

Controlled Access Locking Systems (Surface Electrical Installations)

I PURPOSE

The purpose of this policy is to address measures for securing Electrical Facilities or Equipment at Surface Installations which can be entered or operated only by a qualified electrician, and therefore must be secured through the use of Controlled Access Locking Systems.

2 SCOPE

This policy covers all areas of surface mines, surface areas of underground mines, preparation plants or other surface facilities at the US operations as described below:

- Control rooms at substations, surface facilities, or on electrical equipment that have exposed, uncovered or un-insulated electrical connections or components.
- Substations with uncovered parts that are not totally enclosed and are less than 8 feet above the ground.

3 POLICY REQUIREMENTS:

The lock must be on the actual equipment, or on the security fence gate(s) or door(s) protecting the area.

Electrical cabinets with exposed, uncovered or un-insulated terminals or components that can be accessed by opening a panel door equipped with a handle must have a lock, if the area or room is not protected by an approved locking mechanism. If the cover or door is bolted in place by the original number of factory installed bolts, the approved locking mechanism is not required.

High voltage gang operated air break switches and exposed knife switches that must be properly operated by a qualified electrician require controlled access locks.

Motor control center draw-out or starter unit doors (low and medium voltage only) having latch locks that lock the door closed when the circuit breaker is closed and also have door fasteners on the draw-out or starter unit doors do not require a controlled access lock if all exposed, uncovered or un-insulated terminals or components are de-energized when the door or drawer is open, however, the doors must be kept closed and fastened when the units are energized.

Any other surface electrical facility or surface electrical equipment limiting access or operation to only a qualified electrician must be secured with an approved locking mechanism. (Examples: Pumping stations, water treatment plants, etc.)

Approved locking systems must have a unique key system that can be duplicated only by the manufacturer. A rigorous control system for identifying owners of the mine specific keys must be maintained by the mine site.

For padlock systems such as the Medeco locks, if a key is lost, all locks must be re-keyed to avoid unauthorized access to the secured areas. An exception to this requirement is if the key is broken or dropped into an identifiable area where it cannot be recovered. If this exception is exercised the Regional Safety Director must be notified in writing.

All controlled access locking systems installed at surface facilities must be approved by the Corporate Safety and Health Team prior to installation.

These locks are not to be confused with each individual's isolation lock required in the established lockout/tagout policy.

Note:

For US Operations

- Surface transformers must still comply with the requirements of 30 CFR Part 77.509.

For Australian Operations

- Electrical installations at the mine must comply with the requirements of Australian Standard AS 3007.1 to AS 3007.5 and AAS/NZS 3000 – Electrical installations (known as the Australian/New Zealand Wiring Rules);
- AS 3007 Series – Electrical installations – Surface mines and associated processing plant, and
- NSW Department of primary industries Technical Reference “Electrical Engineering Safety EES011.