Appendix 2 – Working In Remote And/Or Isolated Areas Checklist Form

Navigate to the Site Access Centre SharePoint page on the through the MAC homepage or on the link below.
https://spo.bhpbilliton.com/sites/COLMTAmacdata/SitePages/Site-Access-Centre.aspx

Select the Working Alone In Remote And/Or Isolated Areas Checklist Form and complete using the following instructions;

- Task – A brief description of the job. This will appear in email.
- Requestor

    o   If the person intending to work remotely has a BHP email and can access a computer they can enter their name in the Requestor file, (Surname, First). The Email, First Name, Last Name and phone numbers will self-populate.

    o   If the person intending to do the work does not have a BHP account or PC access, the Requestor will be the person (supervisor) responsible for said person. The supervisor will then put their name in the Requestor field.

- Non BHP Employee Name, First, Last

    o   Place the name of the person working remotely. (Only for users without BHP access).

- Job Start Time

    o   Approximate start time.

- Expected Completion Time

    o   Approximate completion time. (If this time is exceeded then warning emails will be sent).

- Description of Tasks

    o   A more detailed description of what and where the person may be working.

- Risk Assessment, 60 Seconds 4 safety,

    o   By ticking one of these boxes, the user acknowledges they have done these prior to commencing work

- Communication to others

    o   By ticking this box, the user acknowledges they have communicated their plans to others prior to commencing work.

- Primary Contact

    o   If the person working remotely was NOT in the BHP system, then the Primary Contact maybe the same person as the requestor.

    o   If the person working remotely was the Requestor, then they MUST have a suitable Primary Contact. This would normally be their supervisor (In the BHP system) or any other person that can act as a point of contact.

- 2nd Contact

    o   A 2nd Contact is required to remove the possibility of no one on site knowing what is going on if the Primary Contact needs to leave site before the person working alone has completed their task.

- Person Working Alone

    o   On the left the person working alone must tick what forms of communication they will be carrying.

    o   On the right is where the contact numbers for said devices can be written – this must be filled out for all forms of communication

    o   3 required forms of communication (mobile phone, two-way radio and PED) and their corresponding contact numbers must be supplied.

- Contact interval.

- o   This is a pull-down list of frequency times the person working remotely will contact their supervisor.

- • The checkboxes are just an indication of what type of area with risks that they maybe working in. Also, what kind of planning they may have made pre commencing work.
- • Image upload

  o   An image can be uploaded showing the general area of where the person could be working. A screenshot from ArcGIS Earth with area highlighted or circled is ideal.

- • Submit the form – this will send it through to the SAC, ERT and the contact people from the form.
- • Once the task is completed the form needs to be closed out, so that all the people know that the worker has returned and is safe.

  o   To Close out the form hit the Edit Button on the top left.

  o   This will open a few boxes at the bottom to enter who and when the job was closed out by and if needed any comments.

  o   Submit the close out.

Document Reference - MAC-STE-PRO-171