

Morenci Safe Production Standard	Standard # 1.9	
	OHSAS 18001:2007	4.4.6
Workplace Examinations	Revision #	05
	Revision Date	02/24/2016
	Effective Date	04/01/2016
	Document Owner	Health & Safety
Approvals:		
<i>Senior VP FM Americas: Mr. Joshua Olmsted</i> <i>Date: 03/01/2016</i>		

1.0 PURPOSE:

This standard establishes the minimum requirements for conducting workplace examinations. These workplace examinations are conducted for the purpose of identifying and correcting substandard conditions and practices before they result in injury, property damage, and other loss-producing incidents.

2.0 SCOPE:

This standard applies to all Freeport-McMoRan Morenci employees and contractors who conduct work on FMMO property. Areas excluded from requiring a workplace examination each shift include: office buildings, off-sites, laydown yards and other non-working areas in which personnel are not stationed or do not normally visit to perform work. These areas require workplace examination by a competent person when work is performed at the location or on a routine basis (according to a schedule established by the area) to ensure hazardous conditions are identified and corrected.

3.0 TERMS, DEFINITIONS AND ABBREVIATIONS

- 3.1 **Competent Person:** a person having the knowledge, abilities, experience or training which allows them to identify, evaluate and control hazardous or violative conditions and/or practices.
- 3.2 **Imminent Danger:** Any condition or practice that a reasonably prudent person, familiar with the mining industry and protective purpose of the standards, would believe could cause death or serious physical harm if not immediately corrected. Examples include working adjacent to loose unconsolidated overhead material, employees working from an elevated area with no fall protection, or exposure to live electrical conductors.
- 3.3 **Record of Examination:** A document covering details of a workplace examination containing, at minimum, the following information: (1) the date the examination was made; (2) the examiner's name; (3) the working place(s) examined; (4) any unsafe conditions that were present; and (5) any corrective actions taken.
- 3.4 **Working Place:** any place in or about a mine where work is being performed. As used in the standard, this means locations where persons work during the shift. If work areas change during the shift, the new work areas must be examined. The entire mine does not need to be examined; for example, a remote dumpsite where no one is working does not require workplace examination.
- 3.5 **Workplace Examination:** A thorough and documented physical workplace examination of the immediate work area in an effort to identify unsafe conditions; carried out at least once per shift for all working places by a designated competent employee.
- 3.6 **Work:** as used in this standard refers to, the act of operating, inspecting, maintaining, producing or managing the extraction and production process. This includes activities such as equipment operation, maintenance, construction, sampling, cleaning, material handling and other tasks

which require physical abilities and job knowledge. Excluded from this definition are work related activities performed within designated low hazard areas which carry low levels of occupational health and safety risk.

4.0 RESPONSIBILITIES

- 4.1 **Employees (individuals responsible for conducting workplace examinations):** will inspect each working place assigned their responsibility thoroughly and within the shift being worked for health and safety hazards. The workplace examination shall be documented and include references to identified hazards. When hazards are identified that would lead a reasonably prudent person to believe that a serious or imminent danger exists the examiner shall remove/prevent entry into the area by personnel and immediately inform their supervisor.
- 4.2 **Contractors:** are responsible for inspecting areas where work is being undertaken by their employees in accordance with this standard. Where conditions exist that affect health and safety matters not under the direct control of the contractor, an FMMO management representative shall be contacted to assist with mitigating the hazard.
- 4.3 **Supervision:** shall review workplace examination records daily and initiate required corrective action. Supervision shall assure daily, or more often if needed that workplace conditions do not present a hazard to employees.
- 4.4 **Management:** will make available the resources and time allotments necessary for employees to inspect workplaces. Management shall designate those employees deemed responsible for completing workplace examinations and shall periodically review the effectiveness of the workplace examination program. When serious hazards are identified or repetitious hazardous conditions found management shall ensure that actions are taken to prevent an incident.
- 4.5 **Health and Safety Department:** Provide advice to FMMO Business Units and Contractor Companies to ensure that they meet their responsibilities and accountabilities relevant to this standard. The OH&S department is responsible for completing periodic OH&S workplace examinations of the mine site in accordance with section 6 of this standard.

5.0 GENERAL REQUIREMENTS

- 5.1 Competent person(s) designated by FMMO Division management shall examine each working place at least once each shift for conditions which may adversely affect safety or health.
 - a. Each competent person shall be familiar with applicable regulatory requirements, FMMO Safe Production Standards and the methods available to correct hazardous conditions.
 - b. Non-Operational and Maintenance such as laydown yards, off-sites or storage facilities which are not frequented by employees must be included within the scope of the workplace examination process.
 - c. Areas which carry a low degree of OH&S risk (i.e. office buildings, training rooms) are exempt from workplace examinations each shift but must be inspected at a frequency necessary to monitor the area for unsafe conditions.
 - d. Workplace Examinations should be conducted at the beginning of each shift but may be conducted at any time within the shift if justified.

- e. Supervision shall periodically evaluate the effectiveness of workplace examinations in the field with those employees responsible for completing them.
- 5.2 Competent individuals experienced in ground control shall be designated to examine and, where applicable, test ground conditions in areas where work is to be performed. Such tests and examinations shall be performed prior to work commencing, after blasting and as ground conditions warrant. High walls, banks and slopes adjoining regularly used travelways shall be examined weekly or more often if changing ground conditions warrant.
- 5.3 Unsafe acts and conditions that constitute an immediate threat to occupational health and/or safety shall be immediately corrected. If the OH&S hazard(s) cannot be immediately corrected, work in the area shall be stopped until corrections are made.
- 5.4 All other unsafe acts and conditions, or environmental violations that do not constitute an immediate threat to occupational health and/or safety shall be reported to supervision in a timely manner, no later than by the end of the shift.
- 5.5 Supervisors shall review workplace examination records daily and once informed of a hazard initiate prompt corrective action relative to the general risk of the unsafe condition or practice.
- 5.6 Workplace Examinations shall be documented using the approved form shown in Appendix A. Workplace Examination records shall be reviewed by supervision and retained for 10 years as required by the FCX Records Retention Schedule.

6.0 REFERENCE DOCUMENTS

- 6.1 Mine Safety and Health Administration. Code of Federal Regulations: [30CFR 56.18002 Examination of Working Places](#)
- 6.2 Mine Safety and Health Administration. [Program Policy Manual: Volume IV Metal/Non-Metal](#)
- 6.3 Mine Safety and Health Administration. [Final Policy on Examination of Working Places](#) [08/19/96] Volume 61, Number 161, Page 42787-42788
- 6.4 Safe Production Standard 1.5 Housekeeping
- 6.5 FCX Records Retention Schedule

7.0 RECORDS

Name of the Document	Responsible for Control	Records Retention
Original Document of this Standard	Health & Safety	Permanent
Training Certificates	Technical Training Department	Duration of employment + 10 years
Workplace Examination Records	Division/Area	10 years
Records related to Defects Identified during Workplace Examination	Division/Area	Duration of "Active" Action Plan + 10 years

8.0 APPENDICES

- A. Workplace Examination Form – HS-SPS-1.9-001
- B. Examples of Unsafe Conditions

9.0 REVIEW AND CHANGES

All changes, modifications and/or revisions must be documented on the table below:

<i>Description of Changes to this Document</i>
Effective date changed to 04/30/2013 – This change occurred prior to distribution Rev 00 – S. Elias
Corrected references to appendices within document from “8”s to “9”s – Administrative change does not require reapproval. – Rev 01 – S. Elias
Modified form HS-SPS-1.9-001 to require 10 year retention rather than 12 months. Included form #s to appendices section and corrected record retention times in records table. These changes are for clarification and do not require re-approval – Rev. 02 – S. Elias
Removed “passive” from various parts of the standard as that terminology is not commonly used by employees. Added Housekeeping Standard to Reference Documents. These changes were for clarification and traceability, they do not require re-approval. – Rev. 03 – S. Elias 03/14/2013
Updated Records Table – Rev. 04 – S. Elias 06/11/2013
Removed excess information from Purpose Changed report defects to “Manager” to reporting defects to “Supervision” Changed “Managers” shall review records to “Supervisors” shall review records Modified to require the use of the new Workplace Examination form. Adjusted retention time to match Corporate Record Retention Requirements. Removed section referring to “Periodic Physical Workplace Examinations” as it is referring to compliance audits. Adjusted references and appendices Rev. 05 – S. Elias 02/24/2016

Appendix A – Approved Workplace Examination Form



HS-SPS-1.9-001 – Rev. January 2016

WORK PLACE EXAMINATION

EXAMINER: _____ DATE: _____ SHIFT: _____

AREA: _____

CONDITIONS NOTED:

CORRECTIONS NEEDED:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix B – Examples of Hazardous Conditions

Damaged Electrical Equipment		Improperly/Unlabeled Electrical Equipment	
Unsafe Access		Defects on tools, equipment, machinery	
Unguarded Moving Machine Parts		Inadequate/Damaged Guarding	
Loose/Unconsolidated Ground - High wall		Fall of Material/Unsecured Suspended Load	
Improper Housekeeping		Unguarded Lights	
Improperly covered/protected Electrical Equipment		Exposed Electrical Conductors	



Improperly stored/secured compressed gas cylinder



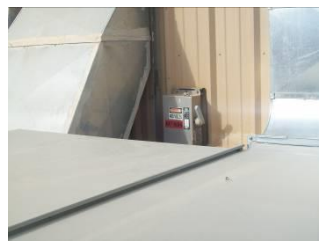
Damaged Emergency Lights/ Blocked Exits



Improperly Stored Material



Unlabeled Containers/HAZCOM



Blocked/Inaccessible Electrical Equipment



Unguarded Electrical Connections/Circuits



Improperly Bushed or protected electrical wires



Damaged Hand railing, Toe Board, Work Platform



Missing or Inadequate Berm or Guardrail



Improper Handling of Flammables and Combustibles



Waste Receptacles – No Lid / Eyewash not maintained



Non-Engineered Homemade or Modified Tools

