Roy Hill Take 5 Procedure

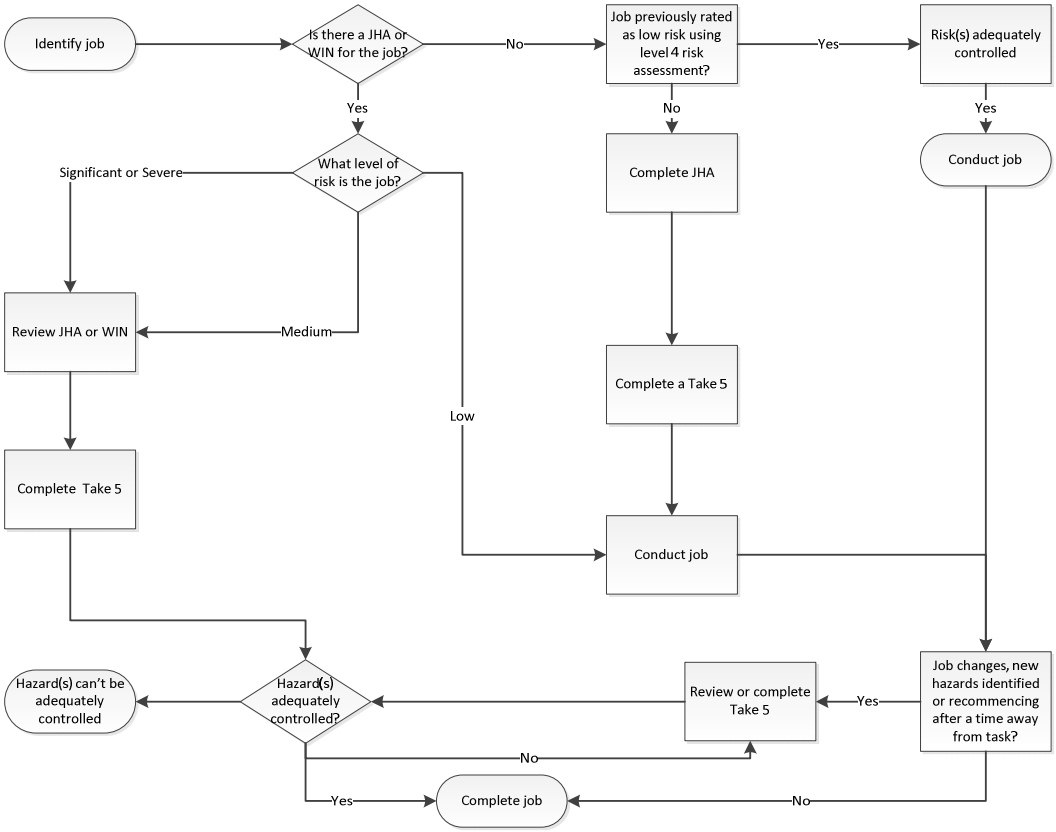
HS

1 Purpose and scope

The purpose of this Procedure is to provide a process for identifying hazards and damaging energies associated with a task and work area, evaluate potential HSES impacts and to implement appropriate control measures in order to prevent harm to people, property or environment/heritage.
This procedure also provides an overview of the mandatory requirements to undertake a personal informal pre-task hazard assessment. Requirements outlined in this document shall be applied in conjunction with the Job Hazard Analysis (JHA) procedure [OP-PRO-00967].
This Procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

2 Procedure

2.1 Flowchart



Flowchart 1: Relationship between JHA and work instruction

2.2 General Requirements

A Take 5 is an informal pre-task hazard assessment that shall be completed within the work area where the task is to occur.
The Take 5 provides an opportunity to;

- identify potential hazards that could impact you, your workmates, the environment and/or equipment while you are performing your work;
- assess the hazards to determine the level of control that is required; and
- implement controls to manage the hazards identified.

When required, A Take 5 shall be completed by all involved personnel. The Take 5 form may be completed individually or as a group by all personnel involved in the task.
Any Take 5 forms used on Roy Hill sites or managed work areas shall meet the intent of this procedure.
A Take 5 does not need to be completed for low risk tasks conducted in low risk work areas.
Roy Hill does not want the Take 5 process to be used as a tick and flick approach. The Take 5 is defined to empower personnel to proactively manage hazards in consultation with their Supervisor.
If anyone is unsure or uncomfortable about any aspect of the job, STOP, and discuss with the relevant Supervisor.

2.2.1 When to Conduct a Take 5

Roy Hill is committed to developing a risk-aware culture, which will form the basis of its holistic, integrated Risk Management Framework. The management and identification of risks will not be isolated to particular personnel, with the key message communicated across the organisation being: RISK IS EVERYONES BUSINESS.
Roy Hill has adopted several principles with regards to risk management one of them being;

- Risk Management is a set of behaviours supported by process, not a process which governs behaviour.

A Take 5 should be conducted:

- For all operational task and activities unless that task or activity has been identified in the area INX risk register as a low risk activity i.e. 2.5 or below using the RHIO 5x5 risk matrix
- As defined in the flow chart above;
- During the task if there is a change in the task scope or work environment i.e. a change in work area, people working on the task or in the vicinity and/or weather conditions;
- When new hazards are identified; and
- Prior to recommencing work after an extended period of time away from the task.

2.2.2 Take 5 relationship with Job Hazard Analysis (JHA) and Work Instructions (WIN).

The relationships with Take 5s are summarised as follows:

- Where the Take 5 process identifies hazards that remain inadequately controlled, a JHA shall be conducted
- Where the Take 5 process identifies the need for a permit, a JHA shall be conducted
- Where the Take 5 process identifies the lack of required WIN(s) / procedure(s) addressing risk associated with the assigned task, a JHA shall be conducted
- Where a WIN is in place for a task a Take 5 shall be completed to ensure no additional hazards are present
- Where the Take 5 process identifies significant deviations from existing WINs / procedure(s), with the potential for unidentified or inadequately controlled hazards, a JHA shall be conducted

- Any recurring hazards, controls or significant deviations identified in existing WINs/procedures during the Take 5 process, shall be incorporated into the WINs/procedures as soon as possible.

For further information on JHA, please refer to Job Hazard Analysis Procedure [OP-PRO-00967].
For further information on WIN(s), please refer to the Work Instruction Procedure [OP-PRO-00975].

2.2.3 Take 5 Validity

For infrequent tasks (performed occasionally within a shift), a Take 5 shall be valid for the duration of the task. For repetitive tasks (performed repeatedly throughout a shift), a Take 5 shall be valid for the period of that shift. While valid, the Take 5 shall be reviewed each time the task is performed during that shift, any changes shall be indicated on the Take 5 form.

2.3 Conducting a Take 5

2.3.1 Step 1: Stop and think through the task

This step is to ensure personnel have an understanding of what is required for the task they are about to perform. The following shall be considered:
Get the right information

- Understand the scope of the task;
- Verify if there is a Work Instruction (WIN) / procedure/JHA and if they are relevant to the current conditions and work area where the task is to be performed; and
- Verify that the details within the WIN and /or JHA are current and relevant for the task about to be performed.

Consider

- Safe system of work,
- Physical and mental fitness for the task (i.e. fatigue, existing injuries, medication, etc.);
- People/systems affected, task set up, travel, safe access/exit;
- Licence, training and competency requirements; and
- Familiarity with the task / equipment to be used.

Check

- If the tools and equipment are in a safe condition
- Identify if there are other individuals and/or work groups who may be impacted by or impact the task.

If there are any concerns about any aspects of the job, STOP and discuss with the relevant leader.
Consider Permits and other Licenses/Specialised Skills

This step is to identify if the task involves permits (e.g. isolation, confined space, hot work, working at height permit, etc.), licenses and/or specialised skills (e.g. craning, rigging, etc.).
These controls shall be implemented prior to the task commencing and as required during the task.
A JHA shall be written and approved for any task that requires a permit. Further detail on conducting a JHA is provided in the Job Hazard Analysis Procedure [OP-PRO-00967].
Where a JHA, WIN or procedure is being used, all permits, isolation requirements, PPE, special tools and equipment, qualifications and resources identified shall be acquired or conducted prior to performing the associated task step.

2.3.2 Step 2: Identify the Hazards

In this step a list of potential hazards shall be identified and if completing a written Take 5 recorded.

What can hurt me or my workmates?
What can have a negative impact on the environment/heritage?
What can damage property or equipment?

- Scope – consider the scope and task steps; identify any hazards associated with the task taking into account any equipment, tools and materials to be used, waste, etc.
    - Look close/wide/above/below – have a thorough inspection of the work area to identify any additional hazards; such as potential hazards introduced by other work groups, housekeeping, overhead equipment, structures or materials, etc.
- How – how is the task to be performed, consider damaging energies such as human, Gravitation, vehicle, thermal stress etc. Consider licences and competencies required by the people performing the task.
- Time – the time the task is to be performed, night, day, afternoon, morning, etc.
- Location – the location where the task is being performed and hazards associated with that location. These include the work area conditions such as: lighting, ventilation, cramped, at height, hot, cold, proximity to key environmental receptors (i.e. priority flora, watercourses, heritage sites, local stakeholders, etc.).
- Damaging Energies - As an aid to identify hazards personnel should consider damage as a consequence of an energy exchange that exceeds the tolerable limits of the people. Consideration of these categories of 'Damaging Energy' assists with creating an alternative frame of reference when attempting to identify hazards.

Commonly used Damaging Energy definitions

Damaging Energy	Focussing questions (Is there potential for personal damage from…)
Human	• Heavy lifting, pushing and pulling • Repetitive tasks involved and same muscle groups • Very awkward, difficult, sustained posture • Head impact - walking into
Gravitational	• Fall from a high level i.e. ladder, scaffold, truck tray, roofs • Slips, trips, overbalancing on slippery and uneven surface • Climbing "up" or "down" steps, stairs, ladders i.e. accessing vehicles, large gearboxes, conveyors • Hit by falling rocks, tools, objects etc.
Vehicle Interaction	• A vehicle crashing into another vehicle (including cars, forklifts, loaders, trucks, mobile cranes etc. • A vehicle hitting a person • A single vehicle losing control • Exposure to ongoing vibration/jolts
Object	• Inadvertent release of stored energy which causes some object to move rapidly, e.g. Hose end • An object which becomes a projectile, e.g. A flying shackle • A swinging, suspended load
Machine	• Getting caught in or stuck by some part of a machine e.g. large fixed machines (conveyors) and small portable machines (angle grinders etc.) • Excessive hand/arm vibration from portable machinery
Noise	• Short extreme exposure • Intermittent exposure • Continuous exposure

Damaging Energy	Focussing questions (Is there potential for personal damage from…)
Chemical	• Breathing in or coming into contact with dangerous chemicals (acids, corrosives etc.) • Entering enclosed spaces that are oxygen deficient or contaminated
Electrical	• Electric shocks or burns
Radiation	• Exposure of X-rays or other dangerous radiation • UV radiation
Biological	• Risk of infections, animal bites
Thermal	• Coming into contact with hot material (solid, liquid or gas) • Fires • Heat stress
Specialised	• Injury from sharp edges, splinters, knives etc.
Susceptible	• Any damage to the eyes
Other	• Damage from such things as explosions, flooding, structural collapse

Table 1 – Damaging Energies

If a current WIN/JHA exists, the identified hazards shall be reviewed. Any hazards not specified in the WIN/JHA shall be recorded on the Take 5 and the Take 5 shall be located with the WIN/JHA.

2.3.3 Step 3: Control the hazard/ energy source

In this step, each hazard is evaluated considering all existing controls and further actions identified to reduce the potential impact to as low as reasonably practical (ALARP), with particular emphasis and priority placed on those hazards with the potentially severe HSES impacts.
This shall be done by:

- Consulting current, relevant WINs / procedures or JHA (if applicable) to refer to hazards and their assigned controls
- Considering what controls are available, what controls have been put in place and if the hazard identified is adequately addressed
- Identifying, comparing and evaluating known hazard control measures
- Developing agreed action plans where applicable.

Use the “Hierarchy of Control” when selecting appropriate controls from the highest level of control (Elimination) to the lowest (PPE):

- Elimination – the hazard is eliminated to avoid the associated risk
- Substitution – the activity, process and/or material is substituted for one that is less hazardous
- Isolate – Separate the hazard
- Engineering – redesign the equipment, work process or automated processes to prevent interaction between the hazard and personnel and/or the environment
- Administration – including management strategies, procedures (e.g. isolation, temporary barricading, spill response), WINs, training, inductions, signage etc.
- Personal Protective Equipment (PPE)

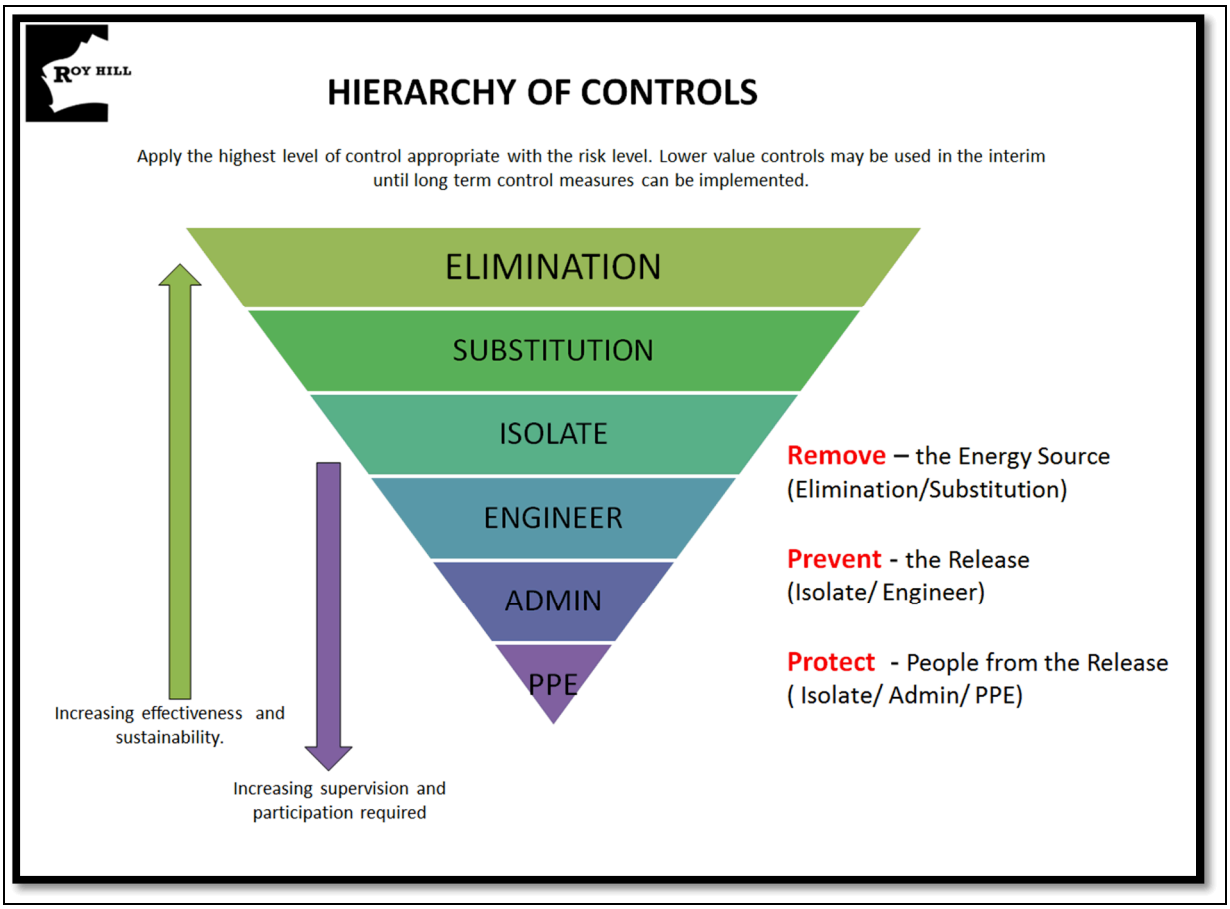


Figure 1 – Hierarchy of controls

Suitable controls and actions shall be recorded on the Take 5 and the task shall not commence or continue until all control measures are fully implemented and evaluated as effective.
If anyone is unsure or uncomfortable about any aspect of the job, STOP, and discuss with the relevant Supervisor.
If the concerns cannot be resolved, the hazard assessment shall be escalated to a Job Hazard Analysis (JHA).

2.3.4 Step 4: Will the controls help me and my workmates stay safe?

After completing steps 1 to 3 of the Take 5 the individual shall take time to review the completed form and ask whether or not the controls would be adequate enough to ensure no harm came to anyone.

2.3.5 Step 5: Do the Task Safely

If the scope of work originally assessed changes, or if people, equipment, process or the work environment change, the Take 5 steps shall be revisited and the Take 5 form updated to include any identified changes and additional controls.

3 Document and record management

The Roy Hill Take 5 forms and/or templates shall not be altered. Any continuous improvement ideas shall be referred to the General Manager Health, Safety, Emergency and Security for approval and the change management process followed.
Any Take 5 forms used on Roy Hill sites or managed work areas shall meet the intent of this procedure.

4 Training, Competency and Awareness

All personnel who are required to perform work on any Roy Hill site or managed work area shall be trained on the requirements of conducting a Take 5 and the use of any associated forms/templates.

5 Definitions

Term	*Definition*
ALARP (as low as reasonably practicable)	As Low As Reasonably Practicable- ALARP is often used for setting a value for acceptable risk. In essence, it says that if the cost of reducing a risk outweighs the benefit, then the risk may be considered tolerable. Alternatively, ALARP is the residual risk after all reasonable controls have been implemented so that the risk is as low as reasonably practicable.
Consequence	Outcome or impact of an event expressed qualitatively or quantitatively.
Control	Any process, policy, device, practice or other action that acts to minimize negative risk or enhance positive opportunities.
Damaging Energies	Any injury to people, or damage to equipment, property and or can have a negative impact on the environment/ heritage, is the result of an exchange of energy.
Hazard	A hazard is a situation that poses a level of threat to life, health, property, environment, heritage or community.
Hazard identification	Identifying hazards in order to plan for, avoid, or mitigate their impacts
Impact	The harm that has or could occur if the controls are absent or fail. **Environmental impact:** Any planned or unplanned event that has, or has the potential to cause pollution or environmental harm that is not consistent with Roy Hill's environmental obligations and commitments, or Environmental Standards. **Equipment damage or loss impact:** Where there has been damage to plant, equipment or facilities either as a result of a known incident, from an unknown source or person or deliberate damage. Includes incidents of equipment damage, loss or theft. **Fire:** Any unplanned and/or uncontrolled combustion that requires extinguishing to prevent damage. Arises in the course of, or as a result of, work activities. **Heritage impact:** Where a heritage site has been disturbed or impacted in any way, or any activity that is not consistent with Roy Hill's Heritage obligations and commitments. **Injury/Disease: Injury -** Disease - Occupational health concern / illness that has occurred, or has the potential to occur, due to exposure over a period of time (e.g. noise induced hearing loss, musculoskeletal damage, respiratory reaction to inhalation of fumes, unexpected OEL exceedance, etc.) **Near miss:** Any situation that had the potential to cause harm but did not actually result in harm or adverse consequences. Note – these incidents can be sub-classified into their impact area (e.g. HSE) **Non work related:** Relates to injuries that arise by accident which are not directly attributable to work activities or a specific workplace. **Security impact:** Includes the following types of incidents: assault, breach of confidentiality, burglary, civil disorder, damage, vandalism and sabotage, malicious code, unauthorised access, and possession of alcohol, drugs, or weapons.
Leader	Someone responsible for one or more persons.
Permit	Written authority for a task. Permits may be required by HSE performance standards and/or to meet legislation, e.g. Confined Space Entry Permit, Hot Works Permit, Working at Height Permit, Isolation Permits, Approvals Permits, Permit to Excavate.

Risk	The chance of something happening that will have an impact
Work instruction (WIN)	A work instruction (WIN) is a written procedure outlining the preferred method of performing a task/activity, outlining potential hazards and associated controls measures to be applied
Task	A piece of work assigned to a person ideally with specificity – CPQQRT (context, purpose, quality, quantity, resources and time)
Work area	Part of a hierarchical structure that represents the physical location where work is conducted. The hierarchy breaks sites down further, into physical sections.

6 References and Associated Documents

Document number	***Title***
OP-PRO-00967	Job Hazard Analysis Procedure
OP-PRO-00975	Work Instruction Procedure

7 Review

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