

3.0 Risk Management

3.1 Risk Register

TASK	RISK	CONTROLS	CONSEQUENCE	LIKELIHOOD	RISK RANKING
Performance of lone work or working in a remote location	Snake / spider / dog bite	<ul style="list-style-type: none"> - Occupational First Aid kit - Trained first aid person - ERT 555 (if onsite) / Ambulance 000 (if offsite) - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - EPIRB - Sentinel electronic snake repeller devices installed at pump stations - Routine pest control 	C	4	LOW
	Vehicle roll over	<ul style="list-style-type: none"> - Defensive driver training - Life saving rule #10 - Vehicle pre-start inspection - Log book servicing - Emergency response plan - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - 4WD training course as required - Road rules - Vehicle purchasing standards (Safety rating, airbags, etc) 	D	5	MEDIUM
	Vehicle crash	<ul style="list-style-type: none"> - Defensive driver training - Life saving rule #10 - Vehicle pre-start inspection - Log book servicing - Emergency response plan - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Road rules - Vehicle purchasing standards (Safety rating, airbags, etc) 	E	5	MEDIUM
	Temporarily disabling injury (eg severe back strain)	<ul style="list-style-type: none"> - Crook back clinic - JSEA to control specific manual handling tasks - Emergency response plan - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - EPIRB 	C	4	LOW

TASK	RISK	CONTROLS	CONSEQUENCE	LIKELIHOOD	RISK RANKING
Performance of lone work or working in a remote location	Injury	<ul style="list-style-type: none"> - Occupational First Aid kit - Trained first aid person - ERT 555 (if onsite) / Ambulance 000 (if offsite) - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - EPIRB 	C	4	LOW
	Run out of fuel	<ul style="list-style-type: none"> - Vehicle pre-start inspection - Satellite phone / mobile phone / 2 way radio (which ever appropriate) 	A	4	NEG
	Car won't start / break down	<ul style="list-style-type: none"> - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - Road side assistance - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Log book servicing - Vehicle pre-start inspection 	A	3	LOW
	Bogged vehicle	<ul style="list-style-type: none"> - Recovery kit - Defensive driver training - 4WD training course as required - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - Consider the weather. No access to remote areas during / immediately after heavy rain 	A	3	LOW
	Lost	<ul style="list-style-type: none"> - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - EPIRB - Vehicle tracking chip - GPS - Known co-ordinates - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Familiarisation – pipeline induction 	A	4	NEG
	Dehydration	<ul style="list-style-type: none"> - Ensure plenty of water is on hand - Maintain level of water intake 	C	4	LOW

TASK	RISK	CONTROLS	CONSEQUENCE	LIKELIHOOD	RISK RANKING
Performance of lone work or working in a remote location	Personal medical condition (diabetic, epilepsy, etc)	<ul style="list-style-type: none"> - Full disclosure of medical condition to Occ Health Nurse - Medication on hand - Suitability of individual – evaluated with supervisor and nurse if required. 	C	4	LOW
	Fire (causing route cut off, injury, property damage)	<ul style="list-style-type: none"> - Occupational First Aid kit - Trained first aid person - Fire extinguisher - ERT 555 (onsite) / Ambulance 000 (offsite) / Fire Brigade 000 (offsite) - Regardless of whether it is lone work or not, a communication plan must be in place for work performed in remote locations (T-1609) - Satellite phone / mobile phone / 2 way radio (which ever appropriate) - EPIRB - Use diesel vehicles. - Hot work authorisation required when performing any hot work outside of designated workshop 	C	4	LOW

3.2 Emergency Response Plan for Remote Locations

Should an event arise where either internal or external personnel are required to response to a remote location, the following response plans should be adopted.

TE personnel required:

- Remote location worker (worker) to notify TE that assistance is required.
 - Worker to notify their exact location by name and coordinates if required.
 - Worker to notify of any hazards to take note of and the situation which needs responding to.
 - TE to assemble adequate response team and attend to site. Communication plan is also required for the response team.
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- When the worker has not checked in as per the communication plan and can not be contacted, a response team will be deployed to the planned destination coordinates.
 - Further assistance will be summoned as required.

Ambulance vehicle required:

- Remote location worker (worker) to notify ambulance that assistance is required
- Worker to notify the ambulance of their exact location by name and arranges a meet point if a TE escort will be required. Worker to obtain a direct contact number if possible.
- Worker to notify TE of the situation and that ambulance assistance has been arranged.
- Where the ambulance requires an escort, the worker is to notify TE of the meet point and the direct contact number if obtained. TE escort vehicle will then take the ambulance to the required location.

Helicopter required:

- Remote location worker (worker) to notify ambulance that assistance is required
- Worker to notify the ambulance of their exact location by name and arranges a meet point if a TE escort will be required. Worker to obtain a direct contact number if possible.
- Worker to notify TE of the situation and that ambulance assistance has been arranged.
- TE personnel will be mobilised to the incident site to assist and for the initial investigation. Where the ambulance requires an escort, the worker is to notify TE of the meet point and the direct contact number if obtained. TE escort vehicle will then take the ambulance to the required location.
- The ambulance officer will advise if a helicopter is required. A suitable pick-up point will be determined by the ambulance office (other emergency services personnel) and communicated to the helicopter pilot as required.

4.0 Occupational Health and Safety Requirements

A risk assessment (JSEA or HSE STAR Card) shall be performed for all lone work and for all work performed in remote locations.

The hazards and controls detailed in the risk register detailed in section 3.1 shall be considered as minimum requirements in the developed risk assessment.

As a rule there is to be no lone work performed in remote locations that are offsite.

The communication plan mentioned in the risk register should detail contact numbers, destination, vehicle licence plate number, estimated time of arrival, check in times and method of check in. Form T-1609 should be used when developing a communication plan.

5.0 Training

First Aid Training

First aid training is to be undertaken 12 monthly to remain current. Personnel expected to perform work in remote locations should receive first aid training.

Defensive Driving Training

Defensive driver training will be offered to Tarong Energy Employees who may be required to drive as part of their work and meet the criteria set in PEO-POL-12.

4WD Training

Safe off-road use of four wheel drive vehicle training will be sourced for any employee who:

- is regularly required to use four wheel drive vehicles as part of their normal work activities; and,
- have a high likelihood of exposure to regular and extended use of a vehicle engaged in four wheel drive; and / or,
- are likely to encounter extreme conditions when using four wheel drive vehicles.

6.0 Definitions

Lone work / work in remote locations: any area / situation where a worker is required to undertake work activities where they are isolated from the assistance of others due to time, location or nature of the work.

7.0 Revision Timeframe

This document is required to be reviewed, as a minimum, every 3 years.

8.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Approved by
0	06.11.2009	New Procedure	T.Young	M. Joy