

# Accident and Incident Investigation

## I PURPOSE

To outline responsibilities for ensuring all individuals working or traveling on mining properties have an effective means of communication with their appropriate point of contact or with other parties or equipment.

## 2 SCOPE

This Standard Operating Procedure (SOP) is applicable to all individuals working or traveling on any Surface Mine site

## 3 RESPONSIBILITY

**All employees** in any position performing work on mining properties are responsible for complying with the requirements as outlined in this procedure.

**Contractors and Vendors** performing a service on mining property must ensure they comply with the requirements as outlined in this procedure.

**Visitors** are anyone not employed by your mine in any capacity but are traveling on or touring your mining property. The point of contact are responsible for ensuring visitors are compliant with the requirements as outlined in this procedure

**Supervisors or contract employees designated as “Point of Contact”** for a work team or group are responsible for ensuring the training and the enforcement of the requirements, rules and established guide lines as outlined in this procedure.

## 4 PROCEDURE

All employees, contractors, vendors, and visitors traveling or working on mining property shall comply with and ensure that personnel accountable to them comply with the following requirements of this procedure. There are no written procedures to cover every situation that may be encountered. Each individual is responsible to know and understand site specific procedures. If in doubt ask a supervisor or point of contact.

### General

- All personnel on mine sites shall be instructed to ensure an effective means of communicating exist at all times while on mining property.
- The effective means of communications can be by face to face, radio, cell phone, or other means as outlined in this procedure or determined by the supervisor or points of contact.

- All teams or groups of contractor personnel must have an effective way to communicate with their points of contact while they are on property.
- All communication devices must be accessible to all members of a team or group and the location of that device must be known to all team or group members.

**Procedures for Individuals working or traveling on mining property:**

- Report safety concerns immediately.
- Alert others of any unsafe condition.
- Leave communication device on at all times and ensure it can be heard.
- Follow proper radio etiquette when communicating.
- Always use Positive Radio Contact to pass another vehicle or piece of equipment unless it is broke down or in a pull-out.
- All personnel working in an active mining area i.e.; haul roads, leach pads, pits, underground, etc. shall have two-way radio communications.

## 5 DEFINITIONS

**Point of Contact (POC)**

A Person or a department serving as the coordinator or focal point that individuals traveling or working on mining property will communicate with.

**Effective Communications Means**

An authorized communication device, system or process that ensures an individual can effectively communicate with their point of contact while on mining properties.

**Communications Devices**

Communication devices include two way radios, cell phones, flashing lights, Satellite phones, Cap Lamps, FEMCO Radio Systems, and other approved communication tools.

**Mining Property**

Any area falling within the POO (Plan of Operations) boundaries owned and operated by a mining company.

## 6 APPENDICES

*(Insert Details Here)*

## 7 REFERENCES / ASSOCIATED DOCUMENTS

Document Number	Document Title Information Source	Location

## 8 REVISION STATUS

Date of Revision	Version	Summery of Changes