

Safety Team, Representatives and Employee Involvement

I PURPOSE

Safety teams are a platform for employees and management to work together to prevent accidents by addressing employees' concerns about health and safety, carrying out inspections and solving safety and health problems which occur in the field. Effective communications to and from employees are essential to a successful Health, Safety, and Loss Prevention Program and this procedure defines different optional systems available to allow these communications to take place.

2 SCOPE

This procedure applies to all operating areas, projects, geology sites and offices, employees and contractors.

3 DEFINITIONS AND ACRONYMS

Definitions

Safety Team

A group of management and employee personnel who meet regularly to address safety and health concerns.

Functional Safety Teams (Committees)

Safety team at a mine site that is functionally aligned and is comprised of department and HSLP personnel.

These teams deal with departmental/functional safety and health issues at a specific site.

Site Safety Teams (Committees)

Safety team at a specific mine site that is comprised of representatives of all functional groups and HSLP personnel from that site.

These teams deal with site safety and health issues or concerns brought to them by the functional department safety teams.

Scribe

Person responsible for taking notes/minutes, documenting 3Ws, tracking the corrective actions, scheduling meetings, distributing information to all team members, recording all other information/activities of the team, filing of documentation and retention requirements of all collected information. Scribe may change to different members as team designates.

Special or Tiger Team

A short term safety team which meets for specific and identified concerns and issues.

May be functional, site, or regional based.

4 RESPONSIBILITIES

All Team Members / Representatives

Attend the safety team meetings for which they are members, and as shift rotation and schedule allows.

Be responsive to employee's safety concerns and provide team decision feedback as soon as possible.

Collect concerns from employees in their work area prior to the meeting and present those concerns at the meeting on an on-going basis.

Non-management employees attend the site safety team meeting on a rotating basis with the other non-management team members.

Receive proper Training

Communicate relevant information from the safety team to workers in their respective areas.

Be a leader to create and maintain a positive safety culture within their areas of work.

Identify unsafe work conditions and practices, and then help initiate corrective actions on an on-going basis.

Functional Area General Foreman

The team leader/chair person for the functional/departmental safety team. then help initiate corrective actions on an on-going basis.

Ensure that safety team meetings take place on a regular schedule not to exceed a five week rotation and scheduled so as to include a different team member on a regular rotating basis.

Ensures there is an hourly safety team member from each crew for your functional area of responsibility.

The functional team member reporting to the site team if a site team is in place. If no site team is in place, then report team activities to the functional site manager.

Ensures an agenda is used and distributed.

Superintendents

Assume the role of the General foreman on the functional team in his/her absence.

Are members of the Site safety team.

Assume the role of the Functional Manager in his/her absence

Functional/Site Managers

Ensure that this policy is adhered to for any safety team in area of responsibility.

Functional manager oversees and advises the functional safety team if a site safety team is not used.

Ensure at least one type of safety team is used as/when needed for area of responsibility.

The Site manager is the team leader/chair person for the Site safety team.

Site Manager ensures that if a Site safety team is in place, the site safety team meetings take place on a quarterly basis at a minimum.

Site manager ensures there is a non-management safety team member from each functional area of responsibility.

Ensures an agenda is used and distributed.

HSLP

Shall be the scribe of the meetings unless the meeting is for a special/tiger team and a facilitator is used or other team members have been designated with jobs and roles of the scribe.

- All scribe responsibilities become the facilitator responsibilities if someone other than HSLP.

Coordinate the selection of employee representatives to be members of the Functional/departmental Safety Teams.

Provide Team members with accident statistics for their work areas

Ensure all corrective actions and risks are entered into the Corrective Action and/or risk Register for tracking.

Scribe

Scribe may change from HSLP or facilitators as team determines roles and responsibilities for members.

Ensure that team members are notified of upcoming meetings in a timely manner.

Ensure that team recommendations are recorded and monitored.

Promptly distributed meeting information and agendas to all team members following the meeting.

Documentation will include:

- Sign-in sheet
- 3Ws
- Agenda
- Date.
- Time.
- Members Present.
- Issues Discussed.
- Corrective Actions needed using a “3W” format.

5 PROCEDURE/GUIDELINE

Functional Safety Team (Committee)

Meets on a regular schedule not to exceed a five week rotation and scheduled so as to include a different team member on a regular rotating basis.

Shall consist of at a minimum an hourly safety team member from each crew of the functional area, HSLP, General Forman of area, and contractor rep from the area for each contractor regularly on site or as required by the General Foreman or Management.

Shall review accident and safety program statistics from the functional department area.

Conduct area inspections separate and different from the regular planned general inspections for the area.

Conduct Planned Task Observations as a group or with area supervisor.

Conduct Task Analysis with area supervisor and employees.

Conduct other safety related activities as the team deems necessary or beneficial.

Assign members on a rotating basis to complete the paperwork requirements for each task completed and submit to the appropriate persons.

Functional/Department Safety Team shall provide their representative for the Site Team with safety and health issues they feel are not being properly addressed or unresolved for at least three months. These issues shall then be presented at the Site Safety Team level for corrective action in the next scheduled meeting or presented to the Functional Manager for resolution.

Submit quarterly reports to the Site Safety Team or Functional Manager.

The Site Safety Teams (Committees)

Safety team at a mine site that is comprised of the Site Manager, Functional Manager, Functional Superintendents, Functional Site Team hourly members from each area and, HSLP personnel.

Assist Functional Safety Teams to make decisions and complete corrective actions that the functional team is unable to rectify or accomplish on its own.

Oversee and give advice or direction to the functional safety team.

If a Site safety team is used, then the meetings will take place on a quarterly basis at a minimum.

Uses an agenda for all meetings

Special or Tiger Teams

Has a team leader who is a General Foreman at minimum.

HSLP is part of the team.

Leader ensures experts of the concern or issue are part of the team and includes hourly as well as salaried employees

Additional Employee Involvement Activities

Direct involvement in the reporting and investigation of accidents.

Team based Risk Assessments.

Safewatch and Safecheck programs.

Standard task procedure and task analysis development and reviews.

Attendance in at least 45 minutes of Monthly Safety Meetings, involving employees, as well as managers and where safety topics are presented and discussed. Site and department goals, health and safety programs, employee concerns, accident statistics are all discussed in these Monthly Safety Meetings. Employees are asked for any concerns, comments, or suggestions during these safety meetings and issues are documented on the safety meeting form.

Involvement in Change Management reviews and receiving information regarding the impact of the changes as it relates to employees. The information shared with employees as a result of change management reviews include SOP's, revised Rules, training, signs and etc.