



Working Remotely Procedure

Health & Safety

1 Purpose and Scope

The purpose of this procedure is to ensure the health and safety of all Roy Hill employees, contractors and visitors to the Roy Hill Mine Site by providing guidance and standards around the requirements in place to control the risks of Working Remotely.

This Working Remotely Procedure provides guidance and mandatory requirements to support sustained conformance with the Roy Hill Operations HSES Performance Standard 8 – Extreme Operating conditions.

This document applies to all persons working in on a Roy Hill operational site, other workplaces or any area for which Roy Hill has accountability.

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2.1 Identifying Remote Work

Persons are considered to be working remotely when they:

- physically work alone (e.g. at night in a laboratory) and cannot expect a visit from another worker or a member of the public for some time;
- work separately from others (e.g. remote exploration sampling)
- work outside of the normal working hours of the operation;
- travel to isolated locations as part of their work (e.g. environmental personnel (individuals and/ or groups) carrying out compliance monitoring); and/ or
- are unable to be seen or heard by another person.

There is no minimum time a worker has to be on their own for them to be considered either “remote” or “isolated”.

2.2 General Requirements

Each department should conduct a risk assessment of their works to identify areas that may be hazardous for workers required to work remotely or alone for extended periods of time. Activities that may be more hazardous for workers if conducted remotely and/ or alone should be identified (See **Appendix 1** for factors you may wish to consider during this process).

Control measures shall be implemented to minimise risks where activities are identified as being more hazardous when conducted remotely.

A communication process shall be developed and communicated to workers who may be required to work remotely, and / or alone, and they should be trained in the use of necessary equipment and procedures.

The health of remote workers shall be considered as part of the risk assessment to ensure that they are free from medical conditions which may create additional risks, taking into account the nature of the work

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involved. Medical information shall be kept confidential and all medication should be declared using the Medication Declaration Form [000RH-0000-HS-FOR-0019].

Remote workers shall be trained in emergency requirements and shall have access to first aid equipment appropriate for their task.

2.3 Risk Management

Due to the varied nature of tasks that may require remote work a risk based process shall be utilised in order to identify and control the risks. (See **Appendix 1** for attached checklist intended to aid personnel in identification and control measures that may be utilised in the risk assessment process e.g. JHA, WIN.)

Note: Where remote work requires travel of a distance more than 40kms beyond the normal work area, a journey management plan will also be required [OP-FRM-00015].

3 Accountabilities

Role	Responsibility
Leader	<ul style="list-style-type: none">- Ensure that a means of communication is available in the event of an emergency, and should any site notifications need to be relayed.- Ensure that the individual can carry out all work activities safely without direct supervision.- Ensure that the risk assessment process is understood by the employee (e.g. JHA, WIN) and covers a requirement for regular contact to be made (e.g. scheduled calls or monitoring a radio channel).
Individual	<ul style="list-style-type: none">- Take all reasonable care to ensure their health and safety while working remotely.- Ensure that risks are understood and controlled as far as reasonably practicable.- Ensure that the appropriate communication system is used when working remotely for extended periods of time.

4 Abbreviations

Term	Definition
JMP	Journey Management Plan
PPE	Personal Protective Equipment
WIN	Work Instruction

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5 References

Document Number	Document Name
	Mines Safety and Inspection Act 1994 (WA)
	Mines Safety and Inspection Regulations 1995 (WA)
	Rail Safety Act 2010 (WA)
	Rail Safety Regulations 2011 (WA)
050RH-0000-HS-STD-0001	HSES Management Standards
050RH-0000-HS-STD-0002	HSES Performance Standards
000RH-0000-HS-PRO-0004	Job Hazard Analysis Procedure
000RH-0000-HS-FOR-0001	Job Hazard Analysis Form
000RH-0000-HS-PRO-0025	Work Instruction Procedure
OP-PRO-00012	Journey Management Procedure
OP-FRM-00015	Journey Management Plan
000RH-0000-HS-PRO-0027	Fitness for Work Procedure
000RH-0000-HS-FOR-0019	Medication Declaration Form

6 Review

This Procedure is to be reviewed annually.

Reviews are to examine the appropriateness of this procedure, taking into consideration corporate, system and compliance requirement changes to site and operations since the last review was undertaken.

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7 Appendix 1 – Factors to Consider When Assessing the Risks in Remote Work

Set out below are some of the factors which may be considered when identifying the hazards and assessing the risks associated with remote work. Please note that this may be utilised only as a guide when completing your risk based process and is by no means an exhaustive list of factors that should be taken into account.

The length of time an individual may be working alone
Is it reasonable for the person to be undertaking remote work?
For what length of time would the person need to be working remotely to complete the task?
What length of time is reasonable for the person(s) to be working remotely?
If an individual is working alone whilst carrying out this work, is it permissible for them to undertake these activities? (e.g. is a spotter required for the task?)
Control measures to be put in place:
The specific time of day when an individual may be working remotely
Is the risk increased at certain times of the day?
Control measures to be put in place:
Communication
What forms of communication are available?
Is voice communication essential to ensure the safety of the person(s)?
Is communication for emergency situations fit for purpose? Will it be effective in all possible situations?
If person(s) are required to work outside of their vehicle, do they have mobile forms of communication?
Control measures to be put in place:
The work location
Is the work to be undertaken in a remote location?
What form of transport will be utilised? The risks may change with different vehicles.
Will the person need to leave the vehicle for prolonged periods of time?
Does the vehicle contain emergency supplies? E.g. first aid kit, fresh drinking water
If the first aid equipment is vehicle-based, are there further arrangements to be made for provisions while the person(s) are away from their vehicle?
Is first aid training required? Will the individual(s) know how to use the provided first aid equipment?

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Control measures to be put in place:
The nature of the work
Do the remote worker(s) have adequate information and instruction to perform the task?
Will emergency services be able to access them in case of an emergency? (e.g. laboratory worker working alone at night in a secure building)
Are the required tools and equipment fit for purpose?
Is maintenance schedule up to date with equipment to be used? Have pre-starts been completed?
Is emergency equipment and PPE fit for purpose and in good working order?
Will the work involve a high risk activity? E.g. confined space entry, the use of firearms etc.?
Is there likely to be an increased risk of fatigue?
Are there likely to be environmental factors that will affect the safety of the person(s) (e.g. lightning during cyclone season, extreme temperature for a prolonged period)?
What is the risk of insect sting or animal bite?
Has regular contact with the individual(s) working remotely been agreed upon?
Control measures to be put in place:
The individual characteristics of the person who will be working remotely
Would anything interfere with the person's ability to contact someone in an emergency?
Is the person physically and mentally capable of completing the task remotely and/ or alone? (e.g. able to make sound judgements about their own safety)
Are you aware of any pre-existing medical condition or current medication that may increase risk?
Would the person be able to cope in unexpected and stressful situations?
Does the person have the required level of experience and training to perform this task remotely?
Has the individual undertaken the required training for this type of remote work? (e.g. first aid training, relevant procedures, the use of communications systems etc.)
If roads outside of the mining tenements are to be used, is the person competent to drive on WA roads, and/ or off-road situations?
Control measures to be put in place:
Is there anything else that applies to the situation or task that is likely to increase risk for the person(s) who are to work remotely?
Control measures to be put in place:

* if this tool has been utilised in aiding the risk assessment process, please ensure that it is included as part of the JHA or WIN.

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