

HEALTH, SAFETY & ENVIRONMENT **CONTRACTOR'S REQUIREMENTS**

June 2007

Minara Resources Pty Ltd (MM0)



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1. Purpose

The purpose of this Manual is to provide guidelines on the Health, Safety & Environmental requirements for contractors and sub contractors performing work at Minara Resources to ensure an acceptable level of safety performance.

2. Organisation

Minara Resources Limited is a leading Australian resources company, based in Perth and listed on the Australian Stock Exchange (ASX Code: MRE).

Founded in 1994, Minara Resources (formerly Anaconda Nickel Limited) owns and operates the world-class Murrin Murrin nickel cobalt joint venture project (60% Minara, 40% Glencore International AG) near Leonora in Western Australia's historic northern goldfields region.

Murrin Murrin is a world-class hydrometallurgical project, using sulphuric acid in high-temperature, high-pressure autoclave vessels to aggressively leach nickel and cobalt from low-grade lateritic (oxidised) ores.

Hydrometallurgical processing offers significant environmental benefits compared to traditional pyrometallurgical processes, such as smelting, and much of the energy, heat and consumables used in the Murrin Murrin are recycled.

3. Definitions

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 professional or organisation providing design, management or other services for a principal, contractor, subcontractor, or supplier.

Contractor: means an individual or organisation that performs activities or services governed by a contractual arrangement between MMO and the individual or organisation.

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.

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

Safety, Health and Environment Management Plan (SHEMP): means a plan that addresses the contractors overall safety, health and environment management system including organisational structure/competencies, responsibilities, safe work practices and procedures, employee competencies and training, risk management, communications, emergency response, etc., to ensure that the contractor achieves an acceptable level of safety performance.

Shall: means it is to be interpreted as mandatory.

Should: means it is to be interpreted as "advisory or discretionary".

Specific Safety, Health and Environment Management Plan (SSHEMP): means a SMP that has been structured to address the health, safety and environmental requirements for a specific project /work package.

Subcontractor: 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 and proposal from the contractor.

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

4. References

4.1 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 the health, safety and environmental compliance with regulatory requirements, community consultation, and continuous improvement.

The intent and objectives of the policy are met through the implementation and management of the Company's Safety and Environmental Management System (SMS & EMS). The SMS and EMS are based on Australian Standards 4801 and 14001 respectively and ensures continual health, safety and environmental improvement and corrective action through high-level health, safety and environmental management, monitoring and reporting practices.

All activities conducted on site are regularly audited and inspected to ensure compliance with the requirements of the SMS and EMS. All contractors working on site shall comply with the requirements outlined in the Safety and Environmental Management System. The details of which are briefly contained in this Guideline. Murrin Murrin Operation's Health, Safety and Environment Department is also available as a resource to the contractor for advice on all health, safety and environmental issues.

→ REFER MMO H&S POLICY 00-85M-001-001

→ REFER MMO E POLICY 00-80M-001-001

4.2 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 Contract and as amended. Where Federal, State and / or Local standards and / or regulations apply to a given project, the most stringent of these shall be the minimum requirement.

Nothing in this Guideline relieves the Contractor from fully understanding and complying with the health, safety and environment requirements and practices required by Industry Codes of Practice, Acts and Regulations as administered by Federal, State and Local Governments in the locality of the contracted work site.

The primary documents regulating the health, safety and environment at MMO are:

- Mines Safety and Inspection Act
- Mines Safety and Inspection Regulations
- Occupational Health and Safety Act
- Occupational Health and Safety Regulations
- Electricity Act Regulations
- Environmental Protection Act
- Environmental Protection Regulations
- Aboriginal Heritage Act
- Standards Australia and Industry Codes of Practice
- Explosives & Dangerous Goods Act
- Dangerous Goods Regulations
- Radiation Safety Act
- Radiation Safety (General) Regulations
- License conditions imposed on the site by governing bodies

4.3 Murrin Murrin Health, Safety and Environment Procedures

All work associated with the Contractor project shall be conducted in accordance with site 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 will be implemented by the HSEQ Department prior to the execution of the task.

4.4 Clean Shaven Procedure

Respiratory protective equipment is issued to all employees, contractors or visitors to site in order to provide protection against unplanned releases. In order to comply with Legislation and Australian Standards, personnel are required to be clean-shaven.

→ REFER MMO PROCEDURE 00-85P-002-039 CLEAN SHAVEN PROCEDURE

5. Safety, health and environment management plan

5.1 Specific Safety, Health and Environment Management Plan (SSHEMP)

Contractors are required to develop and implement a Specific Health, Safety and Environment Management Plan (SSMP) to the satisfaction of the Health, Safety and Quality and Environmental Superintendent or their delegate and shall contain the following information:

- consists of a statement of responsibilities, incident management and reporting, site safety rules and work method statements, and HS&E training including induction training, task training and refresher training.
- nominates who is responsible for the specific aspects of the work and who will be available to deal with HS&E incidents. It identifies the hazards associated with the works, and details the control measures that need to be implemented to manage the identified hazards.
- the specific safety management plan should demonstrate the methods used to ensure subcontractors and suppliers understand their HS&E responsibilities.

The SSHEMP shall be updated on an annual basis.

5.2 Responsibilities

The MMO mining and plant operations are classified, as "mining operations" and as such are covered by the Mines Safety and Inspection Act and its associated Regulations.

5.2.1 Contractor's Management / Supervisor / Foreperson

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

- Maintain PPE standard.
- Maintaining a safe working environment.
- Ensuring a clean and tidy workplace at all times.
- Ensuring all Statutory and Project Health, Safety and Environmental Rules, Regulations and Procedures are complied with.
- Conducting daily visual and weekly formal work site inspections in conjunction with elected Health and Safety Representatives.
- Conduct daily pre-start meetings.
- Analysing all work activities under their control to ensure that hazards have been identified and controlled.
- Ensuring that all materials, gear and equipment (including personal protective equipment) needed to carry out the job safely are provided prior to commencing work.
- Ensuring that work activities do not adversely affect or endanger other personnel.

- Conducting weekly toolbox meetings as a minimum requirement to discuss safety and environmental issues.
- Conduct a monthly safety meeting with all contract employees
- Ensuring all work is carried out by, suitably qualified, trained and competent personnel.
- Reporting, recording and investigating where necessary all incidents within their work area.
- Immediately investigating all hazards reported and implementing measures to control or eliminate such hazards.
- Conducting a Job Safety Environment Analysis (JSEA) when and where required.
- Conducting a documented site orientation program for all new starters.
- Supporting and assist with the rehabilitation of employees by encouraging early return to full duties through work based rehabilitation programs.
- Counselling and, where necessary, disciplining employees where non-conformance with site safety, health and environmental standards has been identified.
- Providing copies of weekly inspection reports to the MMO SHE Department.

5.2.2 Contractor's Health, Safety and Environmental Advisor

Contractors on the Project will be notified if Health, Safety and Environmental Advisor/s are required to coordinate the contractor's health, safety and environmental requirements whilst on site, responsibilities include, but are not limited to:

- Assist in development of systems and procedures to ensure the requirements of this guideline and other MMO Health and Safety requirements are complied with.
- Conducting daily inspections of all work areas and advising supervisors and managers of any unsatisfactory condition or practices observed.
- Conducting a contractor's induction.
- Coordinating / conducting appropriate training and education programs.
- Ensuring all incidents and hazards are reported.
- Assisting Supervisors in incident investigation where required.
- Providing technical assistance on hazard identification and control measures.
- Attending site safety and environmental meetings as required.

5.3 Risk Management

Risk assessments for a specific project shall be completed by the contractor and made available for review by MMO at the pre start meeting. Where appropriate, the Contractor should be provided with relevant MMO safety standards, guidelines and procedures for guidance. Where the risk assessments are not considered acceptable, the Contractor will be advised of the corrective action required and requested to have this work completed before commencing the project.

When reviewing a risk assessment, it is important to consider the:

- identification of relevant hazards associated with the contract
- risks have been appropriately assessed in terms of potential for injury and damage, and
- proposed control measures are adequate and can be supported by relevant documentation.

When dealing with contractors appointed to undertake minor contracts, MMO may need to provide guidance an assistance to contractors in completing the risk assessment. Where a formal tender process is not conducted for low or moderate risk contracts, MMO shall ensure that the risk assessment is undertaken prior to commencing the contract.

The MMO Health, Safety and Environmental Department shall ensure that the contractors risk profile is reviewed at the pre start meeting and at agreed regular intervals throughout the life of the project; the review will be completed by MMO and contractor representative/s to:

- Review the management of significant project risk controls;
- Identify new risks resulting from the project evolution, including the next quarter; and
- Identify broad control strategies for these risks.

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

5.3.1 Step Back 2x2 Personal Risk Assessment

Step back 2x2 is a process for personal hazard and control identification and is used before the commencement of all tasks or procedures on MMO sites. All employees and contractors must receive training in the use of the Step Back 2x2 process.

→ REFER MMO PROCEDURE 00-85P-005-004
STEP BACK 2X2

5.3.2 Job Safety & Environment Analysis (JSEA)

Job Safety & Environment Analysis (JSEA) shall be prepared for all tasks where Standard Work Procedures / Instructions do not exist, using the MMO standard format or relevant contractor JSEA format, at the discretion of MMO

It is the responsibility of the Contractor supervisor to ensure the work group involved in the activity are involved in its preparation. All persons must receive training in the use of Job Safety & Environment Analysis.

→ REFER MMO PROCEDURE 00-85P-005-003 JSEA

5.4 Communication and Consultation

5.4.1 Contractor's Health, Safety and Environmental Meeting

MMO shall hold a monthly health, safety and environmental meeting for all contractors on site. Contractor's management or representative shall attend. The agenda items for each meeting shall in general be the following (as a minimum):

- Incidents reported
- Plant activities
- Upcoming Training
- Safety Audits and Inspection results
- General Issues

5.4.2 Contractor Health, Safety and Environment Meeting

The contractor shall hold a monthly safety meeting with all their employees; agenda items shall in general be the following:

- Items from MMO safety meeting
- Safety and environment incidents during month
- Feedback from inspections /audits conducted.
- Risk assessments and SWP's completed.
- Any training requirements
- Other

5.4.3 Toolbox Meetings

Toolbox meetings shall be held weekly. These meetings are intended to be short formal meetings where general Health, Safety and Environmental issues and information can be discussed including current MMO notices.

The contractor's Health, Safety and Environmental Advisor shall identify safety toolbox topics based upon the current scope of work identified potential hazards and the site environment in consultation with MMO. Actions arising from the meeting shall be dealt with immediately by the relevant person/s. Meeting minutes shall be maintained in a register and a copy forwarded to the MMO Health, Safety & Environment Department with the Monthly Reports.

5.4.4 Daily Pre-Start Meetings

Ensure that shift pre-start meetings are undertaken and documented, to discuss current information.

5.4.5 Employee Health, Safety and Environment Representatives

Subject to the provisions of the Mines Safety Inspection Act, each contractor will have Elected Health, Safety and Environment Representatives (more than 1 may be required to cover each shift), in each area to represent all workers employed by the contractor.

Each Health, Safety and Environment Representative shall meet weekly with the contractors nominated Health and Safety Advisor to discuss the contractor's Safety Program.

5.4.6 Central Health, Safety and Environment Committee

Contractors Health, Safety and Environment Representatives and management representatives may be required to attend the Central Health, Safety and Environment Committee meetings in accordance with the provisions of the Mines Safety and Inspection Act.

5.4.7 Health, Safety and Environment Grievance Procedure

Each contractor shall develop a procedure for the resolution of Health, Safety and Environment grievances that shall be agreed with by the contractor management representative and the Health, Safety and Environment Representative/s in accordance with the principles outlined in the Mines Safety Inspection Act.

This procedure shall be discussed at the contractor's site induction and displayed on all notice boards.

5.4.8 Notices

Only the MMO Health, Safety and Environment Department will release safety notices to the workforce that are applicable to MMO.

Safety, Health and Environmental notices shall be released in three forms:

- Safety Alert - Used for priority communications of high-risk activities and immediate changes to workplace activities to the workforce.
- Safety Bulletin - Particular topic information essentially for pre-start or toolbox talks
- Environment Notices - Used for routine communications regarding all aspects of environmental protection

The contractor shall be responsible for copying and distributing sufficient copies of any MMO notices to ensure adequate workforce coverage. The contractor supervisor is required to brief all personnel on the contents of current notices as part of the daily start up meeting and to ensure that a copy 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 starters.

5.4.8 Health, Safety and Environment 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 approved procedure. For guidance below is an overview of Minara Resources procedure for disciplinary action.

- First Breach – Verbal Warning / Counselling
- Second Breach – Written Warning / Counselling
- Third Breach – Appropriate disciplinary action taken, up to and including termination of employment.

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 Registered Manager after consultation with the relevant persons.

5.5 Personal Protective Equipment (PPE)

MINIMUM REQUIREMENTS

Upon Contractor arrival to site when being received at the airport terminal a PPE pack will be issued to all personnel reporting to site for the first time. When the Contractor Operations have concluded it is the Contractors (individuals) responsibility to return the PPE to the airport terminal when departing site. Failure to return the issued PPE will result in cost referral to the Contractor.

→ REFER MMO WAREHOUSE PROCEDURE 30-89P-021

Safety Helmet

When working outside safety helmets must be worn, however there are areas exempted from the compulsory wearing of helmets.

Clear and Tinted Safety Glasses, Mono-goggles, Clothing, Steel Capped Footwear

Site standards are detailed within the Personal Protective Equipment procedure.

Prescription Safety Glasses

Site Standard applies when required. Prescription glasses must have fixed side shields and comply with AS 1336, where spectacles do not comply, mono-goggles are to be worn over prescription glasses.

Elastic sided boots not allowed

MMO does not accept elastic sided boots.

Escape respirator, Personal H2S Gas Monitor

Site standards apply and will be provided by Minara Resources Minara Resources for use whilst on site.

Other specific PPE equipment

Gloves, hearing protection, acid resistant clothing, sun protection, etc shall be provided as required to safely undertake the work being done.

→ REFER MMO PROCEDURE 00-85P-002-003 PPE PROCEDURE

5.6 Incident & Hazard Reporting

All contractors' personnel on site shall report all incidents to their Supervisor immediately following the occurrence.

It is the responsibility of the Supervisor to ensure that incidents are fully investigated using the MMO incident reporting tool (Site Safe) and supporting procedure and guidelines.

The Contractor shall ensure that:

- Any statutory reportable incident is immediately reported to the MMO Health, Safety and Environment Department
- A copy of the report is forwarded to the MMO Health, Safety and Environment Department within 24 hours; and

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

→ REFER MMO PROCEDURE 00-85P-004-001 INCIDENT-/ HAZARD REPORTING AND ANALYSIS PROCEDURE

5.6.1 Statutory Reportable Incidents

Any statutory reportable incidents must be reported to the MMO Health, Safety and Environment Manager immediately. The following are examples of but are not limited to notifiable incident:

- The Mines Safety and Inspection Act, and the WA Electricity (Licensing) Regulations detail the statutory requirements for recording and reporting of serious incidents
- Mines Safety and Inspection Act is specific in its reference to the control of places in which a serious accident has occurred - the place in which any serious accident 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.
- 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.
- Any personnel suffering an electrical shock shall be required to have an Electro Cardio Graph (ECG) before being allowed to return to work.

The incident will be investigated and relevant information forwarded to the Department of Industry Resources by MMO in accordance with the statutory requirements.

Environmental incidents require reporting to the Department of Environment and Conservation.

The Contractor is responsible for ensuring that the recording and reporting of all incidents involving their employees conforms to the above requirements.

5.7 Performance Monitoring (Key Performance Indicators (KPI's))

To be developed in unison with Safe Mate

5.8 Audits and Inspections

Nominated personnel shall undertake regular HSEQ inspections and audits as outlined in the Health, Safety and Environment Standards and Plant Area Specific Health, Safety and Environment plans.

→ REFER MMO SITE HS&E STANDARDS 00-85S-001-002

To be further developed with Element 10 of the Safety Management System

5.8.1 Safety Audits

Safety System and Compliance Audits will be undertaken in accordance with the Contractors Audit Schedule which will developed and agreed upon at the pre-start meeting. Audit reports will provide verification of the implementation and effectiveness of each Contractors Health, Safety and Environmental Management System.

Compliance audits will be conducted by both Contract and MMO personnel in accordance with MMO's Audit procedure.

5.8.2 Workplace Inspections

Safety inspections of the workplace shall be conducted in accordance with the schedule developed during the pre-start meeting by the respective Contractors Supervisor and Health, Safety and Environment Representative (where applicable) covering both Health, Safety and Environmental matters.

The inspection will be carried out using the Contractors standard Workplace Safety Inspection Check list modified if necessary for the scope of work being undertaken by the Contractor. Immediately following the inspection, the Contract Supervisor will initiate the required corrective actions which will be reviewed by the MMO Contract Coordinator to assess results.

5.8.3 Health and Safety Representative Inspections

The contractor shall maintain a schedule of workplace inspections to be conducted by their Health and Safety Representative on a regular basis. The Contractor shall forward a copy of the completed inspection checklist and corrective actions to Murrin Murrin Operation's Health, Safety and Environment Department.

6. Site establishment

6.1 General Site Rules

Contractors and their employees shall observe the following site rules:

- Responsible persons on site must ensure that personnel who are allocated tasks on site are competent to do so.
- Cameras and Mobile Phones are not allowed in the Plant Restricted Area unless authorised by MMO
- Photography is not allowed at the plant or mining operations without consent / permission in writing from the Registered Manager.
- Intoxicating liquor or drugs (other than prescribed by a medical doctor) and weapons shall not be allowed on site.
- Contractor's employees shall not enter the Murrin Murrin Operation's control rooms, crib rooms, toilets, amenities buildings or workshops except as requested or authorised by MMO
- Gambling, horseplay and fighting shall not be permitted.
- Abuse, theft or destruction of another person's property, is an unlawful offence and is liable to be treated by the State Authorities as such.
- All damage to other plant, utilities and structures, caused by the Contractor shall be rectified at the Contractors expense. Should the Contractor fail to carry out repairs in a reasonable time MMO may carry out the repairs and the costs will be charged to that Contractor.
- Contractor's employees shall not take items, other than essentials such as toolboxes, onto the Plant site. All such items may be subject to inspection by Security personnel, both upon entering and leaving the plant site.
- Equipment, tools utilities owned by MMO shall not be used without the express permission of MMO
- 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.
- Firearms are not allowed on all prospecting, exploration or mining leases under the control of MMO
- Blatant or continued disregard for Site Health, Safety and Environmental Rules and Regulations may result in withdrawal of site access.
- Except for designated areas smoking is prohibited on site. This includes indoor areas (toilets, vehicles, mobile plant, change rooms, sub stations and crib rooms etc). No matches / cigarette lighters are to be taken on site. Smoking is not permitted within accommodation or facilities within Murrin Murrin Village.

6.2 Induction Status

Inductions for site are conducted within the Perth region and in the MMO Training Department facilities.

There are four levels of induction status that apply to MMO. Colour coding on the identification badge that is worn and displayed by the individual indicates the level of induction status. There are various levels of induction training (mandatory) requirements that must be successfully completed prior to accessing any area of Minara Resources.

→ REFER MMO PROCEDURE 00-85P-003-003 INDUCTION TRAINING REQUIREMENTS

6.2.1 How to Book Personnel In

All personnel requiring induction and an identification pass must be booked in with the Training Department for either On or Off Site Inductions. An Induction Nomination Form must be sent to the Training with all of the required details completed. You must include the following information for each person you want to book in:

- their surname;
- their given names (no nick names or initials);
- their occupation;
- name of employer (company trading name); and
- identification number (assigned by the MMO Travel Office).

→ REFER MMO PROCEDURE 00-77P-002-001 CONTRACTOR RIGHT OF ENTRY REQUIREMENTS

A booking will not be accepted without all of this information because this is information required for the Identification Pass.

You must also tick the appropriate course boxes on the form to indicate which induction courses you require the person 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**. If you experience problems transmitting your 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 both Training Administrators.

The Induction Nomination form will be faxed back to you confirming the induction booking.

6.3 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 transferred employees present themselves to Training personnel to update records and gate passes at time of commencement on site.

In the case of summary dismissal of an employee, MMO shall be notified by telephone (with confirmation by facsimile) immediately the dismissal occurs. All passes held by the dismissed person are to be returned to MMO within seven (7) days.

6.4 Site Facilities

The Minara Resources Facilities Superintendent shall ensure that all contractor employers receive an information booklet for their employees concerning the MMO site and accommodation facilities. This information booklet will include, but is not limited to, the following:

- Site standard PPE required
- Accommodation
- Buses
- Dining Room (Nickel Plate Restaurant)
- Recreational facilities available
- Wet Mess (Nickel Burner Tavern)
- Mail
- Shop
- Telephones
- Entertainment
- Television Channels
- Radio stations
- Medical centre
- Laundry facilities
- Airport parking

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

→ REFER MMO SITE AND CAMP INFORMATION

6.5 Booking for Flights and Accommodation

Flight and accommodation bookings are processed through the MMO Travel Department. Contractors are required to complete a **New Starters form** for all new starters and a Travel Request form when booking flights for personnel on site. These should then be faxed or e-mailed to the **MMO Travel Office**. Contract details, **Fax No: (08) 9037 5064 or Tel No: (08) 9088 5303 e-mail travel@minara.com.au**. No bookings will be processed without a travel request form.

Travel will confirm bookings to the contractor via fax or through pigeonholes in the Administration Building, set up for the contracting company. An ID number will be issued by Travel to that person, which is required for booking training and induction courses.

6.6 Personnel Requirements

6.6.1 Health

The Right of Entry (ROE) requirements that must be in place and held with the Contracting Company prior to a Service Contractor or Short Term Contractor being mobilised to site are as follows:

- a Pre-Employment Medical confirming suitability for the job title that has a validity date of no more than 12 months prior to the proposed Site Induction date.
- a Drug & Alcohol Clearance (DAC) that has a validity date of no more than 6 months prior to the proposed Site Induction date.
- a Valid Mines Health Surveillance Card if applicable. It is the responsibility of the Contractor to comply with the provisions of the Mines Safety & Inspection Regulations relating to Health Surveillance.

The above requirements do not apply to Visitors, or Consultants entering site for a period of less than 48 hours and do not intend to conduct any type of work activities.

All Contractors working on site are expected to submit to MMO's random drug, alcohol testing and a blanket alcohol testing program and must comply with MMO's Fitness For Work Policy.

It is the responsibility of the Contractor / Consultant to ensure that they have received an MMO Purchase Order for their services before mobilising to site.

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 MMO PROCEDURE 00-77P-002-001 CONTRACTOR RIGHT OF ENTRY REQUIREMENTS

→ REFER MMO PROCEDURE 00-85P-008-005 DRUG AND ALCOHOL

6.6.2 Specialised Training and Competencies

Individuals performing tasks where specialised training and competencies are required or where a WorkSafe Certificate of Competency is required shall be able to provide evidence of their competencies upon request.

HSEQ personnel and Supervisors / Department Leaders shall conduct competency evidence checks to ensure compliance.

Where individuals do not possess the required competencies, they are prohibited from performing those tasks until such time as competencies are achieved. Supervisors / Department Leaders will liaise with the MMO Training department to arrange training where courses are provided on site which will in turn be back charged to the respective contractor. If training courses are not available, then Supervisors / Department Leaders will have to

consider alternative duties for the individual.

Examples of specialised training / competencies include, but are not limited to:

- Rigging & Scaffolding
- Mobile Plant & Equipment
- Dogging
- Crane operation
- Forklift operation
- Confined Space Entry
- Confined Space Entry Sentry
- Permit Acceptor
- Permit Issuer
- Atmospheric Gas testing
- Self contained breathing apparatus (SCBA) and Supplied air breathing apparatus (SABA)
- Working at Heights requiring fall arrest / restraint
- Elevated Work Platforms
- Operation of heavy Plant and Equipment
- Electrical work
- Explosive Power Tool operation
- Radiography
- Plumbing
- Respirator face fit checks

The Minara Resources Safety and Environmental Management System (SMS & EMS) are located on the Minara Intranet, contains various standards and procedures in relation to the above. HSEQ personnel will assist individuals requiring access to the Safety Management System.

6.6.3 Drugs, Alcohol and Fatigue

The MMO procedures concerning Drug and Alcohol and Fatigue outline the requirements and aims 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.

The program focuses on providing education and raising awareness of the consequences associated with performance inhibiting substances causing injury to themselves or others.

The program addresses 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.

MMO enforces a **ZERO TOLERANCE** drug and alcohol policy on site.

Refusal to provide requested samples will result in the default recording of a positive sample from the person.

Throughout the Contract Project 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 MMO PROCEDURE 00-85P-008-005 DRUG AND ALCOHOL PROCEDURE

→ REFER MMO PROCEDURE 00-85P-008-001 FATIGUE MANAGEMENT PROCEDURE

7. Environment

7.1 Environmental Management System

MMO is very conscious of its environmental responsibilities and is committed to operating the Murrin Murrin Project in compliance with its proactive environmental policy. The policy strives for compatibility between economic development and the environment, compliance with regulatory requirements, community consultation, and continuous improvement.

The intent and objectives of the policy are met through the implementation and management of the Company's Environmental Management System (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.

All activities conducted on site are regularly audited and inspected to ensure compliance with the requirements of the EMS. All contractors working on site shall comply with the requirements outlined in the Environmental Management System. The details of which are briefly contained in this Guideline. Murrin Murrin Operation's Environmental Department is also available as a resource to the contractor for advice on all environmental issues.

7.2 Environmental Management Plan

Contractors are required to develop and implement an Environmental Management Plan (EMP) to the satisfaction of the Environmental Superintendent and shall contain the following information:

- Description of activities being conducted by the contractor at Murrin Murrin Operation's Project, noting all significant discharges and emissions including wastes.
- Details on how the contractor proposes to minimise its operation's impacts on the environment (air, storm water, groundwater, land, flora and fauna) within the Project area.
- Details on how the contractor proposes to manage its chemical and hydrocarbon requirements.
- Details on how the contractor proposes to manage its wastes.

The EMP shall be updated on an annual basis.

7.3 Environmental Awareness Training

All contractors shall complete Murrin Murrin Operation's Environmental Awareness Training programme. This training provides valuable information on the responsibilities of companies and individuals and outlines the processes required to be undertaken before undertaking any activities on site, which could have a potentially adverse environmental impact.

7.4 Compliance With Statutory and Site Environmental Requirements

The contractor shall comply with all applicable statutory and site environmental requirements. A summary of the key acts and regulations applicable to MMO are outlined below:

- Aboriginal Heritage Act,
- Explosives and Dangerous Goods Act,
- Dangerous Goods Regulations,
- Environmental Protection Act,
- Environmental Protection (Noise) Regulations,
- Mining Act,
- Mining Regulations,
- Rights in Water and Irrigation Act,
- Soil and Land Conservation Act,
- Soil and Land Conservation Regulations,
- Treatment of Sewerage and Disposal of Effluent and Liquid Waste Regulations, and
- Wildlife Conservation Act

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

- Murrin Murrin Operation's environmental operating license 7276/6,
- Mining tenement conditions,
- Mining Proposal Commitments,
- Groundwater Well Licence conditions,
- Ministerial Proposal Implementation Conditions
- Works Approval Commitments

Further information on the statutory environmental requirements can be obtained from Murrin Murrin Operation's Environment Section.

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

7.5 Registration of Plant and Equipment

It is the contractor's responsibility to ensure that all necessary Registrations have been obtained prior to entry to site. The Department of Environmental Protection (DEP) requires certain equipment to be registered. Examples of this equipment includes:

- Mobile crushing units
- Abrasive blasting pots
- Concrete batch plants
- Pressure vessels

Further advice should be sought from Murrin Murrin Operation's Environmental Department or directly from the DEP.

7.6 Environmental Incident Reporting

All MMO and contractor employees are responsible for ensuring that environmental incidents are reported and recorded on the Environmental Report Form. Contractors shall raise environmental incident reports on any issue, which may actually or potentially result in environmental damage, irrespective of whether they are involved in the incident.

Examples of events that shall be reported to the Environmental Section include:

- Hydrocarbon spills
- Any spill of material outside a bunded area
- Any damage to an aboriginal heritage site
- Any fauna fatalities
- Any unauthorized disturbance to flora
- Any damage to containment facilities, such as concrete bunds

7.7 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 Environment Section on appropriate disposal methods.

WASTE REDUCTION AND RECYCLING

Waste minimisation and the philosophy of cleaner production is endorsed at MMO. The contractor shall take all reasonable steps to reduce waste brought on to site (e.g. minimise packaging).

All 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 contractors' 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 contract. Under no circumstances will MMO accept responsibility for the disposal of surplus chemicals

7.7.1 Housekeeping

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

7.7.2 Drum management

The contractor shall minimise their use of 205L drums. All hydrocarbon requirements (greases, lubricants, diesel etc) are available on site. The removal or disposal of drums brought to site by the contractor remains the responsibility of the contractor.

All 205L 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.

7.7.3 Waste hydrocarbons (oil, greases etc)

The temporary storage of waste oil 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 Murrin Murrin Operation's environmental license requirements and AS 1940.

No more than one full drum of waste oil or grease shall be stockpiled within each contractor area. The contractor is required to notify the on-site lubricant contractor to remove the waste oil or grease on a regular basis.

7.7.4 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 Murrin Murrin Operation's Environment Section to determine an appropriate disposal method. The cost of hazardous waste disposal is to be met by the contractor.

7.8 Hydrocarbon and Chemical Management

All chemical and hydrocarbon storage greater than 250L, are to be bunded. The design and construction of containment bund shall comply with Murrin Murrin Operation's environmental license and AS 1940.

Where chemical and hydrocarbon storage facilities are less than 250L, the drums or containers shall be stored on an approved containment pallets, spill trays or in sea containers.

Below ground storage tanks are not permitted on site.

The construction of additional storage areas by contractors is not permitted unless approval has been received firstly by Murrin Murrin Operation's Environmental section. 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 Murrin Murrin Operation's Environment Department for an appropriate disposal method.

Generators shall be positioned on spill trays.

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.

Contractors may not bring chemicals onto site without seeking prior authorisation from the MMO Safety, Health and Environmental Department.

7.8.1 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.

Murrin Murrin Operation's Environment Department shall be notified and an environmental incident report raised as soon as practicably possible (within 24 hours) for all spills that occur outside a containment facility. The Environment Section shall be notified immediately if the contractor suspects that surface or ground waters may become contaminated as a result of the incident.

7.8.2 Hydrocarbon and Chemical Spill Control and Clean-Up

MMO has an Emergency Response Plan that contains:

- an inventory of hazardous materials stored on site (including MSDS) that may cause environmental damage;
- release responses procedures;
- prevention procedures;
- a list of clean-up equipment available and where to get it; and
- a notification 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 stop the source of the spill and to prevent the spillage from spreading.

It is the responsibility of the contractor to contact Murrin Murrin Operation's Environmental Department to determine an appropriate disposal method for contaminated soil and water. The cost of removing and disposing of contaminated material and replacing the contaminated area with clean fill, shall be met by the contractor.

7.9 Land Management

7.9.1 Aboriginal Heritage

There are many Aboriginal heritage sites present within the Project area. Identified 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 Murrin Murrin Operation's Environment Department.

7.9.2 Pastoral Management

The Project 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 Project area.

All vehicles shall be confined to existing tracks.

7.9.3 Fauna Management

Contractors shall not interfere with native animals. Care shall be taken when using Murrin Murrin Operation's roads to avoid hitting native animals. It is the responsibility of the contractor to report all fauna injuries and road kills to Murrin Murrin Operation's Environment Section.

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.

It is against the law to kill native animals.

7.9.4 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 Project cannot cater for wide or heavy loads.

Several populations of rare flora are present within the Project 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 Murrin Murrin Operation's Environment Section.

7.9.5 Clearing and Rehabilitation

No clearing of undisturbed areas is permitted without the authorisation of Murrin Murrin Operation's Environment Section.

It is the responsibility of contractors to rehabilitate areas disturbed as a result of their work, to the satisfaction of the Environment Section.

Vehicles and mobile equipment shall not access rehabilitated areas.

7.10 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 Project area.

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

7.11 Air Quality Management

Dust suppression controls shall be used when a contractor is conducting work that has the potential to generate dust.

Where significant dust emissions are generated, an incident report shall be raised.

Ozone depleting substances eg trichloroethane or BCF fire extinguishers are not permitted on site.

7.12 Mine Site Access

Entry to the Minara Resources shall only be via the main access road. Contractors to access the Process Plant area shall not use tracks and / or mining haul roads. Security shall be advised of each contractor's entry and exit time and each contractor's destination.

8. Hazardous materials safety standards

Contractors intending to transport Dangerous Goods or other hazardous substances onto site must first gain approval from Murrin Murrin Operation's Health, Safety & Environment Department. This is undertaken by the submission of a completed "Hazardous Substance Approval Form" together with a copy of the chemicals Material Safety Data Sheet (MSDS).

On approval the chemical or dangerous goods may be brought to site.

→ REFER MMO PROCEDURE 00-85P-002-007 ASSESSMENT AND APPROVAL OF HAZARDOUS SUBSTANCES

The Contractor shall ensure that all hazardous materials used on site are handled in accordance with the Manufacturer's Material Safety Data Sheet. A copy of this register and updates for new hazardous materials shall be submitted to the Safety, Health and Environment Department prior to using these hazardous materials.

Hazardous materials shall be managed in accordance with Mine Safety and Inspection Regulations 1995, and Site Hazardous Materials Policy and Procedures and relevant Material Safety Data Sheets. A hazardous materials register setting out quantities and storage locations of product shall be readily available to MMO personnel.

The MSDS shall be made available to all end users of hazardous materials and they shall be instructed on their safe use.

Waste hazardous materials shall be disposed of in a manner approved by MMO.

8.1 Solvents, Asbestos, Silica and Synthetic Mineral Fibres

No asbestos or asbestos containing substance shall be brought onto site without prior specific approval in writing.

Existing asbestos containing materials shall only be handled in accordance with site Asbestos Policies and Procedures.

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 1995.

Paints and polyurethane containing iso-cyanates shall not be used, unless written approval is obtained from MMO

Synthetic mineral fibres (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'.

No ceramic fibre or ceramic fibre containing substance shall be brought onto site without approval from MMO.

→ REFER MMO PROCEDURE 00-85G-002-001 EXPOSURE STANDARDS

8.2 Explosives and Blasting

Handling, storage and use of explosives on site shall conform to the Mines Safety and Inspection Regulations.

No explosives shall be brought onto site without prior approval of MMO

Explosives shall be registered with MMO when brought onto and taken from the site.

Detonators shall be stored separately from other explosives.

Report immediately to the MMO any theft, loss or disappearance of explosives.

Explosives shall be stored in approved, registered facilities.

Smoking and open flames shall not be allowed within 20 metres of storage facilities.

Only authorised and licensed persons shall be permitted to handle and use explosives.

9. Safe work procedures

9.1 Permit to Work Procedures

MMO operates a comprehensive Permit to Work (PTW) System at Murrin Murrin. It is a formal procedural system used to plan, control and complete work using safe working practices.

The objectives of the PTW System are:

- Ensure proper authorisation of work;
- Ensure that all hazards are identified, work is coordinated and controlled;
- Make clear to personnel carrying out the work:
 - The exact scope of work;
 - The safety requirements for the job;
 - Any additional precautions required and the term of validity of the Permit;
- Ensure that personnel responsible for the work are aware of all the work being carried out in or near their area;
- Provide a formal hand-back procedure to ensure the area affected by the work is safe to return to normal operation;
- 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

- Provide a record to show that a safe system of work has been used and that the necessary precautions have been considered and executed.

9.2 Permits

All work on equipment, plant and machinery, except for process operation tasks and inspections, requires a Permit to Work (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. A Safe Operating Procedure or Job Safety Environment Analysis (JSEA) is required before permits are issued.

Further information regarding the Permit to Work System is detailed within:

→ REFER MMO PROCEDURE 00-85P-006-002 PERMIT TO WORK

→ REFER MMO PROCEDURE 00-85P-006-004 PERMIT TO WORK – CONFINED SPACE ENTRY

10. Electrical safety standards

10.1 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 and testing prior to and use on site. It is the responsibility of the contractor to ensure this occurs.

Portable electrical equipment, portable tools extension leads, generators, welders, etc used on site, other than offices and crib rooms, shall be tested and inspected quarterly and appropriately tagged.

Tag colours for quarterly tests are:

- | | |
|----------------------|--------|
| • January - March | RED |
| • April-June | GREEN |
| • July - December | BLUE |
| • October - December | YELLOW |

Portable electrical equipment and appliances used in offices shall be tested and inspected and appropriately tagged on a quarterly basis. Urns, kettles, pie warmers, toasters are tested on a quarterly basis.

A licensed electrical contractor shall carry out all electrical testing. The tests shall generally be to AS 3000 and AS 3760 and include:

- Earth continuity where applicable
- Insulation megger test of active and neutral leads
- Testing of Residual Current Devices (Earth Leakage units)

- Check visually for obvious external damage or component defects in accessories, connectors, plugs or sockets
- 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 huts, workshops, urns, 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 Residual Current Devices by use of the 'test button' should be performed by anyone about to plug a lead or electrical tool into the protected outlet. Refer Australian Standard AS 3012, Mines Safety and Inspection Regulations 1995.

10.2 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 energized until the installation is complete, tested and the current inspection tag affixed.

Should the work area be in a Class 1 or 2 areas, then all equipment and fittings shall conform. During the issuing of the Permit to Work 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.

No person shall remove or interfere with any permanent light or power installation without 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.

10.3 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 clip.

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

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 on the plant.

10.3 Generators and Welding Machines

10.3.1 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 32V ac, single phase or three phase, shall meet the following requirements:

- Comply with AS 2790, and AS 3010.1 with the additional features, as varied below. All live parts, including 'neutral' parts shall be guarded and insulated, including terminals at the back of the outlet.
- Single-phase windings shall have the neutral terminal connected to the earth terminal of the device as per AS 2790. Three phase units shall have the star point of neutral connected similarly.
- 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 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.

Generators shall be protected from weather at all times.

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

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

10.3.2 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 and that the open circuit potential difference between the electrode holders of adjacent machines does not exceed 115 volts DC or 80 volts AC.

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 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.

10.4 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 issued in accordance with the Permit to Work Procedure.

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

11. Plant and equipment

11.1 General Requirements

Prior to entry to site all plant and equipment shall be inspected by a competent person (MMO Contract Coordinator or their delegate) and maintained in accordance with the manufacturer instructions. This inspection record must be documented and forwarded to the Contract Sponsor 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 Security without ALL necessary documentation having been submitted prior to arrival.

All mobile plant and machinery-entering site will be reinspected by an appointed MMO representative to clarify certified documentation forwarded prior to mobilisation. Documentation is to be signed off by a MMO representative and a Supplier (Contractor) representative.

Servicing and maintenance of plant and equipment is the sole responsibility of the Contractor / Supplier unless other arrangements / agreements are put in place prior to the mobilisation

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

Only plant and equipment having the correct log book, manufacturers Operation and Maintenance Manual, and current certification will be permitted to operate on site.

All Mobile plant shall have an audible reversing device and a suitable Dry Powder fire extinguisher fitted at all times.

Plant required to operate during 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.

The contractor shall ensure that the plant is maintained in accordance with the manufacturer instructions and the operator conducts a written daily pre-operational check and defects reported immediately to the Supervisor.

Tyre and Rim maintenance shall comply with AS 4457 Earth moving Machinery-Off Highway Rims and Wheels-Maintenance and Repair.

All checklists **must** have the following information detailed:

- Plant / Equipment make (i.e. Caterpillar)
- Model
- Year of manufacture
- Company Fleet No. (Contractor Fleet No)
- License No. (if registered for public roads)
- Expiry dates for license and registration
- Service Meter Unit (SMU) hour reading
- Service & defect repair documentation for the previous 6 months
- Work history of the equipment for the previous 6 months
- Inspection certification for Cranes with over 1 tonne lifting capacity
- Inspection certification for all attachments utilised for lifting (forks, jibs, slings, cages etc)
- Inspection certification for all pressure vessels and relief valves
- Tyre condition report for all earthmover tyres where MMO will be charged for wear and tear
- 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.
- Condition reports on all wear items e.g. trays; buckets, tracks, undercarriage and bowls where MMO will be accountable for wear.

All inspections must cover the following but are not limited too:

- Free of fluid leaks (hydraulic, fuel, water etc)
- Machine frame for cracks
- Hand rails and ladders to be in good condition
- At least one fire extinguisher fitted to machine. Pressure tested and date tagged in date (must be tested every 6 months and tagged accordingly)
- Roll Over Protection Systems (ROPS) / Fall Over Protection Systems (FOPS) must conform to the Mines safety and Inspection Act clause 4.15 and Australian Standards (AS) 2294 and AS 1636
- Seat belt tongue and buckle to be in good working order

- Seat belt webbing must be free of tears/cuts and securely anchored
- All cab glass intact and clean
- Rotating amber beacon fitted and operational.
- Door seals intact and seal properly
- Door latches in good working order
- Air-conditioning/heating in good working order
- All light vehicles must have a stocked first aid kit in date
- Rear and side view vision mirrors fitted and operational
- Site 2 way radio fitted (VHF units will be supplied by MMO)
- Complete mechanical, hydraulic and, electrical inspection carried out that must include braking & steering systems
- Ground engaging tools
- Lock out device fitted and operational on all earthmoving equipment.

11.2 Natural Gas Lines and Facilities

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

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 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 the code AG 601.

11.2 Plant and Equipment Operators

Plant and equipment operators shall possess all necessary licenses, 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 licenses, competency assessments, and certification.

11.3 Cranes

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.

Once a crane is set up / erected the working radius will be hard barricaded, 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.

Loads shall be secured whilst the crane is in motion and where the operators 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.

A certified Rigger or Dogger shall direct all crane lifts / load movements.

All lifting gear shall be removed from the crane hook prior to travelling on the site roads.

All loads shall be controlled by a natural fibre rope tag line (min 16-mm diameter).

When maintenance/repair work is necessary, the main power supply shall be locked and tagged in the off position in accordance with the site isolation and tagging procedures.

Front end loaders, shovels, backhoes and alike shall not be used to suspend loads (as a crane) without written permission of MMO

The Crane Operator and Rigger / Dogger are to satisfy themselves that the crane capacity and set out of operations are acceptable.

Whistle signals shall not be used to direct crane movements, radios are recommended.

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.

No load shall be left suspended unless the crane operator is inside the crane cab.

Cranes carrying loads shall travel at a walking speed, not more than 5 km/hr or as per manufacturer's limits.

11.3.1 Significant Crane Lifts

The Contractors 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:

- Any load in excess of 20 tonnes.
- Lifts that exceed 85% of the cranes rated capacity.
- Multiple crane lifts.
- Lifts that require maximum boom and crane configurations.
- Lifts that require specific engineering design.
- Non-routine and high risk lifts including all lifting over live process pipelines.

The Contractor Engineer shall coordinate the lift with the Rigging Supervisor/personnel to ensure compliance with written instructions.

The Rigging Supervisor shall have overall responsibility for the field operation of all significant lifts and shall coordinate construction activities with the MMO Construction Manager.

11.3.2 Site Transportation - Non Standard Loads

Various load clearance restrictions for height, width and length exist on site. Prior to any material / 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 dogman shall walk with the load to ensure that it clears all obstructions and to alert other road users and pedestrians of the hazard. At no stage shall the dogman walk between the load and the front of the crane.

11.4 Elevated Work Platforms (EWP)

EWP's 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.

A competent person shall inspect EWP annually and a record of which shall be maintained in the equipment logbook.

EWP's shall in all cases be operated in accordance with AS 2550.10 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 trammed.**

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

Personnel shall not exit the basket whilst it is elevated unless there is no safer means of access / egress and the conditions specified in AS 2550.10 are met.

11.5 Forklifts

Forklifts 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.

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

Special care shall be exercised where lifting attachments are fixed to the forklift that the equipment is not loaded beyond its design capacity, in particular tipping moment due to the centre of gravity of the load being out of radius, (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 travelled backwards or a spotter used.

→ REFER MMO PROCEDURE 00-85P-002-021 SAFE USE OF FORKLIFTS

11.6 Identification of Tools and Equipment

It is the Contractor's responsibility to ensure that all of their tools and equipment, which are taken onto MMO sites, 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.

11.7 Guillotines and Metal Presses

Guarding requirements and safe use of guillotines and metal presses shall conform to Australian Standard AS 1893 and AS 1219 respectively and the Mines Safety and Inspection Regulations.

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 provided 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.

11.8 Pedestal Drills, Grinders and Buffers

Installation of Electric Pedestal Drills, Grinders and Buffers shall be in accordance with Australian Standards AS 3000, AS 3007 and AS 3012. The selection, installation, construction, safeguarding, care and use of grinding wheels and buffers shall be in accordance with Australian Standard AS 1788.

No person shall 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 personal protective equipment, the minimum being hearing and double eye protection.

No person shall 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 other cutting wheel, e.g. saw blade, polishing disc or pad, etc than those recommended by the manufacturer.

11.9 Fans and Blowers - Portable

All portable fans and blowers for industrial purposes shall be performance tested under the SAA Fan Test Code, AS 2936 to determine capacity and appropriately marked.

Electrical wiring and testing shall conform to AS 3302.

A Residual Current Device shall be used to protect all electric powered fans and blowers.

No person shall 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 (e.g. mobile welder, fuel storage tank or an air compressor), shall be kept clear of the fan intake area.

Dust producing activities (e.g. grinding) shall be kept clear of the fan intake area.

11.10 Pumps - Portable

Portable pumps shall conform to Mines Safety and Inspection Regulations.

Portable pumps, including their 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.

11.11 Lifting Equipment and Winches

The use of lifting gear, winches and tirsors 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 purposes 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 Non Destructive Testing 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 3 monthly inspection in line with the site electrical tagging colour codes.

Fibre ropes shall not be used for crane lifting activities and when used for the temporary suspension of pipe work etc shall be restricted. Consideration shall be given to hot work and plant processes and its affects on the rope.

The use of Synthetic Fibre Slings is restricted in and around areas of the site and inspected for defects each time before use.

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

11.12 Welding and Gas Cutting

Contractors carrying out Welding, Cutting and Grinding operations are responsible for ensuring the following 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:

- safety glasses with side shields;
- appropriate full face shield or welding shield which attaches to a safety helmet; and
- When oxy cutting, oxy goggles with shade-4 lenses.

Protect electric welding cables and gas welding / cutting lines in work areas, walkways and access ways against physical damage. 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.

Ensure that all electrical welding and gas welding / cutting units are inspected and maintained in accordance with the relevant Australian Standards.

Install flashback arrestors on hand pieces and cylinders. At all times, cylinders will be stored in an upright position in appropriate cages, cradles or trolleys and secured with a non-flammable material (e.g. chain, wire rope) to ensure stability when being transported, stored or used on site.

Display appropriate signage when transporting or storing compressed or flammable gas.

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

Locate fire extinguishers at all work locations 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 shall not be exposed to electrical circuits or heat.

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

Acetylene and other fuel gases shall not be stored in enclosed spaces even overnight, e.g. vans, vessels or containers.

The contractor as a reference shall use AS4332 for storage of gases, signage, locations etc

11.13 High Pressure Water Equipment

Competent personnel experienced in the handling of the equipment being used 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.

Personal protection equipment suitable to the work being done shall be worn and shall include:

- Eye Protection - Combination of visor and safety glasses
- Foot Protection - Wellington or safety boots with steel toecap
- Head Protection - Safety helmet
- Body protection - Gloves and waterproof clothing having regard to the nature of work being done
- Hearing Protection- Ear plugs and / or ear muffs.

11.14 Compressed Air Equipment

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

Personal protection equipment suitable to the work being done shall be worn and shall include:

- Eye Protection - Face shield and safety glasses with side shields or Monogoggles
- Foot Protection - Safety boots with steel toecap
- Head Protection - Safety helmet
- Body protection - Gloves and clothing having regard to the nature of work being done.
- Hearing Protection- Ear plugs and/or ear muffs.

11.15 Hoses - Air, Water, Hydraulic and Gas

All hoses shall comply with the relevant Australian Standards for Air AS 2554, Rubber 1179 and 1180, Hydraulic B226 and Gas 1869 and 1335.

All hose connections shall be installed in such a manner to reduce the risk of a hose parting from the coupling or connections as follows:

- Safety clips and retainers (whip restraints) shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled

- Where two or more air hoses are joined, they shall not be used unless couplings /connections are fitted with approved safety pins/clips and hose clamps
- LPG, butane, acetylene and oxygen, hoses shall be of an approved type, complying with AS 1335 and AS 1869, easily distinguishable and shall not be interchangeable.
- High-pressure service hoses shall be fitted with suitable whip restrains.

11.16 Hydraulic and Mechanical Jacks, and Equipment Support Stands

All hydraulic and mechanical jacks shall comply with Australian Standard AS 2693 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 2538 specifically relating to strength, stability, access, and 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 manufacturer instructions.

No person shall 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.

11.17 Porta Power Equipment

On site use of high-pressure hydraulic equipment in the form of 'Porta Power' type units (electrically, air, petrol or manually powered) shall be operated in strict accordance with the manufacturer's instructions. Hydraulic hosing shall comply with Australian Standard AS 3791.

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 be placed between the porta power equipment and the supporting floor.

11.18 Concrete and Brick Cutting Equipment

Use of any masonry cutting equipment on site shall conform to Mines Safety and Inspection Regulations 1995.

Any electric concrete cutting device brought on site must comply with Australian Standard AS 3000.

Cutting machines shall be used in accordance with the manufacturers instructions.

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.

11.19 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 Residual Current Device.

→ REFER MMO PROCEDURE 00-85P-002-025 SAFE USE OF POWER TOOLS

→ REFER MMO PROCEDURE 00-85P-002-026 SAFE USE OF HAND TOOLS

11.20 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.

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

Personal protective equipment suitable to the work being done shall be worn and shall include:

- Respiratory Protection- Helmet type respirator supplied with air from filtered a compressed air service located outside the hazardous work area or as detailed on the Material Safety Data Sheet
- Body Protection - Overall suit
- Foot Protection - Safety boots with steel toe cap and gaiters
- Head Protection - Safety helmet
- Hand Protection -Gauntlets

Prior to performing any Spray-painting or Abrasive Blasting outside designated workshops the contractor shall carry out a Job Safety Environment Analysis.

13. Work area health and safety standards

13.1 Manual Handling

All contractor employees are to be encouraged to report manual handling hazards, which may be identified during workplace inspections and Job Safety Environment Analysis preparation.

Where manual handling hazards are identified they shall be managed in accordance with National Code of Practice for Manual Handling.

→ REFER MMO PROCEDURE 00-85P-002-023

13.2 Noise

A persons' exposure to noise in the workplace shall be managed in accordance with Mine Safety and Inspection Regulations and Australian Standard AS 1269.

Where required, the Contractor 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 etc and where warning signs are posted.

13.3 Dust, Fumes, Mists, Gases and Vapours

Workers exposure to these materials shall comply with Mines Safety and Inspection Regulations.

Respiratory protection shall comply with Australian Standards AS 1715 Selection Use and Maintenance of Respiratory Protective Devices.

Persons 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 Operations zones during maintenance inspection, purging de-scaling, grit blasting, jack hammering and angle grinding & cutting etc.

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

→ REFER MMO PROCEDURE 00-85P-002-011 RESPIRATORY PROTECTION

13.4 Housekeeping

The MMO refining and mining facilities are operated on an 'around the clock' 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.

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

13.4.1 Waste Collection

Rubbish bins for disposal of rubbish paper, etc., 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 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.

13.5 Barricades and Barrier Standard

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

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

13.6 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.

Vehicle and pedestrian access is essential for 24 hour a day, to ensure the needs of production and maintenance requirements.

Restriction of access may include such situations as:

- Scaffolds
- Temporary access platforms
- Any road works or excavation
- Cable pulling
- Barricading for overhead work precautions
- Locating mobile cranes and Elevated Work Platforms and other special vehicles
- Use of chemicals

Where access is restricted adequate barricading, bunting or witches hats and warning signs shall be put in place.

13.7 Road Closure

All request for road closures are to be forwarded to MMO Security by the Contractor.

Where the Road Closure is required for less than one shift (12 hours) MMO Security shall ensure that the and Emergency Services Officer and Medic are informed. The Main Security Gate 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 will distribute a Safety Bulletin with attached map of the proposed closure and ensure that the Main Security Gate detailing the closure details and responsible person makes a shift log entry.

13.8 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.

A competent person prior to the commencement of work, on each working day, shall inspect temporary flooring for integrity.

The contractor shall complete a "Job Safety Environment Analysis" prior to installation of temporary flooring to ensure that process and operating personnel are not put at risk of injury by the temporary flooring configuration.

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

13.9 Floor Penetrations

A Grid Mesh Removal certificate is required prior to the removal of any grid mesh, chequer plate or other flooring. The minimum covering / enclosure standard is:

- Wire mesh, hardwood planking cover lashed together with scaffold wire, and cleated into position with a Danger sign attached stating "Hole Beneath" or full scaffold guard railing, with mid-rails and top-rails and kick boards fitted, placed 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.

13.10 Access & Egress

A safe means of access to and egress from shall be provided in every place where a person has to work, including excavations. Such safe means 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 Standard and / or the manufacturers instructions. All stairwells shall be at least 450mm in width.

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

13.11 Form work and Shoring

Design and construction of formwork shall be in accordance with Australian Standard AS 1509 'Rules for design and construction of form work' (metric units) and Occupational Health and Safety Regulations.

Particular attention shall be given to the section defined in AS 1509 relating to the checklist of deficiencies and unsafe practices, contributing to form failure.

Persons 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 "Issue 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 back fill shall be removed immediately to a set down approved by MMO.

13.12 Working At Heights

Contractor supervisors are responsible for ensuring the hierarchy of control detailed in the Safety Procedure, Working at Heights has been considered prior to allocating tasks exposing employees to a working at height risk.

The Contractor shall ensure that all safety harnesses, lanyards, static lines etc. used on the site are inspected by a 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, elevated work platforms shall be considered prior to the installation of rigger's static lines, lanyards or inertia reels for use as temporary fall restraint.

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 instructions for use, maintenance and storage. The contractor shall also take into consideration the affects that the chemical processes used on site may have on equipment.

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

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

→ REFER MMO PROCEDURE 00-85P-002-024 WORKING AT HEIGHTS

13.13 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 **No fibre rope allowed.**

All scaffolds regardless of height shall be erected, altered and dismantled by an appropriately certified person and have handrails fitted.

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 positions for a period in excess of three (3) 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 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 Scaffold is in a stationary work position the lanyard will be attached to an appropriate anchor point.

→ REFER MMO PROCEDURE 00-85P-002 030 ERECTING AND DISMANTLING SCAFFOLD

13.14 Man Cages and Lift Boxes

The registration of man cages shall be in accordance with the Mines Safety and Inspection Regulations and Occupational Health and Safety Regulations. Also, in accordance with AS 1418 Man cages shall only be used after obtaining an approved Man cage Approval Certificate from an authorised person.

Lift Boxes are best described as "non-fixed load-lifting attachments" as defined in AS 2549 and are intended to lift equipment and / or material loads (not personnel). All Lift Boxes shall have a Safe Working Load clearly displayed and will be included in the quarterly Lifting Equipment inspections. Where Lift boxes are manufactured on site, an engineer shall approve them prior to use.

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

13.15 Ladders - Fixed and Portable

Fixed Ladders shall comply with the requirements of Australian Standard AS 1657 'Fixed Platforms, Walkways, Stairways and Ladders'.

Portable ladders (timber) shall comply with Australian Standard AS 1892-2 and AS 1892-4 'Portable Timber Ladders (including step ladders and trestle ladders)'.

Portable ladders (metal) shall comply with Australian Standard AS 1892-1 'Portable Ladders Metal'.

Ladders shall only be located in Plant and Mine Site areas for such time as is reasonable to effect work.

Each overhead work situation where a ladder is used shall be assessed for Overhead Work Precautions.

All portable ladders shall be inspected for damage and integrity prior to use on any specific job.

Portable ladders when in use shall be secured, by a competent person, with rope or ladder clamps to prevent slipping or overbalancing.

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.

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 (1) metre above the egress landing.

Portable metals ladders and wire-reinforced ladders shall not be used for any electrical work or where contact with electrical conductors is foreseeable.

The use of ladders as a working platform is restricted, and each contractor shall complete a risk assessment prior to commencing any task that requires the use of ladders as working platforms.

Ladders shall be secured prior to use.

→ REFER MMO PROCEDURE 00-85P-002-024 WORKING AT HEIGHTS

13.16 Fire Protection

Fire and explosion protection and prevention is an on-going activity that shall be integrated with all phases of the contractors work.

Supply and maintenance of fire extinguishers shall conform to the following Australian Standards:

- Water Type AS1841
- Foam Type AS1841
- Dry Chemical Type AS1841
- Carbon Dioxide Type AS1841
- Maintenance AS1850 Pt.1

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

13.17 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.

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 done on or adjacent to radioactive instruments without permission from the MMO Radiation Safety Officer or delegate.

Under no circumstances shall untrained or inappropriately qualified personnel or unauthorised persons 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.

Contractors' employees shall acquaint themselves with and obey all notices displayed in places 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.

14. Vehicles safety standards

14.2 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 month using the appropriate documentation to ensure continued acceptability. Instructions and conditions for use of vehicles whilst on site please refer to **Section 11 Plant and Equipment**.

Every Motor vehicle shall as a minimum have:

- a) Speedometer;
- b) Fuel gauge;
- c) Audible warning device;
- d) Windshield equipped with operational windshield wiper and washer;
- e) An operable defogging device;
- 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 both front and rear and stop light on each side of the rear.
- j) Roll over protection (ROP"s)
- k) Cargo barriers

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, on request, the vehicles and related document for that purpose.

However, this shall not absolve the Contractor of responsibilities for ensuring acceptable vehicle maintenance, nor will the failure of the MMO to detect defects in the Contractor's vehicle be taken as acceptance of the vehicle.

14.3 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 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 their control is designed, constructed, maintained and used to the requirements of the Mines Safety and Inspection Act, and the Mines Safety and Inspection Regulations.

For the purposes 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.

14.4 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 and are clearly sign posted across site.

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 on site is restricted and unless Hands Free, mobile phones shall not be used whilst driving or operating plant and equipment.

14.5 Vehicles for Transport of Employees

Contractor transport of employees on operating sites shall be as approved by MMO examples of approved transport are:

Bus (personnel shall remain seated at all times until the bus has stopped)

Inside vehicle cab (no riding on truck trays or in the back of a utilities)

All vehicles approved for the transport of employees on site shall be fitted with seat belts, which shall be worn by the occupants (bus passenger seats excluded unless fitted as original equipment).

14.6 Driver's Licence

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

14.7 Driver's License – Mine Site

Access to specific areas on 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 a current Pit Permit.

14.8 Rollover Protection & Falling Object Protection Standards (ROPS/FOPS)

ROPS / FOPS shall conform to the Mines Safety and Inspection Regulations and Australian standards AS 2294, AS 1636.

Where it is not mandatory to fit ROPS and / or FOPS under Mines Safety and Inspection Regulations and / or Australian Standards AS 1636 and AS 2294, mobile equipment that is used at MMO shall have a risk assessment undertaken to determine the need or otherwise for the use of ROPS and / or FOPS. The contractor shall hold risk assessment documentation and a copy provided to MMO.

15. Emergency services

15.2 Medical Centre

MMO will provide services at the Medical Centre located within the HSEQ Building, which is adjacent to the Main Administration Building.

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

All contractors' personnel injured at work or in the village shall report to the Medical Centre for treatment no matter how minor the injury may seem.

All injuries treated at the First Aid Facility, no matter if work or non-work related are to be recorded in a First Aid Register. This Register may be reviewed by the MMO HSEQ Manager.

15.3 Injury Management

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

Each Contractors Project Manager should arrange for a Doctor to be their nominated Doctor. The Doctor is to be fully briefed on the goal of no lost time injuries and the Contractors absolute commitment to alternative duties and rehabilitation.

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

- Counselling of the patient.
- Referral to a nominated medical practitioner via the MMO Medical Centre (where required)
- Follow up, including personal offsite visits by the supervisor (where required)
- Offsite personal visits by the supervisor (Where offsite rehabilitating)
- Provision of offsite personal, family and social assistance where required.
- Formal assessments of employee capabilities prior to return to work.
- Provision of alternate meaningful duties, where appropriate.

Injury Management Programs are an essential part of the safety system and all contractors shall have an appropriate program in place.

→ REFER MMO PROCEDURE 00-85P-008-016 INJURY MANAGEMENT AND REHABILITATION

15.4 First Aiders

Each contractor shall provide First Aiders who will be qualified to a minimum of Workplace First Aid Certificate level. In addition selected Supervisors will be similarly qualified to act as back up First Aiders.

The contractors Manager will take into consideration local environmental conditions such as:

- dehydration,
- working in hot climates; and
- sunburn
- mosquito bites.

And shall provide consultation to all persons on preventative measures at time of induction and during toolbox meetings.

15.5 Emergency Response

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

To report an emergency situation either call for assistance by plant radio, by site telephone (both will connect you to security) or send someone to raise the alarm from the nearest control room.

15.6 Emergency Pick Up and Muster Points

The Murrin Murrin 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:

- reference markers for local area emergencies to enable emergency services to be assembled close to the incident location; and
- as a muster points for all personnel to report to when required to conduct a local area or partial evacuation.

A map displaying the location of LAA and Muster Points are available from the Training Department and provided to persons at their initial induction. The contractor along with other emergency instructions shall also display these maps in Offices and Crib Huts.

Prior to starting on the site or at a new location the Supervisor shall advise the work crew of the LAA and Muster Points nearest their workstation.