Manager HSE	30/11/2015	30/11/2016	15 of 15