

ENGLISH VERSION

SAFEACCESS

SAFEACCESS
COMMITMENT
BOOK



MAY 2016 | VERSION 1

 **ACCESS
WORLD**

▲ CEO'S MESSAGE

Our people are our most valuable asset and must be protected from the risks of our industry and the environments in which we operate. We need to keep zero fatalities and serious injuries.

To achieve this we have introduced an intervention program to eliminate fatalities and improve our safety performance across our operations.

The program is called SAFEACCESS.

One of the main initiatives of SAFEACCESS is to demonstrate to employees and contractors at our operations how to identify and address the fatal hazards in their workplace.

The following handbook is intended to create awareness around the critical lifesaving behaviours and most common fatal hazards prevalent across our operations. It summarises the key elements of the protocols we will progressively implement and maintain across our business.

A more detailed publication is available in a separate book titled 'Access World Life-Saving Behaviours and Fatal Hazard Protocols'.

The loss of life or an injury at our operations is completely unacceptable. Every person who enters our operations has the right to finish their day and go home safely without incident or injury.

SAFEACCESS means identifying our fatal hazards, improving how we operate, changing our behaviour, and protecting ourselves and our colleagues each day. Without exception and without excuse.

Fatalities are avoidable, I am asking for everyone's commitment to work with me towards achieving our goal of zero fatalities across our business.

Peter Marc Waszkis



▲ INTRODUCTION

SAFEACCESS is aimed at eliminating fatalities and improving our safety performance.

This handbook gives a brief overview of each of the 10 Fatal Hazard Protocols which are described in detail in a separate SAFEACCESS document.

SAFEACCESS IS ABOUT:

- Clear standards defined in the Fatal Hazard protocols
- Life-Saving Behaviours expected from everyone
- Promoting courage in everyone to make the safe choice
- Consequence Management for wilful violations of Life-Saving Behaviours

This pocketbook is intended to raise awareness of the Life-Saving Behaviours to be adopted at all time by everybody and be a personal signed commitment that is carried around with each one of us.

The requirements outlined apply to all employees, contractors and visitors. They represent our minimum standards. Local laws, and location and hazard specific standards or protocols which supplement or exceed these must also be adhered to.



▲ LIFE-SAVING BEHAVIOURS

WHAT ARE THE LIFE-SAVING BEHAVIOURS?

A set of nine Life-Saving Behaviours that have a direct link, based on previous incidents and learning, to the behaviours broken just prior to a fatal incident occurring.

Everybody at Access World (employee, contractors, visitors, etc.) should be familiar with these Life-Saving Behaviours and abide by them at all times. They must be regarded as our normal way of work.

The foundation of the Life-Saving Behaviours is that all of us at Access World are entitled to work in a safe work environment and to go back home free of harm and uninjured.

All breaches of Life-Saving Behaviours will be taken seriously and investigated in an impartial, fair and timely manner.

All of us must clearly understand that a wilful violation of the Life-Saving Behaviours will result in disciplinary proceedings that could lead to dismissal.

LIFE-SAVING BEHAVIOURS

▲1 Always come to work drug and alcohol free.

▲2 Always use or wear critical safety equipment.

Note: critical safety equipment are items that are designed to prevent life threatening injuries and are referred to within the Fatal Hazard Protocols or defined by the Operation / Project as critical, e.g. seat belts, fall restraint or arrest equipment, etc.

▲3 Always wear appropriate fall protection equipment when working above two (2) metres.

▲4 Only operate equipment if trained and authorised.

▲5 Always isolate and 'test for dead' prior to working on energy sources.

▲6 Never modify or over-ride critical safety equipment without approval.

▲7 Always seek and obtain clear approval before entering mobile equipment operating zones.

▲8 Never enter Danger Zones.

Danger Zones include: under unsupported roof; under suspended loads; within barricaded or signposted no-go areas, or within identified pinch or crush points of machinery, confined spaces, and other zones defined by the Operation / Project based on legislation, industry norms and risk assessments.

▲9 Always report injuries, incidents and near misses.

▲ ACCOUNTABILITIES

All of us according to our position and level of responsibility within Access World are accountable to uphold and support the Life-Saving Behaviours.

WORKFORCE (‘EVERYONE’)

- Be aware of the Life-Saving Behaviours;
- Comply with the Life-Saving Behaviours and the SAFEACCESS procedures and requirements which apply to me;
- Ask questions, seek clarification as needed;
- Challenge any behaviour which does not comply with Life-Saving Behaviours;
- Take time to plan to do the job safely, including risk assessment;
- If in doubt, stop the job; and
- Report all unsafe situations and take action – remove, tag or tape off area as an immediate action.

Note: *Everyone includes supervisors, managers, employees and contractors.*

SUPERVISORS (AS WELL AS ‘EVERYONE’ BEHAVIOURS)

- Explain to your team that compliance with the Life-Saving Behaviours is expected at all times;
- Visit the worksites regularly to check compliance with the Life-Saving Behaviours;
- Ensure your team understands the consequences of Life-Saving Behaviours infringements;
- Support and coach the members of your teams in implementing the Life-Saving Behaviours;
- Ensure your team identifies hazards and assesses risks;
- Address all violations of Life-Saving Behaviours, before an incident occurs;
- Set the example of Life-Saving Behaviours to employees; and
- Act to remove or repair safety issues and provide feedback to the team on their status.

**MANAGERS
(AS WELL AS 'EVERYONE'
BEHAVIOURS)**

- Regularly explain the purpose of the Life-Saving Behaviours, and expectations of compliance by everyone;
- Recognise good safety behaviours, and tackle non-compliance with the Life-Saving Behaviours;
- Ensure effective reporting systems exist for people to raise concerns about Life-Saving Behaviours;
- Satisfy yourself that the Life-Saving Behaviours are properly understood, adhered to by: undertaking regular site visits, safety interactions, reviewing audit reports and ensuring corrective actions are implemented;
- Address all violations of Life-Saving Behaviours before an incident occurs;
- Ensure consistency and fairness in consequence management for violations of Life-Saving Behaviours;
- Set the example of Life-Saving Behaviours to employees;
- Act to eliminate hazards or mitigate risks; and
- Inform the employees of safe actions to encourage reporting and behaviour.

**ALL WORK STARTS WITH
THE FOUNDATIONS**

- Emergency response plans are in place before work starts;
- A pre-job risk assessment and safety discussion are required at the start of every job;
- All workplaces must be safe from uncontrolled hazards and focus on eliminating or mitigating hazards;
- No supervisor will instruct anyone to violate or breach any Life-Saving Behaviours, or condone inappropriate behaviours;
- PPE will be worn when the source of the problem cannot be eliminated or engineered out;
- All persons will be trained and competent in the work they conduct; and
- Everyone has an obligation to stop unsafe work; and
- Everyone has a clear understanding of the consequences for wilfully violating Life-Saving Behaviours.

LIFE-SAVING BEHAVIOURS

▲1 Always come to work drug and alcohol free.

▲9 Always report injuries and HPRIs.

▲ FATAL HAZARD PROTOCOLS

3.1 Energy Isolation

3.2 Working at Height

3.3 Confined Spaces and Irrespirable /
Noxious Atmosphere

3.4 Mobile Equipment

3.5 Electrical Safety

3.6 Emergency Response

3.7 Lifting and Cranage

3.8 Fire and Explosion

3.9 Tyre and Rim Management

3.10 Stacking, Storage and Forklifts

DEFINITIONS

Hazard: a source, situation, or act with a potential for harm in terms of human injury or ill health.

Hazard identification: a process of recognizing that a hazard exists and defining its characteristics.

Ill health: identifiable, adverse physical or mental condition arising from and / or made worse by a work activity and / or work related situation.

(OHSAS 18001)

IMPLEMENTATION STAGES

The implementation of Fatal Hazard Protocols will progress through three successive stages (Compliance, Mature Application and Advanced Application) briefly described over the next page.



**STAGE 1
COMPLIANCE**

- Basic awareness of relevant risks and controls must be developed;
- Legal requirements must be identified and an action plan to achieve compliance developed;
- High risks must be identified and controlled; and
- Strict supervisory control is applied to manage these risks.

**STAGE 2
MATURE APPLICATION**

- Good awareness of a wide range of relevant risks and controls is developed;
- Compliance with all legal requirements is achieved;
- Critical requirements related to recognised international standards are introduced;
- All Fatal Hazard Protocols requirements are met;
- A higher level of personal accountability is achieved and high reliance on supervisor is decreasing significantly;
- Comprehensive training and competency management systems are introduced;
- Risks are proactively identified and managed by all employees and contractors.

**STAGE 3
ADVANCED APPLICATION**

- High competency levels in risk management is achieved;
- High-tech and other solutions are identified and applied;
- A pro-active risk based approach is applied;
- All employees and contractors have reached a high level of competency in risk assessment and control implementation;
- Relevant international standards are complied with;
- Continuous improvement processes are implemented and maintained.

▲1 ENERGY ISOLATION

Operations and Projects must develop, implement and maintain an isolation procedure for relevant energy sources.

The energy isolation procedure must, as a minimum, contain the 12 Step Isolation Process flowchart for all isolations.

Particular emphasis must be placed on:

- Identification and dissipation of all relevant energy sources;
- Isolating and securing; and
- Verification of the isolation, i.e. “test for dead”.

Group Isolation Permit and High Voltage Permit must used whenever required.

LIFE-SAVING BEHAVIOURS

1. Always come to work drug and alcohol free.
2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
5. Always isolate and ‘test for dead’ prior to working on energy sources.
6. Never modify or over-ride critical safety equipment without approval.
8. Never enter Danger Zones without approval.
9. Always report injuries, incidents and near misses.



▲1

▲2 WORKING AT HEIGHT

Personnel working at height must not work alone.

Persons working in or on elevated work platforms, or man basket above 2 metres, or at lower height if legally required, must wear safety harness with lanyard affixed to an approved anchorage point.

Procedures must be implemented to demonstrate that the elevated platforms, man baskets, scissor lifts and scaffolding were designed, constructed and certified to a recognised standard.

Lanyard anchorage points on apparatus should be above the head and where practical, must be not be lower than the shoulder height.

If a person is to work from a ladder, fall restraint or arrest devices must be used, unless three points of contact can be maintained and the task does not involve overreaching.

LIFE-SAVING BEHAVIOURS

1. Always come to work drug and alcohol free.
2. Always use or wear critical safety equipment.
3. Always wear appropriate fall protection equipment when working above 2 metres, or above a lower height where the country of operation legal requirements are stricter.
4. Only operate equipment if trained and authorised.
6. Never modify or over-ride critical safety equipment without approval.
9. Always report injuries, incidents and near misses. Confined Spaces and Irrespirable / Noxious Atmosphere

All Confined Spaces that exist within an Operation must be identified and signposted.



▲3 CONFINED SPACES AND IRRESPIRABLE / NOXIOUS ATMOSPHERE

All access to confined spaces must be in accordance with a permit system that includes a pre-entry risk assessment and clearly defined conditions of entry.

The atmospheric monitoring equipment being used must be of an approved type, listed on a register, and be inspected, tested, calibrated and stored in accordance with the manufacturer's specifications.

All areas that have the potential for irrespirable / noxious atmosphere must identified and be part of a routine inspection program.

An area / task specific Rescue Plan including the provision of suitable and easily accessible rescue equipment and of adequately trained rescue personnel must be established.

LIFE-SAVING BEHAVIOURS

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4. Only operate equipment if trained and authorised.
5. Always isolate and 'test for dead' prior to working on energy sources.
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8. Never enter Danger Zones without approval.
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▲3

▲4 MOBILE EQUIPMENT

A risk assessment must be conducted and documented to identify the risks associated with the interaction of mobile equipment, and interaction with pedestrians.

Rules for safe travelling and parking distances, refuelling, vehicle visibility, manoeuvring and transporting dangerous substances must be developed.

Operations and Projects must construct and maintain safety beams / windrows or barricades using suitable material. Their height, density, and profile must be such as to act as effective barriers.

A risk assessment must be conducted for each rail siding in order to identify all existing hazards.

A Rail Siding Procedures addressing: rail car movements, exclusion zones, communication, pre-use inspection of powered equipment and interactions with pedestrians must be developed, implemented and maintained.

LIFE-SAVING BEHAVIOURS

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2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
6. Never modify or over-ride critical safety equipment without approval.
7. Always seek and obtain clear approval before entering mobile equipment operating zones.
8. Never enter Danger Zones.
9. Always report injuries, incidents and near misses. Electrical Safety



▲4

▲5 ELECTRICAL SAFETY

A process must be implemented to remove electrical equipment from service if it is unfit for use or unsafe for its purpose.

Whenever practical, electrical protection devices must be installed on final distribution circuit, e.g. overload protection on circuit breaker and earth leakage circuit breakers set to trip at a predetermined level (e.g. 30 milliamps).

A risk assessment must be conducted to identify all hazards and risks associated with overhead and underground / buried power lines. Controls must be put in place to manage risks associated with work conducted close to power line and to prevent contacts between personnel, equipment and powerlines.

LIFE-SAVING BEHAVIOURS

1. Always come to work drug and alcohol free.
2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
5. Always isolate and 'test for dead' prior to working on energy sources.
6. Never modify or over-ride critical safety equipment without approval.
8. Never enter Danger Zones without approval.
9. Always report injuries, incidents and near misses. Emergency Response



▲5

▲6 EMERGENCY RESPONSE

A risk assessment must be conducted and documented to identify potential emergency situations that could foreseeably occur at site.

An Emergency Response Management Plan and Procedures must be developed, implemented and maintained.

Procedures to contain emergency situations, to minimise further injuries and damages, to take care of the injured, to fight fire and to evacuate the personnel must be developed, implemented and maintained.

Effective and robust two-way communication systems together with procedures must be put in place to notify the personnel of the emergency situation.

Duty lists that clearly identify each of the responsible person's duties, functions and reporting relationships must be prepared.

LIFE-SAVING BEHAVIOURS

1. Always come to work drug and alcohol free.
9. Always report injuries, incidents and near misses. Lifting and Cranage



▲6

▲7 LIFTING AND CRANAGE

Persons must NOT under any circumstances enter an area under a suspended load.

Crane / lifting equipment must have at least 20 metres clearance from overhead power lines unless a risk assessment is conducted and documented to identify controls to allow for operations within 20 metres.

Tag lines must be used where a load requires steadying or guidance and to prevent personnel entering the load zone.

Equipment used for towing must not be used for lifting activities.

Crane hooks must be fitted with a positive safety catch, unless exempted.

LIFE-SAVING BEHAVIOURS

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2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
6. Never modify or over-ride critical safety equipment without approval.
8. Never enter Danger Zones without approval.
9. Always report injuries, incidents and near misses. Fire and Explosion



▲7

▲8 FIRE AND EXPLOSION

Fire and explosion detection / monitoring systems commensurate to the fire and explosion risks must be installed in all appropriate locations and / or on relevant items of plant equipment.

All fire monitoring, detection, suppression, fire fighting and emergency response / rescue equipment must be listed on a register.

A permit system or process must be developed, implemented and maintained for use whenever a fire or explosive monitoring, detection or suppression system is offline.

Whenever personnel are required to conduct hot work outside of a designated hot work area, a hot work permit must be used.

LIFE-SAVING BEHAVIOURS

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2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
6. Never modify or over-ride critical safety equipment without approval.
9. Always report injuries, incidents and near misses.



▲8

▲9 TYRE AND RIM MANAGEMENT

A Tyre and Rim Management Plan and Procedures for managing hazards relating to tyres and rims must be developed, implemented and maintained.

Specific procedures for lifting, testing, repairing, maintaining and changing tyres and rims with a diameter greater than 61 cm (or 24 inches) must be developed, implemented and maintained.

Split rims can only be removed after the tyre has been deflated to zero.

Operations / Projects must establish a clearly demarcated restricted work area for changing tyres and rims to protect other personnel.

Tyres must not be left unattended during inflation.

No welding, cutting or application of heat sources to a rim or any part of the equipment where heat transfer is possible must be done while the rim or wheel is fitted with a tyre whether inflated or deflated.

LIFE-SAVING BEHAVIOURS

1. Always come to work drug and alcohol free.
2. Always use or wear critical safety equipment.
4. Only operate equipment if trained and authorised.
5. Always isolate and 'test for dead' prior to working on energy sources.
6. Never modify or over-ride critical safety equipment without approval.
8. Never enter Danger Zones without approval.
9. Always report injuries, incidents and near misses.



▲9

▲10 STACKING, STORAGE AND FORKLIFTS

All Hazardous Substances and Dangerous Goods must be stored in accordance with relevant legislation, including recommended requirements listed on Material Safety Data Sheets (MSDS).

An assessment must be carried out to determine if stored materials may react in a dangerous manner or contaminate each other. Whenever required they must be segregated.

Stacks must not obstruct access to an electrical switchgear, safety equipment, first aid equipment, firefighting equipment, lighting, access way or ventilation systems.

Forklifts must only be operated by trained, assessed as competent and authorised persons.

Where stability risks are identified within a forklift operating zone (e.g. depressions, potholes or unguarded drop offs), the area shall be physically barricaded until repaired.

LIFE-SAVING BEHAVIOURS

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4. Only operate equipment if trained and authorised.
6. Never modify or over-ride critical safety equipment without approval.
9. Always report injuries, incidents and near misses.



▲10

▲ MY COMMITMENT

I commit to following the life-saving behaviours and understand severe consequences including possible dismissal will apply to me if I wilfully choose to violate a life-saving behaviour.

I commit to following the requirements of the fatal hazard protocols in my area. The 3 most important fatal hazards in my work area are:

1. _____
2. _____
3. _____

My signature below is my commitment to care for myself, my colleagues and my family. I have asked them to co-sign my commitment:

Name: _____

Signature: _____
Employee

Name: _____

Signature: _____
Team member

Name: _____

Signature: _____
Family member



YOUR FAMILY PHOTO

▲ NOTES

5. CONTROL AND REVISION HISTORY

5.1 DOCUMENT INFORMATION

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