



GROUP SAFETY STANDARD 15 LONE & ISOLATED WORKERS AND REMOTE AREA ROAD TRAVEL

DATE: 12 JUNE 2019



DATE	NAME	CHANGE	APPROVED	REVISION
27/06/2014	Keith Ashby	Issued for Use	Executive Leadership Team (ELT)	0
15/11/2017	Keith Ashby	Updated to include reference to IGO Group Safety Standard 41 - Remote Area Road Travel.	ELT	1
01/02/2018	Keith Ashby	Amalgamation of GSS 32 and GSS 40.	ELT	2
12/06/2019	Keith Ashby and Julia Lee	Reformatted to new IGO Template and aligned to IGO Style Guide. Document reference number change from Standard 32 to 15.	ELT	2.1



TABLE OF CONTENTS

1.	PURPOSE	2
2.	SCOPE	2
3.	DEFINITIONS	2
4.	RISK MANAGEMENT	3
4.1	Risk Assessment	3
4.2	Preparation & Planning	3
4.3	Supervision	3
4.4	Communication	4
4.5	Location Information	4
4.6	Emergency Response	5
4.7	Training	5
5.	RELATED DOCUMENTS	5
5.1	IGO Common Management System Standards	5
5.2	IGO Group Function Standards	5
5.3	IGO Group Safe Work Procedures	5

LIST OF APPENDICES

APPENDIX 1 :	FACTORS THAT MAY AFFECT LONE OR ISOLATED WORKERS	6
APPENDIX 2 :	MINIMUM REQUIREMENTS FOR REMOTE AREA ROAD TRAVEL	8
APPENDIX 3 :	MAXIMUM DRIVING HOURS	10



1. PURPOSE

This document defines the minimum requirements for the management of Lone and Isolated Workers, and Remote Area Road Travel.

2. SCOPE

This standard shall apply to all IGO sites and projects (exploration, construction, mining and development) (collectively refers to as 'sites' hereafter) and to all persons subject to IGO supervision inclusive of employees, contractors (including sub-contractors) and visitors to IGO sites.

This standard does not apply to personnel commuting to and from home to an IGO site (known as 'drive-in, drive-out' or DIDO). For information on DIDO, refer to **IGO Group Administration Standard 2 – DIDO & FIFO Travel**.

For information on remote area road travel outside of Australia, refer to the Head of HSEQ & Risk.

3. DEFINITIONS

Term	Definition
Lone Worker	A lone worker is any person working alone. A person is alone at work when they are on their own, when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker, their supervisor or other person for some time. The person who is working alone may be an employee, contractor or visitor. A person need not be isolated to be deemed a lone worker.
Isolated Worker	An Isolated worker is any person working in an Isolated Location. An individual or group of people may be deemed isolated workers.
Isolated Location	An isolated location is any location with restricted access to life sustaining resources (water, food & shelter), limited access to communications, and or a location remote from emergency services. The key test is a judgement as to whether or not the location in of itself materially adds risk to workers.
Remote Area Road Travel	<p>Defined as travel in non-urban areas where:</p> <ul style="list-style-type: none"> the location is outside of an IGO mine site boundary (refer to IGO CMSS 5 - Roles Responsibilities Accountabilities and Authorities) the travel is off gazetted public roads there is restricted access to emergency health care services <p>The following travel is explicitly not regarded as remote area road travel:</p> <ul style="list-style-type: none"> travel on sealed public roads travel within an IGO mine site boundary (refer to CMSS 5 - Roles Responsibilities Accountabilities and Authorities) non work-related travel completed in accordance with IGO Group Administration Standard 2 – DIDO & FIFO Travel <p>Note (1) It is the responsibility of the job supervisor to determine if road travel is or is not remote area travel. In the event of uncertainty, it is incumbent on the supervisor to consult with their manager or an HSE professional.</p>



Note: The definitions are clearly open to interpretation. At IGO we expect our supervisors to both exercise their judgement in these matters and seek advice from the Company's HSE professionals should they be in doubt.

Note: In some situations, a worker may be alone for a period of time. For example, a jumbo operator may work as part of a team, but others in the team may be unable to see or hear the worker for many hours. In other situations, the person may be on their own or in small groups for days or weeks in remote locations during reconnaissance exploration works. This standard does not set down a minimum time that a worker has to be on his or her own for the worker to be considered 'isolated' or 'alone'. Each situation should be risk assessed on its merits.

4. RISK MANAGEMENT

4.1 Risk Assessment

All work at IGO is to be subject to risk assessment as per **IGO CMSS 3 - Risk Management**.

The risk assessment process must a) identify the tasks that will result in individuals being Lone or Isolated workers, b) define the specific hazards (if any) associated with being a Lone or Isolated Worker for each given task, and c) define the control measures required to eliminate to mitigate the consequence of exposure to the hazards associated with being a Lone or Isolated Worker.

For a mine sites, exploration or other multifaceted projects, the risk assessment must take the form of an Operational Risk Assessment as per **IGO GSS 3 – Safety Risk Management**. For individual jobs or tasks, the risk assessment process shall take the form of a JSEA as per **IGO GSS 3 – Safety Risk Management**.

Appendix 1 provides guidance on the matters that should be considered as part of the risk assessment.

4.2 Preparation & Planning

The risk assessment must inform job planning inclusive of the controls to manage the identified hazards.

For remote area road travel, this planning must meet IGOs minimum requirements as specified in Appendix 2. Further, drive times for individuals must not exceed the limits specified in Appendix 3.

4.3 Supervision

Specific consideration must be given to the supervision of lone or isolated workers, and remote area road travel. Supervisors must ensure that risk assessments are completed, that the risk assessment is adequate, appropriate controls are identified, and the controls are understood by workers, used and are effective.

Note: In situations where there is a new worker who is not well known to the employer or, for any other reason, the employer is not sure of the person's ability to work alone, that worker should not be assigned to work alone. As far as practical, the supervisor must be satisfied that the worker will work in a safe manner and be able to follow all emergency procedures when left alone.



Everyone at IGO has a supervisor (irrespective of their title). It is incumbent of supervisors to ensure they know who is in their team, their location, and have established arrangements for ensuring effective communication. Similarly, everyone at IGO (whether they be an IGO employee, contractor or visitor) has a duty to know who their supervisor (or host) is and how they can be contacted, and how to access emergency assistance.

4.4 Communication

A key control for ensuring the safety of lone and isolated workers is effective and reliable communication.

Sites shall ensure that lone and isolated workers have immediate access to communication devices, and that arrangements are made to ensure that there is a reliable response to emergency calls. Specifically, lone or isolated workers must:

- be provided with access to a suitable and reliable telecommunications device (radio, satellite phone or similar) such that they can speak with their supervisor, and or call for emergency assistance
- be trained and deemed competent in the use of the device.

It is the responsibility of the job supervisor to ensure that those people working in lone or isolated circumstances are familiar with and understand the hazards and controls identified in the risk assessment.

For remote area road travel, it is the responsibility of the job supervisor to ensure to ensure that those involved in the travel are familiar with the requirements of the IGO Journey Management Plan, the ***IGO Group Safe Work Procedure – Scheduled Calls for Remote Location Work and Long-Distance Road Travel***, the process for manually activating an emergency distress signal device, and the local emergency plans.

It is incumbent on both the supervisor and the worker to ensure that the worker has access to information related to changes to the hazards to which they might be exposed (e.g. bush fire, rain, etc).

4.5 Location Information

A key control for ensuring the safety of lone and isolated workers, and workers undertaking remote area road travel is ready access to reliable information about their location.

For all tasks or jobs completed within a defined Operational Area (refer to ***IGO CMSS 5 - Roles Responsibilities Accountabilities and Authorities***) the site must define procedures and establish systems to enable an appropriate level of location monitoring of their people (e.g. site access control systems, under-ground tag boards, the use of RFDs, etc). In many instances, this may be as simply as a system to determine if someone is on site or off-site, at camp or underground, etc. However, specific regard must be given to establishing arrangements to identify the locations of lone workers.

IGO requires personal tracking device or in-vehicle management systems to be used for all remote area road travel. As a minimum, these devices must have the following functionality:

- transmit regular position reports via satellite network



- automatically issue 'overdue' alerts via SMS or call at a defined time if not disabled
- issue a distress notification via SMS or call (e.g. individual can initiate an emergency distress call) given manual activation.

4.6 Emergency Response

Each site must have a defined emergency response plan as per **IGO GSS 5 - Crisis and Emergency Management**. The plan must give regard to lone or isolated workers, and/or remote area road travel. Specifically, planning must address how lone or isolated workers or workers completing remote area road travel will be located, and how the emergency response will be effected.

4.7 Training

All persons completing lone or isolated work or completing remote area road travel must be appropriately trained and tested to determine competency, such that they know how to communicate with their supervisor and others, and specifically, seek emergency assistance.

Training must specifically include use of all related equipment (e.g. GPS, satellite phone, EBIRB, vehicle licence, use of four-wheel drive functionality, etc.).

5. RELATED DOCUMENTS

5.1 IGO Common Management System Standards

- CMSS 03 - Risk Management
- CMSS 05 - Roles, Responsibilities & Accountabilities
- CMSS 11 – Operating & Maintenance Procedures

5.2 IGO Group Function Standards

- Group Safety Standard 03 – Safety Risk Management
- Group Administration Standard 2 – DIDO & FIFO Travel
- Group Occupational Health Standard 1 - Fitness for Work and Wellbeing

5.3 IGO Group Safe Work Procedures

- Group Safe Work Procedure – Scheduled Calls for Remote Location Work and Long-Distance Road Travel



APPENDIX 1: FACTORS THAT MAY AFFECT LONE OR ISOLATED WORKERS

The following table contains examples of the types of questions you may ask when you are assessing risk for a person who works alone or is to work in an isolated location. The questions are included here as a guide only and there may be others that you need to ask for your situation. If you do not know, or are unsure of the answers to the questions, you will require more information before you can complete your risk assessment. Speak with your supervisor.

The length of time the person may be working alone	
<ul style="list-style-type: none"> How long would the person need to be alone to finish this job? 	
<ul style="list-style-type: none"> What is a reasonable time for the person to be alone given their location and the work they are doing? 	
<ul style="list-style-type: none"> Is it reasonable for the person to be alone at all? 	
<ul style="list-style-type: none"> Is it lawful for the person to be alone while carrying out particular activities? For example, there is a requirement for a person to stand by when work is undertaken in certain types of confined spaces 	
<ul style="list-style-type: none"> Access to life sustaining resources (water, food & shelter) 	
The time of day when a person may be working alone	
<ul style="list-style-type: none"> Is there increased risk at certain times of day? 	
Location	
<ul style="list-style-type: none"> Can the location of the worker(s) be determined at any given time with a reasonable degree of certainty? 	
Communication	
<ul style="list-style-type: none"> What forms of communication does the person have access to? Can they communicate with their supervisor or emergency services? 	
<ul style="list-style-type: none"> Is there the potential that information about changing circumstances or hazards will need to be communicated? How will this be done? (e.g. weather, bush fires, blasting, etc) 	
<ul style="list-style-type: none"> Is voice communication essential for the safety of the person? 	
<ul style="list-style-type: none"> Will the emergency communication system work properly in all situations? 	
<ul style="list-style-type: none"> Is the IGO Group Safe Work Procedure – Scheduled Calls for Remote Location Work and Long-Distance Road Travel relevant and appropriate. If not, what arrangements have been made? 	
<ul style="list-style-type: none"> If communication systems are vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? 	
<ul style="list-style-type: none"> What is the form of transport? The level of risk may vary with different types of vehicles, different bikes (two, three or four wheels) or other forms of transport 	
<ul style="list-style-type: none"> Is the vehicle fitted with emergency supplies, such as adequate drinking water? 	
<ul style="list-style-type: none"> What is likely to happen if there is a vehicle breakdown? 	
<ul style="list-style-type: none"> Will the person be required to leave his or her vehicle for long periods of time? 	
<ul style="list-style-type: none"> What first aid equipment is available for immediate treatment? For example, a first aid kit in the vehicle 	
<ul style="list-style-type: none"> If first aid equipment is vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? 	
<ul style="list-style-type: none"> What level of first aid training is required for the person to be able to use the first aid equipment? 	

Emergency response	
<ul style="list-style-type: none"> • Is there a clear emergency response plan relevant to the work or travel? • How long will it likely take for emergency responders to reach an injured worker? 	
The nature of the work	
<ul style="list-style-type: none"> • Is there adequate information and instruction for the person(s) to be able to work alone safely? • Is the task or travel a 'one off' or a task to be repeated? Should a safe work procedure be developed? • Regarding remote area road travel, how many people and vehicles are involved? • What machinery, tools and equipment may be used? • Is equipment and machinery maintained so that it is safe to use? • Is there Defined Hazardous Work? For example, work at heights, work with electricity, work with hazardous substances or hazardous equipment? • Is fatigue likely to increase risk (for example, with long hours driving a vehicle or operating machinery)? • Is there an increased risk of violence or aggression when workers are alone? • Can environmental factors affect the safety of the worker? For example, is the person likely to be exposed to extremes of temperature? • Is there risk of attack by an animal or insects? • Is there an effective system for checking that all protective clothing and equipment and emergency equipment is packed and in good working order? • Are there procedures for regular contact with the person who works alone? • If the person is working inside a locked building, how will emergency services gain access if the person is unable to let them in? For example, night cleaners who work alone • The competencies and characteristics of the person who is to work alone • Are those involved in the work competent to do so? Are they suitably trained and prepared? • Is there anything that would interfere with the person's ability to contact someone in an emergency? • Are there factors relating to the person's age or physical characteristics that are likely to increase risk? • What is the person's general behaviour and level of psychological maturity? • Is the person physically capable of completing all work activity alone? • Are you aware of a pre-existing medical condition that may increase risk? • Is the person likely to make sound judgements about his or her own safety? • Is the person likely to cope in unexpected and stressful situations? • What is the person's level of work experience and training? • If a road vehicle is used, is the person competent to drive on country roads and, where applicable, in off-road situations? • Is there anything else that applies to your situation that is likely to increase risk for the person who works alone? 	



APPENDIX 2: MINIMUM REQUIREMENTS FOR REMOTE AREA ROAD TRAVEL

Journey Management Plan

Following the completion of the risk assessment, a journey management plan must be prepared using the **IGO Journey Management Plan Template**.

The plan must include a:

- detailed map of the route to the traveller's destination
- emergency contact list.

Note: As far as is practical, all journeys in remote locations should be conducted in daylight hours. Where night travel is required, this must be given explicit consideration in the risk assessment and journey management plan.

The journey management plan must be approved by the job supervisor before the taken is commenced.

A journey management plan may be approved for multiple journeys to and from the same origin and destination.

Vehicle Requirements

All travel to Remote Locations must be completed in a suitable 4-wheel drive vehicle.

IGO requires that all vehicles to be used for remote area road travel (including IGO owned, contractor owned, and hire vehicles) must have the following equipment in the vehicle:

- detailed map (of suitable/readable scale) of the route to their destination, which includes access/station tracks
- 2x fully inflated spare tyres in good condition
- jacking equipment and wheel brace
- remote first aid kit
- GPS
- personal tracking device or in-vehicle management system
- satellite phone (batteries must be fully charged)
- adequate water (e.g. 10 litres of water per person per day of travel) and food.

Personal Tracking Device or In-vehicle Management System

IGO requires that **all vehicles, without exception**, to be used for remote area road travel (including IGO owned, contractor owned, and hire vehicles) must either:

- be fitted with an In-vehicle Management System, or
- the driver must have on their person a personal tracking device.

IGO requires that both personal tracking devices or in-vehicle management systems used for the purpose of remote area travel must have the following functionality:

- the device must regularly transmit its position, via a satellite network, at least every 15 minutes, and the location information must be available to the job supervisor, or emergency responders, via the internet



- the device must be able to issue an emergency distress notification, by means of manual activation, such that it triggers the automated delivery of a SMS or phone call to the job supervisor and other nominated in the journey management plan.

Pre-start Vehicle Inspection

Prior to the commencement of the travel, the driver must complete a pre-start vehicle inspection. The inspection must document the driver's confirmation that the vehicle is fit for purpose, contains the minimum equipment as specified in the vehicle requirements of this Appendix and such other items as identified in the risk assessment.

Prior to the commencement of the travel, the driver must confirm that the in-vehicle management system, or their personal tracking device is functional.



APPENDIX 3: MAXIMUM DRIVING HOURS

IGO has an expectation that drivers will monitor their fatigue so as to ensure that their ability to safely drive is not compromised. (Refer to **IGO Group Occupational Health Standard 1 - Fitness for Work and Wellbeing**, Fatigue Management Requirements).

Without limiting the application of IGOs general fatigue management requirements, a single driver:

- must take at least 20 minutes of break from driving for every 5 hours of drive time. It is strongly recommended that drivers take more frequent breaks
- is not permitted to drive for more than 12.5 hours in any one 24-hour period.