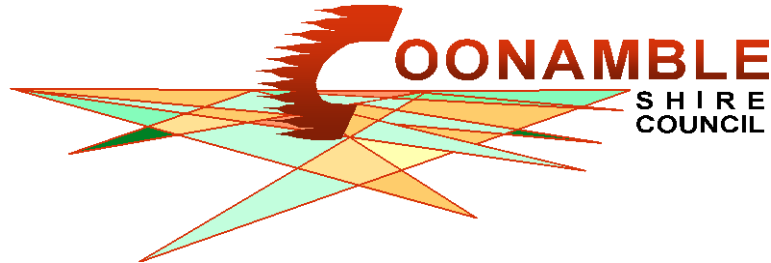


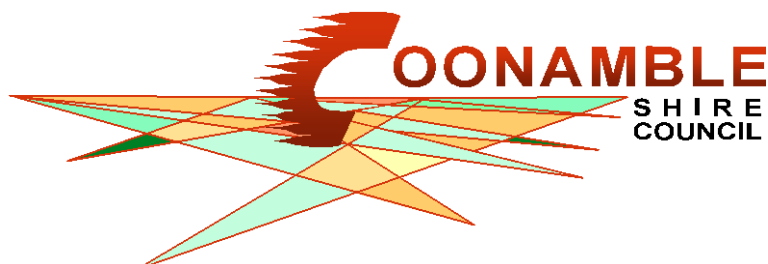
MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER	TOPIC
1	INTRODUCTION
2	DOCUMENT CONTROL
3	POLICY
4	ACCOUNTABILITY
5	EMERGENCY RESPONSE
6	CONSULTATION
7	RISK ASSESSMENT & CONTROL OF HAZARDS
8	WORKPLACE INSPECTION
9	HAZARD REPORTING
10	ACCIDENT REPORTING
11	HEALTH ENVIRONMENT
12	TRAINING & INDUCTION
13	DESIGN & PLANNING
14	INFORMATION & RESOURCES
15	AUDIT & REVIEW
16	CONTRACTOR MANAGEMENT
17	FITNESS FOR WORK

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 1 INTRODUCTION

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: **5**

Issue Date: **24/04/2018**

1. SCOPE

This Mine Safety Management Plan has been developed by Mt Magometon quarry in order to demonstrate to relevant stakeholders that it's WH&S requirements conforms to accepted industry standards with various audit criteria.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry "Best Practices"
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

It is recognised that this MSMP requires people to understand & accept it's requirements before it will be of any value as an operational tool.

To achieve this recognition the General Manager has undertaken to implement, train and administer the MSMP so as to facilitate it's ease of use in the working environment while maintaining a sense of ownership by all end users.

4. TRAINING REQUIREMENTS

Various training methods are utilised throughout this MSMP. These will be discussed in further detail within each relevant section. Some methods include:

- Consultation
- Communication
- Accountability
- Reporting
- Review
- Outside "expert" training.

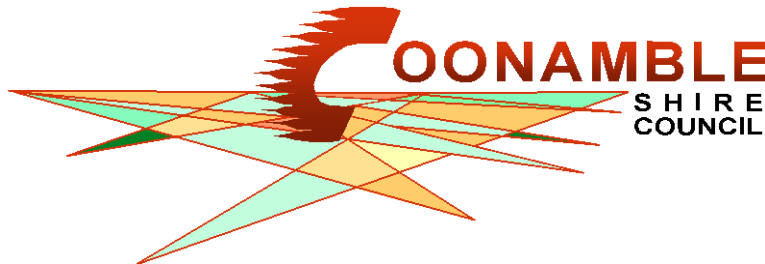
5. FORMS REQUIRED

Not Used

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 2 DOCUMENT CONTROL

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5 **Issue Date: 24/04/2018**

1. SCOPE

The management of documents at Mt Magometon Quarry is implemented in order to control the updating and distribution of both hard copy and electronic format working documents relevant to the safe operation of the quarry.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

Management and Distribution

Document control is managed at Mt Magometon Quarry by the General Manager, with assistance from the site Supervisor. A controlled copy of the SMP is retained in the General Managers office along with one in the Site Supervisors office. Uncontrolled copies are issued to all employees as well as a copy being made available to any contractor attending the site.

Amendments & Review

Any areas of the SMP that are highlighted as requiring amendment should be recommended in writing (eg; memo, email) to the General Manager and/or Site Supervisor. The person making the recommendation should also prepare a draft of what amendments he/she is recommending. Discussions should then be held with the relevant people to ascertain whether an amendment should be made. Once amendments have been agreed upon, preparation of the amended document/pages of the SMP should occur with the General Manager signing off on these changes prior to release. It is anticipated that one amendment will be made each month to a maximum of twelve. Once twelve amendments have been made, a new issue will be distributed.

It is the responsibility of the Site Supervisor to advise all employees of the changes, ensuring that everyone understands the

impact of these amendments. Controlled copies of the SMP should be updated accordingly, discarding old pages or sections that are now obsolete, with the General Manager retaining these “old” sections in a separate folder clearly marked as out of date. All pages/sections that have been reissued or updated are to be returned to the Site Supervisor for disposal. All out of date document shall be retained for a period of seven years. Document control will be managed within the Quarry ISO Integrated Management System. This Safety Plan will be listed as a controlled document in the Document Control Register and included in the Safety Management System section.

4. TRAINING REQUIREMENTS

In order to ensure everyone who needs to access documents / data are using the most up-to-date copy the general manager will be responsible for issuing and maintaining amendments to the MSMP. Where possible the General Manager will also up-date uncontrolled issues of the MSMP.

The General Manager may delegate this task to any competent employee if & when required. Should this occur the General Manager shall ensure the person to whom the task is being delegated to has a sufficient understanding of the document control requirements and processes to suitably carry out this task.

Any training for this section will be given on an “as required” basis after ascertaining the requirements of the delegate.

5. FORMS REQUIRED

DOCUMENT CONTROL MASTER LIST

[illegible]

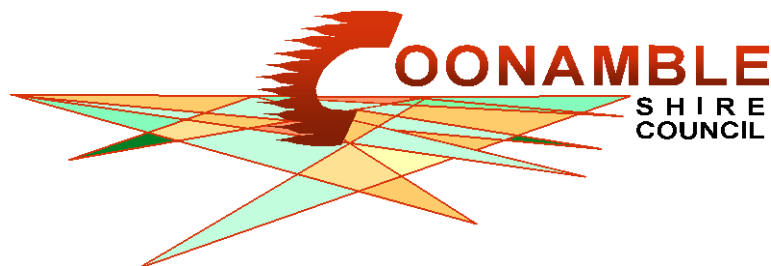
DOCUMENT DISTRIBUTION LIST

Manual Number	Location	Manual Holder	Date of Issue
1	Mines Operator Office	Kaylene Atkins	24.04.2018
2	Production Manager Office	Greg Nairne	24.04.2018
3	Training & WHS Office	Amanda Nixon	24.04.2018

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 3 POLICY

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5

Issue Date: 24/04/2018

Occupational Health and Safety Policy Statement

The Mt Magometon Quarry Occupational Health and Safety Management System applies to the operations of the quarry which is owned and operated by the Coonamble Shire Council.

The Council as the operators of Mt Magometon Quarry is committed to the health, safety and welfare of all personnel employed by the company. This commitment is reflected in the way we plan our work activities, equip our people, and perform and control our processes.

Mt Magometon Quarry has adopted the Australia/New Zealand Standard AS/NZS 4801:2001 (Occupational Health and Safety Management Systems) as the means by which we will control and continually improve our Occupational Health and Safety performance. This standard requires us to identify and be compliant with the legislative and regulatory obligations applicable in the location in which we are working.

We have a transparent and highly accountable approach to our Occupational Health and Safety Management System and this Policy and other relevant information is freely available to the public and other stakeholders.

The key commitments of our Occupational Health and Safety Policy are:

- Our system has been developed to be appropriate to the nature and scale of OH&S risks for Mt Magometon Quarry.
- We are committed to establishing and achieving measurable objectives and targets to ensure continued improvement, with the primary focus of our Occupational Health and Safety Policy being the elimination of work-related injury and illness.
- We are committed to compliance with relevant Occupational and Health and Safety legislation requirements and with other requirements that are applicable to the Occupational Health and Safety elements of our operations.
- Our Occupational Health and Safety system is documented in our Integrated Management System Manual and is maintained through the implementation of procedures that are updated regularly to reflect current operational activities.
- Our OH & S Policy is available to interested parties
- This policy is reviewed at regular intervals to ensure that our Occupational Health and Safety management system remains relevant and appropriate to our organisation.

Signed:

Approval Date:

Rick Warren
General Manager
Coonamble Shire Council

1. PURPOSE

The Work Health and Safety of all persons employed at the Coonamble Shire Council, including volunteers and visitors are considered to be of the utmost importance and an integral part of all operations within Council. To this effect Council has developed Work Health and Safety policies to meet this goal as well addressing compliance requirements under the *Work Health and Safety Act 2011 (NSW)*

2. POLICY STATEMENT

Coonamble Shire Council is committed to creating and maintaining a safe and healthy working environment for all workers. Council's objective is to create a workplace which minimises the risk of physical or psychological injury and which is as free as possible from occupational illness.

Council's ultimate goal is zero accidents and injuries within its control. In the interim the control of identified hazards is our number one work, health and safety priority. Once identified hazards will be eliminated, if possible and practical, or controlled through substitution of a safer substance or procedure, engineering controls, implementation of, and adherence to, procedural controls or as a last resort the use of Personal Protective Equipment.

Resources will be made available to comply with all relevant WH&S Acts and Regulations or any Coonamble Shire Council Internal Safety Policies.

2.1 Management's Responsibility

Work Health & Safety is both an individual and shared responsibility of all workers. Management at all levels is required to monitor the health and safety of all persons in the workplace, and ensure compliance with relevant Acts and Regulations, WorkCover approved Codes of Practice and where applicable internal WH&S policies and procedures.

2.2 Work Health & Safety Consultation

A Health & Safety Committee has been established as a consultative mechanism and will try to reach consensus on all aspects of the organisation's Work Health & Safety policy and programs. It is Coonamble Shire Council's policy to encourage all workers to participate in the effective use of the established WH&S consultation mechanisms. All WH&S consultation arrangements enacted within Coonamble Shire Council will be subject to the requirements of the *Work Health and Safety Act 2011 (NSW)* and the *Work Health & Safety Regulation 2011*.

2.3 Work Health & Safety Program

In order to implement the general provisions of this policy, a program of activities will be established, monitored and revised to ensure their effectiveness. The program will relate to all aspects of work health & safety including:

Workplace inspections and evaluations;
Reporting and recording incidents, accidents, injuries and illnesses;
Emergency procedures and drills;
Provision of information to workers;
Work health & safety training and education including on-the-job induction training;
Work design, workplace design and standard work methods incorporating the identification, assessment and control of workplace hazards;
Development and documentation of safe working procedures;
Review of changes to work methods and practice, including those associated with technological change to ensure risk management controls are appropriate;
Safety rules, including disciplinary action; and
Provision of work, health & safety equipment, services and facilities;

2.4 Specific Responsibilities

(a) Managers

All levels of management are responsible for the following:

- Ensuring that this policy and the work health and safety program are effectively implemented in their areas of control;
- Support of staff in meeting their WH&S responsibilities and ensuring their accountability for their specific WH&S responsibilities;
- Implementation and monitoring of WH&S programs to support the WH&S policy commitments and objectives in relation to the minimisation and eventual elimination of workplace injuries and occupational illness.

Managers will ensure adequate provisions in their draft budget estimates each year to provide further changes necessary to meet the health and safety requirements of their areas of responsibility.

Managers will also ensure that WH&S accountabilities are included in all position descriptions for employees under their control.

(b) Supervisors

Supervisors are responsible, and will be held accountable, for taking all practical measures to ensure:

- That the workplace under their control is safe and without risks to health;
- That the behaviour of all persons in council workplaces, including contractors, volunteers and visitors, is safe and without risks to health;
- That all workers under their control are appropriately trained and competent to carry out any tasks that they are required to perform;

More specifically the relevant supervisor:

- (i) Will always be held accountable for acting on detected unsafe or unhealthy conditions or behaviour;
- (ii) Ensuring that hazard identification systems are in place and understood by all staff;
- (iii) If the relevant line supervisor does not have the necessary authority to satisfactorily address an issue, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action, to a supervisor or manager who does have the necessary authority.

The Manager or Supervisor who has the necessary authority will be held accountable for taking prompt remedial action to eliminate or control any unsafe or unhealthy conditions or behaviour.

(c) Employees and Volunteers

All employees and volunteers are responsible for the following:

- Working in a safe manner;
- Encouraging others to work in a safe manner;
- Cooperate with, support and promote work health and safety initiatives in the workplace;
- Reporting of all workplace injuries or incidents at their workplace in accordance with procedures in place at the time of the incident;
- Report or rectify any unsafe acts or conditions that come to their attention;
- The correct use and maintenance of appropriate personal protective equipment as may be required;
- Attend all work health & safety training as required.

(d) Contractors, Sub-contractors and other PCUBs

All contractors, sub-contractors and PCUBs (Persons Conducting a Business or Undertaking) engaged to perform work on Council premises or locations will be required, as part of their contract, to provide evidence of safe systems of work, including as a minimum, a risk assessment tool identifying

potential safety hazards and associated risk minimisation techniques to be applied and participate in all work health and safety consultation processes.

Failure to observe the risk minimisation techniques identified in the chosen risk assessment method will be considered to be a breach of the contract and may be grounds for termination of the contract.

e) PCBU's (Persons Conducting a Business or Undertaking)

Other PCBU's (Persons Conducting a Business or Undertaking) that do not all into one of the categories already mentioned will be required to participate in Council's work health and safety consultation programs. Council will consult with other PCBU's where Council is an interested party and is under the *Work Health Safety Act 2011 (NSW)* and Work Health Safety Regulation 2011.

2.5 Injury Management and Rehabilitation

Council will ensure that the injury management process is commenced as soon as possible after an injury in a manner consistent with medical judgement. It is expected that an early return to work by an injured worker is normal practice.

3. RELATED DOCUMENTS AND LEGISLATIVE PROVISIONS

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- Code of Practice: Work health and safety consultation, cooperation and coordination

4. POLICY REVIEW

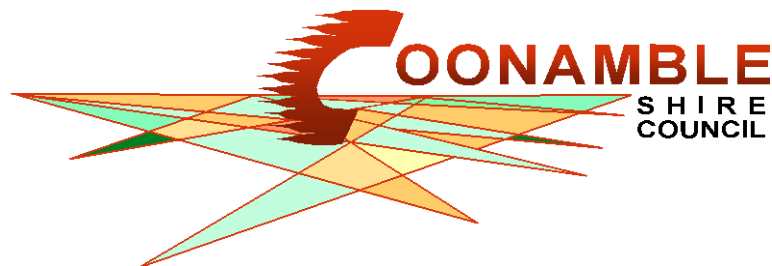
This policy is developed in consultation with Council's Health and Safety Committee. Endorsement by this committee will be sought on initial development and major amendments. As this document is an internal operational policy, it will not be submitted for approval at Council meetings.

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment). It is reviewed annually at Management Reviews in line with AS/NZS 4801 requirements.

Policy Review History

Date	Changes Made	Approved By
2 Sept 2003	Policy updated.	Occupational Health & Safety Committee
11 Feb 2005	Adopted by Council	Council: Resolution #3869
8 July 2008	Reviewed by OHS Committee	Occupational Health & Safety Committee
6 Aug 2008	Adopted by Council	Council: Resolution #7113
5 Dec 2013	Policy updated and changes endorsed subject to display	Endorsed by Health and Safety Committee
9 May 2014	Policy on display for 28 days for comment to workforce only. Policy changed to be operational policy and not required to be adopted by Council resolution.	N/A
16 June 2014	Approved and signed for adoption	General Manager
20 April 2017	Policy updated to reflect requirements of the new AS/NZS 4801 Safety Management System	Rick Warren Council GM

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 4 ACCOUNTABILITY & RESPONSIBILITY

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: **5**

Issue Date: **24/04/2018**

1. SCOPE

- To ensure everyone is aware of their responsibilities and accountabilities to health and safety
- To ensure all tasks to manage health and safety have been allocated
- To ensure that the allocated tasks 'fit' with the level of authority, skills and knowledge of the individual.

Mt Magometon Quarry endeavours to ensure that both management and employees are aware of their responsibilities and accountabilities in relation to health and safety and to ensure that all requirements to manage health and safety are allocated to personnel with the appropriate level of skills and knowledge.

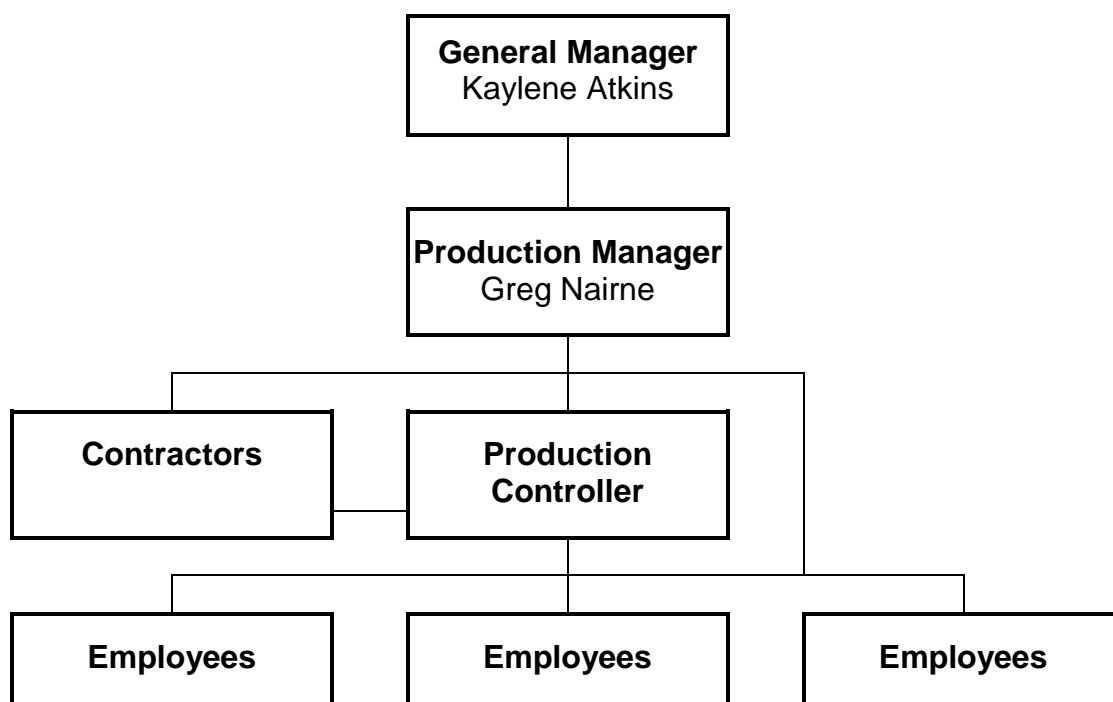
2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry "Best Practices"
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

SAFETY ORGANISATIONAL CHART



Mines Operator

For the purposes of this plan the Coonamble Shire Council Director of Engineering Services is the General Manager of the quarry

Must ensure:

- The MSMS conforms to the requirements of relevant legislation.
- The MSMP is implemented, maintained and reviewed as required and in accordance with relevant legislation, standards.
- The MSMP is operating effectively.
- Appropriate and competent supervision is available.
- Employees have the necessary skills and competency and are adequately trained to perform the required task.
- That employees understand their duties and that they are encouraged to be involved in safety and health issues.

Production Manager

Must Ensure:

- Any tasks delegated by the General Manager to the Production Manager are carried out without delay and the outcomes of which are reported back to the General Manager in a timely fashion.
- Work methods and the workplace are safe.
- That hazards are detected and controlled.
- There is consultation with other areas and that action is taken if safety concerns are reported.

Production Controller

Must Ensure:

- Any tasks delegated by the General Manager or Production Manager to the Site Supervisor are carried out without delay and the outcomes of which are reported back to the General Manager and a timely fashion.
- Work methods and the workplace are safe.
- That hazards are detected and controlled.
- There is consultation with other areas and that action is taken if safety concerns are reported.

Employees

Employees must ensure:

- They work in accordance with the SMP
- They satisfy themselves that the workplace and equipment is safe.

- Suspend work, take action where appropriate and communicate to their supervisor immediately on finding and/or suspecting any danger.

Contractors

Must ensure that they work in accordance with site specific procedures relating to health and safety, satisfy themselves that the workplace and equipment is safe, and if any danger is discovered, suspend work and report the problem to the Supervisor, Production Manager or General Manager immediately.

Mt Magometon Quarry has deemed certain contractors to present a high risk to WH&S. Any such contractors will be required to have their own operational Safety Management Plan approved for use by the General Manager.

The current “High Risk” Contractors include

- Electrical Contractors
- Bulk Explosive Delivery Contractors
- Shotfirers (including assistant personnel)
- Drilling Contractors
- Conveyor belting repair/replacement Contractors.

4. TRAINING REQUIREMENTS

All employees, contractors and visitors to Mt Magometon Quarry will be required to recognise the WH&S responsibilities for themselves, colleagues, contractors, visitors & general public. In order to achieve this goal the General Manager will ensure that everyone involved in the operation receives clear explanation as to the requirements of those listed above (item 3) and their own personal requirements.

5. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

6. FORMS REQUIRED

Tool box Meeting

TOOL BOX MEETING



Location: - Magometon Quarry	Date:
Work details: -	
Presenter:	Recorded By:

[illegible][illegible]



DAILY WORK PROGRAM MT MAGOMETON

NAME	TASK	SIGNATURE

All employees must sign off that they understand the task before commencing work. JSA's and SWP must be implemented for safe working or task.

SIGNATURES:

Production Manager: _____

Date: _____

Supervisor: _____

Date: _____



Site Specific Risk Assessment and on Site Meeting Record

Section 1: Job Site Details		Location:	
Job Description:			
Section 2: Hazard Checklist			
Hazard	Rating	Control Measures	
Any other issues discussed with Employees/Contractors:			
Section 3: Do all Employees/Contractors have their Construction Induction Tickets?		Yes	No
		Copies Sighted	
Section 4: Personnel Briefing Record			
All personnel on site are notified of the hazards relevant to their work and the worksite.			
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Signature: _____ Name: _____	.../.../20. ...:... m	Signature: _____ Name: _____	.../.../20. ...:... m
Inducted by			
Section 5: Supervisor's Declaration			
Pre-start and hazard checklist has been completed. All necessary action has been taken and all personnel notified of potential hazards.			
Supervis or: _____		Signature: _____	

Hazard Identification & Risk Assessment Procedure

Step 1 – Identify the Hazard – Review actual and planned operations to identify what might go wrong and what the hazards are. Inspect the site and observe what hazards are present. This will be done by the Quarry Supervisor or Manager and the Director of Engineering Services in consultation with other Quarry staff.

Step 2 – Assess the Likelihood - What is the likelihood of this event occurring (given the controls in place)? Choose a likelihood rating between 1 (lowest) and 5 (highest) using the table below.

Level	Descriptor	Example Detail Description
1	Rare	May occur only in exceptional circumstances. Once in 100 years.
2	Unlikely	Could occur at some time. Once in 10 years.
3	Possible	Might occur at some time. Once per year.
4	Likely	Will probably occur in most circumstances. Once per month.
5	Almost certain	Is expected to occur in most circumstances. Once per week.

Step 3 – Assess the Severity: What is the most likely consequence in this incident (given the risk controls in place)? Assign a severity rating between 1 (lowest) and 5 (highest) using the table below as a guide.

Level	Descriptor	Example Detail Description
1	Insignificant	First aid treatment
2	Minor	Medical treatment required
3	Moderate	Hospitalisation for a few days
4	Major	Extensive injuries, long period off work
5	Catastrophic	Death or permanent disablement

Step 4 – Calculate the Risk Ranking -

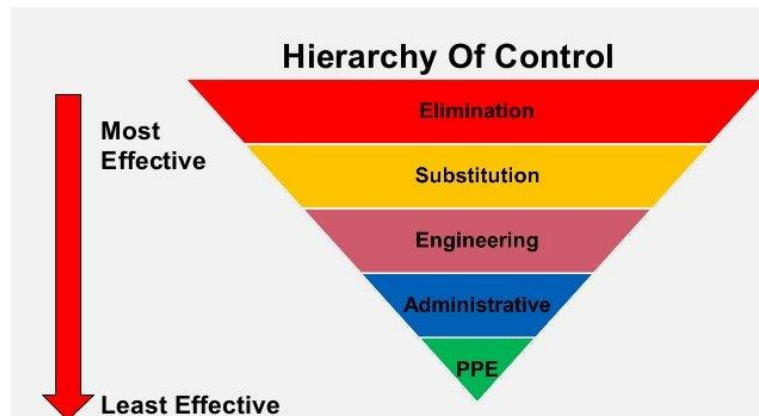
1. Take the likelihood rating from Step 2 and select the relevant row.
2. Take the consequence rating from Step 1 and select the column column.
3. Where the two ratings cross on the matrix below is the calculated residual risk ranking.

	Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	5 - M	10 -H	15 -E	20 - E	25 - E
Likely	4	4 - M	8 - M	12 - H	16 - E	20-E
Possible	3	3 - L	6 - M	9 - M	12 - H	15-E
Unlikely	2	2 - L	4 - L	6 - M	8 - M	10-H
Rare	1	1 - L	2 - L	3 - L	4 - M	5-M

Record hazards that are identified and the assessment process on the hazard assessment form. If the initial risk determination is not in the Low or Medium Risk category, identify suitable controls that can be applied to reduce the identified risk to Low or Medium using the hierarchy of risk control. Re-assess after application of additional control to verify effectiveness.

The hierarchy of risk control requires consideration of the controls in the following order:

- Elimination
- Substitution
- Engineering controls
- Administrative (procedural) controls
- Personal protective equipment



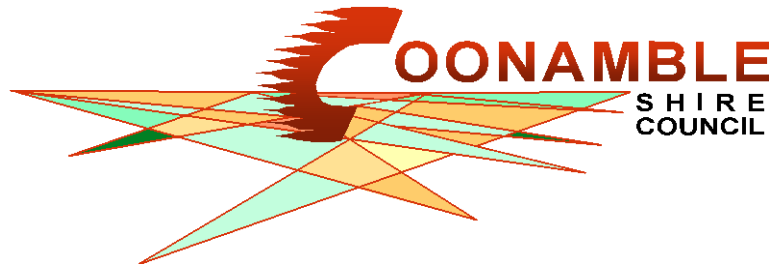
The selected method is to be based on reasonable practicality. Elimination is always the first control method to be considered.

Record the selected control mechanism to be applied.

Workplace risk assessments must be reviewed and updated if necessary:

- At every new worksite
- Whenever there is a change to workplace risk, such as onset of darkness or rain
- In the event of an accident or incident
- In the event of process change or introduction of new plant and/or equipment.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 5 EMERGENCY RESPONSE

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5

Issue Date: 24/04/2018.....

EMERGENCY PROCEDURES

This procedure will be revised as training is provided to all employees at the quarry.

ALL EMERGENCIES:

1. Employees are to take whatever action is necessary to prevent or minimise injury to themselves first, then fellow employees and only then consider damage to plant and equipment.
2. Upon finding an accident/emergency situation notify the quarry production manager (or his relief) as soon as practically possible. The quarry production manager (or his relief) will then assess the accident / emergency.
3. The quarry production manager (or his relief) will either contact emergency services (by ringing 000) himself or direct an employee to.
4. Advise emergency control operator of the following.
 - Your name.
 - Location of accident (Coonamble shire quarry 28km east of Coonamble).
 - Nature of emergency (Medical, fire, electrical, mechanical, explosion, chemical spill).
 - Number of persons injured.
 - Names of persons injured.
 - Action taken.
 - Response required (send emergency services).
 - Advise the control operator an quarry employee will meet the emergency services at the quarry front gate.
 - Stay on the phone until directed by the operator to hang up.
5. The quarry manager (or his relief) will issue appropriate instructions for:
 - Power isolation of additional plant and equipment, (mobile plant is to be parked and turn off, Crushing plant is to be shut down and the main circuit breakers turned off.)
 - Site evacuation to the mustering point, (muster point is the site office, personnel are to wait for instruction at this point).
6. When the emergency services have been called the quarry production manager (or his relief) will direct a person, who will

have a copy of the emergency plan, to the front entrance gate to meet and guide the emergency services to the incident/accident where the production manager (or his relief) will be wearing a site controller vest.

7. In the event of an evacuation the quarry production manager (or his relief) will check the visitors book to determine if any people are missing. If someone is missing the quarry production manager (or his relief) will organise a search party (utilising the buddy system) that will look for the missing and/or injured people.
8. The quarry production manager (or his relief) will ensure that the Mines Department is informed (orally) at the earliest opportunity when an accident or incident has occurred. The quarry production manager (or his relief) will also inform the quarry general manager immediately after the Mines Department, who will then arrange for a written report to be submitted within 24 hours of the verbal notice to the Mines Department.

MEDICAL EMERGENCY:

In an emergency it is essential that you remain calm and assess the situation for danger to yourself, casualties, and others (e.g. live electrical wires, machinery switch on).

1. Do not attempt to help someone if you are placing yourself in a dangerous situation to do so.
2. Do not move a casualty unless it is absolutely necessary, that is they are at risk of further serious injury and the danger cannot be removed (eg. Power supply switched off, machinery moved away).
3. Signal for help from available first aiders and assistance from others in the vicinity. Have them make the accident area safe (eg. isolate and tag machinery, cordon off area) and assist in the treatment of the casualty.
4. Request someone to call for an Ambulance (000), providing them with all relevant information first.
5. Notify the quarry production manager (or his relief) and follow steps 3. to 8. Of the all emergencies procedure.
6. Follow the life sustaining first aid- D.R.A.B.C.

- DANGER: lookout for further danger. Don't become a casualty yourself. Do not remove the casualty unless they are in further danger from the surroundings.
 - RESPONSE: Check the casualty for conscious. The unconscious person will require your help before a person screaming in agony.
 - AIRWAY: clear the casualty's airway.
 - BREATHING: If the patient is not breathing administer CPR.
 - CIRCULATION: Ensure the casualty has no restriction to circulation and control bleeding.
7. Administer first aid until relieved by trained medical relief. Supply them with all relevant information.
8. Give a written / verbal statement of the occurrence, stating: how, when, where, and why to the quarry production manager.

FIRE EMERGENCY:

In the event of a fire, correct action will give the best chance of reducing the danger.

1. Do not panic – keep calm.
2. Notify the quarry manager as soon as possible.
3. The quarry manager (or his relief) will then assess the emergency, then himself or advise a quarry employee to notify the fire brigade.
4. Contact the fire brigade in a clear manner stating, (steps from 3 to 8 of the emergency procedure).
5. Only attempt to fight the fire if you are confident to do so and you have a clear escape route.
6. If the fire is small, attempt to put it out or prevent it from spreading using the correct extinguisher for the type of fire.
7. If the fire spreads or the area becomes affected by smoke, leave the area immediately.
8. Muster point is at the site office, wait there for instruction from the quarry manager.

Fires involving various types of combustible matter are divided into classes so that an appropriate extinguishers medium may be chosen.

1. Check to ensure the extinguisher is of the correct type for the fire.
2. Remove the extinguisher from the mounting bracket and in doing so check its weight.
3. Check the gauge (where fitted) on the extinguisher to ensure it is pressurised.
4. Remove the safety pin and test fire the extinguisher.
5. Where practicable, approach upwind of the fire using the extinguisher as a shield by holding it directly in front of you.
6. Do not get too close to the fire, use the range of the extinguisher to maintain a safe distance from the fire.
7. Be alert. Always make sure you have at least one escape route available, in the event the fire gets out of control.
8. Once the fire has been extinguished, arrange someone to keep guard in case fire reignites.
9. Give a written / verbal statement of the occurrence, stating: how, when, where and why to the production manager.

CHEMICAL SPILL EMERGENCY:

Where chemical / hazardous substances are spilled the following procedure is to be used.

1. Assist persons affected by the spill, if it is safe to do so, to clear the area.
2. Contact the quarry manager (or his relief) who shall follow the directions laid out in the relevant MSDS for safe handling.
3. Restrict spread of spill. (e.g. switch off tap, stand container up, dam spill).
4. Control the spill with available equipment, but do not danger yourself or others.
5. Seek assistance of persons, in the vicinity to evacuate area if appropriate, to the muster point.
6. If the spill is beyond the capability of site personnel, the quarry manager (or his relief) will himself or advise a quarry employee to notify emergency services stating in a clear manner, (steps 3 to 8 from the emergency procedure).

7. Clearly answer any questions asked by the emergency services.
8. Disposal of any spilt material is to be carried out by the quarry manager, or nominee, in a manner that complies with the relevant regulations.
9. Personnel involved in the cleaning up spills are to wear appropriate P.P.E. as described in the MSDS.
10. Give a written / verbal statement of the occurrence, stating: how, when, where, why to the production manager.

ACCIDENT/ INCIDENT REPORTING

An accident/ incident report form is to be completed in the event of personal injury, damage to equipment, theft or a near miss incident.

By reporting near miss incidents and property damage incidents, we can identify the cause and implement effective counter measures to eliminate a similar recurrence that may result in injury to personnel.

Reporting of personal injury is vital for several reasons.

1. Identify the cause to prevent a similar incident occurring.
2. To provide a record of injury in the event the injury deteriorates.
3. To enable substantiation in the event of a worker's compensation claim.

Our safety program is based on an approach, that is "prevention is better than cure" safe work procedures and associate training we need to regular audit our systems and procedures to ensure they are working effectively. accidents/ incidents reports are one way to audit safety systems.

REPORT ALL ACCIDENTS/ INCIDENTS TO YOUR SUPERVISER

Remember- all accidents/ incidents must be reported immediately.

Do not operate or move any equipment if further damage may be caused - wait until given permission from the quarry manager.

All accidents/ incidents resulting in a serious injury do not interfere with the work area or equipment until after the on site investigation is completed and permission from the quarry manager has been received, unless such action is necessary to safeguard personnel or prevent further damage

FIRST AID KITS

There are first aid kits located at the:

- Site office
- Crushing control room

It is in our interest that when items are used from the first aid kit, that it is reported to your quarry manager to enable the kit to be replenished.

First aid kits will be pointed out to all new employees, contractors and visitors, along with quarry employees that hold current first aid certificates.

All employees, contractors and visitors must report any first aid incidents to the quarry manager which will be recorded in a first aid book.

EMERGENCY CONTACTS

FIRE – POLICE – AMBULANCE

DIAL 000

HOSPITAL 02 68271100

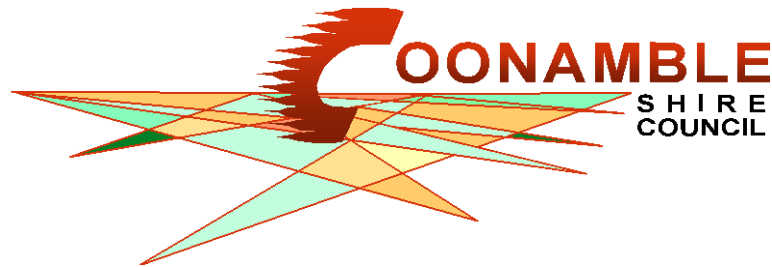
MT Magometon Quarry 02 68256222

Quarry Manager 02 68256 222 0428220001

Mines Operator 02 68271 905 0427 271903

Mine safety officer 02 63926 335 0428 293 446

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 6 CONSULTATION & COMMUNICATION

General Manager: Kaylene Atkins

Date:

Production Manager: Greg Nairne.....

Date:

Manual Number: 5

Issue Date: 24/04/2018

1. SCOPE

Mt Magometon Quarry endeavours to maintain good communication in the workplace, both formal and informal on all health and safety issues. The success the operations success with respect to health and safety depends on the commitment of all members of our team. Our main aim is to consider matters relevant to safety, health, welfare and rehabilitation as well as assisting in the creation, review and dissemination of information concerning Work health and safety. We also aim to develop a co-operative, consultative atmosphere within the workplace to encourage employee adherence to policy and to also encourage their participation in the planning and implementation of these policies.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

The Work Health and Safety Committee at Mt Magometon Quarry consists of four members, the General Manager, Production Manager, First Aid Officer and an Employee/Contractor representative. The General Manager takes on the role of Chairperson and the First Aid Officer takes on the role of Secretary. Meetings are scheduled for the second Tuesday of every third month, however if the need arises for extra meetings they will be called as required.

The Production Manager in his role as committee representative also holds frequent tool box meetings with employees seeking input. The agenda is then prepared for circulation one week prior to the meeting date. Minutes of the meeting are distributed within a week of the meeting being held and are distributed to all members of the committee as well as a copy being posted on the staff noticeboard.

Other information that is circulated to employees is contained in the Distribution of Information form.

4. TRAINING REQUIREMENTS

Not Used

5. FORMS REQUIRED

Not Used

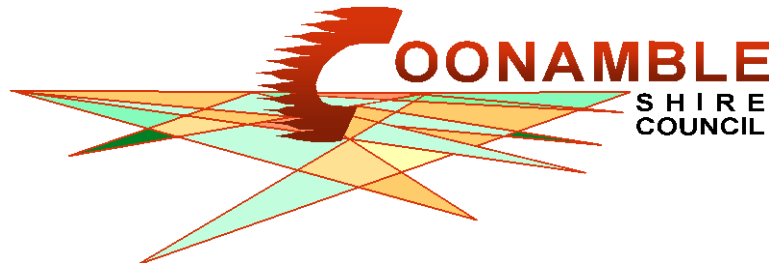
6. DISTRIBUTION OF INFORMATION

Information	Who's to Receive	When	How	Distributed By
Safety Alerts	All	As received	Noticeboards, internal mail	Quarry Manager
Safety Statistics	Committee, All, GM	Monthly	Noticeboards, Statistical Reports	Quarry Manager
Current Incidents	All	As they occur	Tool Box talks	Supervisors, Team Leaders
Updates to Legislation	GM, Supervisors, Committee	As they occur	Committee meetings, Management Report	Quarry Manager
Summary of legislative changes	All	As they occur	Noticeboard, Tool Box Talks	Supervisors, Team Leaders
Health and Safety Information	All	At least monthly	Noticeboards, Tool Box talks, Newsletter	All to contribute (through Quarry Manager and Supervisors)
Changes to SMP	All	As they occur	Tool box talks, Noticeboards, SMP Manual	Quarry Manager, Supervisors, Team Leaders

7. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 7 RISK ASSESSMENT & CONTROL OF HAZARDS

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: 5 Issue Date: 24/04/2018

1. SCOPE

Mt Magometon Quarry endeavours to manage risk by firstly identifying hazards, or sources of potential harm, assessing the risk or the probability that a hazard will actually result in an accident and finally controlling the risks applicable to our operation. Another method of controlling hazards and their associated risk is through the job safety analysis process which aims to identify and assess hazards associated with particular jobs and tasks and control these hazards effectively. These processes key elements used to formulate & implementing safe work procedures.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

The operations of Mt Magometon Quarry have been divided into smaller more manageable areas for the purpose of planning, identification, assessment and control of hazards.

- | | |
|------------------------|---|
| 1) PIT OPERATIONS:- | <ul style="list-style-type: none">• Drill• Blast |
| 2) FIXED PLANT:- | <ul style="list-style-type: none">• Crushers• Screens• Conveyors• Maintenance of Fixed Plant |
| 3) MOBILE PLANT:- | <ul style="list-style-type: none">• All mobile equipment operated in a production or maintenance role at Mt Magometon Quarry.• Stockpiling operations. |
| 4) CONTRACTORS:-
Mt | <ul style="list-style-type: none">• All contractors that are required to carry out works at
Magometon Quarry. |

The process of identifying hazards at Mt Magometon Quarry is carried out on a monthly basis using various methods such as hazard checklists, workplace inspections, analysing accident and injury data, studying work processes, job safety analysis and consulting with employees.

Assessment of these risks is performed by assessing the level of training/knowledge required to work safely, looking at the manner in which tasks are performed and the way work is organised, assessing the size and layout of the site and the number of people and their movement on the site, what the operation is to be performed, storage and handling of all materials and substances used on site and finally, procedures for an emergency evacuation.

The control measures that are used are as follows;

- **Elimination:**

Removes the hazard or hazardous work practice.

- **Substitution:**

Substituting or replacing a hazard or hazardous work practice with a less hazardous one.

- **Isolation:**

Isolating or separating the hazard or hazardous work practice from people not involved in the work.

- **Engineering Control:**

Modification to tools or equipment, providing guarding to machinery or equipment.

- **Administrative Control:**

Introduce work practices that reduce the risk.

- **Personal Protective Equipment (PPE):**

Only to be considered when other control measures are not practicable or to increase protection.

Risk Assessment is conducted in line with the Hazard Identification and Risk Assessment Procedure in the IMS Safety System

JOB SAFETY ANALYSIS CARD

Five simple steps

1. Break task into steps
2. Identify potential hazards associated with each step
3. Assess the risk for each hazard using the risk assessment rankings
4. Identify controls for each hazard
5. Allocate responsibilities to implement controls

4. TRAINING REQUIREMENTS

The “expert” knowledge is recognised as the persons employed within the quarry operations on a regular basis. Therefore we believe all persons whom actually perform a given task should be involved in the entire process of developing Job Safety Analysis, Risk Assessments & Safe Work Procedures.

Mt Magometon Quarry also recognise that although employees, contractors and other persons whom actually perform the work need to be involved in the entire development procedure, certain members of the team may not have a complete understanding of what is required.

To address this issue the General Manager may seek the assistance of external suitably qualified persons to act as facilitator(s) during the development of JSA's, Risk Assessments & SWP.

On completion of a SWP the General Manager shall ensure the procedure is implemented and all relevant persons are trained in the procedure. Any equipment, tools, PPE or other items outlined in the SWP will be supplied.


5. FORMS REQUIRED**ACTION PLANS – RISK ASSESSMENT
JOB SAFETY ANALYSIS**

ACTION PLAN – RISK ASSESSMENT

Mt Magometon Quarry
 Tooraweenah Rd
 COONAMBLE NSW 2829



ITEM	WHAT'S TO BE DONE	WHO IS TO DO IT	BY WHEN	SIGN OFF (when completed)

JOB SAFETY ANALYSIS		I approve the use of this job safety analysis:	
	Coonamble Shire Council Mt Magometon Quarry Tooraweenah Rd COONAMBLE NSW 2829	Name:	Position:
		Signature:	Date:
		Reference No:	
		(JSA) Activity Guide(s) used:	

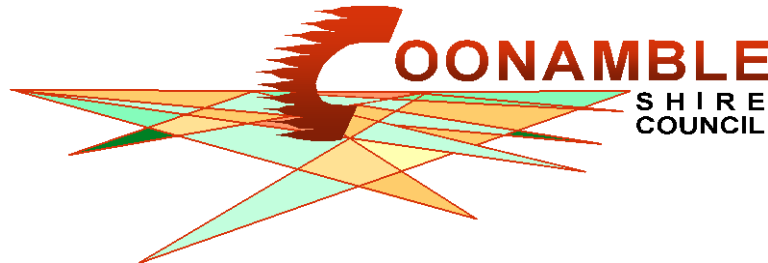
Description of Activity:		Work Site/Project: MT MAGOMETON QUARRY	
Quality Standard: RTA			
Critical Steps in this Activity:	Potential Hazards:	Rating	Safety Controls:

Description of Activity:		Work Site/Project: MT MAGOMETON QUARRY	
Quality Standard: RTA			
Critical Steps in this Activity:	Potential Hazards:	Rating	Safety Controls:

Training Required to Complete Activity:		List Codes of Practice, Legislation, Standards which apply to this Activity:	
1. List training required eg loader, Excavator, Dump truck, First Aid, General Induction, Activity Induction, Site Induction, Driver's Licences(truck/vehicles), Plant Operation Tickets (excavator, loader), Manual Handling, Hearing Conservation, Hazardous Substances, First Aid Certificate	2. Training details are located on: Project file: <input type="checkbox"/> L&D Training Database <input type="checkbox"/> Other (specify) <input type="checkbox"/>	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety (Mines and Petroleum Sites) Act 2013 Work Health and Safety (Mines and Petroleum Sites) Regulation 2014	
List Plant/Equipment/Personal Protective Equipment required for this Activity:	List Equipment Maintenance Checks required for this Activity:	Engineering Certificates/Permits/approvals required for this Activity Eg road closure, utility shutdown, WorkCover notification	
Trucks/vehicles, Long handled shovels, brooms, PPE – Safety boots, high visibility vest, ear plugs/ear muffs, safety eye wear/sunglasses, dust mark, impervious gloves, Long sleeve clothing, long pants/overalls, hat, gloves, sunscreen, water container (per crew member), insect, repellent, barrier cream, hand washing soap, First Aid kit.	♦ Plant operators & truck drivers daily inspections ♦ Daily inspection of PPE	Type	Reference/Document
Person(s) Responsible for Supervising/Inspecting Work:			
Person(s) responsible for supervising the work, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools NB List of qualifications/experience is held on files			
Name:	Position:	Signature:	
Name:	Position:	Signature:	
For list of names and signatures of staff instructed in this SWMS see training records			

****This document complements the Project OHS&R Management Plan or Site Specific Safety Management Plan****

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 8 WORKPLACE INSPECTIONS

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: **5** Issue Date: **24/04/2018**

1. SCOPE

Mt Magometon Quarry recognises that hazards can only be addressed once the hazard has been recognised. In order to recognise hazards Mt Magometon Quarry will carry out regular inspections of the workplace. These inspections will:

- Consider the way in which work is carried out at the operation.
- Consider compliance with relevant WH&S legislation.
- Monitor effectiveness of operational controls.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

In order to maintain a manageable frequency of inspections Mt Magometon Quarry has sub-divided the overall operation into five basic areas.

- 1) PIT OPERATIONS:-
 - Drill
 - Blast
- 2) FIXED PLANT:-
 - Crushers
 - Screens
 - Conveyors
 - Maintenance of Fixed Plant
- 3) MOBILE PLANT:-
 - All mobile equipment operated in a production or maintenance role at Mt Magometon Quarry.
 - Stockpiling operations.
- 4) CONTRACTORS:-
 - All contractors that are required to carry out works at Mt Magometon Quarry.

Mt Magometon Quarry will undertake to complete a minimum of one inspection per month.
ie: the complete operation detailed above will be inspected at no less than once every four months.

4. TRAINING REQUIREMENTS

Mt Magometon Quarry recognise that workplace inspections are an integral component of the successful operation of the MSMP. In order to gather useful information the employees and contractors will be utilised when carrying out workplace inspections as it is believed they are the “experts” with respect to the duties performed within the quarry.

All employees will be briefed as to the requirements and expectations of workplace inspections prior to commencement of this section.

In addition to the above employees Mt Magometon Quarry may seek the assistance of additional persons with relevant experience & or qualifications when conducting workplace inspections.

Such as:

- Specialised consultants.
- Department of Mineral Resources Inspectors.
- Contractors

5. FORMS REQUIRED

- Register of Vehicles/Gear/Mobile Plant/Fixed Plant/Electrical
- Lifting Gear Inspection Control - Chains
- Action Plan
- Inspection Schedule
- Workplace Inspections

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually

REGISTER OF VEHICLES/GEAR/MOBILE PLANT/FIXED PLANT/ELECTRICAL

Mt Magometon Quarry
Tooraweenah Rd
COONAMBLE NSW 2829



ITEM/DESCRIPTION	IDENTIFIERS e.g. Serial No's, Make, Model	DATE Commissioned on Site	LOCATION	INSPECTION SCHEDULE

LIFTING GEAR INSPECTION CONTROL - CHAINS

Mt Magometon Quarry
Tooraweenah Rd
COONAMBLE NSW 2829



ID No	LOCATION	1 ST QUARTER		2 ND QUARTER		3 RD QUARTER		4 TH QUARTER		LEGEND		
		Check	Action	Check	Action	Check	Action	Check	Action	CHAINS	NOTE	
										CHAINS 1. Twisted, stretched, bent 2. Nicked, gouged, cracked 3. Inter link & side barrel wear 4. Distorted/damaged master links 5. Distorted/damaged coupling links 6. Distorted/damaged attachments	Do not "tick". Write OK or use the number of the specific deviation given in the legend. If the equipment is defective it must be tagged 'defective' and must be reported to the person responsible for the repair of the equipment. If the equipment is beyond repair it should be destroyed and discarded. New equipment to replace the discarded items must be provided to discourage the use of make shift equipment. CORRECTIVE ACTION (Indicate the action to be taken in the ACTION column by number as indicated below, specify the exact repairs to be done on a works requisition or job card) 1. None – in good state of repair 2. Replace chain 3. Equipment to be cleaned 4. Fit safety latch on hook 5. Provide proper storage rack 6. Beyond repair – discard other	
										HOOKS 1. Spread in throat opening 2. Cracked, nicked, chafed 3. Wear on eye 4. Wear on elevis 5. Wear on saddle 6. Wear on load pin 7. Side bending		
										SHACKLES 1. General condition 2. Wear on pin 3. Max. mass load (SWL) marked		

ACTION PLAN

Mt Magometon Quarry
 Tooraweenah Rd
 COONAMBLE NSW 2829



ITEM	WHAT'S TO BE DONE	WHO IS TO DO IT	BY WHEN	SIGN OFF (when completed)

INSPECTION SCHEDULE

Mt Magometon Quarry
 Tooraweenah Rd
 COONAMBLE NSW 2829



Where & What is to be Inspected (e.g. workshop, mobile plant, site, lifting gear, amenities)	How Often (e.g. prestart, weekly, monthly, 200 hours)	By Whom



Mt Magometon Quarry
 Tooraweenah Rd
 COONAMBLE NSW
 2829

Part of Mine
 Inspected _____

Date of Inspection _____

Persons inspecting _____

<i>Legend</i>	
✓	<i>Satisfactory</i>
✗	<i>Needs further Action</i>
n/a	<i>Not Applicable</i>

Item	Observation	OK	Comment
1.0	BUILDINGS AND STRUCTURES		
1.1	Buildings and Floors No building damage No floors damaged/dirty Other		
1.2	Lighting No lights out/broken Sufficient lighting No glare Other		
1.3	Ventilation Natural Mechanical (including air conditioners, fans etc) Filters clean/inspected		
1.4	Hygiene Hygienic toilets/urinals Hygienic kitchen/crib room Hygienic showers/change rooms Adequate supply of drinking water Other		
2.0	HOUSEKEEPING		
2.1	Pollution (eg oil waste, scrap steel etc) Adequate disposal/collection Other		
2.2	Aisles and Storage Good demarcation/ not worn Not cluttered/obstructed Other		
2.3	Stacking and Storage Safe Doesn't obstruct flow and services Sufficient racks/areas Clear access and egress Other		
2.4	Plant and Yard No redundant plant No redundant material Tidy		
2.5	Scrap Removal System Sufficient bins Adequate removal/emptied Other		
2.6	Colour Coding		

Item	Observation	OK	Comment
	Used Uniform code (ie to AS or guidelines) Maintenance		
3.0	ELECTRICAL SAFEGUARDING		
3.1	Portable Electrical Equipment Identified and on register No damaged cables/plugs Earthing Current inspection tag (> 32v)		
3.2	Earth Leakage Complete coverage Tested regularly by competent person Documentation		
3.3	Electrical Installations Safe Electrical equipment safe Wiring safe Unauthorised access to switch gear/sub-stations restricted Earthing and polarity correct		
4.0	MECHANICAL SAFEGUARDING		
4.1	Machine Guarding All machines comply with standards Guards in place All nip points guarded Not loose, broken or inadequate		
4.2	Lock-out System and Usage Written procedure Covers all sources of energy Switches lockable Tags/locks available		
4.3	Labelling of Switches, Isolators and Valves Labelled No labels missing Emergency stop buttons red		
4.4	Ladders, Handrails and Walkways Comply with standard Stairways/landings toe-boards fitted Stairways at least one handrail (4 risers+) Portable ladders inspected/tested Identified and on register		
4.5	Lifting Gear and Machinery Identified and on register No defective items Safe working load marked Safety latches in place where practical Regular inspections		
5.0	GAS CYLINDERS AND PRESSURE VESSELS		
5.1	Pressure Vessels Pressure vessel register Inspections/tests to standard Relief (safety) valve locked/sealed Red line on pressure gauges		
5.2	Gas Cylinders Cylinders correctly stored Equipment safe condition Flashback arrestors used		
6.0	HAZARDOUS SUBSTANCES		
6.1	Chemicals and Substances Chemical register Products labelled MSDS sheets		
6.2	Explosives Storage, transport and usage to standard		

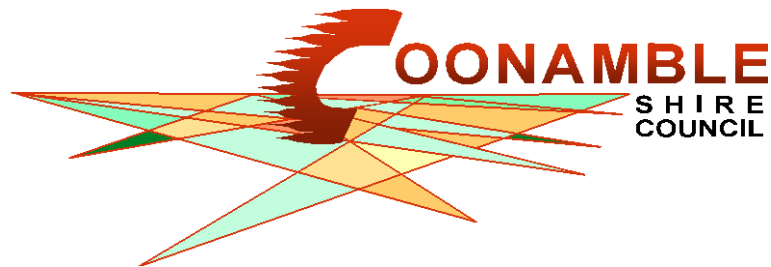
Item	Observation	OK	Comment
7.0	MOBILE PLANT AND MACHINES		
7.1	Condition of Vehicles/Plant Daily check/documentation No defective items Operator competent		
8.0	HANDTOOLS		
8.1	Handtools Condition and Storage Routine check No defective tools Stored correctly		
9.0	ERGONOMICS		
9.1	Operators Comfortable Body posture Accessibility (switches, levers, ladders) Seats/chair/workstations condition		
10.0	PERSONAL SAFEGUARDING		
10.1	Head Protection Area identified Hard hats provided Being worn		
10.2	Footwear Provided Correct for task Being worn		
10.3	Protective Clothing Suitable clothing Provided and maintained		
10.4	Eye and Face Protection Area identified Equipment provided Worn correctly Prescription glasses to standard		
10.5	Hearing Protection Area identified Equipment provided Worn correctly		
10.6	Other PPE Safety harness Hand protection (gloves etc) Respiratory equipment Other		
11.0	NOTICES AND SIGNS		
11.1	Signs Posted Signs required by legislation displayed To standard Visible and correctly located Good condition		
11.2	Noticeboards and Displays Conspicuous position Up to date		
11.3	Electrical Warning Signs No unauthorised entry Procedure in case of fire Procedure in case of electric shock		

Item	Observation	OK	Comment
12.0	FIRE PROTECTION AND PREVENTION		
12.1	Extinguishing Equipment Adequate number provided Correct types for fire risks ie hydrants and fire extinguishers, sprinkler systems, foam equipment, fire station etc		
12.2	Fire Equipment Locations Location accessible Signs and demarcated Signs indicated type of equipment Signs to standard No equipment obstructed		
12.3	Maintenance of Equipment All equipment on register Inspection/service to standard Tags/seals in place Condition good		
12.4	Fire Fighting Adequate persons trained Available on all shifts Training		

ADDITIONAL OBSERVATIONS

Item	Observation	OK	Comment
13.0	CONTROL OF PERSONS		
13.1	Control of Entry and Exit Control signs (person to report to office) Security checkpoint Visitor record (time in/out)		
14.0	EMERGENCY PLANNING		
14.1	Emergency Action Plan Written emergency plan Contact names/phone numbers Site Plan		
14.2	First Aider and Facilities Current first aider Adequate first aid equipment First-aid kits checked regularly Locations marked		
14.3	Accident / Injury Recording Monthly record of accidents Record of minor injuries Record of near misses		
14.4	Reporting of Accident/Emergency Oral notification procedure Forms completed/sent		
15.0	INDUCTION AND JOB SAFETY TRAINING		
15.1	Induction Safety instruction part of employment Induction given before persons perform tasks		(including Contractors and Others)
15.2	Job/Task Training Safety aspects of job included with each task instruction		

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 9 HAZARD REPORTING

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5 Issue Date: 24/04/2018

HAZARD REPORTING PROCEDURE

Introduction

The system provides forms, which is accessible to all employees, contractors and visitors, which enables easy recording of hazards. There is a copy of the hazard Report form at the end of this procedure together with a Hazard Register form.

The Hazard Report aims to:

- Encourage reporting of any workplace hazards, no matter how minor;
- Provide a controlled system for responding to hazards reported;
- Ensure follow up for the individual reporting a problem; and
- Encourage employee and contractor involvement in safety.

The Hazard Register acts as a consolidating tool and a means of tracking corrective actions. It assists in identifying:

- Recurring substandard conditions and practices; and
- Areas with outstanding corrective actions.

What is a Hazard?

A hazard is anything with the potential to cause damage to people, the environment, property, plant or equipment.

Hazards may include:

Unsafe Equipment:

- Broken, damaged or inappropriate;
- Missing or poor fitting guards;
- Safety features damaged or missing eg emergency stops or lanyards.

Unsafe Machines:

- Faulty brakes, steering;
- Damaged equipment, seating, fire systems;
- No seat belts or non-compliance.

Unsafe work practices.

Non use of safety equipment.

Faulty electrical equipment.

Hazardous work areas, walkways, platforms and stairways:

- Poor safety related housekeeping;
- Damaged or missing hand rails/toe rails;
- Slippery stairs or walkways;
- Narrow or poor access;
- Lighting.

There can be many more.

Why Report Hazards

- Because for every serious injury/accident or death there is usually a history of “warning signs” or near misses which were ignored;
- because conditions in the workplace change daily;
- because changes in conditions have the potential to introduce new hazards;
- because the next time might be serious;

These “warning signs” or hazards should be rectified before the accident happens.

How to Spot Hazards

Ask “What if” questions:

- What if that fell, burst or leaked?
- What if someone tripped over that?
- What if someone unauthorised enters the area?
- What if someone does that job when they are tired or rushed?
- What if someone touched/sniffed that?

4 Steps to fixing Hazards

1. Spot the hazard and report it;
2. Assess the risk;
3. Fix the hazard;
4. Check that the hazard is fixed for good.

Hazard Report Procedure

Hazard forms books are available at the quarry office.

Together with the Hazard Report book there are risk assessments forms, which will enables the risk, associated with the reported hazard to be assessed. It allows the originator and supervisor to complete Section 3 of the Hazard Report form. Complete the forms using the Hazard and Risk Assessment Procedure and matrix in the IMS Safety Section.

Actions and Responsibilities**Originator:**

- identifies hazard;
- corrects if possible;
- completes hazard report (section 1 and 2);
- hands report to supervisor;
- in conjunction with supervisor assesses the risk (section 3);
- in conjunction with supervisor negotiate corrective action;
- corrective action carried out;
- if corrective action unacceptable , refer to General Manager (Mine);
- If corrective action acceptable signs off in section 5.

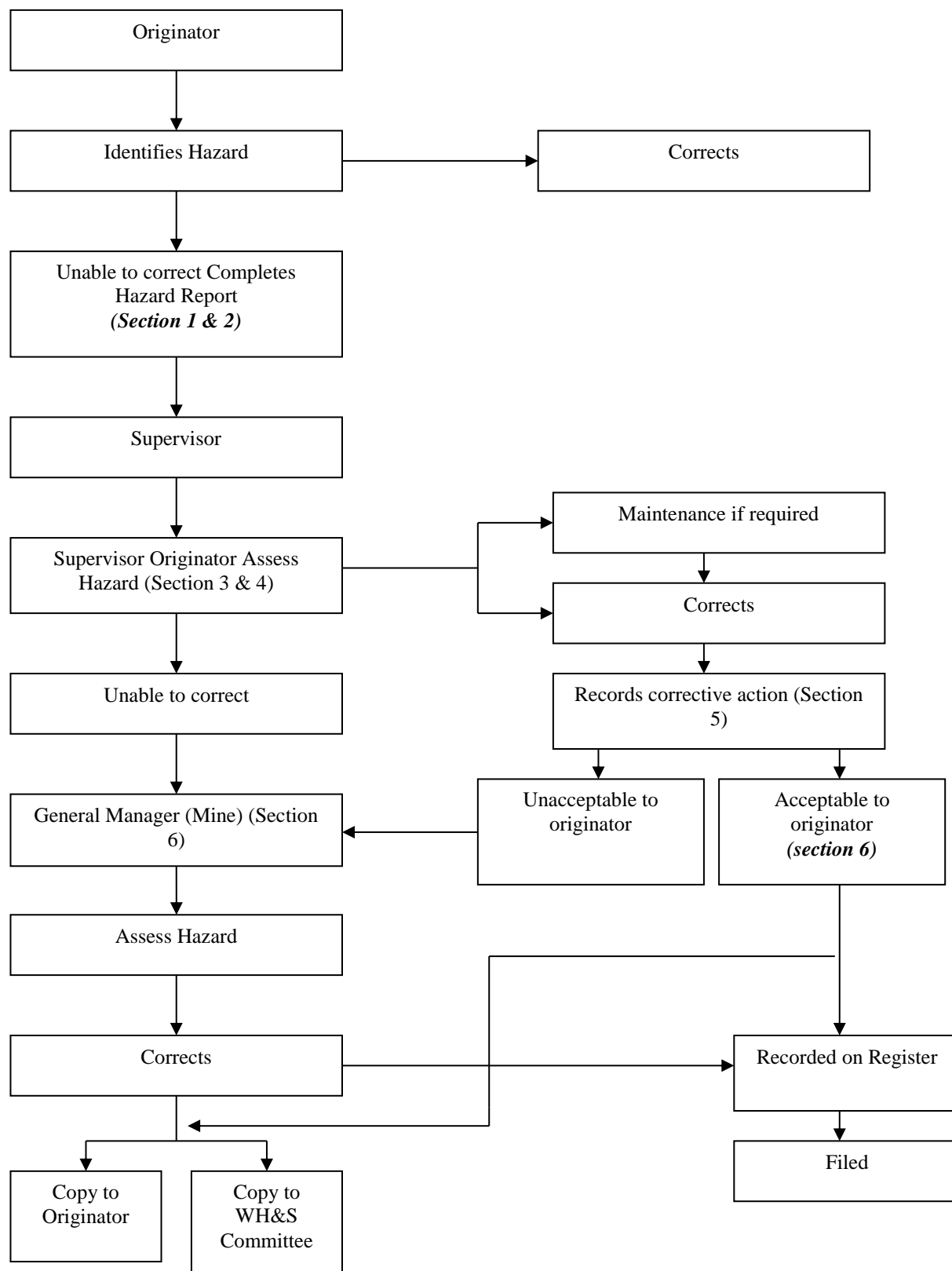
Supervisor:

- receives completed sections 1 and 2 from originator;
- in conjunction with originator carries out risk assessment (section 3);
- in conjunction with originator negotiate corrective action;
- corrective action carried out;
- if corrective action unacceptable to originator report goes to General Manager (Mine);
 - If corrective action acceptable to originator report is recorded on Hazard Register;
 - If unable to correct report goes to General Manager (Mine).

General Manager (Mine):

- receives report from supervisor if:
 - Supervisor unable to take corrective action;
 - If corrective action unacceptable to originator.
- Initiates corrective action:
 - report is recorded on register (completes section 5);
 - copy to originator with details;
 - copy to Work Health and Safety Committee.
- Original filed.
- Copy stored in the IMS Safety/Records

HAZARD REPORTING FLOW CHART



HAZARD REPORT FORM		
<i>Section 1 & 2 to be completed by Originator</i> <i>Section 3 & 4 to be completed by Originator & Supervisor</i> <i>Section 5 & 6 to be completed by G/Manager or Supervisor</i>		
1. Report Details: Name:..... Time Reported: am/pm Supervisor: Date: Location/Work Area:		
2. Hazard Description: What is the hazard, and where is it exactly and how does it effect the health and safety of personnel?		
3. Risk Assessment (see Page 5): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> High Risk</div> <div><input type="checkbox"/> Low</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> Medium Risk</div> <div><input type="checkbox"/> Very Low Risk</div> </div>		
4. Suggested Action Taken to Control Hazard:		
5. Action Taken: Action to be taken to satisfactorily rectify or control the hazard:		
6. Action Completed by General Manager (Mine) or Supervisor Signature Estimated Date:..... Accepted by Originator (Sign): Accepted Date:..... Actual Completed Date: Copy to: <input type="checkbox"/> WH&S Committee <input type="checkbox"/> Original to File <input type="checkbox"/> Originator		

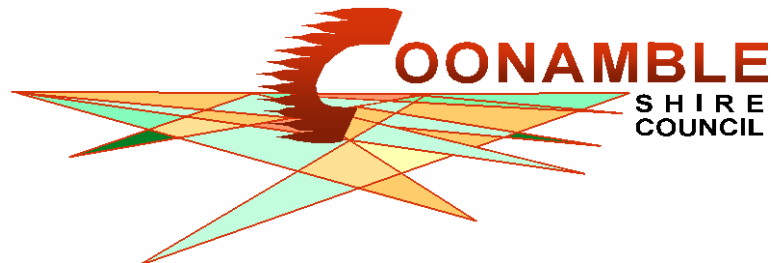
HAZARD REGISTER

Mt Magometon Quarry

Tooraweenah Rd, COONAMBLE

Report No.	Date	Hazard	Work/Activity Location	Risk Rating	Action Taken	Date Rectified

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 10 INCIDENT REPORTING

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: 5

Issue Date: 24/04/2018

1. SCOPE

Mt Magometon Quarry shall implement incident/accident investigation procedures in order to:

- Ensure the consequences of any incident is minimised.
- Gather information and learn from experience.
- Prevent similar re-occurrences.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

The General Manager will:

- Implement & maintain procedures to investigate, respond & take action to minimise the impact caused by any incident. This will be done through the Non-Conformance, Preventive and Corrective Action Procedure in the QMS. It will be recorded on the Non-conformance Report Form and entered into the Non-Conformance Feedback Register for further analysis.
- Implement & maintain procedures to complete both corrective and preventative action.
- Report serious or potentially serious incidents to the relevant legislative authority.
- Department of Minerals Resources, Accident / Incident Report to be completed within 24 hours in the case of death, serious injury or dangerous incident.
- Department of Minerals Resources, Accident / Incident Report to be completed within 7 Days of receiving a medical certificate for a serious work related illness.
- Department of Mineral Resources, Monthly Injury form (non-serious) to be completed for any month where an injury occurs.

Employees will:

- Immediately notify the General Manager / Production Manager or supervisor of any Accident, Incident or dangerous occurrence.
- Actively participate in the accident investigation.
- Suggest control measures that may be implemented to prevent recurrence.

Contractors will:

- Follow the accident investigation requirements of Mt Magometon Quarry in addition to any requirements imposed by their own procedures while working at Mt Magometon Quarry.
- Immediately notify the General Manager / Production Manager or supervisor of any Accident, Incident or dangerous occurrence.
- Actively participate in the accident investigation.
- Suggest control measures that may be implemented to prevent recurrence.

4. TRAINING REQUIREMENTS

The general Manager will train all Employees & Contractors in the Mt Magometon Quarry in accident investigation procedures.

- This will be accomplished through:
- Quarry induction.
- Toolbox talks.
- Regular Safety Meetings.
- Day to day verbal communications.

5. FORMS REQUIRED

- Coonamble Shire Council Incident/Injury report (form 108)
- Mineral resources Accident/Incident report
- Monthly injury form (non-serious)
- Accident Investigation Report
- Non-Conformance Report Form

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

FORM 108

COONAMBLE SHIRE COUNCIL

INCIDENT / INJURY REPORT

& EMPLOYEE COMPENSATION CLAIM FORM

This is a report of: (tick one or more of the following)

- | | |
|---|---|
| <input type="checkbox"/> Injury to employee | <input type="checkbox"/> Damage to third party property |
| <input type="checkbox"/> Potential Hazard | <input type="checkbox"/> Injury to member of the public |
| <input type="checkbox"/> Incident with no injury or damage (ie near miss) | <input type="checkbox"/> Employee Compensation claim m form |

OFFICE USE-PRE WORK

Location	Coonamble Shire Council	Works Proposal No.	Works Order No.
Road			
Segment		TCP to be used	
Chainage			
Road Section		Treatment Type	
Defect Number			

WORKER DETAILS

Title	Surname	Country of birth
Given name/s		Languages spoken
Current address		Interpreter required <input type="checkbox"/> Yes <input type="checkbox"/> No
Suburb	State	Postcode
Telephone no.		Date started in current position
Date of birth	/ /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Permanent <input type="checkbox"/> Shifts
		Occupation / Position

DEPENDENTS

<input type="checkbox"/> Married (including defacto) <input type="checkbox"/> Single			Is spouse or defacto spouse working? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full name of dependent	Relationship to worker	Date of birth	Full time student (yes / no)	Residing at home (yes / no)

OTHER CURRENT EMPLOYERS

Do you have any other employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give details:
Full name of Employer:
Address:

INCIDENT / INJURY DETAILS:

Give details, how did it occur:
Workplace name / location where Incident or Injury occurred (eg.works depot):

What could or has been done to prevent the incident occurring again, or to eliminate the hazard?
Name and address of any person(s) who may act as a witness:

INJURY DETAILS

When did your injury happen or when did you first notice the injury / disease?	Date: / / Time: am / pm
To whom was the injury reported?	Date notice given: / /
If you stopped work due to injury / disease – Date and time stopped work.	Date: / / Time: am / pm
What injury(ies) / disease did you suffer? (eg. fracture)	
What parts of the body were affected? (eg. right upper arm, lower back)	
At any time, were you unconscious?	

OTHER SIMILAR INJURIES

Have you previously suffered any similar injury or condition? <input type="checkbox"/> Yes, give details: <input type="checkbox"/> No, skip this section	
Date of previous injury / condition: / / to / /	Was the injury / condition resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, give details:	
Name of employer (if applicable):	

MEDICAL TREATMENT

Treatment	Name	Outcome	Transport
<input type="checkbox"/> First Aid only		<input type="checkbox"/> Returned to Normal Work	<input type="checkbox"/> None
<input type="checkbox"/> Doctor		<input type="checkbox"/> Returned to Suitable Duties	<input type="checkbox"/> Car
<input type="checkbox"/> Hospital		<input type="checkbox"/> Did not complete Shift	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Nil		<input type="checkbox"/> Fatality	<input type="checkbox"/> Other
WorkCover approved Medical Certificate attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date: / /			
Are you claiming Worker's Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not at this stage			

THIRD PARTY DETAILS

If there was an injury to a member of public, or damage to third party property, what was the person's name and address? If a minor is involved, please obtain parent's name.
Name:
Address:
Parent's Name if applicable:

Summary of events leading/contributing to the incident

This section is aimed at identifying causes to prevent a recurrence, not attributing blame. The information you provide will assist in the prevention of accidents and incidents in the future.

1. What was the physical condition of the work area where the incident/accident occurred?
2. Was the organisation or layout of the work site a contributing factor?
3. Was poor housekeeping on site a contributing factor?
4. Were workers wearing appropriate protective clothing?
5. Were workers following approved safe work procedures?
6. Were safe work procedures accurate?
7. Had appropriate precautions been taken to make the work area safe?
8. Was safety pre-planning adequate?
9. Was the work area unsafe because of an unanticipated problem?
10. Were there any communication problems/misunderstandings?
11. Was the correct equipment being used?
12. Was equipment being used properly, with safety features effective?
13. Were there any technical or mechanical failures of tools or equipment?
14. Was equipment defective (eg inadequate maintenance, in need of repair)?
15. Were workers adequately supervised?
16. Were workers suitably qualified and/or trained?
17. Other observations

EMPLOYEE SIGNATURE:DATE:

NOTE: If you elect to claim compensation under the provisions of the Workers Compensation Act of NSW, please sign the additional declaration as well.

DECLARATION FOR CLAIMING COMPENSATION UNDER THE PROVISIONS OF THE WORKERS COMPENSATION ACT OF NSW

I,hereby declare the truth of the foregoing statement and I understand that while I am in receipt of weekly payments of compensation I am obliged to immediately notify the insurer of *any change* in my employment that affects my earnings, for example:

- i. Return to work in any capacity;
- ii. Commencing employment with another person / organisation;
- iii. Commencing self employment / own business.

I understand that it is an offence to fail to do so. In addition, I understand that I am obliged to participate and cooperate in the development and implementation of an Injury Management Plan to assist with my return to productive employment, in accordance with medical recommendations, where such a plan is instigated by StateCover.

I have read and signed the StateCover Information Authority Form to authorise the exchange of written and verbal information between medical / treatment practitioners, my employer and StateCover Mutual Limited as defined in NSW workers compensation legislation, with respect to the injury / disease described in this claim form.

Signature of Injured Worker: Date:

OBLIGATIONS RELATING TO INJURY MANAGEMENT

1. This form should be completed and returned to your Council / StateCover as soon as possible after becoming aware that you are eligible to lodge a workers compensation claim with StateCover Mutual Limited. However, StateCover may already be aware of your claim and contact you to commence Injury Management prior to you lodging this form.
2. Complete all questions fully and accurately. Attach a current WorkCover Medical Certificate as prescribed by legislation. Nominate a treating doctor who is prepared to participate in the development of an Injury Management Plan.
3. StateCover is committed to early, active intervention for work-related conditions and will liaise closely with Council and your treating practitioners to ensure a return to pre-injury duties with Council as soon as is safely possible. You are obliged to be available to return to work on modified or alternative duties on a full-time or part-time basis, consistent with medical approval. You are also obliged to advise Council and StateCover immediately when there is a significant change in your condition.
4. As part of the management of your claim, you may be required to attend assessments or medical examinations arranged by StateCover. Note that treatment should be obtained out of work hours whenever possible.

ACCIDENT INVESTIGATION REPORT

Mt Magometon Quarry
Tooraweenah Rd
COONAMBLE NSW 2829



Report No. _____

Second copy Section A through Section D to be sent to Quarry Manager

SECTION A:

WHO was injured? _____ DEPARTMENT _____

WHO were witnesses? _____

WHO was supervisor? _____

WHO was accident first reported to? _____ Time _____ Date _____

WHEN did accident occur? Time _____ Date _____

WHERE did accident occur (be specific) _____

HOW did accident occur? _____

WHAT was the injury? _____ Part of body. _____

Was the employee referred to Doctor? _____ Hospital _____ Returned to work

Other _____

Is this a lost time injury? Yes/No Signed (First Aider) _____

SECTION B**INVESTIGATION BY QUARRY MANAGER/DELEGATE**

HOW & WHY did the accident happen (Explain how & what the employee was doing and with what)

WAS the situation foreseen in the Job Safety Analysis _____

SECTION C**INVESTIGATION BY QUARRY MANAGER/DELEGATE**

(If more space is required please attach extra pages to the back)

- 1. IMMEDIATE CAUSES Work Environment and Work Practices** (list each of the immediate factors that appear to have caused the accident e.g. machine unguarded, operator used wrong tool, forklift with tynes up, fumes ignited etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

- 2. UNDERLYING (BASIC) CAUSES – SYSTEMS FAILURES** (e.g. inadequate training programmes, inadequate work procedures, inadequate work procedures, inadequate maintenance system, inadequate housekeeping system)

- 3. GENERAL RECOMMENDATIONS** (Review systems identified above)

Signature (Supervisor): _____

SECTION D**QUARRY MANAGER'S PLAN/ASSESSMENT**

What's To Be Done	Who's To Do It	By When

COMMENTS (Please include a picture/diagram of accident)

Signature (Quarry Manager) _____

REVIEW BY HEALTH & SAFETY COMMITTEE: _____ Yes/No

MONTHLY INJURY FORM (NON-SERIOUS)

This report complies with Mines Inspection Act 1901 Section 47(E)

Mt Magometon Quarry
Tooraweenah Rd
COONAMBLE NSW 2829



Month of Report:		No. of persons Employed during the Month:		Total hours worked during the Month:	
------------------	--	---	--	--------------------------------------	--

Injury Date	Injured Persons Name	Nature of Injury	Off Site Medical Attention Required? (Yes/No)	Days Lost (number)	Carry Over Accident Extra Days Lost (number)

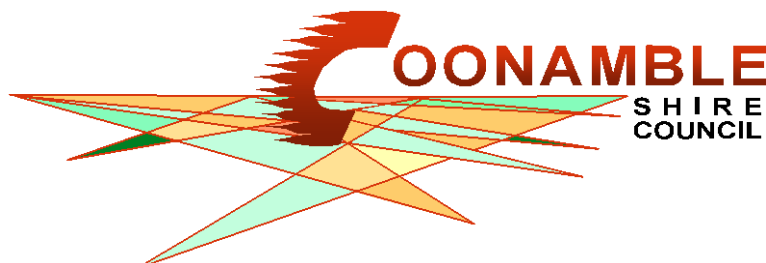
Name of General Manager (mine): _____

Name of Production Manager: _____

Information that is required to be reported on this form includes:

1. Injuries requiring Off Site Medical attention either at a doctor's surgery or at a hospital, or;
2. Injuries resulting in lost time from work of one day/shift or more after the day of the accident.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 11 HEALTH ENVIRONMENT

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: **5** Issue Date: **24/04/2018**

INTRODUCTION

The General Manger has a responsibility to ensure that its employees are physically fit and mentally well to perform the duties associated with their positions.

If an employee uses hazardous substances he/she may be required to undergo biological monitoring to determine exposure levels that may have been absorbed. Should pathology reveal that the person has been exposed to a substance that may cause ill health, the person will be medically monitored until a satisfactory pathology result is obtained.

Employees transferring from one job to another may be required to undergo medical assessment by Council's medical officer to ensure that they are fit to perform the duties of the new position.

Employees who are suffering from a non-work related injury or illness may be required to undergo a medical examination by Council's medical officer where there is objective evidence which indicates doubt as to the capabilities of an employee to perform required duties.

Dust

Dust control is being practiced by using water on the fixed plant, water carts on roads and wetting stockpiles as required.

Appropriate PPE will be supplied and worn if necessary.

Noise

The noise level of plant working on site will be checked. Persons shall not be exposed to noise levels that exceed an eight hour noise equivalent of 85(dB)A or peak at more than 140dB(C), otherwise those persons must be supplied with appropriate protective devices and training in the correct use of those devices and the danger of noise – inducted hearing loss. Noise measurement are to be made in accordance with Australian Standards AS/NZS 1269.1:2005

PROCEDURE

AIM: The aim of our work environment program is to identify all potential work environment hazards at the mine. After identifying these hazards, controls will be developed, including ongoing monitoring programs.

WHAT: The initial site inspection that was conducted under *Program 5.0: Hazard Identification & Risk Management*, has been used as the starting point to assess whether our site has any work environment hazards. During this inspection we identified the following hazards that are applicable to our site:

HAZARD SOURCE:

Dust ☐ _____

Vibration.... ☐ _____

Noise ☐ _____

Radiation ... ☐ _____

Lighting ☐ _____

**Poor
Ergonomics** ☐ _____

**Hazardous
Substances.** ☐ _____

Other ☐ _____

WHO: The General Manager is responsible for completing the Work Environment – Hazard Management Matrix Form for each of the work environment hazards that were identified during the site inspection.

HOW: By completing the Work Environment – Hazard Management Matrix form we will develop a control and monitoring program for each of the identified hazards.

Immediate controls that are required will be entered onto an action plan.

WORK ENVIRONMENT HAZARDS

Inspections: The frequency of work environment inspections will be as per the schedule for workplace inspections (the work environment issues will be included on the workplace inspection checklist).

Monitoring: The frequency of the monitoring program will be as per the schedule determined in the “Review” column of the form.

HEALTH SURVEILLANCE

Health surveillance will be carried out according to the schedule in the column “health surveillance” of the form.

ACTION: If during the course of normal daily activities or during a workplace inspection, anyone becomes aware of a work environment hazard, then the Quarry Manager will be notified and the hazard will be recorded on an action plan.

The person identifying the hazard will apply our site’s risk assessment process and will act according to its outcome.

DOCUMENT CONTROL: All documentation relating to the program will be filed.

Any health surveillance information will be treated as strictly confidential and will be filed on the employee’s personal file, using the “Health Surveillance Register”.

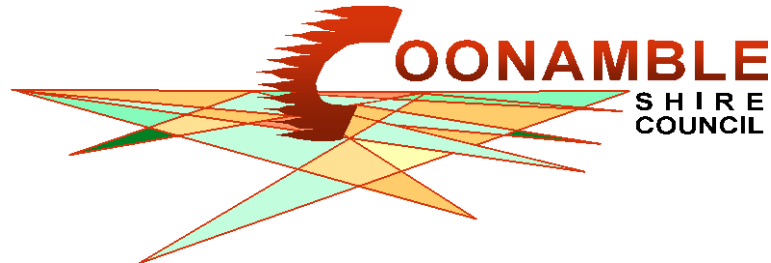
Example - WORK ENVIRONMENT - HAZARD MANAGEMENT MATRIX

Hazard	Health effects	legislation guidelines	Identify source	Measurement	Assess risk	Controls	Review	
							1. Re-monitor	2. Surveillance
<u>Dust</u>	Respiratory lung cancer silicosis	GR 38 – monitor GR 33 – health Surveillance Guidelines for Safe Mining - 3.1.5.1	1. drilling 2. crushing 3. screening 4. drying 5. loading 6. roads	personal dust monitoring at each source max allowable concentrations: Respirable: 5mg/cu m silica: 0.2 mg/cu m	Near or > limit High	engineer control at each source by: 1. extraction 2. suppression with water 3. remove operator from source Eg. Air conditioned cabin 4. dust mask	when controls in place re- monitor to gauge effectiveness of controls. Depending on results determine new monitoring frequency eg. 1 to 3 years	depending on results of monitoring determine which people require medical check of lungs: any problems move people from job, regular re-examination
<u>Noise</u>								

WORK ENVIRONMENT - HAZARD MANAGEMENT MATRIX

Hazard	Health effects	legislation guidelines	Identify source	Measurement	Assess risk	Controls	Review	
							1. Re-monitor	2. Surveillance

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 12 TRAINING & DEVELOPMENT

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: **5** Issue Date: **24/04/2018**

1. SCOPE

Mt Magometon quarry are committed to ensuring its operation employs the correct people with adequate knowledge and skills to perform their job safely.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

General Manager shall establish procedures to:

- Identify training needs of employees.
- provide information to employees of available training.
- ensure employees understand how to perform their job safely.

To achieve the above results the General manager shall:

- Induct new employees on commencement of employment.
Paying particular attention to areas with dangers associated.
- Induct employees in emergency procedures.
- Induct employees in the safe handling / use of machinery, equipment & products.
- Advise employees of their legislative safety obligations.
- Instruct employees in the use of safety equipment.

4. TRAINING REQUIREMENTS

Any training for this section will be given on an “as required” basis after ascertaining the requirements of the delegate.

5. FORMS REQUIRED

Induction Register
Induction Checklist

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

EMPLOYEE INDUCTION

The Mt Magometon Quarry WH&S Officer shall induct any persons that may be required to work or visit the quarry. Inductees will receive training in tasks of relevance to the operations they may be required to perform while in the quarry.

Incorporated in the induction process is an “awareness” programme of other mining operations worldwide. These operations are NOT limited to Australia. Therefore some of the information may not be formatted correctly for Australia, however the idea is that regardless as to where in the world the operation is located SAFETY is a major issue. People who act first and think later will eventually injure or kill themselves and / or others.

Inductees Name: _____ **Date:** _____

Tasks to be Performed: 1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Inducted By: _____ **WH&S Officer**

INDUCTION CHECKLIST

This checklist is to be used as a guide as to which “best practice” sheets are of relevance in addition to the Mt Magometon Safe work Procedures.

PLEASE TICK ALL MSHA ARTICLES DISCUSSED.

Introduction: (explain)

- ☐ Nature and structure of the workplace
- ☐ Roles of key people in the organisation

- ☐ Australian standards
- ☐ Provide Quality, Safety and Environmental Management explanation. ISO Certification.

Employment conditions: (explain)

- ☐ Job description
- ☐ Training
- ☐ Work times and meal breaks
- ☐ Out of hours enquires

Pay roll: (show)

- ☐ Time sheet

Statutory Requirements: (Explain, show)

Explanation of relevant legislation:
(Department of Mineral Resources)

- ☐
 - Work Health and Safety Act 2011
 - Work Health and Safety Regulation 2011
 - Work Health and Safety (Mines and Petroleum Sites) Act 2013
 - Work Health and Safety (Mines and Petroleum Sites) Regulation 2014

- ☐ Environmental
- ☐ Industry

Work environment: (show)

- ☐ Dining facilities
- ☐ Wash and toilet facilities
- ☐ Locker room
- ☐ Phone calls and collecting messages

Health and Safety: (Explain, show)

- ☐ WHS policy and procedure
- ☐ Roles and responsibility for health and safety
- ☐ Health and safety consultative and

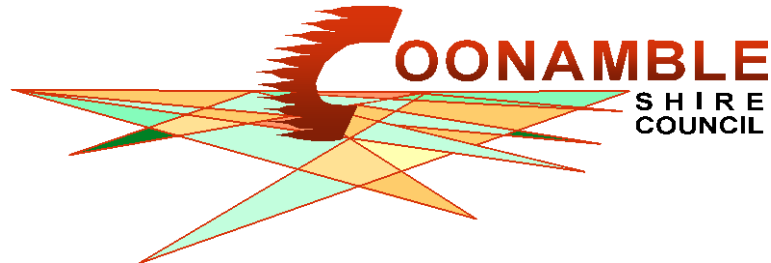
communication processes

- ☐ UV Policy
- ☐ Fitness for work
- ☐ Personal protective equipment
- ☐ Emergency response
- ☐ Accident/ incident reporting
- ☐ Hazard reporting
- ☐ Risk assessment
- ☐ Job safety analysis
- ☐ Safe work procedures
- ☐ Schedule maintenance

Conducted by (name) _____ Date _____

Employees Signature: _____ Date _____

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 13 DESIGN & PLANNING

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: 5 Issue Date: 24/04/2018

1. SCOPE

To ensure projects, design of new facilities, new plant, equipment, processes, products consider risk management issues and are integrated in design, development and procurement.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

GENERAL MANAGER

Shall ensure:

- Design & construction works are carried out in accordance with relevant legislation, standards, licences and permits.
- Consideration is given to health & safety aspects of the item / project prior to commencement of works.
- New plant and equipment is evaluated and conforms to Australian Standards, Legislative requirements and any applicable licensing requirements.
- All relevant persons are consulted throughout the planning, design, construction / procurement and commissioning phase.

PRODUCTION MANAGER

Shall ensure:

- He/she participates in the design & planning process.
- Assistance is given to the General manager to fulfil any obligations arising from legislative requirements, Australian Standards or this manual.
- Reporting of outcomes / issues arising from during the process are disseminated to all persons to whom the issue may effect.

EMPLOYEES / CONTRACTORS

Shall ensure:

- They actively participate in the required process.
- Where required, seek clarification with respect to any issues they don't fully comprehend.

4. TRAINING REQUIREMENTS

Ultimately the General Manager is responsible for the design & planning , however.

The General Manager may seek assistance in completion of this task. Should this occur the General Manager shall ensure the person(s) whom assistance in design, planning, procurement, construction, certification and commissioning process have sufficient understanding /qualifications to carry out the required task

5. FORMS REQUIRED

- WH&S Tender Evaluation
- Supplier/Subcontractor Checklist And Record Of Pretender Discussions

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

WH&S TENDER EVALUATION

8.0 HEALTH AND SAFETY REQUIREMENTS OF SUBCONTRACTORS AND SUPPLIERS

This document is intended to form part of the "Short Form Contract" or in the absence of same the "Subcontractor / Supplier Pretender Discussions". The required Health and safety Documentation for each activity shall be prepared by the supplier/subcontractor and submitted to the Plant Manager for review prior to commencement of work on that activity.

Supplier/subcontractor Health and safety Management documentation shall be contained in the "Manual of Safe Work Procedures".

8.1 PLANT SPECIFIC REQUIREMENTS

8.1.1 General

The following Work health and safety requirements are to be observed by the Contractor during the execution of work.

8.1.2 References

Contractors shall ensure all aspects of their works comply with the following legislation while carrying out works at Mt Magometon Quarry:

- | | |
|--------|--|
| (i) | Common Law |
| (ii) | Construction Safety Act |
| (iii) | Construction Safety Act Regulations |
| (iv) | Dust Diseases Control Board |
| (v) | Dangerous Goods Act |
| (vi) | Department of Industrial Relations and Employment |
| (vii) | Division of Occupational Health |
| (viii) | Motor Traffic Act |
| (ix) | Noise Control Act |
| (x) | Work Health and Safety Act 2011 |
| (xi) | Australian Standards |
| (xii) | Worker's Compensation Act |
| (xiii) | Work Health and Safety (Mines and Petroleum Sites) Act 2013 |
| | Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 |

8.2.1 Contractors

- 1 ONLY COMPETENT AND SAFETY-MINDED EMPLOYEES are permitted on site.

- 2 OVERHEAD PROTECTION shall be provided as is obviously necessary for the protection of other persons from falling or flying material or equipment
- 3 PERSONAL DRESS shall be appropriate for working safely and in particular suitable footwear must be worn - bare feet, thongs, flimsy, or damaged footwear, are prohibited.
- 4 SAFETY PROTECTIVE CLOTHING AND EQUIPMENT shall be provided and worn where necessary for reasons of safety and occupational health.
- 5 PROTECTIVE SCREENS to safeguard other persons in the hazard area of welding or grinding work must be provided and positioned appropriately.
- 6 FIRE PREVENTION must be employed by all persons. An appropriate fire extinguisher must be on hand for each welding set brought on site.

No naked flame is allowed in the vicinity of any open or leaking containers or systems of flammable liquids or gases. Quantities in excess of the immediate of daily requirements of flammable liquids and industrial gases must be safely stowed away from the work area. Oily rags and waste must be removed daily and/or placed in covered waste bins. Readily combustible materials must be safely stored and wastes promptly removed

- 7 PLANT AND GEAR brought on site shall be adequate requirements shall be of sound material and kept in a condition. Unsafe equipment must be suitably identified and either made safe or removed from the plant.
- 8 KEYS to all vehicular type plant, plus compressors and fixed cranes must be removed during non-working hours.
- 9 ELECTRICAL LEADS must be of sound insulation and correctly wired at terminals They must not be over extended or overloaded

They must be raised to prevent interference to other persons mobility, contamination by moisture or damage by any chemical, work process, material or waste.

- 10 LIGHTING must be adequate and must not produce unsafe glare. All luminaries must be appropriately shielded against breakage.

- 11 CIRCUIT FUSES OR BREAKERS shall not be caused to function above safe limits and are to be secured, where necessary, against Interference by unauthorised persons.
- 12 HOUSEKEEPING shall be of good order and removal of wastes, storage of new and re-usable materials must be made tidy on a progressive basis. Passageways, access paths, stairways and) operators areas around dangerous machines must be kept clear and unhindered at all times
- 13 DROPPING OR THROWING DOWN of materials or gear from a height is prohibited except where suitable means have been installed to catch, control and hold such items.
- 14 NAILS IN TIMBER must be removed or driven well over into the timber at the time of stripping. This includes timber from packing cases, etc.
- 15 SCAFFOLDING TRESTLES AND LADDERS must comply with and be used in accordance with regulations. Unauthorised substitutes are prohibited.
- 16 HAND RAILS on scaffolding, open sides or work areas, formwork, floor openings, pits or excavations where persons can fall more than 1.8 metres shall have hand rails provided at a height of one metre above the working platform or level. They shall comply to size and method of fixings as prescribed by regulation.
- 17 TOE BOARDS shall be provided under all hand rails and shall comply and be fixed according to regulations.
- 18 SAFETY BELTS OR SAFETY NETS are provided and used where no other form of prevention is available to guard against falls from heights.
- 19 EXPLOSIVE POWERED TOOLS shall only be operated by certificate holders. All explosive charges must be kept in a locked metal box. Misfired charges are not to be discarded anywhere on site including wet concrete pours. Signs must be displayed and where necessary, verbal warnings are also to be made.
- 20 BLASTING EXPLOSIVES Only SafeWork NSW certificate holders are permitted to prepare and use explosives
- 21 LASER BEAMS may only be set up and used by operators who are in possession of proof of qualification and provision is made as necessary to protect person from eye injury

- 22 TRENCHES AND EXCAVATIONS deeper than 1.5 m shall be shored and/or strutted battered or benched as required by regulations. The sides are not to be loaded and shall be kept clear of loose materials, etc. Safe access and egress shall be provided.
- 23 BLADES, BUCKETS, HOOK ENDS, ETC on dozers, front end loaders, back-hoes, cranes and hoists, etc must be lowered when not in use.
- 24 ENGINE EXHAUST GASES AND TOXIC FUMES are to be expelled enclosed or other poorly ventilated working areas)
- 25 ALL WORKING PLATFORMS suspended or otherwise, shall conform to regulations and be provided with safe access.
- 26 COMPRESSED AIR is not permitted to be aimed toward any person in the close vicinity.
- 27 SAFE SPEEDS shall be observed by all drivers within site limits.
- 28 DAMAGE AND INJURY to property and persons are to be reported as promptly as possible to the Superintendent as well as to other appropriate authorities as required by Statute Laws.
- 29 FIRST AID FACILITIES as required by regulations must be provided.
- 30 INDUSTRIAL GAS CYLINDERS must be handled and made safe during both use and temporary storage to prevent control valves front being damaged or broken off. Oxygen and acetylene cylinders in use or being lifted shall always be supported in cradles. Cylinder valves are to be shut down during periods of non-use and pressure bled from hoses.
- 31 PERSONNEL ACCESS AND BARROW RAMPS must be made secure to comply with regulations.
- 32 DUST CONTROL MEASURES are required to be taken as prescribed by regulation for the health of persons employed and/or to prevent accidents caused by visibility being affected and/or as might also affect members of the general public.
- 33 ABRASIVE BLASTING WORK must be screened to safeguard other persons and must comply with the regulations.

- 34 INDUSTRIAL NOISE LEVELS are required to be kept to an acceptable standard so as not to adversely affect members of the general public and other persons employed on site.
- 35 CERTIFICATION issued under the requirements of the Construction Safety Act must be held by all persons employed as crane driver, scaffolded rigger, dogman Crane chaser, driver, explosive powered tool operator, explosives shot firer, etc. and must be able to be produced on demand if so requested.
- 36 UNSAFE ACTS OR CONDITIONS are required to be acted upon without undue delay. The principal looks to all persons on site to join in mutual co-operation toward this end.
- 37 EARTHMOVING MACHINERY. The operator of an earthmoving machine must be competent, authorised and over the age of 18 years and must comply with other relevant regulations.
- 38 ELECTRICAL INSTALLATION Installations and inspections shall be undertaken in accordance with DIRE document,
☐ Requirements for the set up and use of all electrical installations on commercial plant sites

We the undersigned confirm that the above has been discussed and agreed.

The Sub-Contractor understands that the General Manager will check for compliance with requirements before work commences and periodically if the work extends for more than one day.

**General
Manager:**

Name: _____

Position: _____

Company: _____

Subcontractors

Representative: Name: _____

Position: _____

Company: _____



CONFIDENTIAL**SUPPLIER/SUBCONTRACTOR CHECKLIST
& RECORD OF PRETENDER DISCUSSIONS**

CONTRACT: _____

LOCATION: _____

STAGE: _____

PRESENT:

MT MAGOMETON QUARRY: _____

SUBCONTRACTOR: _____

1. MT MAGOMETON QUARRY KEY PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Phone & Fax</u>
_____	General Manager	_____
_____	Production Manager	_____

2. SUBCONTRACTOR KEY PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Phone & Fax</u>
_____	Director	_____
_____	Project Manager	_____
_____	Site Foreman	_____
_____	Quality Rep	_____

3. SUPERVISION

3.1 Full-Time Site Representative On-site? Yes _____ No _____

3.2 Name of Site Representative: _____

3.2 Qualifications and Experience of Site Representative _____

3.3 Other Commitments of Site Representative: _____

3.4 Who does Site Representative report to? _____

3.5 Duties and Responsibilities of Site Representative: _____

4 RESOURCES

4.1 Organisation Structure (attach Chart if available): _____

4.2 Subcontractor Manpower to be used On-site:

<u>No.</u>	<u>Trade</u>	<u>Start Date</u>	<u>Duration</u>	<u>Rate</u>
<u>Remarks</u>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4.3 Subcontractor Plant and Equipment to be used On-site:

<u>No.</u>	<u>Trade</u>	<u>Start Date</u>	<u>Duration</u>	<u>Rate</u>
<u>Remarks</u>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4.4 Mt Magometon Quarry Plant or Equipment loaned or hired to Subcontractor:

4.5 Details of other commitments:

Project Name Completion Date	Value	% Complete
_____	_____	_____
_____	_____	_____
_____	_____	_____

4.6 Financial Checks/Financial Statements (attach)

4.7 Bankers: _____

4.8 Previous Company Names (if any):

1. _____

2. _____

5. CONTRACTURAL

5.1 Confirmation of Price \$ _____ Firm or Rise and Fall

5.2 Type of Contract: LUMP SUM

5.3 Variation Process: AS PER A.S. 2545 1993

5.4 Progress Claims Process/Payment Period: AS PER A.S. 2545-1993

5.5 Prescribed Payment System Form: Current _____

Signed _____

5.6 Retention Monies or Bank Guarantee

Contract Period %age _____

Defects Period %age _____

5.7 Default Interest: _____

5.8 Defects Liability Period: 12 MONTHS

5.9 Liquidated Damages: Sub-Contractor: \$ 1000.00 PER DAY

5.10 Basis for Extensions of Time: AS PER A.S. 2545-1993

5.11 Insurances Required:

Workers Compensation Policy No.: _____

Insurer: _____

Expiry Date: _____

Common Law Liability Policy No.: _____

Insurer: _____

Amount: _____

Expiry Date: _____

Public & Third Party Risk Policy No.: _____

Insurer: _____

Amount: _____

Expiry Date: _____

Contractor's Risk Policy No.: _____

Insurer: _____

Amount: _____

Expiry Date: _____

5.12 Agreed Mediators/Arbitrators

Mediator (i) _____

(ii) _____

Arbitrator (i) _____

(ii) _____

5.13 Site Working Hours: 6.30 AM TO 5.30 PM MON TO FRI
APPROVAL IN WRITING REQUIRED FOR WEEKEND WORK

5.14 Note: Costs for industrial disputes are not reimbursed _____

5.15 Construction Program:

To be submitted by Subcontractor: YES NO

Subcontractor to follow Mt Magometon Quarry MSMP:
YES NO

Agreed Key Dates: _____

Other Issues: _____

5.16 Note: Day works may be carried out only if authorised by the Project Manager and following agreement to Day works rates.

5.17 Note: Special Conditions of Subcontract are to ensure that no Subcontractor affects the profitability of Mt Magometon Quarry or of other Subcontractors. _____

6. ATTENDANCE

6.1 Cleaning of Subcontractor trade/site rubbish:

(i) General Minimum Frequency: weekly (_____) daily (_____)

- (ii) Frequency of facilities provided by Mt Magometon Quarry
(skips, chutes etc.) _____ NONE

(iii) Division of Cleaning responsibility: MESS SHEDS AND TOILETS TO BE CLEANED ON A DAILY BASIS BY SUBCONTRACTOR IF USED BY SUBCONTRACTOR.

(iv) Note: Subcontractor will be backcharged if cleaning not carried out.

6.2 Temporary Electrical Supply: BY SUBCONTRACTOR/Mt Magometon Quarry

- (i) Note: Power leads to be provided by Subcontractor

6.3 Provision of lighting: BY SUBCONTRACTOR/Mt Magometon Quarry

Areas of Lighting: BY SUBCONTRACTOR /Mt Magometon Quarry

6.4 Provision of Scaffolding: BY SUBCONTRACTOR/Mt Magometon Quarry

6.5 Use of Mt Magometon Quarry cranes, lifts, hoists and fork lifts

(i) Note: the requirements for use and the methods allowed:_NA

- (ii) Availability: _____

- (iii) Alternative methods: _____

- (iv) Booking Procedures: _____

6.6 Site Accommodation and Facilities

Facility

To be provided by

Offices	Subcontractor/Mt Magometon Quarry
Storage Sheds	Subcontractor/Mt Magometon Quarry
Compound Area	Mt Magometon Quarry (if required)
Changing Facilities	Mt Magometon Quarry(if required)
Messing/Lunch Rooms	Mt Magometon Quarry(if required)
Water Supply	Subcontractor/Mt Magometon Quarry
Drainage	Subcontractor/Mt Magometon Quarry
Telephone	Subcontractor/Mt Magometon Quarry
Parking	Subcontractor/Mt Magometon Quarry

7 INDUSTRIAL

7.1 Note: Award conditions shall apply: _____

7.2 Advise of and issue copy of any Site Agreement: _____

7.3 Advise unacceptable practices such as:

All in Payments _____

Pyramid Subcontracting _____

7.4 Note industrial climate on Subcontractors other projects.
(Separate enquires may be necessary). _____

A. Note that 48 hours notice is required for all new employees coming onto site and note Mt Magometon Quarry right to refuse permission for certain employees to be engaged onsite.

7.6 Subcontractor to provide information ensuring employee financial status in:

- (i) BUS or equivalent
- (ii) LSL
- (iii) Redundancy
- (iv) Union membership

B. Mt Magometon Quarry to arrange for induction of Subcontractor supervisors and general employees as they move onsite, including:

- (i) Supervisor

Award and Site Agreement entitlements

Site Procedures and lines of communication

Dispute settlement procedures

Introductions: Site Manage, Supervisor, Shop Stewards, Safety Reps. etc.

Safety Requirements - Site Specific

- (ii) General Employees

Award and Site Agreement entitlements

General Site Induction
 Site Procedures
 Lines of Communication
 Dispute settlement procedures
 Introductions: Shop Stewards, Safety Committee, Site Supervisor, etc.

- C. Note that all safety equipment as may be required. Eg: (boots, jackets and wet weather gear)
 are to be provided by the subcontractor.

8 WORK HEALTH AND SAFETY

Refer to separate WH&S Tender Evaluation Forms.

9. QUALITY ASSURANCE

9.1 Advise of the Quality Assurance requirements for the project.

9.2 Agree on the need or otherwise of the following documentation:

(i)	Subcontractor Quality Manual	YES	NO
(ii)	Subcontractor Project Quality Plan	YES	NO
(iii)	Subcontractor Inspection and Test Plans	YES	NO
(iv)	Subcontractor Checklists	YES	NO
(v)	Subcontractor Work Method Statements	YES	NO

To cover the following on-site activities by the Subcontractor:

THE TENDERED SCOPE OF WORKS _____

A. Agree with the Subcontractor the following:

B.

(i) The division of the subcontract work into lots _____

(ii) The frequency of completion checklists (daily/per lot/other): _____

(iii) The responsibility for completion checklists – Mt Magometon Quarry / Subcontractor / Other

(iv) Where completed checklists are to be lodged _____

9.4 Agree with Subcontractor on Hold/Witness Points: _____

10 DRAWINGS AND SPECIFICATIONS

10.1 Agree on transmittal procedures for drawings and specifications:

10.2 Subcontractor to advise of any difficulties envisaged with complying with the requirements of the specification and drawings by virtue of:

- (i) Discrepancies
- (ii) Unavailability of plant equipment or materials
- (iii) Inability to achieve standards of specified workmanship
- (iv) Areas of ambiguity

10.3 Assess and advise on alternatives offered by Subcontractor.

10.4 Establish assumptions made by the Subcontractor.

**11. DOCUMENTATION REQUIRED PRIOR TO WORKS STARTING
- SUMMARY**

- (i) **Signed subcontract agreement or letter of intent including all appendices.**
- (ii) **Submission of Insurance details.**
- (iii) **Details of all employees to be used on site.**
- (iv) **Agreed Quality Assurance documentation**
- (v) **Agreed Safety Management system documentation.**
- (vi) **PPS deduction forms or variation/exemption certificates submitted**
- (vii) **Superannuation, Redundancy and Long Service Leave membership details**
- (viii) **Agreed Bill of Quantities**

The signed Subcontract Agreement must be submitted prior to any payments being made.

We the undersigned confirm that the above has been discussed and agreed.

**General
Manager:**

Name: _____

Position: _____

Company: _____

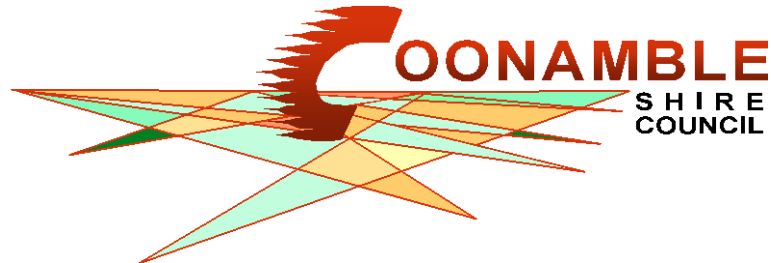
Subcontractors

Representative: Name: _____

Position: _____

Company: _____

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 14 INFORMATION RESOURCES

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5 Issue Date: 24/04/2018

1. SCOPE

Mt Magometon Quarry recognises their responsibility to stay informed, implement and maintain procedures to identify relevant legislative and other requirements that may affect the operation.

Such as:

- NSW WH&S Act
- Standards & codes of practice
- Contractual requirements

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

The General Manager shall utilise various methods to ensure the operation, it's employees and contractors have the latest information available to them by:

- Verifying Australian Standards updates through the online web service directory located at www.standards.com.au
- Verifying legislative updates through the Department of Mineral Resources online web service directory located at www.minerals.gov.au
- Verifying legislative updates through the Workcover online web service directory located at www.workcover.gov.au
- Receipt of Department of Mineral Resources newsletters.

The General manager shall communicate any relevant variations to employees, contractors and other persons to whom the change effects by means of the processes and procedures outlined in “Consultation & Communication” of this MSMP.

4. TRAINING REQUIREMENTS

In order to ensure Mt Magometon Quarry operates within relevant legislative and other requirements a minimum of one person will be required to have sufficient computer operational skills to enable them to gain access to the web information listed above at (3)

Currently no operational persons connected with Mt Magometon Quarry have the required skills in this regard. Therefore basic computer literacy skills will be undertaken by the General Manager in order to fulfil this requirement.

In the interim:

The General Manager may delegate this task to any competent person if & when required. Should this occur the General Manager shall ensure the person to whom the task is being delegated to has a sufficient understanding of the requirements and processes to suitably carry out this task.

Any additional training for this section will be given on an “as required” basis after ascertaining the requirements of the delegate.

5. FORMS REQUIRED

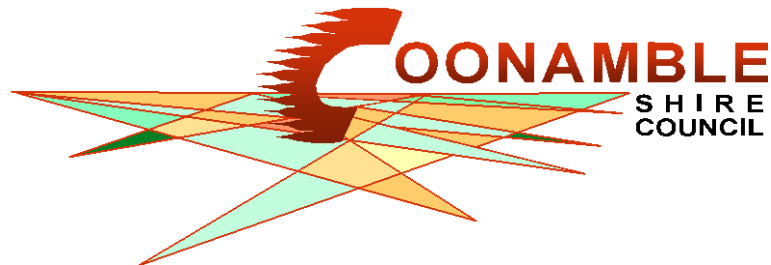
Document Control Master List
Document Distribution List

For document control refer to the IMS Quality/Document Control

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 15 AUDIT & REVIEW

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: 5 Issue Date: 24/04/2018

1. SCOPE

In order to compare what is actually in place at Mt Magometon Quarry with what is intended to be in place this Mine Safety Management Plan will be regularly audited & reviewed.

Audit and review will determine:

- if the operation of this MSMP conforms with the original expectations.
- conforms to relevant Australian Standards and legislation.
- has been correctly implemented & maintained.
- is operating within the requirements outlined by the Mt Magometon Quarry safety policy as well as meeting the objectives and targets for continual improvement with respect to safety.
-

In addition to the above the audit will report results and outcomes to management, employees & contractors.

2. REFERENCES

This Safety Management Plan has been developed in accordance with the following:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- Australian Standards
- Recognised Industry “Best Practices”
- Existing policies and manuals

3. ACTIONS AND RESPONSIBILITIES

General Manager

Shall ensure:

- He/she participates in the audit & review process.
- Each individual part of the overall MSMP is assessed initially as a stand-alone document and also giving due consideration to it's influence / operation in conjunction with the whole MSMP.
- Audits are conducted in a structured manner while allowing input from all employees and contractors.
- The audit & review process is documented.

- Audit, review and reporting of outcomes are undertaken in a timely manner as outlined by each individual part of this MSMP.

Employees / Contractors

Shall ensure:

- They actively participate in the audit & review process.
- Where required, seek clarification with respect to any issues they don't fully comprehend.

4. TRAINING REQUIREMENTS

The General Manager may seek assistance in completion of this task. Should this occur the General Manager shall ensure the person(s) whom assistance in the audit & review process have sufficient understanding / qualifications to carry out the required task. *The General Manager may not delegate responsibility with respect to audit & review and therefore MUST participate in the process.*

Any training for this section will be given on an “as required” basis after ascertaining the requirements of the delegate.

5. FORMS REQUIRED

- Audit & Review Action Plan

6. REVIEW

Initially a review will be undertaken six months after implementation of this section with further reviews to be undertaken annually.

Audit & Review Action Plan

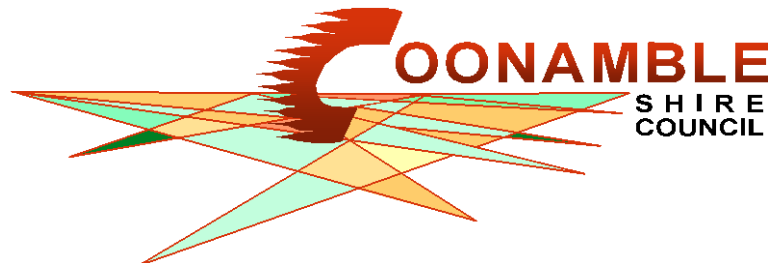
Audit Team Members:

Date of Audit:		Plant / Site:	
Manager / Supervisor:			
Element	Action Required	Completion Date	Person Responsible
Introduction			
Document Control			
Policy			
Accountability & Responsibility			
Job Safety Analysis Risk Assessment Safe Work Procedures			
Emergency Response Planning			
Consultation & Communication			
Workplace Inspections			
Hazard Reporting			
Injury & Illness Recording			
Workers Compensation & Injury			
Accident Investigation			

Date of Audit:		Plant / Site:	
Manager / Supervisor:			
Element	Action Required	Completion Date	Person Responsible
Environmental monitoring			
Health Surveillance			
Personal Protective Equipment			
Training & Development			
Employee Selection			
Purchasing			
Design & Planning			
Information Resources			
Audit & review			
Contractor Management			
Core Risk Programs			
Fitness For Work			

** Minutes of Audit & Review meeting to be attached to Action Plan.

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 16 CONTRACTOR MANAGER

General Manager: Kaylene Atkins Date:

Production Manager: Greg Nairne Date:

Manual Number: 5

Issue Date: 24/04/2018

1. INTRODUCTION

Mt Magometon Quarry is committed to providing a safe and healthy workplace for staff and visitors (including Contractors).

It recognises that Contractor services are used at Mt Magometon Quarry

To meet its obligation under Work Health and Safety legislation, Mt Magometon ensures that its employees and Contractors carry out their work in safe conditions. To do this, the employees and Contractors must use proper and safe plant and substances, employ systems of work that are safe and in which they have had adequate instruction, training and supervision.

The aim of this program is to provide a practical and relevant guide to staff overseeing the work of Contractors; to integrate Work health and safety requirements into Contractor management and full fill Work health and safety obligations to its Contractors.

To facilitate this, a Contractor Management Procedure has been developed and implemented.

This system will require Contractors to identify, assess and control any potential risks to health and safety as well as facilitating the development of an overall safety management plan for complex/high risk/high cost Contracts. Contractors are expected to work safely at all times, in line with their obligations under Work Health and Safety legislation.

2. Definitions

Contractor

A Contractor is an entity engaged to work on a Mt Magometon Quarry for a discrete task or project specified under a Contract. A Contractor is not an employee of the Council and is required to have independent workers compensation and other insurance policies. Where a major project is undertaken, the initial Contractor (Principal Contractor) may engage the services of Subcontractor and or Suppliers but they must be approved by Mt Magometon Quarry General Manager.

Preferred Contractor

A Contractor who has met the Mt Magometon Quarry specified criteria, undergone appropriate induction training is permitted to work on site for a two (2) year period before renewing their induction.

Subcontractor

A Contractor engaged by the Principal Contractor to provide a service and/or a product.

Safety Management Plan

A written document supplied by the Contractor which includes Safe Work Procedures, as well as the identification of who within the Contractor's organisation is responsible for day-to-day Work Health and Safety duties; details the Work health and safety training undertaken by the company; describes the injury management process of the company; and details Site Safety Rules.

3. Responsibilities***Managers***

Quarry Manager will be responsible for ensuring that the guidelines contained within this program are implemented when engaging the services of Contractors and carrying out Induction Programs.

Quarry Manager is responsible for ensuring that Contractors engaged are aware of any Work health and safety hazards that may exist in the area in which they are to work.

Quarry Manager is also responsible for ensuring that Contractors work safely and complete work as specified in the Contract. Managers will monitor the progress of the Contractor on the work and should the Contractor not be carrying out the work as per the Contract, take steps to remedy the situation.

Contractors

Are responsible for attending the Work Health and Safety Induction for Contractors and updating this training as appropriate.

Further, they must comply with any relevant legislative requirement for Work Health and Safety training and licensing.

Contractors are required to submit the relevant Work Health and Safety documentation in accordance with the Contract specifications and work in a safe manner.

Subcontractors

Are responsible to the Principal Contractor and carry the same responsibility for Work Health and Safety as Contractors.

Outsourcing Work To Contractors Does Not Reduce Work Health and Safety Obligations

To ensure the Mt Magometon Quarry meets its Work Health and Safety obligations, there is also the need to regularly monitor and evaluate the safe work practices on site. This includes monitoring Contractor's performance against established safe work procedures and Work Health and Safety management plans.

To be effective the Contractor Management System will clearly delineate the responsibilities of all parties, integrating Work health and safety with description of the work to be done.

4. Contractor Management System

There are three (3) main stages in the Contractor Management process:

Stage 1: Contractor Specification – determine and develop Contract specification.

Stage 2: Contract Evaluation – evaluate tenders/quotations based on Contract classification.

Stage 3: Contract Management – induct Contractors to site, manage and verify Contractor performance.

The types and extent of information required from Contractors will depend on the Contract size (cost, duration, and complexity) and the level of risk involved in the work being Contracted out.

Stage 1: Contract Classification And Specification

There are two (2) levels of requirements of Contracts, Major and Minor which are determined by the level of risk.

Level of Risk

A Risk Assessment needs to be conducted on all work to be Contracted out. Contracts involving high level of risk (a score of 1 or 2 on the HazPak matrix), should be classified as Major Contracts.

1. How severely could it hurt someone or how ill could it make someone?
2. How likely is it to be that bad?

	Could happen at any time	Could happen sometime	Could happen, but very rarely	Could happen, but probably never will
Kill or cause permanent disability or ill health:	1	1	2	3
Long term illness or serious injury:	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed:	3	4	5	6

Contract Requirement

Minor Contracts

General Work Health and Safety requirements (see 3.1.1).

Legislative compliance (see 3.1.2).

Safe work procedures for work that has a 'risk' score of 1 or 2, (see 3.1.3).

Major Contracts

General Work Health and Safety requirements (see 3.1.1).

Legislative compliance (see 3.1.2).

- Safe work procedures (3.1.3).

Safety Management Plan (see 3.1.4).

General Work Health and Safety Requirements

All Contracts of work to be undertaken by Contractors will include a general statement of Work Health and Safety requirements. The structure and working, could be as follows:

“As a condition of this Contract, Mt Magometon Quarry requires that any Contractors or subcontractors engaged to carry out work on its behalf will at all times work in a safe manner and not put themselves or others at risk. The Contractor or subcontractor will complete a site Work Health and Safety induction and familiarise themselves with the work area and any potential hazards prior to commencing work”.

Legislative Requirements

The Contractor and/or the Subcontractor will at all times adhere to relevant legislative requirements, standards and relevant codes of practice, as well as any safety rules specified by Mt Magometon Quarry.

Safe Work Procedures (SWP)

The Contractor or Subcontractor if requested by the General Manager will prepare safe work procedures for each job to be done which entails a high level of risk.

Should the job to be carried out be a routine one, the SWP need only be done once.

Safety Management Plan

A safety management plan will be submitted by the Contractor, written on their letterhead and detail the following information:

1. Description of the work to be undertaken;
2. Identification of the hazards associated with the works;
3. Description of the hazard control measures to be used;
4. Site safety rules and procedures to be followed;
5. Statement of responsibilities.

Stage 2: Contractor Evaluation

This stage of the process allows the General Manager to assess the tenders'/quotations with regards to their stated ability to deliver the tender/quotation specifications, including Work Health and Safety requirements. The Quarry Manager of an area undertakes the process of Contractor evaluation.

Minor Contracts

Minor Contracts require the production of all Insurances and Licenses together with any safe work procedures required by Mt Magometon Quarry. A typical Minor Contract is owner/operator of plant and machinery. In general, Minor Contractors will be treated as if they were employees of the Mt Magometon Quarry.

Major Contracts

A typical Major Contract is drill/blast and crush and screen operations.

Major Contracts can be evaluated by using one of two methods:

1. Mt Magometon Quarry Evaluation;
Quarry Managers evaluation, by using the checklist.
External Evaluation;
2. The General Manager can ask for the Contractor to produce accreditation from an accredited Work Health and Safety auditor. Accreditation would only be valid if it had been carried out within two (2) years prior to the Contract application.

Equipment and Machinery Inspection

The Quarry Manager will inspect all equipment, plant and machinery before any work is started. The intent of the inspection is to ensure it is fit for purpose, is mechanically sound and is in a safe condition.

Stage 3: Contract Management*Contractor Inductions*

There are three (3) stages of stages of induction training:

1. General Work Health and Safety Induction Training
– Legislative framework, Contractor legal responsibilities;
2. Work Activity Work Health and Safety Induction Training;
3. Site specific Work Health and Safety Induction Training;

The third stage of training must be provided to the General Manager by the Contractor. It is the General

Managers expectation that the Contractor provide the first two (2) levels of training for their staff.

Monitoring Contractor Performance

Contractor Review Process

Minor Contracts are to be reviewed against Mt
Magometon Quarry Mine Safety Management Plan.

Major Contracts are reviewed on a regular basis.

Corrective Action Report

Should the performance review process reveal areas of weakness in the Contractor's safety performance, the Contractor and Quarry Manager will meet to:

1. Determine appropriate corrective actions;
2. Draw up an action plan detailing improvement measures;
3. Identifying who is responsible for those improvements;
4. Nominating a date for the actions to be implemented.

It is the responsibility of Council's representative to then check the action plan has been implemented and document that on the Corrective Action Report.

Verification Of Contractor Performance

At the satisfactory completion of a Contract, Quarry Manager and the Contractor will meet and review the project.

Both parties will then sign the last section of the Contractor Evaluation Checklists, verifying the satisfactory completion of the project.

MT MAGOMETON QUARRY

MINOR CONTRACT CHECKLIST

Site Area

Description of Work Area

Contractor

The following checklist outlines Mt Magometon Quarry requirements for a 'Minor' classified Contract and is to be completed by the Contractor before the commencement of works.

The aim of this checklist is to ensure that the Contractor is appropriately equipped to carry out the contracted work.

Mt Magometon Quarry requires that any Contractors or subcontractors engaged to carry out work on its behalf, will at all times work in a safe manner and not put themselves, the Mt Magometon Quarry employees or others at risk.

All Contractors are required to attend a Mt Magometon Quarry induction and familiarise themselves with the work area prior to commencing work.

Name and Address of Contractor

Names of individuals approved to enter site

Brief description of type of work to be carried out

1. Insurance Requirements. Please provide copies of:

- (a) Workers Compensation;
- (b) Public Liability Policy;
- (c) Vehicle Insurance Policy;
- (d) General Insurance;
- (e) Fire;
- (f) Drivers License or Competency certification.

2. Safe Work Procedures

If requested by the General Manager, you are required to provide a Safe Work Procedure for the work you are contracted to provide. If you have an Work Health and Safety policy, please provide a copy.

OFFICE USE ONLY

Insurance Policies provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Relevant Licences provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safe Work Procedures provided (if required):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Completed Council Induction:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date completed: _____	OR Date Scheduled: _____	
Approved to commence work:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

General Manager

Name:

Signature:

Date:

VERIFICATION OF CONTRACT COMPLETION

Quarry Manager

Name:

Signature:

Date:

MT MAGOMETON QUARRY

MAJOR CONTRACT CHECKLIST

Site Area

Project

Contractor

It is a requirement of Mt Magometon Quarry that all Contractors provide evidence of their safety management program.

The following checklist outlines the requirements for a 'Major' classification of Contract and is to be completed by the Contractor before the commencement of works.

Please submit your Safety Management Plan specific for the project with your tender/quotation, together with documentation (including Safe Work Procedures as required) to provide evidence of your ongoing safety program.

Mt Magometon Quarry requires that any Contractors or subcontractors engaged to carry out work on its behalf, will at all times work in a safe manner and not put themselves, employees or others at risk.

All Contractors are required to attend a Mt Magometon Quarry induction and familiarise themselves with the work area prior to commencing work.

The following checklist serves as a guide for the Contractor when collating the safety information requested by the General Manager and for the Council representative reviewing the information.

3. Insurance Requirements. Please provide copies of:

- (g) Workers Compensation;
- (h) Public Liability Policy;
- (i) Vehicle Insurance Policy;
- (j) General Insurance;
- (k) Fire;

(l) Drivers License or Competency certification.

4. Safe Work Procedures

If requested by the General Manager, you are required to provide a Safe Work Procedure for the work you are contracted to provide. If you have an Work Health and Safety policy, please provide a copy.

OFFICE USE ONLY

Insurance Policies provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Relevant Licences provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safe Work Procedures provided (if required):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Completed Council Induction:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date completed: _____	OR Date Scheduled: _____	
Approved to commence work:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

General Manager

Name:

Signature:

Date:

VERIFICATION OF CONTRACT COMPLETION

Quarry Manager

Name:

Signature:

Date:

CONTRACTOR CHECKLIST	EVALUATION
1. WHS POLICY AND MANAGEMENT	
Company Health and Safety Policy The policy provided by the Contractor: Signed by the CEO or equivalent Clear statement of objectives Commitment to improve performance Relevant to the company's operations Reviewed on a regular basis	
Certified WHS Management System if relevant May include: Safety MAP Verification NSCA 5 Star System International Safety Rating System Certificates should be available for verification	

CONTRACTOR CHECKLIST	EVALUATION
WHS Management System The company WHS Manual or Program should include: Work Health and Safety Policy Management health and safety responsibilities General WH&S procedures Safe work procedures relevant to the operations Public safety procedures Induction and training procedures Issue resolution in WH&S consultation mechanisms	
Health and Safety Responsibilities Documented and include: WH&S responsibility statements Part of employees job description Part of formal informal performance appraisal Line managers and supervisors formally held accountable for the health and safety performance of their employees	
2. SAFE WORK PRACTICES AND PROCEDURES	
Safe Work Procedures Relevant to company operations Description of the tasks and associated hazards Describes control measures and methods to minimise health and safety risks Refer to any relevant legislation, codes of practice or Australian Standards	
Safe Work Permits Confined Space Entry Permits Hot Work Permit Lockout permits (e.g. plant, electrical systems)	

CONTRACTOR CHECKLIST	EVALUATION
Incident Reporting and Investigation Incident report and investigation form Incident investigation procedure Evidence of procedure – e.g. completed forms	
Plant Safety Documented procedures for identification of hazards, assessment of risks and the implementation of control measure associated with plant. This may include: Documented risk assessments for relevant plant or risk assessment procedures Copy of plant operator licences, permits Register of plant requiring registration List of persons responsible for undertaking plant risk assessments Plant maintenance and inspection forms Pre-start daily safety inspection forms for plant Plant fault reporting system and forms	
Hazardous Substances Evidence of safe handling and storage of hazardous substances: Register of chemicals used by the company Material Safety Data Sheets for chemicals used Safe handling procedures, including personal protective equipment Relevant training documentation	
Manual Handling Documented risk assessments for manual handling hazards Systems used to control manual handling risks e.g. work procedures; mechanical lifting devices	
3. HEALTH AND SAFETY TRAINING	
Evidence of: Records of training and competencies of employees (licences, permits, certificates) Records of 'on the job' training Tool box meetings conducted Induction training program	

CONTRACTOR CHECKLIST	EVALUATION
4. HEALTH AND SAFETY WORKPLACE INSPECTION	
Regular Inspections Evidence of: Workplace inspection schedules Completed inspections reports Types of inspections undertaken	
Standard Inspection Checklists Copies of the types of inspection checklists used by the Contractor	
•	
Hazard Reporting Documented hazard reporting procedure and forms Completed hazard reports	
5. HEALTH AND SAFETY CONSULTATION	
Health and Safety Committee Evidence of: Structure of the committee Meeting schedule Minutes of meetings	
Employee Consultation Evidence of: List of employee health and safety representatives Documentation procedures for consultation and dissemination of information Employee involvement in inspections, accident investigations	
6. WORK HEALTH & SAFETY PERFORMANCE MONITORING	
Safety Performance Statistics Reports on company health and safety injury trend data Performance targets established (e.g. lost time injuries, person days lost)	
Health and Safety Performance Information Records of report recipients Types of reports produced	
Conviction of Health and Safety Offence Should there be any convictions: Nature and circumstances of incidents Corrective actions undertaken	

Date Safety Plan Received**Date Reviewed****Reviewed By****CONTRACTOR ASSESSMENT**

- ☐ Accepted as satisfactory
- ☐ Accepted subject to revised document as per comments
- ☐ Not accepted

Comments**INTRODUCTION****Mines Operator***Name:**Signature:**Date:***VERIFICATION OF CONTRACT COMPLETION****Quarry Manager***Name:**Signature:**Date:*

MT MAGOMETON QUARRY**MAJOR CONTRACT PERFORMANCE REVIEW**

Project or Job Number	<input type="text"/>
Date of Report	<input type="text"/>
Project Description	<input type="text"/>
Target Completion Date of Project	<input type="text"/>
Contractor	<input type="text"/>
Contractor's Representative	<input type="text" value="Name:"/> <input type="text" value="Signature:"/>
Quarry Manager	<input type="text" value="Name:"/> <input type="text" value="Signature:"/>

This document can be used to confirm that the health and safety requirements for each Contract have been defined and that the outcomes correspond to the agreement between the parties. All items are to be completed by the Contractor and by the Council's Representative. Items are to be marked N/A if not applicable. The frequency of these reports will depend on the duration of the project.

CONTRACT REQUIREMENTS	YES/NO/N A	COMMENTS
1. Supervision ensures that the Contractor's work methods on site conform to the site safety plan requirements.		
2. All relevant specifications, drawings and work plans are available on site.		
3. The Contractor has obtained all relevant permits, licences and approvals and copies are available on site.		
4. The Contractor conducts regular site safety inspections and records of the inspections are available.		
5. The Contractor has copies of Material Safety Data Sheets for all substances used on site.		
6. Copies of relevant legislation, standards and codes of practice are available on site.		
7. The Contractor has nominated a person on site with overall responsibility for health and safety matters.		
8. Work site boundaries have been defined and access restrictions are enforced to prevent unauthorised entry.		
9. The Contractor maintains a site visitor's book, which is kept up to date.		
10. Safe means of access and egress to the site are maintained.		
11. The Contractor has implemented a site safety induction program and records are maintained.		
12. Safety/Warning signs are in place and maintained in good order.		

CONTRACT REQUIREMENTS	YES/NO/N A	COMMENTS
13. Permit to work procedures is operating for confined space entry, hot work etc.		
14. Isolation/Tagging systems are used for unsafe or defective equipment.		
15. Site emergency response plans have been developed and are regularly practiced.		
16. An up to date accident/incident report book is maintained and the General Manager (Mine) is notified of incidents where required by legislation.		
17. All accident/incident investigations are up to date and completed satisfactorily.		
18. First aid trained personnel are available on site.		
19. The Contractor monitors the safety performance of all subcontractors on site and records are available.		
20. Inspection, maintenance and service records are available for the plant and equipment used on site		
21. Fire protection equipment is available and maintained in good working order.		
22. Personal protective equipment is available and maintained in good working order.		
23. Flammable materials, gas cylinders and other hazardous substances are stored safely on site.		
24. Facilities, amenities and the standard of general housekeeping on site are satisfactory.		

MT MAGOMETON QUARRY

CONTRACTOR CORRECTIVE ACTION REPORT

Project or Job Number

Date of Report

Project Description

Target Completion Date of Project

Contractor

Contractor's Representative

Name:

Signature:

Name:

Signature:

Quarry Manager

Name:

Signature:

Name:

Signature:

No.	Problem	Action	Who	When	Date Checked

Overall Outcome of Corrective Action: satisfactory/unsatisfactory

If unsatisfactory, outline General Manager's actions:

[illegible]**Contractor**

--

Contractor's Representative

Name: _____

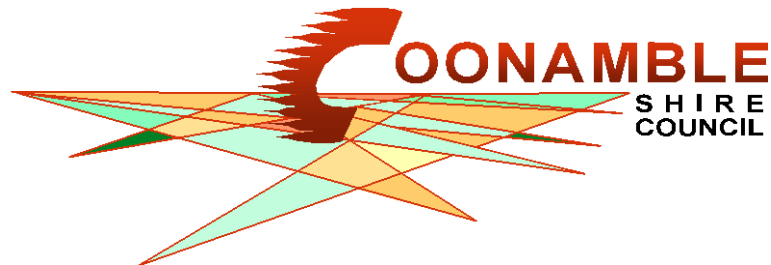
Signature: _____

General Manager

Name: _____

Signature: _____

MT MAGOMETON QUARRY



MINE SAFETY MANAGEMENT PLAN

CHAPTER 17 FITNESS FOR WORK

General Manager: Kaylene Atkins..... Date:

Production Manager: Greg Nairne..... Date:

Manual Number: 5 Issue Date: 24/04/2018

Alcohol, Drug & Fatigue Policy

Mt Magometon Quarry

26.1 POLICY

Coonamble Shire Council (CSC), Mt Magometon Quarry, intends to provide a safe and healthy workplace for their employees. The Alcohol, Drug and Fatigue Policy are designed to protect employees from injury or illness caused by misuse or other drugs.

Mt Magometon Quarry will educate its workforce about alcohol, other drugs and fatigue and the effect these substances can have at work and outside of work. The company will also help employees to overcome alcohol and other drug and fatigue problems.

No employee is to commence work if he or she is under the influence of alcohol, drugs or fatigue. The company will provide alcohol-drug testing facilities so employees can check that they are safe to work.

A testing regime will be implemented to ensure employees and contractors will come to work free from the influence of alcohol, drugs or fatigue. Employees and contractors who are involved in or contribute to serious accidents or incidents will be tested for alcohol or other drugs as part of the incident investigation procedures.

Anyone who comes to Mt Magometon Quarry under the influence of alcohol, drugs or fatigue may cause an unsafe work environment that places themselves and others at unacceptable risk.

Mt Magometon Quarry safety system is about having safe people working in a safe environment, using safe equipment and safe work procedures. The company will achieve this by identifying those people under the influence of alcohol, drugs or fatigue while at work, and assisting or disciplining as appropriate.

The Alcohol – Drug & Fatigue Policy focuses on the risk to the affected person and their work mates. It will apply to all employees, contractors and visitors to Mt Magometon Quarry.

Coonamble Shire Council
Date : 10 August 2001

26.2 THE PROGRAM

What is the definition of a drug ?

The term “drugs” refers to all substances, other than alcohol that when taken into the body alter the way the body functions physically and / or psychologically, which can impair work performance and possibly result in an accident.

What are the drug & alcohol limits at CSC Mt Magometon

The permissible level of blood / alcohol concentration is less than < 0.02 grams alcohol per 100ml of blood. (prescribed limit.)

The permissible levels of drugs are those below the levels identified by **AS4308** as those at which the person will be impaired.

These are:

- . Opiates 300 ng / ml
- . Cannabinoids 50 ng / ml
- . Amphetamines 1000 ng / ml
- . Benzodiazepines 200 ng / ml

How the program works.

Education

A proper understanding of drugs and alcohol and the effects they can have both at work and outside of work is a first step to preventing their misuse

All employees will be given education about the effect of drug and alcohol misuse (including prescription medicine though normal use.)

Employee Assistance.

CSC Mt Magometon Quarry encourages employees with personal, drug, alcohol or other problems to deal with these by seeking appropriate counselling and to avail themselves of the Employee assistance Program.

Drug, alcohol and fatigue problems can be associated with, or result from, personal or work related difficulties. These difficulties are most effectively overcome with the assistance of professional counsellors.

The first professional counsellor assessment fee will be paid by, CSC Mt Magometon Quarry. The employee will pay for any rehabilitation or ongoing services. These services will be undertaken on the employee's own time.

26.3 TESTING

CSC Mt Magometon Quarry will establish testing practices in order to:

- provide people with information about their blood alcohol level.
- discourage people from coming to work under the influence of drugs, alcohol or fatigue.
- identify people who place themselves and other people at risk by coming to work under the influence of drugs, alcohol or fatigue.

26.4 DISCIPLINE

Any person who breaches this program, who comes to work under the influence of drugs, alcohol or fatigue, places themselves and other people at unacceptable risk.

Discipline procedures are described in the program and will be applied consistently and without favouritism.

26.5 OUR MUTUAL RESPONSIBILITIES

CSC Mt Magometon Quarry Commitments

Mt Magometon Quarry will:

- provide and maintain test equipment that meets Australian Standards.
- train sufficient people to operate the equipment from a cross section of management and other employees (management representative to carry out testing)
- review this drug, alcohol and fatigue program (with nominated representatives) 6 months after its introduction and then annually
- arrange for counseling and / or rehabilitation, if required

Mt Magometon Quarry will not:

- terminate anyone's employment if he/she is willing to undertake and successfully complete appropriate counselling and/or rehabilitation.

Employee responsibilities:

Legislation WHS Act 2011 and WHS Regulations 2011

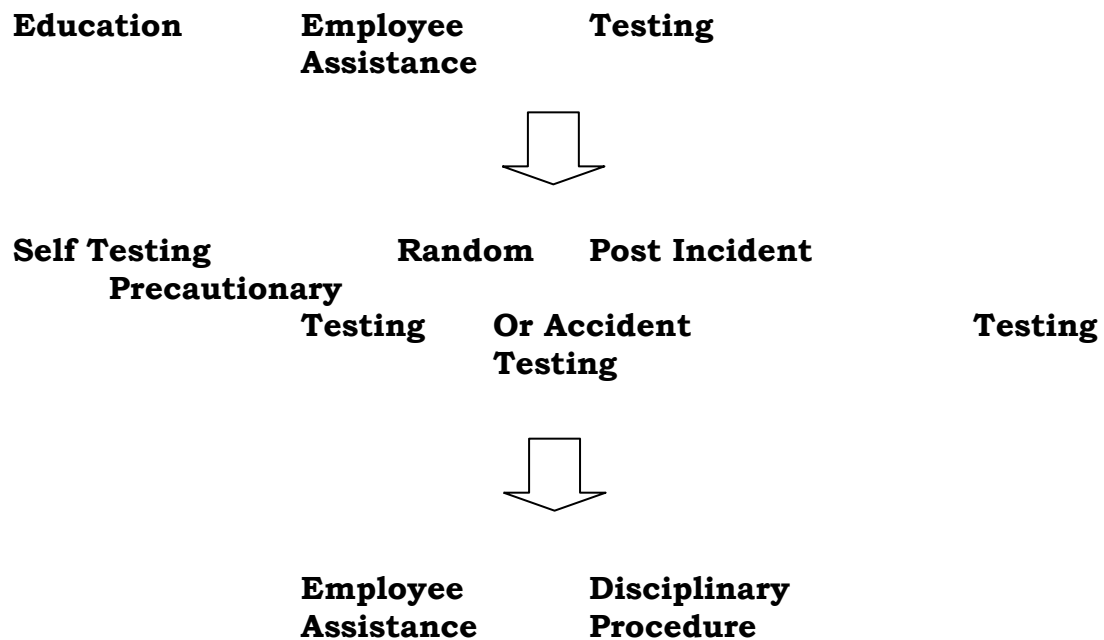
Every employee is responsible to:

- come to work free from the influence of drugs, alcohol or fatigue.
- notify appropriate person(s) if he or she has a genuine reason to believe that a person is under the influence of drugs, alcohol or fatigue
- notify the supervisor if taking prescription medication that could impair his or her work performance.
- submit to alcohol, drug or fatigue tests if requested to in accordance with the procedures.

Employees taking prescription medicines:

- drugs or medicines prescribed by a medical practitioner may impair a worker's performance and increase the risk of accidents
- any person taking prescription drugs that are known to impair performance is obligated to report this to his or her supervisor before commencing work
- a joint decision between the affected person and his or her supervisor will determine what alternative duties or actions are required

The Drug, Alcohol and Fatigue Program



. The remainder of this program explains the testing and disciplinary procedures in detail

26.6 TESTING FOR ALCOHOL

26.6.1 SELF-TESTING- ALCOHOL

Sometimes the effects of alcohol are difficult to feel, but they are still real and can affect job performance.

Self testing provides an accurate measure for employees who suspect they may be affected by alcohol. It prevents employees unwittingly placing themselves and others at risk.

Breath testing facilities for blood alcohol levels will be available in office for who wish to test themselves.

Any person who undertakes a self breath test and returns a blood alcohol concentration of 0.02 or over is to notify his or her supervisor that he or she is unfit for work.

The supervisor and the affected person will consult on the appropriate action.

The affected person may be transported home by a Mt Magometon Quarry employee or by taxi (paid for by Mt Magometon Quarry if employed by Mt Magometon Quarry.)

The absence will be recorded and treated as sick leave.

A self breath test which returns a blood concentration equal to or over the prescribed limit will not be record as a breach of the program and no disciplinary procedure will be taken.

26.6.2 RANDOM TESTING - ALCOHOL

A random list of people to under go alcohol breath testing will be generated by assigning all persons on the site a number and drawing balls from a “bingo” style selector.

A random shift on a random day will be selected at approximately weekly intervals for testing.

Up to 20%of the people scheduled to work at Mt Magometon Quarry could be selected in any one month.

People who could be selected include, but are not limited to:

- .Mt Magometon Quarry employees
- .Rom truck drivers
- .Vender employees
- .Contractors
- .Visitors

Random testing –Alcohol con’t,

Any person undergoing the breath test who records a blood alcohol level equal to or over the prescribed limit will be required to leave the site. They may be transported home by a CSC employee or by taxi. The taxi will be paid for by CSC; if they are employed by CSC, and their absence will be treated as sick leave.

Testing to or over the prescribed limit of blood alcohol concentration at a random breath test will be recorded, as a breach of this program and disciplinary procedures will apply.

26.6.3 TESTING AFTER SERIOUS INCIDENTS OR ACCIDENTS

After an initial assessment of the incident or accident has established that a person(s) has contributed to a reportable incident or accident within the meaning of the Mines Inspection General Rule 2000, they will be required to undergo an alcohol breath test.

This must take place within two hours of the time the incident or accident occurred.

A test result equal to or over the prescribed limit of blood alcohol concentration under these circumstances is a breach of policy and disciplinary procedures will apply.

After the full accident or incident investigation is completed and contributing factors established, a meeting between the manager, the person(s) involved and the employees representative will be convened to discuss any action that may follow.

26.6.4 PRECAUTIONARY TESTING AND INTERVENTION

The manager, superintendent or supervisor in charge may direct an alcohol breath test on any person who exhibits symptoms or signs of being under the influence of alcohol.

A test will only be directed if the manager, superintendent or supervisor in charge considers that allowing the person to start or continue work could cause an accident or incident.

If the test result is below the prescribed alcohol limits but the person still exhibits signs and/or symptoms such that if he or she is allowed to start or continue work an incident or accident may be caused, a meeting between that person, employee representative and company representative will take place to decide on what action will take place.

A test result equal to or over the prescribed limit of alcohol under these circumstances is considered a breach of policy and disciplinary procedures will apply.

26.7 REFUSING TO BE TESTED

If a person refuses to undertake an alcohol test when requested by a Manager, Superintendent or supervisor in charge, and if discussions with relevant people have been unable to resolve this issue, the person will be transported home by a CSC employee or taxi (paid for by CSC Quarry).

The refusal to undertake a test constitutes a breach of this program. The employee will be suspended without pay for that shift or remaining part of that shift after discussion with relevant person(s) takes place.

A meeting between the employee, the mine manager or his or her representative and the employee's representative will be convened as soon as possible to discuss and identify appropriate actions.

26.8 HOW THE TESTING IS DONE

All testing, other than voluntary self-testing, will be conducted by a management representative in the presence of an employee representative.

The testing will be carried out in an area that will protect the confidentiality of the person being tested, most likely the change rooms.

The person carrying out the test (the tester) will be appointed by management and will have been trained to use the testing equipment. The testing equipment will be periodically tested and re-calibrated in accordance with the manufacture's instructions.

The tester will check the calibration status of the testing equipment before its use.

26.9 ALCOHOL BREATH TESTING

The person being tested will be required to supply a sample of air from their lungs sufficient to facilitate an appropriate sample. This sample of air will be directed into an approved breath-analyzing instrument. If the reading from the test unit indicates a blood/alcohol level of 0.02 grams of alcohol per 100mls of blood or above, they will be subjected to a second test between fifteen (15) minutes and one hour after the first test.

If the result of the first test is equal to or less than 0.019 grams of alcohol in every 100mls of blood, then the person undergoing the test will be allowed to return to work.

If the alcohol breath test undertaken is a post incident or accident test, then first test must take place within two hours of the time of incident or accident occurred.

If the person undergoing the breath test is not an employee or staff member of CSC Quarry and they record an alcohol reading of 0.02 grams of alcohol in every 100ml of blood or above, suitable arrangements will be made for them to leave the site.

26.10 TEST RECORDS

For alcohol breath tests a record sheet will be completed recording;

- . the date, time and place of the test
- . the person performing the test (the tester)
- . the person being tested
- . the CSC Quarry representative
- . the test results.

Test results will remain confidential. Test record sheets will be placed in a security cabinet. Only the Area Manager, Mine Manager or the WH&S Officer will have access to this cabinet.

26.11 DISCIPLINARY PROCEDURES

The following disciplinary procedures apply to CSC Quarry employees but part of this procedure will apply to other personal working at, or visiting CSC Quarry.

If a person returns a blood alcohol concentration equal to or over the prescribed limit, they have breach this program and have placed themselves and others at unnecessary risk. They will face the following disciplinary procedures.

If it more than two (2) years since a person's previous test result was equal to or over the prescribed limit, a further test result equal to or over the prescribed limit will be considered a first breach for the purposes of this disciplinary procedure.

26.11.1 FIRST BREACH

Transport home will be arranged for the person. The absence will be treated as sick leave.

The Mine Manager or his or her representative will discuss the breach with the person prior to commencing normal duties.

The person will be made aware of counselling services available and, if necessary, referred to an appropriate service.

A record of this breach will be held by the Mine Manager.

26.11.2 SECOND BREACH

Transport home will be arranged for the person. The absence will be treated as sick leave.

Before the person returns to work, a formal discussion about the breach will take place between:

- . the employee,
- . the Mine Manager or his/her representative,
- . an employee representative.

Recommendation for a formal assessment by an accredited counsellor will be made and the person is notified that if a third breach occurs it will be mandatory to be formally assessed.

A written record of the breach and the consequences of further breaches will be given to the employee and a copy placed in their personnel file.

26.11.3 THIRD BREACH

Transport home will be arranged for the person. In the absence will be treated as sick leave.

This breach may constitute grounds for termination of employment, after a meeting is held with the appropriate parties.

A meeting will be convened to notify the person of what actions will follow.

A written record of the breach and the consequences of further breaches will be given to the employee and a copy placed in their personnel file.

26.12 DRUG URINALYSIS TESTING

The permissible levels of drugs in any person's body subject to this program are those below the levels identified by AS4308 as those at which the person will be impaired

All testing will be conducted in the presence of a company and employee representative.

The person undergoing testing will be required to supply a urine sample into a new sterile specimen container, which is specifically designed for the task. This sample will then be supplied to the company representative conducting the test. The urine sample is not to be contaminated with any other substance at any time. Any attempt to contaminate the sample will be treated as a refusal to supply, and dealt with under those provisions of this policy.

Should a positive result be gained the person is to be transported home by a CSC employee or taxi at CSC's expense (if employed by CSC). The person will be deemed to be on sick leave until the result is returned.

If the result indicates a bodily content in excess of the relevant level of any of the prescribed substances in the AS4308, the person will be subjected to the relevant disciplinary procedures of this policy.

A record sheet will be completed recording the test details, the company representative conducting the test, the employee representative, and the person undergoing the test.

CSC Mt Magometon Quarry

Random breath test record

Test No _____ Date _____ Time _____

Employee No _____

Instrument No _____

Employee representative/
Designated Person

Result

No _____)

☐

Positive

(see Positive Random/Post-Incident Book Test

☐

Negative

Signature

Employee

Name

Employee

Signature

Authorised Person.

Name

Authorised Person.

CSC Mt Magometon Quarry

Positive random/post incident breath analysis

Analysis No _____ Reading: 0. _____

Employee No _____

Reason for test: ☐ Refuse Random ☐ Positive Random ☐ Post random

Time and date of incident _____ am/pm ____/____/____

Subject introduced by _____

Subject introduced at _____ am/pm ____/____/____

The subject was observed for a fifteen (15) minute observation period. ☐ Yes ☐ No

Instrument No _____

Time and date of analysis _____ am/pm ____/____/____

I said, _____ Have you received any medical or dental treatment lately?

He/She said, _____

I said, _____ Are you taking any tablets, drugs, insulin, asthma sprays or medicine?

He/She said, _____

I said, _____ Can you tell me any reason that would prevent you from supplying a sample of your breath?

He/She said, _____

The instrument analysis the sample of the subject's breath and displayed a concentration of _____ 0.____ grams of alcohol in 100 milliliters of blood

Signature _____

Name _____
Authorised Operator