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**Kaius Resources**

**Mine Operating Procedure – Permit to Work**

Reference: MOP-025

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# Purpose

This Mine Operating Procedure outlines the controls and responsibilities required on the Kaius Mine in order to meet requirements of applying the site permit to work process.

# SCOPE

This Mine Operating Procedure (MOP) applies to all activities at sites operated and/or under the control of Kaius Pty Ltd and its subsidiaries. It applies to all persons working on the site including exploration personnel, permanent, temporary and contract employees.  This MOP forms a key part of the Kaius Safety & Health Management System which has been established to manage risk to an acceptable level and in accordance with all relevant legislation

# AUTHORITY

This procedure can only be altered with the approval of Kaius Mine Site Senior Executive (SSE).

# RESPONSIBILITIES

Site Senior Executive (SSE)

Site Senior Executive shall ensure:

* That all of the provisions of this MOP are implemented and that compliance is achieved;
* Adequate resources are provided to maintain compliance with the requirements of this MOP;
* The application and requirements of this MOP are periodically audited and reviewed.

Supervisors

Supervisors shall ensure:

* The requirements of this MOP are implemented;
* That workers, including contractors, are trained in the requirements of this MOP;
* All work undertaken within their area of responsibility is conducted in accordance with the requirements of this MOP;
* They monitor compliance with this MOP;
* This procesdure is readily available to all workers and contractors.

Mine Workers

Mine Workers shall:

* Undertake the training and assessment provided by the SSE;
* Act in accordance with this MOP; and
* Not undertake any tasks for which they are unable to safely complete.

# DEFINITIONS AND ABBREVIATIONS

The following definitions and abbreviations are used in this procedure.

|  |  |
| --- | --- |
| Permit Applicant | A person who completes the permit documentation ready for submission. May include persons in roles such a Permit Holder or Permit User. |
| Permit Authoriser | A person appointed by the Department Manager to conduct the role of Permit Authoriser which includes issuing permits, closing out of permits and ensuring compliance with the permit system. |
| Permit Holder | A competent person who undertakes the duties of a Permit Holder, including managing & controlling the permit, ensuring Permit Users sign onto the permit and stopping work in the event of a non-compliance. |
| Permit User | A person who conducts work under a permit, responsibilities include signing onto the permit, and complying with the requirements of the permit, reporting non-compliance. |
| Short Term Contractor | Any contractor or contract company that conducts work for a period not exceeding four (4) weeks. |

# Authority to Work Permit

The Authority to Work Permit is an over-arching document that is used to manage the activities of short term contractors and the application of site permits. This permit must be maintained at the job site by the Permit Holder for the duration of the work along with other relevant documentation. The Permit Holder shall be present on the job site for the duration of the permitted work and work shall cease if the Permit Holder leaves the work area.

The Authority to Work and subordinate Permits are only valid for a single work front or task, where there are multiple work fronts each one shall have its own Authority to Work and Permits.

## Authority to Work – Short Term Contractors- No other Permits

Short Term Subcontractors are required to work under an Authority to Work Permit even where there is no other permit in place. The Permit Process Flowchart - Annex A, will assist in explaining the process to complete an Authority to Work Permit. The permit shall be used under the following conditions:

* The permit shall be authorised by a Permit Authoriser
* The Permit Holder shall be an authorised Permit Holder in control of the work for the duration of the work.
* The Authority to Work Permit shall not exceed seven (7) days in duration before it is revalidated.
* The Subcontractors shall undergo at least one (1) Safety Interaction per shift while working under an Authority to Work Permit.
* All sections of the Authority to Work Permit shall be completed with the exception of the specific work permit, such as Hot Work Permit, Excavation or Radiation Permit.
* The purpose of this process is to ensure that a short term inexperienced contractor is adequately supervised during their time working on site.

## Authority to Work – Other Permits Required

The Authority to Work Permit shall be completed where one or more other permits are required for the task being undertaken. This process includes all workers working under a permit.

The **Permit Applicant** determines the scope of work and:

* Completes the Authority to Work Permit.
* Collects and reviews relevant supporting documentation.
* Completes other permits applicable to the task.
* Develops a JSEA in consultation with workers, ensuring all hazardous energies identified, are controlled.
* Submits all documentation to the Permit Authoriser for approval and registration.

**Note**: The Permit Applicant and the Permit Holder may be the same person.

The **Permit Authoriser** approves the permits by:

* Reviewing and verifying all documentation is correct, and up to date.
* Verifying that all hazardous energies are identified and controlled in the JSEA.
* Registering all permits under the one register number and noting on all permits.
* Communicating specific requirements to the Permit Holder to ensure understanding.
* Placing all documentation in a weather proof document holder.
* Receiving and closing out the permits at the end of the work, verifying the area & plant is returned to service.
* Re-validating all permits where applicable; up to 4 weeks.
* Filing relevant documentation as per site requirements.

**Note**: The Permit Authoriser cannot be the Permit Applicant or Permit Holder.

The **Permit Holder** shall ensure:

* The requirements of all permits are understood and implemented by the Holder.
* All personnel sign on and off the permits where required.
* The area and plant is returned to service or tagged / barricaded as necessary.
* The documentation is available close to where the work is being undertaken and maintained in good condition.
* All documentation is returned to the Permit Authoriser at the completion of the work.

Where the conditions of the permits cannot be met then the Permit Holder is to stop all work immediately and report the situation to the Permit Authoriser.

The **Permit User** shall:

* Understand and comply with the requirements of the permits.
* Stop work and report immediately they are aware of any compliance issues.
* Sign off and onto the permit as required.
* Ensure permit documentation is kept clean and maintained during the period of the work.
* Conduct / participant in any inspections or observations as required by the permit.

# Other Permits

Kaius Mine utilises a range of permits to ensure the safety of personnel and the protection of plant and the environment. These permits are used in conjunction with the Authority to Work Permit and in most cases are managed under their own procedure.

## Hot Work Permit

Hot work is any work that produces an ignition source through the production sparks heat or flame. Hot work undertaken outside of a Designated Hot Work Area, or within 15 metres of a flammable hazard, shall require a Hot Work Permit.

All hot work must be undertaken in accordance with the Hot Work Procedure SOP-006.

## Complex Lift Permit

A Complex Lift Permit is required where one or more of the following occurs:

* Requiring two (2) or more cranes;
* Lifting over or within reach of facilities or buildings;
* Within 25 meters of power lines;
* Involves the use work boxes; (requires Work at Heights Permit as well)
* At the maximum rated load capacity, 85% of max capacity.

All crane lifts must be undertaken in accordance with Slinging and Lifting Procedure SOP-009.

## Group Isolation Permit

The Group Isolation Permit shall be used where there is more than six (6) personnel (1 hasp) or more than four (4) isolations points to be used.

All isolation and tagging shall be conducted under SOP-007 Isolation and Tagging Procedure.

## Working Near Electrical Infrastructure

This permit is used whenever a worker conducts work within 25 metres of an overhead power line or electrical infrastructure.

This permit is managed under SOP-020 Using Plant near Electricity.

## Permit to Disturb

A Permit to Disturb is required to ensure that all clearing activities are conducted in accordance with the current Environmental Management Plan. It provides an opportunity to assess potential environmental and community issues to an area before any disturbance work commences. This Permit is independent of the permit process and does not require a supporting Authority to Work Permit to be issued.

The Permit to Disturb shall be managed in accordance with MOP-017 Permit to Disturb Procedure.

## Working at Heights

A Working at Height Permit is required where a person can fall 2 metres or more from one level to another. This includes falling from ground level into a void. This permit is to be used when, above 2 metres, working in fall protection, working out of an Elevated Work Platform or working out of a suspended Workbox.

A Working at Heights Permit is valid for FOUR (4) shifts, with a re-validation of the Permit every shift, as per the Authority to Work.

All working at height work shall be undertaken in accordance with SOP-015 Working at Height Procedure.

## Critical Systems Impairment

A Critical System is a system designed to protect lives and infrastructure from harm, they include, but not limited to fire detection and suppression, ventilation systems, alarms and emergency exits. Isolating one or more of these systems requires an authorised Critical System Impairment Permit. This permit may be used in conjunction with one or more other permits or as a stand-alone permit.

## Penetration and Removal Permit

This permit is used for penetrating into building walls, ceilings, or floors with drills grinders or cutting tools. This permit includes penetrating into the ground using sharp objects such as star pickets and drilling or cutting into concrete slabs. The permit includes drilling and cutting into non-friable asbestos classified and minor work under the code of practice for asbestos.

When penetrating walls, floors, ceilings or concrete slab, the following must be considered:

* A up to date As-built drawing to be reviewed as part of the Permit process;
* Identification of known services and marking of these services along;
* ‘Wanding’ of the area of work for unknown electrical services. This is not required where visual confirmation can be made of the absence of services, i.e. single skin walls or ceilings;
* Isolation of any identified services in accordance with the Tagging and Isolation SOP within the area of work;
* Complete isolation of services to the building or structure if localised isolation is not possible; and
	+ Updating of any As-Built plans with variations to services.

The Permit is used to control the removal of floors, grates or handrails during construction, maintenance of plant. The permit will be used in conjunction of a Working at Heights permit during the removal & re-installation.

## Confined Space Permit

A Confined Space Permit is required where a person is required to enter any space that meets the legal requirements of a Confined Space. Where a space or excavation has not been identified it shall undergo a Confined Space Determination to identify whether it is a Confined Space or not.

All work shall be conducted in accordance with SOP-003 Confined Space.

## Radiation Permit

A Radiation Permit shall be issued where there is any work to be undertaken within 1 metre of a radiation source.

The Radiation Permit is managed through SOP-024 Laser Safety and Radiation Procedure.

## Excavation Permit

The Excavation Works Permit is required for work which:

* Excavating below 100mm in a Designated Area (on Mine Services Plans)
* Anywhere on the Mine Site where new underground services are being installed, or
* Excavating below 300mm in a Non-Designated Area.
* Disturbance of ground within 25 metre exclusion zone for power poles and guys and stays (Note: this is for any disturbance regardless of depth).

This permit does NOT apply to road construction / maintenance, active mining areas or dumps.

Work shall be undertaken in accordance with MOP-013 Trenching and Other Excavations Procedure.

## High Voltage Access Permit

The High Voltage (HV) Access Permit is an isolation permit to work on HV conductors to undertake HV work, this permit shall only be authorised and held by authorised electricians.

This permit is managed under SOP-041 High Voltage Switching and Access.

# Training

All personnel shall undergo appropriate education and training to ensure adequate knowledge and the practical application of this permit system. A basic overview of the permit system shall be completed as part of the initial induction program, giving Permit Users an understanding of the documentation and their role in the permit process.

A Permit Applicant does not require any formal training to complete a permit application and is any person with the skills and knowledge to effectively complete the permit documentation.

The Permit Holder & Authoriser shall have a sound understanding of the Permit System, by completing the CCM Permit System Training and Assessment. Permit Authorisers and Holders shall be authorised.

In some cases the Permit Authoriser and or the Permit Holder shall be required to hold other formal qualifications to be able to issue or hold the permit. See table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Permit Type** | **Qualification / s required** | **Permit Authoriser** | **Permit Holder** |
| Hot Work Permit | Trade Qualification | No | Yes |
| Confined Space Permit | Con Space Entry / Gas Test Atmospheres | Yes | Yes |
| Working at Height Permit | Work at Height | Yes | Yes |
| Complex Lift Permit | Crane / Rigger | No | Yes |
| Radiation Permit | Radiation Protection Advisor | Yes | No |
| Vicinity of OH Power Lines Permit  | QLD Electrical Licence | Yes | No |
| HV Access Permit | QLD Electrical Licence, HV License | Yes | Yes |

## Communications and Consultation

It is acknowledged that affected stakeholders shall be consulted in the development and review of the Permits to Work and review controls and sign onto the Permit.

## Records

Driving related records shall be kept in accordance with STD-006 Documentation, Data and Document Control Standard.

# REVIEW CRITERIA

This document shall be reviewed:

Every three years;

When there is a change of method and/or technology that may affect the accuracy of this document; and

When a significant incident has occurred that is relevant to this document and its subject matter.

# SAFETY AND ENVIRONMENT

Safety and Environment are covered in the body of this procedure.

# ATTACHMENTS, REFERENCES AND RELATED DOCUMENTS

## References and Related Documents

Coal Mining Safety and Health Act 1999

Coal Mining Safety and Health Regulation 2017

DNRM Hazard Database

# Appendixes

Nil