

# Contractors Health Safety and Environment Requirements

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## 1. PURPOSE

The purpose of this document is to provide guidance on the Health, Safety and Environmental requirements for Contractors and Sub-contractors performing work on behalf of Murrin Murrin Operations Pty Ltd to ensure a high level of health, safety and environmental performance is achieved and continually improved.

## 2. DEFINITIONS

**Agreement:** the contractual arrangement between MMO and the Contractor.

**Competent Person:** means a person who is appointed or designated by the employer to perform specific duties, which the person is qualified to perform due to their knowledge, training and experience.

**Consultant:** means a professional or organisation providing design, management or other services for a principal, Contractor, Sub-contractor, or supplier.

**Contractor:** means an individual or organisation that performs activities or services governed by an Agreement between MMO and the individual or organisation.

**Environmental Management System (EMS):** means an organisation's Environmental Management System, which is part of a larger management system. An EMS is used to establish environmental policy and to manage the environmental aspects of an organisation's activities, products and services.

**Environment Plan:** means a plan that addresses all environmental procedures necessary to perform the Services.

**Hazardous Material:** is defined as any substance (liquids, gases, powders, fibres, chemicals) which can be inhaled, ingested, or come in contact with the skin or eyes and has the potential to cause injury by way of its chemical, physical or toxicological properties or has the potential to harm the environment.

**Health and Safety Plan (H&S Plan):** means a plan that addresses the Contractor's overall Health and Safety Management System including (but not limited to) organisational structure, competencies, training, risk management, communications, emergency response, etc. to ensure that the Contractor achieves an acceptable level of safety performance and complies with all relevant laws, codes of practice and standards.

**Informative:** means the information supplied in general, is a guide only and not mandatory.

**JSEA:** means Job Safety and Environment Analysis.

**Health and Safety Management System (H&S MS):** means a comprehensive and integrated system for managing safety at a potentially hazardous facility that sets out safety objectives, systems and procedures, performance standards and the means by which these standards will be maintained.

**MMO:** means Murrin Murrin Operations i.e., Murrin Murrin nickel-cobalt facility.

**PPE:** means Personal Protective Equipment.

**Responsible Persons:** means those individuals tasked with ensuring that personnel who are allocated tasks on Site are competent to do so.

**Shall:** means mandatory.

**Should:** means recommended.

**Site:** means any site controlled by MMO where services are to be provided.

**Standard Operating Procedure (SOP):** means a written procedure prescribed for repetitive use as a practice, in accordance with agreed specifications aimed at obtaining a desired outcome.

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**Safe Work Instruction (SWI):** means a set of written instructions, which identify the health and safety issues that may arise from the tasks that make up a system of work.

**Health, Safety and Environment Management Plan (HS&E MP):** means a HS&E Management Plan that has been developed by the Contractor to address the health, safety and environment requirements of a specific project or work package.

**Sub-contractor:** describes an individual or organisation that performs services governed by a contractual arrangement between the Contractor and the individual or organisation.

**Supplier:** means a party that provides a product and/or service.

**Tender:** means the price, bid, quotation or proposal from the Contractor.

**Verification of Competence (VOC):** means the process used to determine an individual's competence to operate equipment by an appointed competent person authorised as an assessor for that particular piece of equipment.

**Work Instruction:** means the documented statement that describes the work to be performed, identifies the work activities that have been assessed as having safety risks and describes the control measures that will be applied to the work activities.

## 3. REFERENCES

### 3.1 MMO Policy

MMO is conscious of its health, safety and environment responsibilities and is committed to operating in compliance with its proactive Health, Safety and Environment policies. The policies strive for compatibility between economic development and compliance with health, safety and environmental regulatory requirements, community consultation, and continuous improvement.

The intent and objectives of the policy are met through the implementation and management of the MMO's Health and Safety and Environmental Management Systems (H&S MS & EMS). The H&S MS and EMS are based on AS/NZS 4801:2001 Occupational health and safety management systems - Specifications with guidance for use, AS/NZS 4804:2001 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques and AS/NZS ISO 14001:2004 Environmental management systems - Requirements with guidance for use respectively and ensure continual health, safety and environmental improvement and corrective action through high-level health, monitoring and reporting practices.

All activities conducted on Site are regularly audited and inspected to ensure compliance with the requirements of the H&S MS and EMS, the details of which are outlined briefly in this document. MMO's Health and Safety and Risk, Environment and Community Departments are also available as a resource to the Contractor for advice on all health, safety and environmental issues.

*Refer to:*

*MMO Health & Safety Policy 0000-85-M-100-001; and*

*MMO Environmental Policy 0000-80-M-001-001.*

### 3.2 Government Acts and Regulations

The Contractor shall comply with all applicable provisions of Federal, State and Local statutory laws and Australian Standards in force at the time of execution of the Agreement and as amended from time to time. Where Federal, State and/or Local standards and/or regulations apply to a given project or work package, the most stringent of these shall be the minimum requirement.

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The contents of this document shall in no way diminish the responsibility for the Contractor to fully comply with the health, safety and environment requirements of the industry codes of practice, Acts and Regulations as administered by Federal, State and Local Governments in the locality of the contracted worksite.

The primary documents regulating health, safety and environmental standards at MMO are:

- a) Mines Safety and Inspection Act 1994 (WA);
- b) Mines Safety and Inspection Regulations 1995 (WA);
- c) Occupational Health and Safety Act 1984 (WA);
- d) Occupational Health and Safety Regulations 1996 (WA);
- e) Electricity Act 1945 (WA);
- f) Environmental Protection Act 1986 (WA);
- g) Environmental Protection Regulations 1987 (WA);
- h) Aboriginal Heritage Act 1972 (WA);
- i) Australian Standards;
- j) Industry Codes of Practice;
- k) Australian Dangerous Goods Code;
- l) Dangerous Goods Safety Act 2004 (WA);
- m) Dangerous Goods Safety Regulations 2007 (WA);
- n) Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007;
- o) Radiation Safety Act 1975 (WA);
- p) Radiation Safety (General) Regulations 1983 (WA); and
- q) Licence conditions imposed on the Site by governing bodies.

### 3.3 Murrin Murrin Health, Safety and Environment Procedures

All work performed by the Contractor shall be conducted in accordance with Site Health and Safety and Environment manuals, procedures and safe work standards. However, in cases where such Site procedures and/or safe work standards do not exist, a procedure or safe work standards must be developed and implemented by the Contractor prior to the execution of the task.

### 3.4 Clean Shaven Procedure

Respiratory protective equipment is issued to all employees, Contractors and visitors to Site to provide protection against unplanned releases of hazardous substances. To comply with Legislation and Australian Standards, all personnel entering the plant area are required to be clean shaven.

*Refer to:*

*MMO Health & Safety Clean Shaven Instruction 0000-85-HSI-200-003.*

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## 4. HEALTH, SAFETY AND ENVIRONMENT PLAN

### 4.1 HS&E Plan

Contractors are required to develop and implement a HS&E Plan to the satisfaction of the MMO Health and Safety Manager and Risk, Environment and Community Manager or their delegates.

The HS&E Plan must contain all policies and procedures necessary to perform the services safely and in accordance with this Agreement.

As a minimum the HS&E Plan should include assurance of compliance with all relevant laws, codes of practice and standards and also include the Contractor Health Safety and Environment Requirements as follows:

- a) The safety policy;
- b) Individual responsibilities and accountabilities;
- c) Employee management;
- d) Hazard and risk registers;
- e) Risk assessments/JSEAs;
- f) Contractual arrangements;
- g) Inspection and audit;
- h) Environmental management;
- i) Safety committees, meetings (including toolbox) and communications;
- j) Occupational hygiene;
- k) Standard operating procedures;
- l) First aid, incident investigation and reporting;
- m) Emergency procedures and evacuations;
- n) Safety training, competency and education; and
- o) Occupational rehabilitation.

It shall contain (as a minimum) the following information:

### 4.2 Responsibilities

The MMO mining, plant, administration, borefields, pastoral leases, workshop and accommodation areas are classified, as 'mining operations' and as such are covered by the Mines Safety and Inspection Act 1994 (WA) and its associated regulations.

Contractor's Management / Supervisor / Foreperson

The duties of Management / Supervisor / Foreperson within their respective areas of operation include, but are not limited to:

- a) Maintaining the PPE standard;
- b) Maintaining a safe working environment;
- c) Ensuring a clean and tidy workplace at all times;
- d) Ensuring all statutory and Site health, safety and environmental rules, regulations and procedures are complied with;

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- e) Conducting daily visual and weekly formal work Site inspections in conjunction with the Contractor's elected Health and Safety Representatives;
- f) Conducting daily pre-shift meetings that align with MMO's Pre-Shift Meetings guideline;
- g) Analysing all work activities under their control to ensure that hazards have been identified and controlled;
- h) Ensuring that all materials and equipment (including PPE) required to perform the job safely are provided prior to commencing work;
- i) Ensuring that work activities do not adversely affect or endanger other personnel;
- j) Conducting a monthly safety meeting with all contract employees;
- k) Ensuring all work is carried out by suitably qualified, trained and competent personnel;
- l) Reporting, recording and investigating where necessary all incidents within their work area;
- m) Immediately investigating all hazards reported and implementing measures to eliminate or control such hazards;
- n) Conducting pre-task hazard assessments, Job Safety and Environment Analyses (JSEAs), workplace inspections, task observations, and behaviour observations when and where required;
- o) Conducting a documented Site orientation program for all new starters;
- p) Supporting and assisting with the rehabilitation of employees by encouraging early return to duties through work based rehabilitation programs;
- q) Counselling and where necessary, disciplining employees where non-conformance with Site safety, health and environmental systems has been identified;
- r) Providing copies of weekly inspection reports to MMO's Health & Safety and Risk, Environment and Community Departments;
- s) Undertake regular health, safety and environment audits and field compliance evaluations as outlined in MMO's Health and Safety and Environmental Management Systems and Contractor Health, Safety and Environmental Plans; and
- t) Attend and support Site Contractor Health, Safety and Environment quarterly meetings.

## Contractor's Health, Safety and Environmental Advisor

Contractors working on Site will be notified if a Health, Safety and Environmental Advisor is needed to coordinate the Contractor's health, safety and environmental requirements whilst on Site. Responsibilities include, but are not limited to:

- a) Assist in the development of systems and procedures to ensure that the requirements of this document and other MMO health, safety and environmental requirements are complied with;
- b) Conducting daily inspections of all work areas and advising supervisors and managers of any unsatisfactory conditions or practices observed;
- c) Conducting a Contractor's induction;
- d) Coordinating / conducting appropriate training and education programs;
- e) Ensuring all incidents and hazards are reported;

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- f) Assisting supervisors with incident investigations where required;
- g) Providing technical assistance on hazard identification and control measures;
- h) Conducting health, safety and environmental audits and field based compliance evaluations; and
- i) Attending Contractor safety meetings and Central Health, Safety and Environment Committee meetings as required.

## 4.3 Risk Management

### Risk Assessments

Risk assessments for all services shall be completed by the Contractor and made available for review by MMO's Representative at any time throughout the term of the Agreement at MMO's discretion. Where appropriate, the Contractor should be provided with relevant MMO Health and Safety and Environment Management System, manuals, procedures, hazard protocols and instructions for guidance. Where a risk assessment is not considered acceptable, the Contractor will be advised of the corrective action required and requested to resubmit prior to commencing the services.

### Preparing Risk Assessments

When preparing a risk assessment, the Contractor shall:

- a) Identify relevant hazards associated with the services;
- b) Assess risks appropriately in terms of potential for injury and damage; and
- c) Ensure that proposed control measures are adequate and can be supported by relevant documentation.

For small packages of work, which were not formally tendered, at the request of the Contractor, MMO may provide assistance when completing a risk assessment.

### Review of Contractor's Risk Profile

The MMO Health and Safety and Risk, Environment and Community Departments shall ensure that the Contractor's risk profile is reviewed during the pre-mobilisation activities and at agreed intervals throughout the life of the project. The review will be completed by MMO and the Contractor's representative to:

- a) Review the Contractor's risk register;
- b) Review the Contractor's management of significant risk controls;
- c) Identify new risks resulting from the evolution of the services, including risks expected to arise during the next quarter; and
- d) Identify broad control strategies for these risks.

This is to ensure compliance with General Safety Requirements, WA Mines Safety and Inspection Act and Regulations.

*Refer to:*

*MMO Contractor Prestart / Mobilisation Tasks 0000-89-G-000-004;*

*MMO Contract Process / Contract Process Overview and Checklist 0000-89-G-000-002; and*

*MMO Contractor Prestart / Mobilisation Meeting 0000-89-F-000-012.*

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## StepBack 2x2 Personal Risk Assessment

StepBack 2x2 is a process for personal hazard and control identification and is used prior to the commencement of all tasks or procedures on MMO Sites. All employees and contractors must receive training in the use of the StepBack 2x2 process.

*Refer to:*

*MMO StepBack 2x2 Procedure 0000-85-P-005-004.*

## Job Safety and Environment Analysis (JSEA)

A JSEA shall be prepared for all tasks where Standard Operating Procedures or Work Instructions do not exist. The MMO standard JSEA format or the relevant contractor JSEA format shall be used, at the sole discretion of MMO.

It is the responsibility of the Contractor's supervisor to ensure the work group involved in the activity are involved in its preparation. All personnel must receive training in the use of JSEA.

The JSEA must then be reviewed and approved by a MMO manager approved JSEA authoriser. It is the Contractor's responsibility to ensure it has enough qualified JSEA authorisers to allow this process to run efficiently.

*Refer to:*

*MMO Job Safety and Environment Analysis (JSEA) Procedure 0000-85-P-005-003.*

## 4.4 Communication and Consultation

### Central Health, Safety and Environment Committee Meeting

MMO holds scheduled CHSEC meetings. Contractors Health, Safety and Environment Representatives and management representatives may be required to attend these meetings in accordance with the provisions of the Mines Safety and Inspection Act.

Agenda items for each meeting typically include (but are not limited to):

- a) Safety incidents reported since the last meeting;
- b) Environmental incidents reported since the last meeting;
- c) Significant upcoming plant activities;
- d) Upcoming training; and
- e) Safety audits, compliance evaluations and inspection results.

### Contractor's Safety Meeting

The Contractor shall hold a monthly safety meeting with its employees. General agenda items shall be as follows:

- a) Items from the Central Safety Committee meeting;
- b) Safety and environment incidents during the month;
- c) Feedback from inspections / audits conducted;
- d) Risk assessments and Safe Working Procedures completed; and
- e) Any training requirements.

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The Contractor shall participate in the scheduled MMO Contractor health and safety (H&S) meetings. Contractor H&S meetings are held to establish an environment in which everyone (MMO and Contractors) is engaged and driven to achieve extraordinary H&S results and enhance continuous improvement opportunities by sharing H&S learnings, best practices and information.

## Daily Pre-Shift Meetings

Each supervisor shall ensure pre-shift meetings are undertaken (and documented) prior to the commencement of each shift to discuss current information. A number of health and safety topics have been developed by MMO for use at pre-shift meetings. These topics will be freely available to the Contractor for its use.

*Refer to:*

*MMO Pre-Shift Meetings Guideline 0000-85-G-003-001;*

*MMO Pre-Shift Meeting Form 0000-85-F-003-006; and*

*MMO Pre-Shift Meeting Core Components Evaluation 0000-85-F-003-007.*

## Health and Safety Representatives

Subject to the provisions of the Mines Safety Inspection Act, each Contractor will have an elected Health and Safety Representative (more than one may be required to cover each shift), in each area to represent all personnel employed by the contractor.

Each Health and Safety Representative shall meet weekly with the Contractor's nominated Health and Safety Advisor to discuss the contractor's safety program.

## Health and Safety Grievance Procedure

Each Contractor shall develop a procedure for the resolution of health and safety grievances in accordance with the principles outlined in the Mines Safety Inspection Act. The procedure shall be agreed between the Contractor's management representative and the Contractor's Health and Safety Representative. This procedure shall be discussed at the Contractor's Site induction and displayed on all notice boards.

## Notices

MMO Health and Safety and Risk, Environment and Community Departments will release notices to the workforce that are applicable to working at MMO.

Health, Safety and Environment notices shall be released as outlined below:

- a) Safety Alert - Used for priority communication of high-risk activities and immediate changes to workplace activities to the workforce;
- b) Safety Bulletin - Used for routine communications of general health and safety information;
- c) Environment Notices - Used for routine communications regarding all aspects of environment protection;
- d) Health and Safety Topics - Documents that provides topic-specific health and safety information. Ideal for discussion at pre-shift or toolbox meetings; and
- e) Significant Incident Alerts - Documents used to inform all Site personnel of a significant safety incident that has occurred within the Murrin Murrin Operation. This type of document communicates incident details, corrective actions and key learnings to personnel on Site.

The Contractor shall be responsible for copying and distributing sufficient copies of any MMO notices to ensure adequate workforce coverage. The Contractor's Supervisor is required to brief all personnel on

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the contents of current notices as part of the daily pre-shift meeting and to ensure that the notices are understood and signed by the workforce, and copies of the notices are displayed in prominent positions including crib hut and office notice boards.

The Contractor shall be required to maintain a folder containing all notices for use as a briefing tool for new personnel commencing work at Site or personnel returning from annual leave or rest and recreation (R&R).

## Health and Safety Disciplinary Procedure

Where a breach of a Site safety procedure is identified, the Contractor shall ensure that any disciplinary action taken in regard to the non-conformance is in accordance with an MMO approved procedure.

Where a breach of a Site health and safety requirement has occurred and is considered blatant or constitutes gross misconduct, the person's Site access may be withdrawn immediately at the discretion of the MMO Vice President after consultation with relevant personnel.

## 4.5 Personal Protective Equipment (PPE)

### Provisions by MMO

Upon arrival at Site, MMO will supply the Contractor's personnel with Site specific recyclable and consumable PPE.

#### a) Recyclable PPE

MMO will issue all required recyclable PPE to new Contractor personnel arriving on Site, consisting of the following:

- a) A half face respirator with ABEK filter and a canvas bag for the storage of the half face respirator. Alternatively, the use of a "Parat" escape respirator is acceptable in the main administration area and in mining. All other areas require personnel to carry a half face respirator;
- b) A personal H<sub>2</sub>S monitor which must be worn within 30 cm of the breathing zone at all times by all personnel whilst on Site;

Recyclable PPE will be issued to the Contractor's personnel upon arrival at Site via the airport if mobilising by air or the Security Gatehouse if mobilising by road.

This recyclable PPE must be returned by the Contractor's personnel to the airport or Security Gatehouse on their demobilisation date.

The Contractor's demobilisation date is the date the Contractor's personnel depart Site without a return travel date booked in MMO's travel booking system.

If the recyclable PPE items are damaged or not returned, the Contractor will be back-charged for the replacement of these items at cost.

If during their time on Site, the Contractor's personnel require replacement of any recyclable PPE items, they can be obtained directly from MMO's Warehouse. An MMO representative will raise a requisition for the items against the Contractor's back-charge cost code.

#### b) Consumable PPE

MMO will issue all required consumable PPE items to new Contractor personnel arriving on Site, consisting of:

- a) Hard hat: a hard hat must be worn whenever working outside with the exception of the administration areas. Ventilated hard hats are not permitted to be worn within the process

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plant area. When working at heights, inclusive of when wearing fall protection equipment and near open-topped vessels, chin straps or squids shall be worn to prevent the hard hat from falling.

- b) Safety glasses: one pair clear and one pair tinted. Site standard safety glasses must be worn by all personnel at all times when outside. If prescription glasses are to be worn in place of Site issued safety glasses, they must be equipped with fixed side shields and comply with AS/NZS 1337 Eye Protectors for Industrial Applications.
- c) Mono-goggles: must be carried at all times and must be worn over prescription safety glasses that are not fitted with side shields and also whenever plant conditions / work tasks require. Where Site wide All Calls are made for mandatory mono-goggles to be worn, all personnel shall comply on all such occasions.
- d) A StepBack 2x2 booklet: this shall be carried at all times whilst on Site to allow personal risk assessments to be performed prior to commencing any task.

Consumable PPE will be issued to the Contractor's personnel upon arrival at Site via the airport if mobilising by air or the Security Gatehouse if mobilising by road.

Once issued, the Contractor will be charged for the consumable PPE items at cost.

If during its time on Site, the Contractor's personnel require replacement of any consumable PPE items, it can be obtained directly from MMO's Warehouse. An MMO representative will raise a requisition for the items against the Contractor's back-charge cost code.

Refer to:

*MMO Warehouse Procedure 3000-89-P-000-021 Procedure for the Preparation and Distribution of PPE;*  
*MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE); and*  
*MMO Procedure 0000-85-P-002-011 Respiratory Protection.*

## Provisions by the Contractor

The Contractor must provide all general PPE requirements for its personnel. This includes:

- c) **Long sleeve 100% cotton, anti-static, collared shirts and winter jackets with reflective tape (buttoned at the wrists and tucked in at all times) and long 100% cotton, anti-static trousers with reflective tape. Loose clothing with catch points is not permitted on Site. Reflective tape must comply with the Site standard width of 50 mm.**
- d) **Footwear protection must comply with AS/NZS 2210 Safety, protective and occupational footwear and have a chemically resistant upper and sole. Additional features include:**
  - a) Full bellows tongue;
  - b) Anti-static;
  - c) Water and liquid resistant;
  - d) Steel cap toe; and
  - e) Nitrile sole.
- e) **Elastic sided boots are not permitted.**

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- f) **Note: Chemically resistant upper and anti-static features are not required for contractors accessing and working in the unrestricted areas of the Process Plant and Mining.**
- g) **For details of current Site approved footwear refer to MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE) or contact MMO Health and Safety Department on (08) 9088 5120.**

## 4.6 Incident and Hazard Reporting

### Reporting

- h) **All Contractor personnel on Site shall report all incidents to their Supervisor immediately following the occurrence.**
- i) **It is the responsibility of the Contractor's Supervisor to inform the MMO Contract Owner of any incident. The MMO Contract Owner will determine the investigation level to ensure that incidents are fully investigated using the MMO incident reporting tool (SiteSafe) and supporting procedure and guidelines.**
- j) **The Contractor shall ensure that:**
  - a) Any statutory reportable incident is immediately reported to the MMO Contract Owner who will inform Health and Safety or Risk, Environment and Community Departments; and
  - b) MMO's Health and Safety or Risk, Environment and Community Departments will complete statutory reports for submission by MMO's Vice President.
  - k) **Where requested by MMO, further investigation must be commenced immediately.**

Refer to:

*MMO Procedure 0000-85-P-004-001 Incident/Hazard Reporting and Analysis Procedure.*

### Statutory Reportable Incidents

- a) Any statutory reportable incidents must be reported to the MMO Health and Safety Manager, or Risk, Environment and Community Manager (as appropriate) immediately.
- b) The Mines Safety and Inspection Act, and the WA Electricity (Licensing) Regulations detail the statutory requirements for recording and reporting of serious incidents.
- c) Mines Safety and Inspection Act is specific in its reference to the control of places in which a serious incident has occurred - the place in which any serious incident has occurred shall not be interfered with, except with a view to saving life or preventing further injury, without the permission of the Mines Inspector or, where a fatality occurred, until the Coroner has granted permission.
- d) WA Electricity (Licensing) Regulations requires that ALL electric shock incidents and accidents, even if perceived to be of a minor nature, to be reported. Electric shock incidents of any nature must be reported to the Site electrical Supervisor or representative without delay, at any hour on any day.
- e) Any person suffering an electrical shock shall be required to have an electrocardiogram (ECG) before being allowed to return to work.
- f) All incidents shall be investigated and relevant information forwarded to the Department of Mines, Industry Regulation and Safety by MMO in accordance with the statutory

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requirements. Electrical incidents will also be reported to the Office of Energy.

- g) Environmental incidents require reporting to the Department of Environment and Conservation, and/or Department of Mines, Industry Regulation and Safety.
- h) The Contractor is responsible for ensuring that the recording and reporting of all incidents involving their employees conforms to the above requirements.

## 4.7 Audits and Inspections

Nominated Contractor personnel shall undertake regular health and safety and environment inspections/audits as outlined in MMO's Health and Safety and Environment Manuals and specific Health and Safety Plans.

*Refer to:*

*MMO Workplace Inspections Procedure 0000-85-P-006-009; and*

*MMO Health and Safety Management Procedure 4.03 - Audit and Compliance 0000-85-P-013-016.*

### Safety Audits

Safety system and compliance audits will be undertaken in accordance with the Contractor's audit schedule, which will be developed and agreed upon at the pre-mobilisation meetings. Audit reports will provide verification of the implementation and effectiveness of each Contractor's Health, Safety and Environmental Management Plan.

Compliance audits will be conducted by MMO representatives in conjunction with the Contractor and in accordance with MMO's Audit and Compliance Procedure 0000-85-P-013-016.

### Workplace Inspections

Safety inspections of the workplace shall be conducted in accordance with the schedule developed during the pre-mobilisation meeting by the respective Contractor's supervisor and Health and Safety Representative (where applicable) covering health, safety and environmental matters.

The inspection will be carried out using the Contractor's standard workplace safety inspection checklist, modified if necessary for the services being undertaken by the Contractor. Immediately following the inspection, the Contractor's Supervisor will initiate the required corrective actions, which will be reviewed by the MMO representative to assess results.

## 5. SITE ESTABLISHMENT

### 5.1 General Site Rules

Contractors and their employees shall observe the following Site rules:

- a) Responsible persons on Site must ensure that personnel who are allocated tasks on Site are competent to do so;
- b) Cameras and mobile phones are not permitted unless authorised by MMO;
- c) Photography is not allowed at the plant or mining operations without consent/permission in writing from the MMO Vice President or Company Secretary;
- d) Alcohol or drugs (other than prescribed by a medical doctor) and weapons are not permitted on Site;
- e) Contractor's personnel shall not enter the Murrin Murrin Operation's control rooms, crib rooms, amenities buildings or workshops except as requested or authorised by MMO;

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- f) Gambling, horseplay and fighting are not permitted;
- g) Abuse, theft or destruction of another person's property is an unlawful offence and will be referred to local police;
- h) Unless the contrary is specifically stated in the Agreement, all damage to other plant, utilities and structures, caused by the Contractor shall be rectified at the Contractor's expense. Should the Contractor fail to carry out repairs in a reasonable time MMO may carry out the repairs and the costs will be back charged to the Contractor;
- i) Contractor's personnel shall not take items, other than essentials such as toolboxes, onto the plant area. All such items may be subject to inspection by security personnel, both upon entering and leaving the Site;
- j) Equipment, tools, and utilities owned by MMO shall not be used without the express written permission of MMO;
- k) It is essential that persons wishing to visit the Contractor do so at the Contractor's Site office. If it becomes necessary for a visitor to enter the plant Site, the Contractor shall apply to MMO for a visitors pass;
- l) Firearms are not permitted on all prospecting, exploration or mining leases under the control of MMO;
- m) Blatant or continued disregard for Site health, safety and environment rules and regulations may result in withdrawal of Site access for the Contractor personnel; and
- n) Except for designated areas, smoking is prohibited on Site. This includes indoor areas such as toilets, vehicles, mobile plant, change rooms, sub stations and crib rooms. No matches or cigarette lighters are to be taken into restricted plant areas. Smoking is not permitted within Murrin Murrin Village accommodation rooms or associated facilities.

## 5.2 Induction Status

The General Site Induction is undertaken online and must be completed prior to arrival on Site. If this is not possible, it may be undertaken online at the MMO Training Department facility on Site.

There are four levels of induction status, which are represented by colour coding on an individual's identification badge.

In addition, there are various mandatory induction training requirements which must be successfully completed prior to accessing any area of Murrin Murrin Operations.

*Refer to:*

*MMO Site Induction Procedure 0000-76-P-000-003.*

## 5.3 How to Book Personnel Inductions

All personnel requiring induction and an identification pass must be booked with the Training Department for either on or off Site Inductions. An induction nomination form must be forwarded to the MMO Training Department with all required details completed. The following information must be included for each person requiring induction training:

- a) Surname;
- b) Given names (no nick names or initials);
- c) Occupation;
- d) Name of employer (company trading name); and

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- e) Identification number (assigned by MMO Site Services).

Refer to:

MMO Contractor Right of Entry Procedure 0000-89-P-000-002.

A booking will not be accepted without all of this information.

The appropriate course boxes on the form must be ticked to indicate which induction courses are required for the personnel to complete. This must be completed so that the correct identification pass is issued to the person.

The completed form must be faxed to the Training Department on facsimile number (08) 9088 5080.

For problems transmitting the facsimile, contact the Training Administrator on telephone number (08) 9088 5078.

Induction nomination forms that are generated by internal MMO personnel (area coordinators and supervisors) can be electronically transmitted via the company email system providing they are sent to the Training Administrator.

The induction nomination form will be faxed back to the Contractor confirming the induction booking.

## 5.4 Maintenance of Personnel Records

The Contractor shall maintain an up-to-date file listing all employees holding a Site identification pass.

In the event of an employee transferring employment from one Contractor to another, the new employer shall ensure that the transferred employee presents to MMO's Training Department to update their records and gate passes upon commencement at Site.

In the case of summary dismissal of a Contractor employee, MMO's representative shall be notified by telephone (with written confirmation forwarded by email or facsimile) immediately after the dismissal occurs. All passes held by the dismissed person are to be returned to MMO within seven (7) days.

## 5.5 Site Facilities

All Contractor employees shall receive information outlining the MMO Site and accommodation facilities. This information will include, but is not limited to, the following:

- a) Site standard PPE required;
- b) Accommodation;
- c) Buses;
- d) Dining room (Nickel Plate Restaurant);
- e) Recreational facilities available;
- f) Wet mess (Nickel Burner Tavern);
- g) Mail;
- h) Shop;
- i) Telephones;
- j) Entertainment;
- k) Television channels;
- l) Radio stations;
- m) Medical centre;

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- n) Laundry facilities; and
- o) Airport parking.

Personnel who have not received the information booklet prior to their arrival can obtain a copy from the accommodation office.

## 5.6 Bookings for Flights and Accommodation

Flight and accommodation bookings are processed through MMO's Site Services Department. Contractors are required to complete a CRF (Contractor Request Form) for all new starters. These should then be faxed or e-mailed to MMO Site Services on the following contact details:

E-mail: [contadmin@lencore.com.au](mailto:contadmin@lencore.com.au)

Flight and accommodation bookings will not be processed without an authorised CRF.

Site Services will confirm bookings to the contractor via an email account set up for the Contracting company. An ID number will be issued by Site Services for each employee of the Contractor, which is required for booking training and induction courses.

## 5.7 Personnel Requirements

### Health

The Right of Entry (ROE) requirements that must be in place and held by the Contractor prior to mobilising personnel to Site are as follows:

- a) A pre-employment medical confirming suitability for the proposed job, which has a validity date of no more than 12 months prior to the proposed Site induction date;
- b) A drug and alcohol clearance that has a validity date of no more than six (6) months prior to the proposed Site induction date; and
- c) It is the responsibility of the Contractor to comply with the provisions of the Mines Safety and Inspection Regulations relating to health surveillance.
  - l) **The Site's Medical Centre must be advised of any medical afflictions (e.g. diabetes) and medications prior to mobilising to Site. Sharps users must safely dispose of all sharps waste in the approved sharps disposal containers located at the Medical Centre and at the Village Mess and Laundries. Illegal substances are prohibited from being brought to Site.**
  - m) **The above requirements do not apply to visitors or consultants entering Site for a period of less than 48 hours and who are not intending to conduct any work activities.**

All Contractors working on Site are required to submit to MMO's random drug and alcohol testing program and must comply with MMO's Fitness for Work Policy.

It is the responsibility of the Contractor to ensure that:

- a) An MMO purchase order has been received for the services before mobilising to Site;
- b) The value of the MMO purchase order is not exceeded; and
- c) When the value and/or scope of the MMO purchase order has been reached, all related Contractor personnel are demobilised from Site.

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- n) Should a Contractor be required on Site, but is unable to meet the entry requirements referred to above, the MMO representative may apply to the Registered Manager for an exemption. The request for an exemption can only be done in writing and must provide a justification for the request together with the outcomes of any risk assessments undertaken.

Refer to:

MMO Procedure 0000-89-P-000-002 Contractor Right of Entry Procedure; and

MMO H&S Instruction 0000-85-HSI-200-001 Alcohol and Drug Testing.

## Specialised Training and Competencies

- o) Individuals performing tasks where specialised training and competencies are required or where a WorkSafe certificate of competency is required shall provide evidence of their competencies upon request.
- p) MMO personnel shall conduct competency evidence checks to ensure compliance.
- q) Where individuals do not possess the required competencies, they are prohibited from performing those tasks until such time as competencies are achieved. In this situation, the MMO supervisor may:
- Reject the unqualified Contractor personnel and demobilise them at the Contractor's cost;
  - Provide the required training, which will be back charged to the Contractor at cost; or
  - Consider alternative duties for the individual(s).
- r) Examples of specialised training / competencies include, but are not limited to rigging and scaffolding, dogging, operation of mobile plant and equipment, confined space entry, accepting or issuing permits, atmospheric gas testing, using self-contained breathing apparatus and supplied air breathing apparatus, working at heights, electrical work, operation of explosive power tools, radiography, plumbing, and respirator face fit checks.
- s) MMO's HS&E standards and procedures relating to the above examples are located on the Minara Resources Ltd Intranet. Health and Safety and Environmental personnel will assist individuals requiring access to these documents.
- t) Refer to:
- u) MMO Verification of Competence Procedure 0000-76-P-000-007.

## Drugs, Alcohol and Fatigue

- v) The MMO procedures concerning drug and alcohol and fatigue outline the requirements and aim to eliminate potential hazards associated with fatigue and the misuse of drugs and alcohol that compromise or threaten the health and safety of personnel in the workplace.

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- w) These procedures focus on providing education and raising awareness of the consequences associated with performance inhibiting substances causing injury to themselves or others.
- x) They also address the legal obligations of all parties to ensure that the workplace is safe and free from hazards associated with people adversely affected by drugs and alcohol.
- y) MMO enforces a ZERO TOLERANCE drug and alcohol policy on Site.
- z) Refusal by personnel to provide samples when requested (including but not limited to urine and breath samples) will result in a default recording of a positive sample from the individual in question.
- aa) Every effort must be made to minimise the risk of health effects, injuries and decreased work performance, which can be associated with shift work and extended hours of work.

Refer to:

MMO H&S Instruction 0000-85-HSI-200-001 Alcohol & Drug Testing; and

MMO H&S Instruction 0000-85-HSI-200-006 Fatigue Management.

## 6. ENVIRONMENT

### 6.1 Environmental Management System (EMS)

- bb) MMO is conscious of its environmental responsibilities and is committed to operating the Murrin Murrin Site in compliance with its environmental policy. The policy strives for compatibility between economic development and the environment, compliance with regulatory requirements, community consultation, and continuous improvement.
- cc) The intent and objectives of the policy are met through the implementation and management of MMO's EMS. The EMS is based on the ISO 14001 standard and ensures continual environmental improvement and corrective action through high level environmental management, monitoring and reporting practices.
- dd) Regular environmental audits and inspections are conducted across Site to ensure compliance with the requirements of the EMS. All Contractors working on Site shall comply with the requirements outlined in the EMS. The details of which are briefly contained in this document. MMO's Risk, Environment and Community Department is also available as a resource to the Contractor for advice on all environmental issues.

### 6.2 Environmental Management Plan (EMP)

- ee) Contractors are required to incorporate an environmental management component into the HS&E Management Plan to the satisfaction of the Risk, Environment and Community Manager and/or delegate which shall, at a minimum, contain the following information:
  - a) Description of the activities being undertaken by the Contractor at MMO's Site, noting all significant discharges, emissions and wastes;

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- b) Details on how the Contractor proposes to minimise its operational impact on the environment (air, stormwater, groundwater, land, flora and fauna) within the project area;
- c) Details on how the Contractor proposes to manage its chemical and hydrocarbon requirements; and
- d) Details on how the Contractor proposes to manage its wastes.

The EMP shall be updated regularly and submitted to the Risk, Environment and Community Manager or their delegate for review and approval.

## 6.3 Environmental Awareness Training

All permanent or long term contractors shall complete MMO's Environmental Awareness Training (EAT) programme. This training provides valuable information on the responsibilities of all employees and contractors. It outlines the processes required to be implemented prior to undertaking any activities on Site, which could have a potentially adverse environmental impact.

## 6.4 Compliance with Statutory and Site Environmental Requirements

The Contractor shall comply with all applicable statutory and Site environmental requirements. These include, but are not limited to:

- a) Aboriginal Heritage Act 1972 (WA);
- b) Contaminated Sites Act 2003 (WA);
- c) Environmental Protection Act 1986 (WA);
- d) Environment Protection Biodiversity and Conservation Act 1999 (Federal);
- e) Environmental Protection Regulations 1987 (WA);
- f) Mines Safety and Inspections Act 1994 (WA);
- g) Mining Act 1978 (WA);
- h) Mining Regulations 1981 (WA);
- i) National Greenhouse and Energy Reporting Act 2007 (Federal);
- j) Rights in Water and Irrigation Act 1914 (WA);
- k) Soil and Land Conservation Act 1945 (WA);
- l) Soil and Land Conservation Regulations 1992 (WA); and
- m) Wildlife Conservation Act 1950 (WA).

In addition to the key Acts and Regulations, MMO is required to comply with specific Site statutory environmental requirements. These include:

- a) Murrin Murrin Operations Environmental Operating Licence 7276/10;
- b) Mining Tenement Conditions;
- c) Mining Proposal Commitments;
- d) Groundwater Well Licence conditions;
- e) Ministerial Proposal Implementation Conditions; and
- f) Works Approval Commitments.

Further information on the statutory environmental requirements can be obtained from MMO's Risk, Environment and Community Department.

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All Contractors should ensure that their activities comply with all relevant legislative and Site environmental requirements, including the key Acts and Regulations listed above, prior to commencing work.

## 6.5 Environmental Incident Reporting

All MMO and contractor personnel are responsible for ensuring that environmental incidents are reported, recorded and fully investigated using the MMO incident reporting system (SiteSafe) and supporting procedures and guidelines.

The Contractor shall ensure that:

Any statutory reportable incident is immediately reported to the MMO Risk, Environment and Community Department;

A copy of the report is forwarded to the MMO Risk, Environment and Community Department within 24 hours; and

When requested by MMO, further investigation must be commenced immediately.

*Refer to:*

*MMO Procedure 0000-85-P-004-001 Incident/Hazard Reporting and Analysis Procedure; and*

*MMO Procedure 0000-81-P-110-001 Environmental Incidents: Reporting, Investigating and Corrective Actions.*

Examples of events that shall be reported to the Risk, Environment and Community Department include:

- a) Hydrocarbon spills;
- b) Any spill of material outside a bunded area;
- c) Any damage to an Aboriginal heritage Site;
- d) Any native fauna fatalities or fauna issues;
- e) Any unauthorised disturbance to flora; and
- f) Any damage to containment facilities, such as concrete bunds.

## 6.6 Waste Management

All reasonable and practical measures shall be taken by the Contractor to minimise the generation of waste from construction and operational activities. MMO has a waste management system in place to ensure the appropriate management of all waste collection, disposal and recycling activities. Where possible, Contractors should integrate with these systems. Contractors handling hazardous or large waste volumes shall consult with the Risk, Environment and Community Department on appropriate disposal methods.

All non-hazardous waste and recyclable materials produced by the contractor shall be segregated and disposed of in appropriately marked skip bins located around the Site. Where skips are not available for the disposal of waste, it is the Contractor's responsibility to organise appropriately marked skips to be positioned in their area of work. Materials shall be recycled wherever possible.

Any unused chemicals or other products will be removed from Site by the Contractor at the completion of the works.

*Refer to:*

*MMO Procedure 0000-81-P-020-002 Waste Disposal; and*

*MMO Procedure 0000-81-P-020-005 Recycling.*

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## Housekeeping

Contractors shall operate in and maintain their working areas in a clean and orderly manner. Purpose built lay down yards are available for the storage of equipment.

## Drum Management

The Contractor shall minimise storage of unused hydrocarbon/chemical drums. The removal or disposal of drums brought to Site by the Contractor remains the responsibility of the Contractor.

All drums storing liquid chemicals or liquid waste shall be stored on approved containment pallets or spill trays. The provision of pallets and spill trays is the responsibility of the Contractor and at its own expense.

## Waste Hydrocarbons

The temporary storage of waste oil, greases etc. is the responsibility of the Contractor. Waste hydrocarbons collected by Contractors are to be stored in drums on an approved containment pallet, spill tray or bunded area.

All storage areas shall comply with MMO's Environmental Licence requirements and AS 1940 - The storage and handling of flammable and combustible liquids.

## Hazardous Wastes

Hazardous waste produced by a Contractor shall not be disposed of in waste skips. It is the responsibility of the Contractor to contact MMO's Risk, Environment and Community Department to determine an appropriate disposal method prior to arriving on Site, if possible. Where the Contractor has produced hazardous waste which was not previously agreed to be removed by Minara, the cost of disposal is to be met by the Contractor.

## Hydrocarbon and Chemical Management

- a) All chemical and hydrocarbons must be bunded. The design and construction of containment bunds shall comply with MMO's Environmental Licence and AS 1940 - The storage and handling of flammable and combustible liquids.
- b) Where chemical and hydrocarbon storage facilities are less than 250 L, the drums or containers shall be stored on an approved containment pallets, spill trays or in sea containers.
- c) Below ground storage tanks are not permitted on Site.
- d) The construction of additional storage areas by Contractors is not permitted unless approval has first been received from MMO's Risk, Environment and Community Department. Should approval be granted, all bunds shall be regularly inspected to ensure their integrity. Rainwater ponding within the storage areas shall be removed if it does not contain any contaminants. Where stormwater is contaminated, the Contractor shall report to MMO's Risk, Environment and Community Department for an appropriate disposal method.
- e) Generators shall be self bunded, or positioned on spill trays.
- f) Where a Contractor is in the business of hiring out diesel-powered generators, it is the responsibility of the Contractor to ensure that a spill tray is supplied with every generator at the Contractor's expense.
- g) Contractors may not bring chemicals onto Site without seeking prior written authorisation from the MMO Health and Safety and Risk, Environment and Community Departments.

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*MMO Procedure 0000-81-P-090-001 Chemical and Hydrocarbon Management.*

## Contamination of Soils, Groundwater and Surface Water

Contamination of soils, groundwater and surface water shall be avoided through the appropriate management of chemicals and hydrocarbons. In the event that a spillage occurs and a contaminant (acid, caustic, hydrocarbons etc.) comes in contact with unprotected soil, surface waters or groundwater, an immediate response is required to contain the spillage and clean up the area.

MMO's Risk, Environment and Community Department shall be notified and an environmental incident report completed as soon as practicably possible, but no later than 24 hours. MMO's Risk, Environment and Community Department shall be notified immediately if the Contractor suspects that surface or ground waters may become contaminated as a result of an incident.

## Hydrocarbon and Chemical Spill Control and Clean-Up

MMO has an Emergency Response Plan that contains:

- a) An inventory of hazardous materials stored on Site that may cause environmental damage (including Safety Data Sheets);
- b) Release response procedures;
- c) Prevention procedures;
- d) A list of clean-up equipment available and where to obtain it; and
- e) An emergency contact list.

It is the responsibility of the Contractor to be familiar with the specific Site plan and what to do in the event of a spill.

In the event of a spillage and if safe to do so, the Contractor shall implement immediate temporary control measures to minimise or stop the source of the spill and to prevent the spillage from spreading.

It is the responsibility of the Contractor to contact MMO's Risk, Environment and Community Department to determine an appropriate disposal method for contaminated soil and water.

*Refer to:*

*MMO Procedure 0000-81-P-090-001 Chemical and Hydrocarbon Management; and*

*MMO Procedure 0000-85-P-006-021 Process Material and Chemical Loss of Containment Management.*

## 6.7 Land Management

### Aboriginal Heritage

There are many Aboriginal heritage sites present within the Site area. Identified Aboriginal heritage sites have been mapped. Contractors shall not interfere with these sites. If a site is accidentally disturbed or the Contractor believes a new site has been discovered, the Contractor shall cease work immediately and contact the MMO Risk, Environment and Community Department.

### Pastoral Management

The Site area is located on several active pastoral leases. Where Contractors are required to access tracks around the pastoral stations, all gates shall be left in the position in which they were found.

No fires are to be lit in the Site area.

All vehicles shall be confined to existing tracks.

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## Fauna Management

Contractors shall not interfere with native animals. Care shall be taken when driving and all employees and contractors must stay within designated speed limits. It is the responsibility of the Contractor to report all native fauna injuries and deaths to the MMO Risk, Environment and Community Department.

In the event that an animal is hit with a vehicle, it is the responsibility of the driver to check on the injured animal. Assistance to the animal shall be provided as necessary.

All animal populations (both native and feral) are protected by law.

## Flora Management

To avoid the introduction of weed species to the area, Contractors shall ensure all mobile equipment is clean before arriving on Site. Wash down facilities at the Site cannot cater for wide or heavy loads.

Several populations of priority flora are present within the Site area. Identified sites have been flagged and fenced off. Contractors shall not interfere with these sites. If a site is accidentally disturbed or the Contractor believes a new population has been discovered, the Contractor shall cease work immediately and contact the MMO Risk, Environment and Community Department.

## Clearing and Rehabilitation

No clearing of undisturbed areas is permitted without the authorisation of the MMO Risk, Environment and Community Department.

It is the responsibility of Contractors to rehabilitate areas disturbed as a result of their work at their own expense, to the satisfaction of the Risk, Environment and Community Department.

Vehicles and mobile equipment shall not access rehabilitated areas.

*Refer to:*

*MMO Procedure 2000-01-P-000-024 Land Clearing; and*

*MMO Procedure 0000-81-P-040-003 Mine Planning and Rehabilitation.*

## 6.8 Water Management

The Contractor shall not store any materials or dispose of any waste within the Site drainage system or ephemeral creek systems within the Site area.

It is the responsibility of the Contractor to store all materials in a manner that avoids contamination of storm water during rain periods.

The Contractor must implement water re-use and minimisation strategies and practices where possible.

## 6.9 Air Quality Management

Dust suppression controls shall be used whenever a Contractor performs work that has the potential to generate dust. Where significant dust emissions are generated, an incident report shall be raised.

## 6.10 Mine Site Access

Vehicle entry to the MMO Site shall only be via the main access road. Contractors that access the plant area shall not use tracks and/or mining haul roads. MMO's security shall be advised of each Contractor's entry and exit time and each Contractor's destination. If work is to be conducted out of the main project area, further precautions are required by MMO.

*Refer to:*

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MMO Procedure 0000-85-P-002-036 Working in Remote Areas.

## 7. HAZARDOUS MATERIALS SAFETY STANDARDS

### 7.1 General

- a) Contractors intending to transport dangerous goods or other hazardous substances onto Site must first gain approval from the MMO Health and Safety, and Risk, Environment and Community Departments. This is undertaken via the submission of a completed Hazardous Substance Approval form, together with a copy of the chemical's Safety Data Sheet (SDS).
- b) On approval, the chemical or dangerous goods may be brought to Site.
- c) The Contractor shall ensure that all hazardous materials used on Site are handled in accordance with the manufacturer's SDS. The SDS shall be made available to all end users of hazardous materials and they shall be instructed in their safe use.
- d) Hazardous materials shall be managed in accordance with all relevant legislation, MMO's hazardous materials policies and procedures and relevant SDS. A hazardous material register detailing quantities and storage locations of product shall be readily available to all personnel. Copies of this register and updates for new hazardous materials shall be submitted to the Health and Safety and Risk, Environment and Community Departments prior to using these hazardous materials.
- e) Waste hazardous materials shall be disposed of in a manner approved by MMO.

Refer to:

MMO Procedure 0000-85-P-002-007 Assessment and Approval of Hazardous Substances and Dangerous Goods; and

MMO Form 0000-85-F-002-007 Hazardous Substance and Dangerous Goods Approval Form.

### 7.2 Solvents, Asbestos, Silica and Synthetic Mineral Fibres

- a) No asbestos or asbestos containing substance shall be brought onto Site without prior approval in writing.
- b) Existing asbestos containing materials shall only be handled in accordance with MMO's exposure standards procedure.
- c) Silica shall not be used for abrasive blasting. Where possible, abrasive blasting shall be wet garnet blasting in accordance with the Mine Safety and Inspection Regulations 1994.
- d) Paints and polyurethane containing isocyanides shall not be used, unless written approval is obtained from MMO.
- e) Synthetic mineral fibres (such as glass fibre, Rockwool and ceramic fibres) shall be handled in accordance with Site policies and procedures, and in accordance with the National Standard and Code of Practice 'Synthetic Mineral Fibres'.
- f) No ceramic fibre or substance containing ceramic fibre shall be brought onto Site without approval from MMO.

Refer to:

MMO Guideline 0000-85-G-002-001 Exposure Standards.

### 7.3 Explosives and Blasting

The following shall apply for explosives and blasting:

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- a) Handling, storage and use of explosives on Site shall conform with all relevant legislation;
- b) No explosives shall be brought onto Site without prior approval of MMO;
- c) Explosives shall be registered with MMO when brought onto and taken from the Site;
- d) Detonators shall be stored separately from other explosives;
- e) Report immediately to MMO any theft, loss or disappearance of explosives;
- f) Explosives shall be stored in approved, registered facilities;
- g) Smoking and open flames shall not be allowed within 20 metres of storage facilities; and
- h) Only authorised and licensed persons shall be permitted to handle and use explosives.

## 8. SAFE WORK PROCEDURES

### 8.1 Permit to Work Procedures

MMO operates a comprehensive Permit to Work (PTW) system. It is a formal procedure based system that is used to plan, control and complete work using safe working practices.

The objectives of the PTW system are to:

- a) Ensure appropriate authorisation of work;
- b) Ensure all hazards are identified and that work is coordinated and controlled;
- c) Make clear to personnel carrying out the work:
  - i. The exact scope of work;
  - ii. The safety requirements for the job; and
  - iii. Any additional precautions required and the validity period of the permit.
- d) Ensure that personnel responsible for the work are aware of all the work being carried out in or near their area;
- e) Provide a formal hand-back procedure to ensure the area affected by the work is safe to return to normal operation;
- f) Ensure effective control of hazards and work in cases of concurrent conflicting work which individually may not compromise safe working procedures, but which in combination could create the potential for hazards; and
- g) Provide a record to show that a safe system of work has been used and that the necessary precautions have been considered and executed.

### 8.2 Permits

All work on equipment, plant and machinery, except for process operation tasks and inspections, requires a PTW, which must be obtained prior to the commencement of work. The permits that are issued will depend upon the nature and scope of the intended work. An SOP or JSEA is required before permits are issued.

*Refer to:*

*MMO Procedure 0000-84-P-010-001 Permit to Work Procedure; and*

*MMO Procedure 0000-84-P-030-001 Permit to Work - Confined Space Entry Procedure.*

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## 9. ELECTRICAL SAFETY STANDARDS

### 9.1 Electrical Equipment - Inspection, Testing and Tagging Procedure

All users of electrical tools, appliances and extension leads are responsible for visually inspecting their electrical equipment for signs of damage, tag validity etc. prior to using the equipment. This is in addition to the quarterly checks carried out by qualified electrical workers.

All electrical equipment used on Site such as leads, appliances and tools including office and crib appliances shall undergo inspection, testing and tagging. It is the responsibility of the Contractor to ensure all electrical equipment has been tested and tagged prior to use at MMO.

All portable electrical equipment used in heavy operating environments such as workshops, mining areas, process areas, construction sites, and laboratories must be tested and inspected and appropriately tagged on a quarterly interval. Tag colours for quarterly tests are:

December - February	RED
March - May	GREEN
June - August	BLUE
September - November	YELLOW

Any equipment that does not have a correct tag attached **MUST NOT** be used. Portable electrical equipment used in light operating areas such as office equipment, computers, photocopiers, fridges, microwaves, etc., are to be tested and tagged annually. All other portable electrical equipment is to be tested and tagged quarterly.

Colour coded tags shall be used to identify the period in which the test was performed. All sections of the tag must be completed.

WHITE: "Even" years

BLACK: "Odd" years

Any equipment that does not have a correct tag attached must **NOT** be used.

A licensed electrical Contractor shall carry out all electrical testing. Tests shall be to AS/NZS 3000:2007 Electrical installations and AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment and include:

- Earth continuity where applicable;
- Insulation "Megger" test of active and neutral leads;
- Testing of RCDs (earth leakage units);
- Check visually for obvious external damage or component defects in accessories, connectors, plugs or sockets; and
- Check that inner cores of flexible supply cords are not exposed and that external sheaths are not cut, abraded or damaged in any way. Also, check that unprotected conductors or insulation tape are not in evidence.

Fixed equipment and installations such as crib huts, workshops, etc., shall be inspected and tested by the licensed electrical worker and entered into the area electrical logbook held by the area Electrical / Instrumentation Supervisor.

Function tests on RCDs by use of the 'test button' should be performed by anyone about to plug a lead or electrical tool into the protected outlet.

*Refer to:*

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AS/NZS 3012:2010 Electrical installations - Construction and demolition sites; and  
Part 5 - Mines Safety and Inspection Regulations (1995).

## 9.2 Temporary Power and Lighting

Details of construction power facilities shall be submitted to the MMO Electrical / Instrumentation Supervisor or nominee for approval prior to installation.

All temporary lighting shall be fixed to the structure by the use of suitable restraints. Lamps shall be protected by the use of a fine wire mesh guard. Lighting installation shall be located such that clear access is given for persons and accidental physical contact is avoided.

The lighting circuit shall not be energised until the installation is complete, tested and the current inspection tag affixed.

Should the work area be in a Zone 0, 1 or 2, then all equipment and fittings shall conform to the area classification. Whilst the Permit to Work is being issued, the classification shall be confirmed.

As far as practicable, power leads shall not enter a vessel through the personnel entry point. If this is not possible, then additional mechanical protection shall be provided.

Personnel shall not remove or interfere with any permanent light or power installation without first obtaining permission from MMO.

Any permanent lighting installation or fitting removed or temporarily disconnected for construction tie-in or relocation shall be replaced with a temporary installation (by a licensed electrical worker) to satisfy 24-hour operation requirements.

## 9.3 Flexible Cords / Extension Leads

Maximum length of a flexible cord shall be 30 metres. The cord shall not be joined in lengths in which the total length exceeds 30 metres.

All connection plugs shall be of a bonded type or made of transparent material.

Power leads shall be suitably restrained, supported above ground level using either cable stands or standard lead restraining clips.

Power leads shall not be routed along access ways, walkways or handrails unless supported by lead restraining clips.

Portable RCD units shall be used to distribute power directly to power tools only and not as an adapter to extend the length of power leads or for multiple distribution of power leads.

Plug boards (domestic type) and double adapters shall not be used in the Plant.

## 9.4 Generators and Welding Machines

### Generators

This section covers portable, transportable or mobile generators including welding machines with auxiliary power outlets or terminals.

Self-contained transportable generating sets driven by internal combustion engines which are intended to provide an independent 50 Hz AC supply at above 32 V AC, single phase or three phase, shall meet the following requirements:

- a) Comply with AS 2790 Electricity generating sets - Transportable (Up to 25 kW) and AS 3010 Electrical installations - Generating sets with the additional features as varied below;

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- b) All live parts, including 'neutral' parts shall be guarded and insulated, including terminals at the back of the outlet;
- c) Single-phase windings shall have the neutral terminal connected to the earth terminal of the device as per AS 2790;
- d) Three phase units shall have the star point of neutral connected similarly; and
- e) All socket outlets providing non-welding power shall be weatherproof hi-impact polycarbonate or similar construction, with an isolating switch that operates in all live conductors.

All the single-phase outlets detailed above shall be protected by a residual current operated circuit breaker set to trip at a maximum earth leakage of 30 mA.

Generators shall be inspected and tested by a licensed electrical worker and tagged in accordance with the tagging procedure and shall be protected from weather at all times.

Earthing must be undertaken by a qualified electrician and shall comply with the following requirements:

- a) Where a generator is in the vicinity of a structure, connect the generator set bonding system to the main earth; and
- b) Where the unit is not in the vicinity of a structure, the generator set bonding system shall be connected to an earth stake. The stake shall be buried to a depth of at least 600 mm and sized in accordance with AS/NZS 3000 Electrical installations.

## Welding Machines

Where welding machines are installed adjacent to one another or where required to work in close proximity to one another, the Contractor shall ensure that they are installed in accordance with AS 1674 Set-2007 Safety in welding and allied processes Set and that the open circuit potential difference between the electrode holders of adjacent machines does not exceed 115 VDC or 80 VAC.

The location of welding machines shall be as close as possible to the work area.

The earth returns of welding machines shall be as close as practicable to the job site at a distance not exceeding three (3) metres.

Welding machines shall be stopped or switched off before the connection or disconnection of leads to the machine terminals. All exposed terminals shall be insulated or covered.

## Voltage Reduction Device

It is mandatory that an Automatic Voltage reducer be fitted to welding machines to reduce the open circuit voltage to a safe level to eliminate the potential for electric shocks.

*Refer to:*

*MMO Policy 0000-65-M-000-005 Electrical Safety Management Policy*

## 9.5 Overhead Power Lines

Any work required to be performed on or adjacent to overhead power lines shall be controlled by a High Voltage Access / Vicinity Certificate (HVAC) issued in accordance with the PTW procedure.

The term 'adjacent to overhead power lines' shall be interpreted as equipment or personnel entering within a 10 metre horizontal exclusion zone. Particular note shall be taken with crane booms or hooks, which may luff or slew into the area of exclusion.

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## 10. PLANT AND EQUIPMENT

### 10.1 General Requirements

Prior to Site entry, all plant and equipment shall be inspected by a Competent Person (MMO contract owner or their delegate) and maintained in accordance with the manufacturer's instructions. This inspection record must be documented and forwarded to the MMO representative on Site prior to the agreed arrival / mobilisation date. Records of inspections and maintenance shall be made available to MMO on request for auditing purposes. Any mobile plant and machinery presented for use on Site will not be permitted beyond the Security Gatehouse without all necessary documentation having being submitted prior to arrival.

All mobile plant and machinery entering Site will be reinspected by an appointed MMO representative to clarify that certified documentation has been forwarded prior to mobilisation. Documentation is to be signed off by an MMO representative and a Contractor representative.

Servicing and maintenance of plant and equipment is the sole responsibility of the Contractor and will be performed at its own expense unless otherwise agreed to in writing with MMO prior to mobilisation.

Seat belts shall be fitted to all mobile plant equipment and must be used by the occupants.

Only plant and equipment having the correct log book, manufacturer's operation and maintenance manual, and current certification will be permitted to operate on Site.

All mobile plant shall have an audible reversing device plus a suitably, maintained dry powder fire extinguisher, fitted at all times.

Contractor plant and equipment that is required to operate between the hours of sunset and sunrise shall be fitted with functional headlights on each side of the front of the vehicle and a red tail light on each side of the rear.

Any vehicle fitted with a 220 V three-pin socket outlet shall be protected with a RCD.

The Contractor shall maintain plant and equipment in accordance with the manufacturer's instructions and at its own expense (unless otherwise agreed).

The Contractor shall ensure that equipment operators conduct a written daily pre-operational check, with any defects identified immediately reported to the Contractor's supervisor.

Tyre and rim maintenance shall comply with AS 4457 Earth-moving machinery - Off-the-road wheels, rims and tyres - Maintenance and repair.

#### Checklists

All checklists must have the following information detailed:

- a) Plant / equipment make (i.e. Caterpillar);
- b) Model;
- c) Year of manufacture;
- d) Company fleet no. (Contractor Fleet No);
- e) Licence no. (if registered for public roads);
- f) Expiry dates for licence and registration;
- g) Service meter unit (SMU) hour reading;
- h) Service and defect repair documentation for the previous six (6) months;
- i) Work history of the equipment for the previous six (6) months;

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- j) Inspection certification for cranes with over one (1) tonne lifting capacity;
- k) Inspection certification for all attachments utilised for lifting (forks, jibs, slings, cages etc.);
- l) Inspection certification for all pressure vessels and relief valves;
- m) Tyre condition report for all earthmover tyres where MMO will be charged for wear and tear;
- n) Wheel component history with component hours and last Non-Destructive Testing (NDT) examination date/hours. Where this cannot be supplied, no tyre repairs will be permitted on Site for heavy plant and equipment; and
- o) Condition reports on all wear items e.g. trays; buckets, tracks, undercarriage and bowls, where MMO will be accountable for wear.

## Inspections

All inspections must cover the following, but are not limited to:

- a) Checking for fluid leaks (hydraulic, fuel, water, etc.);
- b) Checking machine frame for cracks;
- c) Checking that hand rails and ladders are in good condition;
- d) Checking for at least one fire extinguisher fitted to each machine. Pressure tested and date tagged in date [must be tested every six (6) months and tagged accordingly];
- e) Checking that roll over protection systems / falling object protection systems conform to Mines Safety and Inspection Regulation 4.15 and AS 2294 Earth-moving machinery - Protective structures - General and AS 1636 Tractors - Roll-over protective structures;
- f) Checking that seat belt tongue and buckle are in good working order;
- g) Checking that seat belt webbing is free of tears/cuts and securely anchored;
- h) Checking that all cab glass is intact and clean;
- i) Checking that a rotating amber beacon is fitted and operational;
- j) Checking that door seals are intact and seal properly;
- k) Checking that door latches are in good working order;
- l) Checking that air-conditioning / heating is in good working order;
- m) Checking that all light vehicles have a stocked first aid kit (in date);
- n) Checking that rear and side view mirrors are fitted and operational;
- o) Checking that reverse alarms are fitted and operational;
- p) Checking that a Site two-way radio is correctly fitted and operational (VHF units will be supplied by MMO);
- q) Checking that a complete mechanical, hydraulic and electrical inspection has been performed, including braking and steering systems;
- r) Checking that ground engaging tools are fitted and operational; and
- s) Checking that lock-out devices are fitted and operational on all earthmoving equipment.

## 10.2 Natural Gas Lines and Facilities

Natural gas is used on Site to fuel furnaces and boilers. Pipelines carrying natural gas are either buried underground or supported on above-ground pipe racks in operating areas.

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Prior to working on any gas appliances, the authorised gas manager shall be notified with all works recorded in the gas log book.

Any construction, testing, inspection, operating and maintenance work associated with natural gas pipelines shall be in accordance with the Gas Standards Act and Gas Standards Regulations.

Above ground natural gas pipelines are colour coded (yellow or beige) or carry identification markings in accordance with AS/NZS 5601 Set:2013 Gas installations Set and AS 1345 Identification of the contents of pipes, conduits and ducts.

## 10.3 Plant and Equipment Operators

Plant and equipment operators shall possess all necessary licences, registrations and certificates of competency in accordance with all statutory requirements that qualify them as competent operators of that plant or equipment. The Contractor is responsible for ensuring that operators are assessed as competent in the use of such plant and equipment and shall keep a register of operator licences, competency assessments and certification. It is the responsibility of the Contractor to present any high risk work licence to the Training Department to allow MMO to verify competency prior to operating high risk work plant and equipment at MMO. Further clarification for high risk work licences is documented in Sections 10.5 and 10.6.

## 10.4 Cranes

### General Information

- a) Mobile cranes owned or leased by Contractors shall carry the current logbook and manufacturer's operation and maintenance manual/s at all times. Details of maintenance history and modifications shall be entered in the plant logbook and where possible the same operator will be utilised on the same crane on Site.
- b) Once a crane is set up/erected, the working radius will be hard-barricaded and sign-posted to identify that only those involved in the lift are to enter the area. No other trades are to work in the barricaded area whilst the lift is in progress.
- c) Loads shall be secured whilst the crane is in motion, and where the operator's vision is restricted the operator shall travel in reverse and/or be guided by a Dogger or Rigger. In certain situations an escort vehicle may be required.
- d) A certified Rigger or Dogger shall direct all crane lifts/load movements.
- e) All lifting gear shall be removed from the crane hook prior to travelling on Site roads.
- f) All loads shall be controlled by a natural fibre rope tag line (minimum 16 mm diameter).
- g) When maintenance/repair work is necessary, the main power supply shall be locked and tagged in the off position in accordance with Site isolation and tagging procedures.
- h) Front end loaders, shovels, backhoes and alike shall not be used to suspend loads (as a crane) without written permission from MMO's representative.
- i) The Crane Operator and Rigger / Dogger are to satisfy themselves that the crane capacity and set out of operations are acceptable.
- j) Whistle signals shall not be used to direct crane movements. Radios shall be used to communicate and direct crane movements.
- k) Where a crane is left unattended the boom shall be positioned so that it does not project over, or lie in the direction of existing plant.
- l) No load shall be left suspended unless the Crane Operator is inside the crane cab.

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- m) Cranes carrying loads shall travel at a walking speed, not more than 5 km/h or as per the manufacturer's recommended limits.

## Significant Crane Lifts

The Contractor's engineer shall be responsible for the coordination of all technical details and shall approve all lifting instructions and drawings prior to the lift.

Crane lifts that may require a documented lift study are:

- a) Any load that exceeds 20 tonnes;
- b) Lifts that exceed 80% of the crane's rated capacity;
- c) Multiple crane lifts;
- d) Lifts that require maximum boom and jib configurations;
- e) Lifts that require specific engineering design; and
- f) Non-routine and high risk lifts including all lifting over live process pipelines.

The Contractor's engineer shall coordinate the lift with the Rigging Supervisor or their delegate to ensure compliance with written instructions.

The Rigging Supervisor shall have overall responsibility for the field of operation during all significant lifts.

## Site Transportation - Non Standard Loads

Various load clearance restrictions for height, width and length exist on Site. Prior to any material or equipment being brought to Site, the Contractor shall seek the relevant information from MMO on specific Site transport restrictions to develop an appropriate safe access route.

Where loads carried by cranes extend a significant distance beyond the physical extremities of the crane a Dogger shall ensure that it clears all obstructions and to alert other road users and pedestrians of the hazard. At no stage shall the Dogger walk between the load and the front of the crane.

## 10.5 Mobile Elevated Work Platforms (MEWP)

MEWPs owned or leased by Contractors shall carry the current logbook and manufacturer's operation and maintenance manual at all times. Details of maintenance history and modifications shall be entered in the plant logbook.

A competent person shall inspect the MEWP as detailed in AS 2550 Cranes, hoists and winches - Safe use - Mobile elevating work platforms and a record of such inspections shall be maintained in the equipment logbook.

MEWPs shall in all cases be operated in accordance with AS 2550 and the manufacturers' guidelines, this includes the requirement to wear and secure a harness at all times whilst in the basket of the equipment, including when equipment is being trammed.

"Boomlift" type MEWPs require a ground-based Spotter (who must also hold certification and have completed a verification of competence (VOC) for MEWPs to be in attendance at all times during use of the MEWP.

Platforms may be used for carrying tools and equipment as well as personnel provided that the total mass does not exceed the rated load capacity and the load does not extend beyond the handrails of the basket.

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Personnel shall not exit the basket whilst it is elevated unless there is no safer means of access/egress and the conditions specified in MMO Procedure 0000-85-P-006-020 Mobile Elevated Work Platforms and AS 2550 are met.

Upon MMO's verification of the Contractor's high risk work licence and completion of the VOC, a high risk activity card will be issued which lists current licences and their expiry dates. The purpose of the card is to assist Supervisors to allocate tasks and for auditing purposes. Please note that Contractors holding a high risk work licence will still be required to have their original licence on Site and in a readily accessible location so that it can be produced in a reasonable time frame when requested.

*Refer to:*

*MMO Procedure 0000-85-P-006-020 Mobile Elevated Work Platforms; and*

*MMO Procedure 0000-76-P-000-007 Verification of Competence.*

## 10.6 Forklifts

Forklifts owned or leased by Contractors shall carry the current logbook and manufacturer's operation and maintenance manual at all times. Details of maintenance history and modifications shall be entered in the plant logbook.

All forklifts used on Site shall be fitted with a seatbelt, which must be worn by the operator.

Special care shall be exercised when lifting attachments are fixed to the forklift so that the equipment is not loaded beyond its design capacity, in particular tipping momentum due to the centre of gravity of the load being out of radius, where the safe radius is usually given as a distance from the apron of the lifting carriage.

Attachments must be securely fastened to the machine to prevent dislodgement.

Where the load is large and obscures vision, the machine must be operated in the reverse or a spotter used.

Upon MMO's verification of Contractor's high risk work licence and completion of the VOC, a high risk activity card will be issued which lists current licences and their expiry dates. The purpose of the card is to assist Supervisors to allocate tasks and for auditing purposes. Please note that Contractors holding a high risk work licence will still be required to have their original licence on Site and in a readily accessible location so that it can be produced in a reasonable time frame when requested.

*Refer to:*

*MMO Procedure 0000-85-P-002-021 Safe Use of Powered Industrial Trucks – Forklifts; and*

*MMO Procedure 0000-76-P-000-007 Verification of Competence.*

## 10.7 Identification of Tools and Equipment

It is the contractor's responsibility to ensure that all tools and equipment that are taken onto MMO's Site are clearly identified as belonging to that Contractor. The onus of proof will be the Contractor's responsibility. Any tools and/or equipment that do not have such an identifying mark will be retained at the MMO location until such time that the Contractor can prove ownership.

## 10.8 Guillotines and Metal Presses

Guarding requirements and safe use of guillotines and metal presses shall conform to AS 1893 Code of practice for the guarding and safe use of metal and paper cutting guillotines and AS 4024 Series Safety of Machinery respectively and the Mines Safety and Inspection Regulations.

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The MMO workshop guillotines and metal presses are not available for use by the Contractor, unless otherwise advised by MMO.

Guillotines and metal presses used on Site shall be fitted with guards and controls equal to accepted standards for machine shop equipment.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains or other reciprocating, rotating or moving parts exposed to contact by any person, shall be permanently guarded.

*Refer to:*

*MMO Procedure 0000-85-P-002-027 Machine Guarding.*

## 10.9 Pedestal Drills, Grinders and Buffers

Installation of electric pedestal drills, grinders and buffers shall be in accordance with AS/NZS 3000 Electrical installations, AS/NZS 3007 Electrical equipment in mines and quarries - Surface installations and associated processing plant and AS/NZS 3012 Electrical installations - Construction and demolition sites. The selection, installation, construction, safeguarding, care and use of grinding wheels and buffers shall be in accordance with AS 1788 Abrasive wheels. Personnel shall not remove any safety guard device from a grinding or drilling machine unless the equipment is isolated.

Buffing, grinding and drilling operations produce airborne projectiles. Operators of such machines shall protect themselves and others in the work vicinity by the use of PPE, the minimum being hearing and double-eye protection.

Personnel shall not operate a bench or pedestal drill, grinder or buffer in a temporary work situation until the equipment has been levelled and securely anchored.

No grinder or buffer shall be fitted with any cutting wheel (e.g. saw blade, polishing disc or pad etc.) other than those recommended by the manufacturer.

*Refer to:*

*MMO Procedure 0000-85-P-002-027 Machine Guarding;*

*MMO Procedure 0000-85-P-002-025 Safe Use of Power Tools; and*

*MMO Procedure 0000-85-P-002-026 Safe Use of Hand Tools.*

## 10.10 Fans and Blowers - Portable

All portable fans and blowers for industrial purposes shall be performance tested under the SAA Fan Test Code, AS ISO 5801 Industrial fans - Performance testing using standardized airways to determine capacity and appropriately marked.

Electrical wiring and testing shall conform to AS/NZS 3350 Safety of household and similar electrical appliances - General requirements (IEC 60335-1:1991, MOD).

A RCD shall be used to protect all electric powered fans and blowers.

Personnel shall not continue to use a portable fan or blower that is not equipped with a protective mesh or grill device designed to prevent accidental personal contact with the fan blade therein.

When used as a forced ventilator for a vessel or confined space, any material so placed that the capacity of the fan is reduced shall not obstruct the intake or exhaust to the fan/blower.

Devices which may produce noxious fumes, such as mobile welder, fuel storage tank or air compressor, shall be kept clear of the fan intake area.

Dust producing activities, such as grinding, shall be kept clear of the fan intake area.

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Refer to:

MMO Procedure 0000-85-P-002-027 Machine Guarding.

## 10.11 Pumps - Portable

Portable pumps shall conform to Mines Safety and Inspection Regulations.

Portable pumps, including their quarterly inspected delivery hoses, shall not be positioned in such a way to restrict access to operating equipment.

Barricading of portable pumping installations shall be performed to the relevant Site standard where normal roadway, access way or path is restricted by such installation.

## 10.12 Lifting Equipment and Winches

The use of lifting gear, winches and tirlors is governed by the Mines Safety and Inspection Regulations.

Lifting gear includes chain, rope, fastening, coupling, fitting, hoist block, stay, pulley, hanger, sling, brace or movable contrivance of a similar kind, used or intended for use on or in connection with construction work.

All lifting gear shall be visibly marked in accordance with the relevant Australian Standards. Such markings shall be legible throughout the working life of the equipment.

All rigging and lifting equipment shall be inspected regularly by a competent person for the purpose of determining their suitability for safe use. This inspection shall be recorded in a rigging and lifting equipment register.

A qualified engineer shall approve lifting attachments and a NDT shall be carried out as required. These lifting attachments should be included the overall lifting equipment inspection.

All lifting gear will be tagged or otherwise identified as having undergone a three-monthly inspection in line with Site electrical tagging colour codes.

Fibre ropes shall not be used for crane lifting activities, and its use for temporarily suspending pipe work etc. shall be restricted. Consideration shall be given to hot work and plant processes and their effect on the rope.

The use of synthetic fibre slings is restricted in and around areas of the Site. Such slings must be inspected for defects before each use.

All rigging gear shall be stored off floor level and away from hazardous substances.

Refer to:

MMO Procedure 0000-85-P-002-010 Lifting and Cranage.

## 10.13 Welding and Gas Cutting

Contractors carrying out welding, cutting and grinding operations are responsible for ensuring safe work practices are adhered to.

When working in elevated areas, prevent hot material from falling or entering any areas below or adjacent to the operation.

The minimum eye protection when carrying out the above operations shall be:

- a) Double eye protection whilst grinding - safety glasses with side shields, and clear face shield. Welding helmets are NOT to be used for grinding unless designated and marked with a high impact rating;

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- b) When oxy cutting, oxy goggles shall be worn with shade-4 lenses, or shaded safety glasses can be used together with a clear safety shield;
- c) Whilst welding, a welding shield shall be used at all times (NOT to be used when grinding); and
- d) In the event of a full face respirator being required to be worn when welding, then a welding face shield attachment shall be fitted to the full face respirator.

Protection against physical damage must be provided for electric welding cables and gas welding/cutting lines in work areas, walkways and access ways. Where possible, they shall be routed overhead or under elevated walkways, but in all cases routed in such a manner as to eliminate tripping or other hazards.

All electrical welding and gas welding/cutting units are to be inspected and maintained in accordance with the relevant Australian Standards. The inspection to include the fitting of an operational Voltage Reduction Device.

Flashback arrestors must be installed on hand pieces and cylinders and the flash back arrestors shall be changed out annually. At all times cylinders must be stored in an upright position in appropriate cages, cradles or trolleys and secured with a non-flammable material (such as a chain or wire rope) to ensure stability when being transported, stored or used on Site.

Appropriate signage must be displayed when transporting or storing compressed or flammable gas.

Electric welding cables and gas welding/cutting apparatus must be kept free from grease and oil. Worn or damaged electrical welding cables with exposed wire or bare conductors must be replaced or discarded immediately.

The location of fire extinguishers at all work locations must be observed in areas where hot work is being undertaken; flammable gases are stored; or on vehicles transporting flammable gas.

Prior to the commencement of hot works, all combustible/flammable material shall be removed or adequately protected.

Gas cylinders shall not be transported or raised or lowered to another work level unless an approved holder or carrier designed for the transport of gas cylinders is used.

Cylinders shall be kept at a safe distance and shielded from welding or cutting operations. Cylinders must not be exposed to electrical circuits or heat.

Opening keys shall not be modified nor extended. Keys must be connected to the cylinder when in use.

Acetylene and other fuel gases shall not be stored in enclosed spaces at any time, including overnight. This includes, but is not limited to vans, vessels or containers.

As a reference, the Contractor shall use AS 4332 The storage and handling of gases in cylinders for storage of gases, signage and locations.

Refer to:

*MMO Work Instruction 0000-85-WI-006-005 Safe Use of Oxy Acetylene Equipment.*

## 10.14 High Pressure Water Equipment

Only experienced, competent personnel shall carry out high-pressure water jetting operations.

The term "high pressure water jetting" covers all water jetting systems including the use of additives or abrasives with an output capability greater than 800 bar litres per minute.

High pressure blasting areas shall be barricaded (red & white) and danger signs with wording "Danger Do Not Enter - High Pressure Water in Use" shall be erected.

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PPE suitable to the work being done shall be worn and shall include:

- a) Combination of visor and safety glasses;
- b) Wellington or safety boots with steel toe cap;
- c) Safety helmet;
- d) Gloves and waterproof clothing having regard to the nature of work being done; and
- e) Ear plugs and/or ear muffs.

Refer to:

MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE); and

MMO Procedure 0000-85-P-002-012 Barricades and Barriers.

## 10.15 Compressed Air Equipment

Compressed air operations shall only be carried out by competent personnel experienced in the handling of the equipment being used.

PPE suitable to the work being performed must be worn and shall include:

- a) Face shield and safety glasses with side shields or mono goggles;
- b) Safety boots with steel toecap;
- c) Safety helmet;
- d) Gloves and clothing having regard to the nature of work being done; and
- e) Ear plugs and/or ear muffs.

Refer to:

MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE)

## 10.16 Hoses - Air, Water, Hydraulic, Chemical and Gas

All hoses which fall within the scope of MMO Hose Management Procedure 0000-25P-000-002 shall comply with aforementioned procedure.

All hoses shall comply with the relevant legislation including, if applicable, Dangerous Goods legislation referenced to in section 3.2 and Australian Standards including:

- a) AS/NZS 2554:1998 Hose and hose assemblies for air;
- b) AS/NZS 1180 Methods of test for hose made from elastomeric materials;
- c) AS/NZS 3791-1991 Hydraulic hose, AS 1335-1995 Hose and hose assemblies for welding, cutting and applied processes; and
- d) AS/NZS 1869:2012 Hose and hose assemblies for liquefied petroleum gases (LP Gas), natural gas and town gas.

All hose connections shall be installed in such a manner so as to the extent practicable address the risk of a hose parting from the coupling or connections including but not limited to the following:

- a) Safety clips and retainers (whip restraints) shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled;
- b) Where two or more air hoses are joined, the hose(s) shall not be used unless couplings/connections are fitted with approved safety pins/clips and hose clamps;
- c) Liquefied Petroleum Gas (LPG), butane, acetylene and oxygen, hoses shall be of an

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approved type, complying with AS/NZS 1335-1995 and AS/NZS 1869:20012, easily distinguishable, and shall not be interchangeable; and

- d) High-pressure service hoses shall be fitted with suitable whip restraints.

## 10.17 Hydraulic and Mechanical Jacks and Equipment Support Stands

All hydraulic and mechanical jacks shall comply with AS/NZS 2693 Vehicle jacks with respect to stability, durability, loss of height under load, ease of operation and load capacities.

Equipment support stands used on Site shall follow guidelines set out by AS/NZS 2538 Vehicle support stands specifically relating to strength, stability, access, height adjustment and labelling requirements.

All equipment support stands shall be marked with the safe working load for the stand.

Drawings indicating structural and mechanical design specifications shall be available for inspection on request.

All hydraulic and mechanical jacks shall be installed in accordance with the manufacturer's instructions.

Personnel shall not remain on or in any equipment being lifted or supported by a mechanical or hydraulic jack.

All lifting support equipment shall be inspected prior to use to ensure safe operating conditions.

Packers shall not be placed between the lifting support equipment and the load. If packers are required they shall be designed for the purpose and be placed between the lifting support equipment and the supporting floor.

*Refer to:*

*MMO Procedure 0000-85-P-002-010 Lifting and Cranage.*

## 10.18 Porta-power Equipment

On Site use of high-pressure hydraulic equipment in the form of porta-power type units (electrically, pneumatically, fuel or manually powered) shall be operated in strict accordance with the manufacturer's instructions. Hydraulic hosing shall comply with AS 3791 Hydraulic hose.

All manufacturer maintenance instructions must be adhered to.

Only manufacturer recommended hydraulic oil is to be used in porta-power hydraulic equipment.

Pressure shall only be applied to loads once the cylinder has been centred and has a solid firm foundation.

Adequate supplementary bracing for loads may be necessary.

Packers shall not be placed between the porta-power equipment and the load. If packers are required, they shall be designed for the purpose and placed between the porta-power equipment and the supporting floor.

## 10.19 Concrete and Brick Cutting Equipment

Use of any masonry cutting equipment on Site shall conform to Mines Safety and Inspection Regulations 1994.

Any electric concrete cutting device brought on Site must comply with AS/NZS 3000 Electrical installations.

Cutting machines shall be used in accordance with the manufacturer's instructions.

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When operating a concrete/brick-cutting device on Site, the Contractor shall take effective measures to suppress and/or control dust generated by the cutting operation through wet cutting procedures.

## Portable Tools

A portable tool is defined as any hand tool or power tool (electric, pneumatic, hydraulic or fuel driven) that can be manually transported by one person.

It is the responsibility of the Contractor to ensure that all portable tools conform to appropriate Australian Standards, Mines Safety and Inspection Regulations.

Portable tools shall be subject to inspection by MMO during on Site work. Excessively worn tools and tools requiring maintenance shall be removed from the job Site.

Electric power operated tools shall be of an approved double insulated design or be used in conjunction with a RCD.

Refer to:

*MMO Procedure 0000-85-P-002-025 Safe Use of Power Tools; and*

*MMO Procedure 0000-85-P-002-026 Safe Use of Hand Tools.*

## 10.20 Abrasive Blasting and Spray Painting

Silica shall not be used for abrasive blasting. Where possible, abrasive blasting shall be wet garnet blasting in accordance with the Mine Safety and Inspection Regulations.

It is the responsibility of the Contractor to ensure all equipment used for abrasive blasting and spray painting is compliant with all applicable Australian Standards e.g. AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment.

Abrasive blasting areas shall be screened off to minimise their effect in other areas and signs with wording "Danger Do Not Enter - Abrasive Blasting in Progress" erected.

PPE suitable to the work being performed must be worn and shall include:

- a) Helmet type respirator supplied with air from a filtered compressed air service located outside the hazardous work area or as detailed on the SDS;
- b) Overall suit;
- c) Safety boots with steel toe cap and gaiters;
- d) Safety helmet; and
- e) Gauntlets.

Prior to performing any spray-painting or abrasive blasting outside designated workshops the Contractor shall carry out a JSEA.

Refer to:

*MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE); and*

*MMO Procedure 0000-85-P-002-012 Barricades and Barriers.*

## 11. WORK AREA HEALTH AND SAFETY STANDARDS

### 11.1 Manual Handling

All Contractor personnel are to be encouraged to report manual handling hazards, which may be identified during workplace inspections and JSEA preparation.

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Where manual handling hazards are identified they shall be managed in accordance with the national code of practice for manual handling.

## 11.2 Noise

Exposure to noise in the workplace shall be managed in accordance with the Mine Safety and Inspection Regulations and AS/NZS 1269 Occupational noise management.

Where required, Contractors shall carry out a noise survey and develop a noise control plan in accordance with the Mine Safety and Inspection Regulations.

Noise exposure shall be reduced as far as practical by controlling noise at the source and/or by limiting the person's exposure time to the noise.

Hearing protection shall be worn when using portable tools such as jackhammers, rivet busters, grinding tools, air operated chisels, impact wrenches and where warning signs are posted.

*Refer to:*

*MMO Procedure 0000-85-P-002-009 Personal Protective Equipment (PPE).*

## 11.3 Dust, Fumes, Mists, Gases and Vapours

Exposure of the Contractor's personnel to dust, fumes, mists, gases and vapours shall comply with Mines Safety and Inspection Regulations. Respiratory protection shall comply with AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment and AS/NZS 1716 Respiratory protective devices.

Personnel required to wear respiratory protection shall be trained in its use.

Ventilation equipment shall be used when welding in workshops, confined spaces and during welding of stainless steel and galvanized materials. In addition, respiratory protection for the protection against welding fumes shall be used in confined spaces.

Ventilation equipment and respiratory protection shall be used when using solvents or other chemicals in poorly ventilated areas or where exposure standards are likely to be exceeded.

No angle grinding shall be carried out on materials which contain asbestos, synthetic mineral fibres (glass fibre, ceramic fibres, etc.) and polyurethane, or on any piping or vessel lagging, plastic, rubber or any other synthetic material.

Respiratory protection shall be worn in those areas designated by MMO and when airborne dust is clearly visible or exposure standards are exceeded. The primary areas where this may be necessary are within the ore leach and refinery area during maintenance inspection, purging, de-scaling, grit blasting, jack hammering, angle grinding and cutting.

When chasing/cutting concrete or bitumen using a brick cutter, water shall be used to suppress dust and respiratory protection shall be worn.

*Refer to:*

*MMO Procedure 0000-85-P-002-011 Respiratory Protection.*

## 11.4 Housekeeping

The MMO refining and mining facilities are operated on a 24-hour basis. The housekeeping function is incorporated into all processes, operations, tasks and jobs. Housekeeping is not a supplement to these processes, but an integral part of them.

Housekeeping standards at all locations shall comply with the Mines Safety and Inspection Regulations.

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Waste material and rubbish shall be removed from job Site areas, on a continuous basis, as the job or task proceeds.

## 11.5 Waste Collection

Rubbish bins for disposal of rubbish must be strategically located throughout the workplace and must be sufficient to prevent littering.

All bins likely to be used for food scraps must have plastic liners and lids and be cleaned on a weekly basis.

All rubbish bins must be emptied at a frequency sufficient to prevent overfilling.

Material stored in open areas shall be stored in a tidy manner and in appropriate containers.

Aisles, walkways, corridors, doorways, entrance, exits etc. shall be unobstructed, free from slippery hazards and the accumulation of combustible materials.

Refer to:

*MMO Procedure 0000-81-P-020-002 Waste Disposal; and*

*MMO Procedure 0000-81-P-020-005 Recycling*

## 11.6 Barricades and Barrier Standard

Barricades or Barriers are required and shall be erected in such situations as:

- a) Overhead work where a risk of falling objects exists;**
- b) For all crane lifts over walkway, roadways and other high risk areas;**
- c) Scaffold erection and protection;**
- d) Chemical and product spills;**
- e) For traffic and pedestrian control; and**
- f) Excavations and roadwork.**

Refer to:

*MMO Procedure 0000-85-P-002-012 Barricades and Barriers; and*

*MMO Procedure 0000-85-P-006-021 Process Material and Chemical Loss of Containment Management.*

## 11.7 Roads, Footpaths and Access Ways

At all times the Contractor shall be aware of vehicle/pedestrian interface issues and put systems in place to eliminate the potential for injury, particularly where it is necessary for vehicles to reverse.

The Contractor shall obtain specific approval from their MMO Supervisor prior to setting up any form of access restriction.

24-hour a day vehicle and pedestrian access is essential to ensure the needs of production and maintenance requirements.

Restriction of access may include such situations as:

- a) Scaffolds;
- b) Temporary access platforms;
- c) Any road works or excavation;

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- d) Cable pulling;
- e) Barricading for overhead work precautions;
- f) Locating mobile cranes, MEWPs and other special vehicles; and
- g) Use of chemicals.

Refer to:

MMO Plan 0000-85-PLN-200-001 Traffic Management Plan;

MMO Plan 2000-01-PLN-000-003 Mining Traffic Management Plan; and

MMO Procedure 0000-85-P-002-012 Barricades and Barriers.

## 11.8 Road Closure

All requests for road closures are to be forwarded by the Contractor to MMO's Health and Safety Department.

Where the road closure is required for less than one shift (12 hours) MMO's Health and Safety Department shall ensure that the Security Gatehouse, Emergency Services Officer and Medic are informed. The Security Gatehouse shall ensure a shift log entry detailing the closure details and responsible person has been completed.

Any requirements for road closures greater than one shift (12 hours) shall require a minimum of 48 hours' notice.

Prior to closure, MMO's Health and Safety Department will distribute a Safety Alert with an attached map of the proposed road closure. The Security Gatehouse shall ensure that a shift log entry, which records both road closure details and the responsible person, has been completed.

## 11.9 Surfaces and Floors

Temporary flooring shall be of sufficient strength to withstand any load which may be imposed and shall be secured to prevent accidental removal or dislodgement.

Prior to the commencement of work each day, a Competent Person shall inspect temporary flooring for integrity.

The Contractor shall complete a JSEA prior to installation of temporary flooring to ensure that personnel are not put at risk of injury by the temporary flooring configuration.

Every open sided floor (such as temporary or under construction floors) where there is a risk of injury to employees from falling shall incorporate fall prevention measures.

## 11.10 Floor Penetrations

A grid mesh removal certificate is required prior to the removal of any grid mesh, chequer plate or other flooring and shall be issued as part of the Permit to Work procedure.

The minimum covering/enclosure standard is a wire mesh or hardwood planking cover lashed together with scaffold wire and cleated into position with a danger sign attached stating "Hole Beneath" and full scaffold guard railing with mid-rails, top-rails and kick boards fitted around the floor penetration with danger signs attached to the scaffold railing stating "Open Penetration". Under no circumstances shall a covered penetration be used as a work platform.

Refer to:

MMO Procedure 0000-85-P-006-002 Permit to Work Procedure; and

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*MMO Procedure 0000-85-P-002-024 Working at Heights.*

## 11.11 Access and Egress

A safe method of access and egress shall be provided in every place where a person has to work (including excavations). Such safe methods shall be ladders, stairways or gangways.

Ladders shall be secured and extend to at least one metre above the landing at an angle of 4:1.

Gangways shall be erected by a certified scaffolder, be at least two scaffold planks wide and secured together to prevent displacement. All access ways shall have handrails fitted with clips covered with a suitable material to prevent injury.

Stairways shall be erected as per the Australian Standards and/or the manufacturer's instructions. All stairwells shall be at least 450 mm in width.

The distance between two landing platforms shall not exceed six (6) metres.

*Refer to:*

*MMO Procedure 0000-85-P-002-030 Erecting & Dismantling Scaffold; and*

*MMO Procedure 0000-85-P-002-024 Working at Heights.*

## 11.12 Formwork and Shoring

Design and construction of formwork shall be in accordance with AS 3610 Formwork for concrete.

Particular attention shall be given to the section defined in AS 3610 relating to the checklist of deficiencies and unsafe practices, contributing to form failure.

Personnel shall not be permitted to work above or adjacent to (where there is a likelihood of them falling or stumbling) vertically protruding reinforcing steel, unless such steel has been adequately guarded to eliminate the potential of impalement.

Approved "Issues for Construction" drawings or plans for formwork and shoring shall be available at the job site.

All excavation walls shall be adequately sloped and/or stepped to prevent collapse in accordance with the relevant standard.

All spoils resulting from excavation shall be set down away from the edge of the excavation. Spoils not required for backfill shall be removed immediately to a set down approved by MMO's representative.

*Refer to:*

*MMO Procedure 0000-85-P-002-024 Working at Heights;*

*MMO Procedure 0000-85-P-006-002 Permit to Work; and*

*MMO Procedure 3000-65-P-000-001 Excavation / Wall Penetration.*

## 11.13 Working at Heights

Contractor Supervisors are responsible for ensuring the hierarchy of control detailed in the procedures has been considered prior to allocating tasks exposing employees to a working at height risk.

The Contractor shall ensure that all safety harnesses, lanyards and static lines used on the Site are inspected by Competent Person on a three-monthly basis and details entered onto the relevant safety harness / equipment inspection record.

Where possible, the use of scaffold work platforms and elevated work platforms shall be considered prior to the installation of rigger's static lines, lanyards or inertia reels for use as a temporary fall restraint.

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A suitably certified rigger or scaffolder shall install all temporary fall restraint methods such as static lines to a structural point. Under no circumstances shall process pipe work be used as an attachment point.

All fall prevention equipment used by the Contractor shall be of an approved type complying with the manufacturer's instructions for use, maintenance and storage. The Contractor shall also take into consideration the effects that the chemical processes used on Site may have on equipment.

All personnel are required to wear/use fall protection shall have received training in the use and maintenance of such equipment.

In any event all personnel working where there is the potential of a risk of falling from heights shall be protected from falling.

*Refer to:*

*MMO Procedure 0000-85-P-002-024 Working at Heights.*

## 11.14 Scaffolds and Scaffolding

Standards covering scaffolds and scaffolding shall comply with the requirements of Occupational Health and Safety Regulations.

All scaffolds and scaffolding shall be recorded using the scafftag system or equivalent and shall be inspected monthly with the inspection recorded into a register of scaffolds.

All working platform planks shall be closely laid, butted (opposed to lapped) and securely lashed at both ends with wire rope. Absolutely no fibre rope is allowed.

Scaffolds that are required to be erected near heat sources that cannot be eliminated shall be suitably protected and/or constructed from heat resistant materials.

All scaffolds (regardless of height) shall be erected, altered, dismantled and have handrails fitted by appropriately certified personnel.

Scaffolds shall not be erected on roadways and access ways without the consideration and application of collision protection from vehicles and mobile equipment.

Scaffolds, where exposed to extremes of weather, adverse location conditions, shall not be left in position in excess of three months without a thorough inspection of the components.

Whenever a scaffold is damaged or dislodged by accident it shall be dismantled to a point where any damaged components can be safely removed and replaced.

Scaffolds shall be erected utilising work practices that minimise the risk of falling. At all times, scaffolders working aloft will wear an approved harness and lanyard. Where the scaffolder is in a stationary work position the lanyard will be attached to an appropriate anchor point.

*Refer to:*

*MMO Procedure 0000-85-P-002-030 Erecting and Dismantling Scaffold; and*

*MMO Procedure 0000-85-P-002-024 Working at Heights.*

## 11.15 Man Cages and Lift Boxes

The registration of man cages shall be in accordance with the Mines Safety and Inspection Regulations, Occupational Health and Safety Regulations and AS 1418.17 Cranes (including hoist and winches) - Design and construction of workboxes. Man cages shall only be used after obtaining an approved man cage approval certificate from the Permit to Work office.

Workboxes are best described as "A personnel-carrying device, designed to be suspended from a crane, which provides a working area for persons elevated by and working from the box." as defined in AS 2549

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Cranes (including hoists and winches) - Glossary of terms and are intended to lift equipment and/or material loads (not personnel). All workboxes shall have the safe working load clearly displayed and will be included in the quarterly lifting equipment inspections. Where workboxes are manufactured on Site, an engineer shall approve them prior to use.

Whenever equipment or material is raised or lowered in a workbox, such material or equipment shall be secured to avoid displacement during lifting operations.

Refer to:

MMO Procedure 0000-85-P-002-010 Lifting and Cranage.

## 11.16 Ladders - Fixed and Portable

- a) The use of fixed or portable ladders as a working platform is prohibited. Ladders shall be used as a means of access to, or egress from a work area.
- b) Only light duty work may be undertaken from a platform step ladder. Platform step ladders shall comply with AS/NZS 1892 and be fitted with a rear safety handrail.
- c) Fixed ladders shall comply with the requirements of AS 1657 Fixed platforms, walkways, stairways and ladders - Design, construction and installation.
- d) For the selection, safe use and care of portable ladders, refer to AS/NZS 1892 Portable ladders - Selection, safe use and care.
- e) The use of portable aluminium ladders, portable metal ladders and wire-reinforced ladders is prohibited at Murrin Murrin Operations. Only industrial rated, non-conductive alternatives, such as reinforced plastic or timber shall be used.
- f) Portable ladders (timber) shall comply with AS 1892 Portable ladders - Timber.
- g) Portable ladders (reinforced plastic) shall comply with AS 1892 Portable ladders - Reinforced plastic.
- h) Ladders shall only be located in plant and mining areas for such time as is reasonable to affect work.
- i) Each overhead work situation where a ladder is used shall be assessed for overhead work precautions.
- j) All portable ladders shall be inspected for damage and integrity prior to use on any specific job.
- k) Portable ladders when in use shall be secured, by a Competent Person, with rope or ladder clamps to prevent slipping or overbalancing.
- l) Ladders shall always have a firm footing to prevent the ladder feet from moving unexpectedly. Wooden blocks, off cuts, bricks etc. shall not be used to level the feet of any ladder.
- m) Portable ladders shall be placed on a substantial base at a 4:1 pitch, have a clear access top and bottom and extend a minimum of one metre above the egress landing.
- n) Portable platform ladders shall be fitted with a suitable means of enclosing all sides of the work platform e.g. safety rails.

Refer to:

MMO Procedure 0000-85-P-002-024 Working at Heights.

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## 11.17 Fire Protection

Fire and explosion protection and prevention are on-going activities that shall be integrated into all phases of the Contractor's work.

Supply and maintenance of fire extinguishers shall conform to Australian Standards AS/NZS 1841 Portable fire extinguishers and AS 1851 Routine service of fire protection systems and equipment.

The Contractor shall supply, install and maintain portable fire extinguishers in workshops, Site offices, plant/equipment and flammable storage areas and as required by statutory regulations.

## 11.18 Radiation Procedures

The use of radioactive substances in Western Australia is governed by the Radiation Safety Act, the Radiation Safety (General) Regulations, the Radiation Safety (Transport of Radioactive Substances) Regulations, Mines Safety and Inspection Regulations and various conditions imposed by the Radiological Council, including the Code of Practice for the Safe Use of Industrial Radiography Equipment. In addition, whilst on Site, all work involving radiation sources is covered by the Permit to Work system.

Before removal, radiation devices shall be isolated by an authorised Radiation Safety Officer.

No maintenance/construction work shall be performed on or adjacent to radioactive instruments without permission from the MMO Radiation Safety Officer or their delegate.

Under no circumstances shall untrained, inappropriately qualified or unauthorised personnel attempt to remove or in any way interfere with the radioactive sources or carry out any maintenance, adjustment or modifications to radiation gauges or remove any pipe work which has a radiation gauge mounted or attached.

Contractor's employees shall be familiar with and obey all notices displayed in areas they occupy and all instructions issued to them to protect their safety and the safety of others. If any radiation accident or incident occurs, the MMO Radiation Safety Officer shall be informed immediately.

*Refer to:*

*MMO Plan 3000-71-PLN-000-001 Radiation Management Plan; and*

*MMO Guideline 3000-71-G-000-014 Radiation Emergency Procedures.*

## 12. VEHICLES SAFETY STANDARDS

### 12.1 Vehicle Standards

The Contractor's vehicles shall be maintained in the required condition whilst on Site. Periodic inspection of equipment on Site shall be at intervals not greater than one week using the appropriate documentation to ensure continued acceptability.

For conditions on use of vehicles on Site refer to Section 11 Plant and Equipment.

The Contractor will ensure that all vehicles utilised on MMO's Site are properly licensed, insured, conform to the WA Traffic Act and MMO's minimum specifications as detailed below:

- a) Operational speedometer;
- b) Operational fuel gauge;
- c) Audible reversing warning device;
- d) Windshield equipped with operational windshield wiper and washer;
- e) An operable defogging device;

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- f) Serviceable rear vision mirrors;
- g) Non-slip surfaces on steps and landings;
- h) Fire extinguisher and first aid / trauma kit;
- i) Directional signal lights on both the front and rear;
- j) Red stop lights on each side of the rear;
- k) Internal cab Roll Over Protection (ROPS) for light vehicles;
- l) Cargo barriers;
- m) Seatbelts;
- n) Forward facing seats;
- o) Flashing beacon;
- p) Orange flag on whip pole if entering Mining locations;
- q) Jack, wheel brace and spare tyre;
- r) Company logo at least 50 mm in height; and
- s) Diesel fuel with spark suppression device if entering plant locations.

MMO reserves the right to audit any procedures adopted by the Contractor to certify equipment. MMO will audit inspections, and the Contractor shall make available upon request, the vehicles and related document for that purpose.

This shall not absolve the Contractor of its responsibility to ensure acceptable vehicle maintenance, nor will the failure of MMO to detect defects in the Contractor's vehicle be taken as acceptance of the vehicle.

*Refer to:*

*MMO Procedure 0000-85-P-002-045 Vehicle Safety Management.*

## Vehicle Restriction Overview

MMO will control the number of vehicles permitted on operating Sites and restrictions may apply. Prior to commencing work on Site, the Contractor shall submit for MMO's approval, a list of vehicles requiring Site access.

Site access will be controlled by a system of vehicle passes. Vehicles shall have proof of inspection prior to the issue of an access pass.

A copy of current registration documents for all light vehicles used on Site shall be maintained at the Contractor's Site office.

The Contractor is responsible for ensuring that all plant and machinery under its control is designed, constructed, maintained and used to the requirements of the Mines Safety and Inspection Act and the Mines Safety and Inspection Regulations.

In the event of an emergency, any mobile plant/vehicles being operated shall be immediately driven to the left side of the road, motor switched off with the keys left in the ignition.

## 12.2 Speed Limits

All Contractor employees driving vehicles on an operating Site shall drive in accordance with the prevailing conditions and within the speed limits applicable in the location of the contracted work, which are clearly sign-posted across Site.

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All drivers shall acknowledge and comply with speed limits, reduced speed zones, prohibited light vehicle access areas, and traffic warning signs.

The use of mobile phones whilst driving on Site is restricted unless suitable hands free operation is available. Mobile phones shall not be used whilst operating plant and equipment.

Refer to:

MMO Plan 0000-85-PLN-200-001 Traffic Management Plan.

## 12.3 Vehicles for Transport of Employees

Contractor transport of employees on Site shall be as approved by MMO. Examples of approved transport include:

- a) Buses (personnel shall remain seated at all times with their seatbelt fastened until the bus has stopped); and
- b) Inside a vehicle cab (no riding on truck trays or in the back of utilities).

All vehicles approved for the transport of employees on Site shall be fitted with seat belts, which shall be worn by the occupants.

All vehicles used for the transport of personnel shall be fitted with forward facing seats for all occupants.

## 12.4 Driver's Licence

The Contractor shall ensure that all employees permitted to drive a vehicle on Site shall hold a current and unsuspended driver's licence for that class of vehicle.

## 12.5 Driver's Licence - Mine Site

Access to specific areas within mining locations (e.g. haul roads and crusher loading stations) is restricted to vehicles being escorted by an approved mine escort vehicle and to vehicles being driven by persons holding an MMO current pit permit.

## 12.6 Roll Over Protection Systems and Falling Object Protection Systems

Roll Over Protection (ROP) and Falling Object Protection (FOP) shall conform to the Mines Safety and Inspection Regulations and AS 2294 Earth-moving machinery - Protective structures and AS 1636 Tractors - Roll-over protective structures - Criteria and tests.

Where it is not mandatory to fit roll over protection and falling object protection under Mines Safety and Inspection Regulations and/or AS 2294 and AS 1636, mobile equipment and four wheel drive light vehicles that are used at MMO shall have a risk assessment undertaken to determine whether such protection is appropriate anyway. The Contractor shall hold risk assessment documentation and a copy shall be provided to MMO.

# 13. EMERGENCY SERVICES

## 13.1 Medical Centre

MMO will provide services at the Medical Centre located within the Health and Safety building, which is adjacent to the main Administration building.

The Medical Centre is open 24 hours every day and the telephone number is (08) 9088 5534.

All Contractor personnel injured at work or in the Village shall report to the Medical Centre for treatment as soon as practicable and before the end of the shift no matter how minor the injury may seem.

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All injuries treated at MMO's Medical Centre, regardless of whether the injury is work or non-work related, are to be recorded in a first aid register.

## 13.2 Injury Management

The aim of injury management is to ensure appropriate and adequate medical treatment is provided to injured employees to enable a quick and efficient return to the workplace.

Each Contractor is advised to arrange for a doctor to be their nominated doctor. MMO requires the Contractor's absolute commitment to rehabilitating injured employees and providing (where practicable) alternate duties for affected personnel.

Effective injury management shall start immediately after the injury has occurred and shall include:

- a) Counselling the employee(s);
- b) Referral to a nominated medical practitioner via the MMO Medical Centre (where required);
- c) Follow up, including personal off Site visits by the Supervisor (where required);
- d) Provision of off Site personal, family and social assistance where required;
- e) Formal assessments of employee capabilities prior to return to work; and
- f) Provision of alternate meaningful duties (where appropriate).

Injury management programs are an essential part of the H&S MS and all Contractors shall have an appropriate program in place.

Refer to:

MMO Policy 0000-85-P-008-016 Injury Management and Rehabilitation.

## 13.3 First Aiders

Each Contractor, based on the scope of works, will provide first aiders who are qualified to a minimum of first aid certificate level (e.g. Provide First Aid. In addition, selected Supervisors will be similarly qualified to act as back-up first aiders.

The Contractor's Manager will take into consideration local environmental conditions such as:

- a) Dehydration;
- b) Working in hot climates;
- c) Sunburn; and
- d) Mosquito bites.

The Contractor shall provide consultation to all persons on preventive measures at time of induction and during toolbox meetings.

## 13.4 Emergency Response

MMO has a 24-hour Emergency Response Team that is trained to respond to emergency situations that may arise. All emergency response personnel are trained to be able to assist where necessary in an emergency situation.

To report an emergency situation personnel must either call for assistance by plant radio (orange man down button), by Site telephone (08) 9088 5607 or 222 (both will connect you to MMO Security) or send personnel to raise the alarm at the nearest Control Room.

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## 13.5 Evacuation Muster Points and Assembly Areas

The MMO Site currently has four muster points located outside of the plant process areas for use by all personnel in the event of a full Site evacuation (indicated by the activation of the Site siren).

In addition, Local Assembly Areas (LAA) are located throughout the plant area for use as:

- a) Reference markers for local area emergencies;
- b) To enable emergency services to be assembled close to the incident location; and
- c) As a muster point for personnel to report to during a local area or partial evacuation.

A map displaying the location of LAA and muster points is available the MMO Intranet. The Contractor shall display these maps in offices and crib huts along with other emergency instructions. Prior to commencing on the Site or at a new location, the Supervisor shall advise the work crew of the LAA and muster points nearest to their workplaces.

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## 14. REVISION TABLE

Rev No.	Date	Reason for Revision	Revised By	Authorised By
5	Jul. 2003	Review of Contents	DL	LS
6	Sep. 2003	Review of Contents	DL	LS
7	Dec. 2003	PPE Update	DL	LS
8	Dec. 2003	MMO Update	DL	LS
9	Oct. 2006	Update	SP	LS
10	Jun. 2007	Update	MA	LS
11	Aug. 2007	Update	MD	LS
12	Mar. 2010	Document inconsistent with MMO Services Agreement.	S&L (Perth) H&S Dept.	N. Tonkin
13	Oct. 2011	Updated Section 9 and Sections 10.3, 10.5 and 10.	G. Mathews	N. Tonkin
14	Aug. 2012	Updated Section 11.16 Ladders	A. Overton	N. Tonkin
15	Dec. 2014		L. Inge	N. Tonkin
16	Apr. 2015	Footwear reference in section 4.5.2.	L. Inge	N. Tonkin
17	May 2015	Review contents; update 5.2 Induction Status; confirm references up to date.	L. Inge	N. Tonkin
18	May 2016	Update Section 5.7.1	S. Macdonald	N. Tonkin
19	June 2018	General review and specific update to Section 10.16	G. Mathews	N. Tonkin
20	Dec. 2018	Updated Section 12.1 and 12.6 ROPS	C. Milmoie	N. Tonkin
21	Feb. 2019	Updated Section 12.2 and 12.6 ROPS	C. Milmoie	N. Tonkin
22	Mar. 2019	Updated Section 9.4 and 10.13 VRD	C. Milmoie	N. Tonkin
<b>Document Owner:</b>		<i>Manager – Health and Safety</i>		
<b>Signature:</b>		<i>Nigel Tonkin</i>		

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