

Business Procedure

Remote and Isolated Work Safety Document Number – OHS-PROC-127

This document applies to the following sites:

All Sites	<input type="checkbox"/>		
Rockhampton Office	<input checked="" type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>
		Tarong Site	<input checked="" type="checkbox"/>
		Mica Creek PS	<input checked="" type="checkbox"/>
		Mackay Gas Turbine	<input checked="" type="checkbox"/>
		Meandu Mine	<input type="checkbox"/>

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1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for managing risks associated with working in remote or isolated locations.

Remote or isolated work is work that is isolated from the assistance of other people because of the location, time or nature of the work being done. Assistance from other people includes rescue, medical assistance and emergency services. A worker may be isolated even if other people may be close, for example, a person working by themselves at night or after hours on 'callout' duties or rosters.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

3.0 Actions

It must be ensured that:

- the requirement to work in remote or isolated areas has been eliminated where reasonably practicable; and
- all remote or isolated work has been planned, risk assessed to identify potential hazards and suitable risk control measures are in place. This must be done via a documented process.

3.1 Safe System of Work Requirements

3.1.1 Risk Assessment

It must be ensured that all remote or isolated work activities are risk assessed.

As a minimum, the risk assessment must assess the risks associated with all hazards listed in *Appendix B Remote and Isolated Work Hazards*.

Risks must be controlled through the application of the hierarchy of controls to achieve the highest level of protection that is reasonably practicable in the circumstances.

3.1.2 Emergency Response

It must be ensured that emergency plans are in place to deal with remote and isolated work incidents.

Specific requirements for emergency procedures and plans are detailed in site specific emergency response plans.

3.2 Safe Work Practices

It must be ensured that effective controls are implemented for all remote and isolated work, and may include a combination of the following:

- a means of regular and effective communication, including frequency and type of contact communicated. This includes making contact at regular intervals using an agreed form of communication;
- a monitoring system, for example, satellite tracking systems or devices and call-in system; and / or
- buddy system.

Communication must be available at all times.

An immediate supervisor or manager must be aware of current locations and what tasks are being undertaken in the remote or isolated area.

4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> • Queensland Work Health and Safety Regulation 2011, s48 • Queensland Managing the Work Environment and Facilities Code of Practice 2011
Australian Standards	<ul style="list-style-type: none"> • Nil
Business Procedures	<ul style="list-style-type: none"> • HS Hazard Management • Emergency Response Framework
Stay Safe	<ul style="list-style-type: none"> • Remote and Isolated Work Safety
Tools	<ul style="list-style-type: none"> • Nil

5.0 Definitions

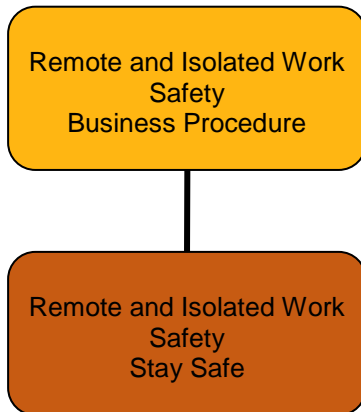
Term	Meaning
Remote Work	Work that occurs in a location that prevents / restricts an appropriate and timely response to an adverse event (e.g. medical emergency). The determining factor for remote work is time and space / geographical <i>location</i> .
Isolated Work	Work that occurs in a situation that includes factors that prevent / restrict an appropriate and timely response to an adverse event (e.g. medical emergency). The determining factor for isolated work is the <i>situation</i> , i.e. it is possible to be 'isolated' within a generally populated area.

6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved. By
0	14.08.14	Document created to reflect corporate wide process	J.Paull	T.Hooper	I.Gilbar

Appendices

Appendix A Remote and Isolated Work Safety Document Flowchart



Appendix B Remote and Isolated Work Hazards

The following factors are to be considered when assessing the risks associated with working in remote or isolated areas.

Factor	Detail
Length of time	<ul style="list-style-type: none"> How long would the person need to be isolated to finish the job.
Time of day	<ul style="list-style-type: none"> Is there increased risk at certain times of the day. For example, working at night.
Communication	<ul style="list-style-type: none"> What forms of communication does the worker have access to. Are there procedures for regular contact with the worker. Will the emergency communication system work properly in all situations. If the communication systems are vehicle-based, what arrangements are there to cover the worker when he or she is away from the vehicle.
Location	<ul style="list-style-type: none"> Is the work in a remote location that makes immediate rescue or attendance of emergency services difficult. What is likely to happen if there is a vehicle breakdown.
Nature of the work	<ul style="list-style-type: none"> What machinery, tools and equipment may be used. Are high risk activities involved. For example, work at heights, work with electricity, hazardous substances or hazardous plant. Is fatigue likely to increase risk. For example, long hours operating machinery. Is there an increased risk of violence or aggression. Can environmental factors affect the safety of the worker. For example, exposure to extreme hot or cold environments. Is there a risk of attack by an animal, including reptiles, insects etc.
Skills and capabilities	<ul style="list-style-type: none"> What is the worker's level of work experience and training. Is the worker able to make sound judgements about his or her own safety. Are you aware of a pre-existing medical condition that may increase risk.
Assistance	<ul style="list-style-type: none"> Will assistance be available if required, including rescue, first aid or medical assistance and the attendance of emergency service workers.