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# Health and Safety Guidance for Contractors Manual

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## Health, Safety and Environment

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## 1 Intention and Commitment

### 1.1 Intention:

Roy Hill Iron Ore (RHIO) as a minimum expects adherence to Roy Hill's Integrated Management System Standards, Roy Hill's Health and Safety Performance standards, Mandatory Health and Safety Procedures, relevant legislative requirements, and the criteria set out in this document.

This document's prime purpose is to provide guidance information relating to the health and safety standards and the safety behaviours expected from all personnel while performing work on any Roy Hill site or location. Further information is available in specific procedures.

This manual shall be used by RHIO Management, and/ or contractor performing work for RHIO and all their contractors or sub-contractors associated with any works.

It is expected that contractors shall use this information in the formulation of their Health and Safety Management Plans (HSMP).

This document is not a comprehensive list of obligations in relation to health and safety issues. Compliance with the terms and provisions of this document in no way relieves the contractor of any or its obligations under the contract.

In order to reflect current knowledge, standards and legislation, it is necessary for the requirements to change and for this reason the manual will be regularly updated.

### 1.2 Commitment:

RHIO is committed to maintaining a rigorous health and safety management system for all work areas.

RHIO believes that all injuries and occupational illnesses are preventable.

It is expected that these commitments will be adopted by the contractors and all personnel associated with the operation.

### 1.3 Behaviour

Our vision at Roy Hill is to create a high performing iron ore business where people contribute and realise their full potential. To reach our full potential we recognised our approach to the HS system of work required to be more balanced than the conventional management systems which at times inhibit and can even stifle work teams. For this to take place our values; *lead, care, think, and perform* are needed to drive our behaviours as they help define how we approach our work. The values underpin the behaviours we are expected to demonstrate when undertaking our work activities and by doing so ensure our approach is not focused solely on compliance, processes, procedures and systems to a more balanced outlook that also places and equal emphasis on relationships, engagement and accountability.

Welcome to the Roy Hill's iCare programme.

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The iCare programme consists of different Roy Hill HSES programmes pulled together under the one banner;

- iCare for Leadership, training delivered to key supervision
- iCare Conversations, upskilling, contact with field employees
- iCare Make a Difference, improvement initiatives
- iCare Engagements, planned in field conversations
- iCare safetnet, Roy Hill’s mental health programme
- iCare Management System, Health and safety management system

Roy Hill has adopted the iCare branding to display our commitment to Health and Safety as an innate part of the company’s core story. The branding draws on Roy Hills Safe System of Work (SSow) within the outer circle, which defines how work is structured so that it may be executed safely, and centres around our value of Care. There are two distinct logos that you will come to recognise Figure 3 - The singular I in the inner circle with Care written below is a representation of what each individual may do to ensure their own health & safety, and that others working around them. Figure 2 - iCare within the inner circle is a representation of work group, site and/ or companywide safety initiatives.



Figure 1: iCare Group



Figure 2: iCare Individual

## 2 Applicable Documents

### 2.1 iCare Management System and Control

The RHIO HS Framework has three major sections:

- The mandatory components that are applicable to all controlled operations and activities. This includes the RHH 6 Policies and the Roy Hill Management Standards; the Health and Safety Performance Standards and the mandatory operational procedures, that together form the RHH Corporate Management System;
- The individual area/ operations/ contractors HSES Management Plans and Systems that are established and implemented to deliver the requirements established in the RHH HSES Management System. This is formed in the site/ contractor implementation and continual improvement plan and the Operational (Site/ Activity/ contractor specific) procedures, processes, Work-Instructions (WIN), etc.

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- The Safe Systems of Work that are used in the field to deliver the required controls into the activities being conducted.

### 2.1.1 HS iCare Management System and Control - Mandatory Component

The RHIO iCare Management system and control mandatory Component is as follows;

- RHH 6 Policies
- 16 Management System standards
- 19 HS Performance Standards
- Key Corporate HS Procedures

Common Procedure/Document/s	Rationale for why a common procedure – process required
Risk Management Procedure(s)	The approach to Hazard-Risk-Relationships and management must be undertaken on a common basis so these can be compared and consolidated to ensure similar levels of risk tolerance (ALARP) are maintained across all operations. Note: the Roy Hill JHA and Take 5 procedure can be substituted for a company equivalent provided the standard is satisfactory.
Change Management Process	What is defined as “a change” and the approach to the identification, assessment, authorisation and control of the change must be consistent and common so that a reliable approach to the introduction of new or changed hazard-risk-control is maintained.
Incident Investigation Procedure	A common system for defining incidents and investigating is necessary to allow a consistent approach to incident reporting; statistics; and the assurance that the factors involved in incident causation are identified and managed through corrective actions commensurate with both the actual and potential risk of the incident/event being investigated.
HSES Reporting Procedure	Common parameters for reporting are required to ensure that the HSES performance can be consistently assessed and compared across areas and that the corrective actions are focused into the relevant areas.
Isolation and Tagging Procedure	The potential for inconsistencies and errors with multiple systems in operation at the same workplace is such as to necessitate a single common approach.
Traffic Management Guidelines	The need for a consistent, standardised approach to issues such as speed limits, road design and operational rules, etc. mandates the need for a common Traffic Management Procedure. This document will set the requirements for traffic management but each area will still need to develop Traffic Management Plans (TMPs) specific to their area but consistent with this procedure.
Vehicle Operation Procedure	The application of common rules and requirements for vehicles (and mobile Equipment) used on site is appropriate to ensure a consistent approach to what is typically the highest fatality risk to a mining operation such as RHH
Explosive Transport, handling and Storage Procedure	RHH will be the principal for all Explosives Storage and handling through-out the project and operations and accountable to the Government for the management and control of explosives. As such all explosives storage, handling and use will need to be in accordance with RHH defined requirements.

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Hazardous Materials Management Procedure	RHH as the site owner and principal employer has an overarching regulatory responsibility for the storage, handling and use of hazardous materials. Therefore, a common procedure that mandates the minimum expectations (notification and approval, compliance with regulations/ Australian Standards, and appropriate disposal) will be applied to all controlled activities.
Prohibited & Restricted Equipment register	A common approach to Prohibited & Restricted Equipment is required to prevent differing standards/ expectations from being enacted across individual sites. Further as contractors travel from one site to another, this will ensure consistency of application.
Emergency Management Plan	While the predominant emergency response on each site /operation will be provided by RHH and/or a principal contractor, RHH will retain overall accountability for the crisis management and reputation management for all incidents. Therefore, a common Crisis and Emergency Management Plan is required to ensure that the site level Emergency Management Plans dovetail into the overall organisation emergency management structure.

Table 1: Key Corporate HS Procedures

## 2.2 Government Acts and Regulations

The Contractor shall comply with all applicable provisions of Federal, State and Local statutory laws, Australian Standards and building codes in force at the time of the contract and managed to reflect any changes in legislation/standards applicable to the scope of works relevant to that contract.

Nothing in this manual relieves the Contractor from fully understanding and complying with the safety, environmental, health and industrial relations requirements and practices required by the relevant Authorities or industry codes of practice.

## 3 Management Systems

### 3.1 Accountability for Health Safety Management

Proposed safety personnel of the Contractor will be reviewed by the Health and Safety Manager RHIO prior to being appointed.

RHIO firmly believes that it is the responsibility of management to create a safe work place and safe system of work for all employees. Management must take an active role in reducing the risks associated with the activities of their employees.

As a result there is an expectation that the Contractor will be accountable for all persons affected by their works including but not limited to; Employees of the RHIO, Contractor, subcontractor employees or visitors to the area. Each employee is accountable for supporting the vision of safe work by understanding and showing commitment to preventing injuries, minimising damage, avoiding interruption to the business, and accepting personal accountability (Duty of Care).

The accountability will be as defined in the Contractors Health and Safety and Management Plan (HSMP)

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### 3.2 Health and Safety Management Plan (HSMP)

As a minimum, the Contractor shall provide a documented HS management plan that is specific to the work proposed to be undertaken including details of the resources to be provided to meet the expectations and deliverables.

### 3.3 Safety Statistics

RHIO complies with a standard OSHA system of measuring safety performance. Safety related events are categorised and the number of events in each category is then used to calculate safety statistics as follows:

- Lost Time Injury (LTI OR LTOI). When an injured employee through that work injury, loses a complete work shift.
- Restricted Work Injury (RWI or RWOI). When an employee who suffered a work injury returns to work on limited or restricted duties.
- Medical Treatment Injury (MTI or MTOI). When an employee suffered a work injury that required professional treatment (e.g. doctor) returns to work without restrictions and without incurring the loss of a complete work shift.
- First Aid Injury (FAI or FAOI). When an employee who suffered a work injury requires no more treatment than routine first aid.

The number of injuries in a particular category or group of categories, over a selected time period, is then used to calculate safety statistics as follows:

- Total Recordable Injury Frequency Rate (TRIFR):

$TRIFR = \frac{\text{Total injuries (LTI + RWI + MTI) during a selected period} \times 1,000,000}{\text{Total of employee hours worked during the selected period}}$

- All Injury Frequency Rate (AIFR):

$AIFR = \frac{\text{Total injuries (LTI + RWI + MTI + FAI) during a selected period} \times 1,000,000}{\text{Total of employee hours worked during the selected period}}$

### 3.4 Inductions and On boarding

#### 3.4.1 Occupational Medical Surveillance

Contractors who are required to undertake a site induction so as to carry out work on behalf of RHIO shall present evidence of a negative drug urine screening test. The negative drug urine screen result must be dated no earlier than 28 days prior to the date of induction and be performed by a NATA approved laboratory or equivalent to Australian Standard AS/NZS 4308: 2001.

- A medical surveillance programme is to be consistent with regulatory requirements and potential health risks.
- All employees shall complete an initial health assessment prior to mobilisation.
- Where a possible increased health risk is identified, employees shall be encouraged to participate in the medical surveillance programme (e.g. periodic audiometric assessment for exposure to noise).
- All employees are to be provided with information about the potential risks from medical tests and explanation of the monitoring results.

### 3.4.2 Inductions

Prior to accessing or commencing work on any Roy Hill managed site and/or work area, all personnel shall attend an induction program appropriate to their classification. Appendix 1 – Induction flow chart provides detail of the mandatory requirements for each classification.

Any individual who is required to work at any Roy Hill managed site and/or work area and has not received all required inductions, shall not complete any physical work and shall be escorted by and be under direct supervision of an inducted employee at all times, until the required inductions have been completed. Emergency responders are an exception to this ruling when they are responding to an emergency.

All personnel who are required to enter any site shall be classified as either a;

- Visitor,
- Non-inducted Transport Driver,
- Short Term worker,
- Grade A or B Contractor, or
- Employee

### 3.5 Safe Systems of Work (SSoW)

The Safe System of Work (SSoW) defines how work is structured so that it may be performed safely. The process is to be applied in all situations where hazards cannot be eliminated or where people cannot be physically separated from the hazards. Roy Hill has developed this SSoW so that all levels of the organisation have a common structure for communicating how safety is built into our day to day activities. The Contractor will be required to adopt this approach.



Figure 3: Roy Hill Safe System of Work (SSoW)

### 3.6 Work Instruction

The Contractor shall compile a register of Work Instructions (WIN) for the works and the register will be maintained at each site.

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### 3.7 Personal Protection Equipment

The Contractor shall ensure that, as a minimum, the following personal protective equipment is provided, maintained and worn by all employees working on site.

- Safety helmet
- Eye protection medium impact as a minimum
- Hi-vis long sleeve shirt and long trousers or overalls
- Safety footwear lace up, ankle high, steel cap type

Other specific equipment, e.g. gloves, hearing protection, leather aprons, sun protection, etc. shall be provided and must be worn as required to undertake the tasks being performed.

Each site has low risk areas which can be exempted from the compulsory wearing of helmets and eye safety protection, unless work is being performed in these areas. A risk assessment is required to be carried out by the Contractor to determine appropriate PPE for these areas.

The Contractor must have a formalised PPE Management program in place that as a minimum contains:

- Training in the correct selection of PPE for the task
- PPE Fit testing
- PPE Maintenance
- Use of P1 / P2 dust masks as a minimum for all tasks where there is a risk from fumes, dusts and aerosols
- All respiratory protective devices are to be stored, maintained and worn in accordance with AS/NZS1715/16 (including the requirement to be clean shaven)

### 3.8 Incident Recording and Reporting and Investigation

The Contractor is accountable for adhering to the RHIO incident reporting requirements as detailed in appendix 2, and 3 of this document and sent through to the RHIO Site H&S email address. All incident reports must be prepared in the format and timelines prescribed in the RHIO Incident Investigation Procedure. The classification of an incident as a Significant Incident or HiPo is determined by the RHIO Health and Safety Manager.

Within RHIO significant incidents are defined as:

- Significant Incident (SI) – Any occurrence that has actually resulted in outcomes classified as moderate or a Maximum Reasonable Outcome (MRO) is classified as 60 or greater, in accordance with the Roy Hill Risk Matrix.
- High Potential Incident (HiPo) - Where the maximum reasonable risk ranking (MRR) is 60 or greater.

Any significant incidents that have occurred during the day are to be confirmed via an email sent to the relevant RHIO Safety team within 6 Hrs of the event happening BUT it is expected a verbal update either by person or phone as soon as reasonable once the event has been identified at the latest.

Monthly reports will be submitted to RHIO as outlined by the RHIO HS Manager and in the format prescribed by RHIO.

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### 3.9 Electrical Incidents

The Electricity (Licensing) Regulations 1991 require that all electric shocks and accidents, irrespective of their seriousness, shall be reported to the relevant network operator (supply authority) or Energy Safety if the network operator cannot be identified.

Roy Hill operates the electricity networks connected to select Roy Hill Operations.

The following incidents shall be reported:

- An electric shock which does not require medical or first aid treatment
- An electrical incident where no injuries are sustained, but precautionary medical treatment is sought
- An electrical incident which requires medical or first aid treatment and includes fatalities.

The Contractor Appointed Electrical Supervisor for the area shall be a member of the investigation team for electrical incidents, electrical fires and dangerous occurrences involving electricity.

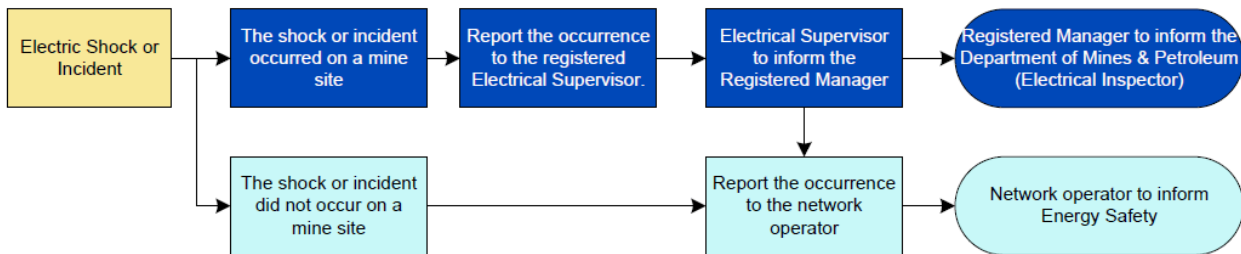


Figure 4: Electrical Incident flowchart

### 3.10 Injury / Illness Management and Fitness for Work

The Contractor shall comply with relevant legislation.

They must have in place an injury management system that enables workers who sustain an injury or illness to receive timely and appropriate treatment / intervention to facilitate optimal recovery and early return to work. The system must include a description of the steps the employer will take when an injury / illnesses occurs and the identification of a suitably qualified person who is responsible for day to day injury management.

The Contractor shall supply to the RHIO Advisor Wellness Coordinator timely information pertaining to the worker’s injury or illness; treatment / intervention and capacity for work, to enable correct injury / illness classification to be made.

The Contractor must ensure non-work related injuries and illnesses are managed where they impact on the worker’s ability to perform their role, so as to minimise the risk or exacerbating or worsening symptoms and to ensure ongoing fitness for work.

Each Contractor must have in place effective systems and management practices, and preventative and remedial strategies aimed at promoting fitness for work and reducing fitness for work risks.

### 3.11 Health and Safety Meetings

Contractors may be required to appoint a safety representative(s), as per the requirements of MSIA Part 5 and OSHA Part IV.

Monthly health and safety representative meetings shall be held and chaired by a RHIO representative, and shall be attended by all available elected safety representatives.

Monthly H&S professionals meetings shall include all RHIO and Contractor H&S advisors.

### 3.12 Management Self-Audits

RHIO will periodically conduct audits of the Contractor health and safety performance in order to measure the level of compliance to Roy Hill's Integrated Management System Standards, Roy Hill's Health and Safety Performance standards, RHIO Mandatory Health and Safety Procedures, relevant legislative requirements, and the criteria set out in this document.

Contractors are required to perform and document HS inspections of their own work areas weekly. Contractor, and sub-contractor supervisors, managers and employees should be involved in workplace inspections. The Contractor HS Manager shall develop and publish a schedule and results of these weekly inspections.

Contractors should have a documented audit process and schedule for the auditing of their HS systems /procedures

### 3.13 Operational Rules and Responsibilities

The Contractor is responsible for ensuring that these standards in conjunction with 'site specific' standards and procedures are complied with during the execution of contracted work and are communicated at all times to all personnel on the operation.

Applicable site-specific policies and procedures will be communicated to all employees during the initial HS induction and any changes to existing procedures will be notified via site HS bulletins and on-going HS meetings.

Contractors, subcontractors and their employees shall observe the following rules on site and in RHIO supplied accommodation:

- Each responsible person on a site must ensure that work at the mine is carried out by competent persons.
- Intoxicating alcohol or drugs (other than prescribed by a medical doctor) shall not be allowed on work sites. Persons under the apparent influence of drugs and alcohol or who are found to be under the influence of drugs or alcohol shall not be permitted on the site.
- The use of mobile phones at the work location shall be minimised to those personnel approved / authorised to use them.
- Cameras are not allowed on site unless authorised by RHIO.
- Firearms/offensive weapons shall not be permitted.
- Contractor's employees shall not enter any of the RHIO control rooms, crib rooms, toilets, amenities buildings, operating areas or workshops except as requested or authorised by the RHIO.
- Gambling, horseplay and fighting is not permitted.
- Abuse, theft or destruction of another person's property is an unlawful offence and is liable to be treated by the State Authorities as such.

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- Contractor's employees shall not take items, other than essentials such as tool boxes, onto the work site. All such items may be subject to inspection by RHIO Security personnel, both upon entering and leaving the work site.
- It is essential that persons wishing to visit the RHIO facilities do so at the relevant site office.

Failure to adhere to Site HS Rules and Regulations may result in dismissal from site.

The Contractor shall be the “main contractor” as defined by the Occupational Safety and Health Regulations 1996 where works are completed under the Occupational Safety and Health Act and Regulations.

### 3.14 Working with Heights

When working at height is required the following shall be the hierarchy in which the working at height controls shall be administered:

1. Fall Restraint
2. Limited Free Fall
3. Fall Arrest

If, at the end of the risk assessment process it is determined that the work can only be carried out in Fall Arrest (i.e. free fall using PPE to ‘catch’ you as the only protection) as the only available control measure, the RHIO Manager in charge of the work area is to approve the work method using fall arrest systems (excluding working from an elevating work platform).

Prior to any person working at height or using a harness, they must be trained, assessed and deemed competent to the nationally accepted framework by an accredited trainer.

No person shall use a boatswain chair or light duty suspended stage as a means of access/egress to another level or place.

Scaffold planks or other such material shall not be placed on fender boards or guard rails in an endeavour to gain extra working or access height from the stage.

Persons using or working from a light duty suspended stage shall remain within the confines of the stage.

Where work is undertaken from an Elevated Work Platform (EWP) a designated spotter shall be appointed to observe, warn and assist the operator of the EWP should it be required. The spotter shall be on the ground adjacent to the ground controls of the EWP.

The Contractor shall ensure equipment and trained personnel are available at all times that working at heights is being conducted for emergency response. Periodic emergency response exercises will be conducted.

### 3.15 Barricading, Demarcation and Signage

Every open sided platform, where there is a risk of injury to employees from falling, shall be provided with a guard rail, constructed of metal tubing, timber 100 x 50mm or equivalent around its perimeters. Timber shall be “first class straight grain”.

No person shall remove any part of any permanent handrail, midrail, platform, kick plate or stairway from any site fixed installation without specific prior approval from the RHIO representative.

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Rope or chain shall not be used as a temporary handrail. Steel cable may be used where specific approval has been granted by the RHIO representative. A standard temporary railing shall consist of a top rail, at a height of not less than 900mm and not more than 1.1 metre above the surface being protected, with vertical support posts spaced at intervals not exceeding 3 metres. Intermediate railing may also be required. Minimum size material used for temporary railing shall be equivalent to 100 x 50mm timber.

The Contractor is responsible for placing of signs, lights and barriers where a hazard exists in their work location and to ensure the placement is continually maintained. Signs and barricades must be completely removed when the hazard/s no longer exist.

### 3.16 Storage of Flammable and Explosive Material

The Contractor shall ensure that prior to mobilisation to site of any flammable and/or explosive material; the contractor shall apply for approval from the RHIO Representative in writing via the appropriate form. If approved, only then may it be brought to site. No Dangerous goods may be brought to site without authorisation.

Handling, storage and use of explosives on site shall conform to Part 8 of the Mines Safety and Inspection Regulations - 1995.

- No explosives shall be brought onto site without prior approval of RHIO.
- Explosives shall be registered with RHIO when brought onto and taken from the site.
- Detonators shall be stored separately from other explosives.
- Report immediately to the Principal any theft, loss or disappearance of explosives.
- When electric blasting caps are used, warning signs against the use of mobile radio transmitters shall be displayed on all roads and areas within 300 metres of the blasting area.
- Explosives shall be stored in approved, registered facilities.
- Smoking and open flames shall not be allowed within 20 metres of storage facilities.
- Only authorised and licensed persons shall be permitted to handle and use explosives.

## 4 Hazard Identification and Risk Management

The Contractor shall ensure there is a process of health and safety risk management and hazard analysis at all stages of the work. This frame work should be in alignment with the requirements set out in the Roy Hill HS Management System Standards.

The primary intent of the process is to ensure that there are appropriate systems in place to identify, assess and manage hazards by eliminating, reducing or controlling them.

The development and maintenance of consistent risk registers across each project is critical in enhancing the ability to effectively manage risks, particularly through facilitating the ability to group and escalate or delegate the risk between each level and analyse risks at different levels and disciplines.

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The Contractor shall compile a hazard register for those project areas for which they are responsible. The hazard register shall contain, as a minimum, the following information and be reviewed annually, or following any major incident or change, for accuracy and risk reduction plan progress;

- Work area (location) of the hazard/aspect
- Brief description of Hazard type
- Brief title of the hazard/aspect, SEG, product or, functional location
- Main (overall) risk rating (based on hazard/aspect with multiple consequence categories)
- Risk owner position – position who is accountable for this hazard in the work area
- Date of next review
- Date of last risk update and initial assessment

During risk assessments, due consideration should be given to the Roy Hill Health and Safety Performance Standards and their requirements. These standards should serve as a gap analysis to ensure that all health and safety risk have been assessed.

The HS performance standards also outline the minimum control strategies which must be in-situ to be compliant with the standard from an audit perspective. Therefore the controls listed in the performance standards shall be cross referenced as controls in the hazard register.

All risks which remain as Critical even after controls applied shall be subjected to review by the RHIO Health and Safety Manager.

Risk Assessments shall be kept for five (5) years after job completion/end of the contract.

### 4.1 Recording

The Contractor is to implement a Hazard Identification recording system for the management of hazards and risks within their workplace and all personnel shall be trained in the system.

Completed Hazard Identifications shall be recorded in detail with an action plan to close out the hazard.

A review process shall be included in the system to ensure the findings and actions are circulated and discussed across the project.

### 4.2 Principle Hazard Management Programme

The purpose of the Principal Hazard Management Program (PHMP) is to promote safe operations by focussing on events with catastrophic safety impacts (single fatality/multiple fatality and significant incidents) recognised as very low-frequency but high impact (large consequence) events. The means by which these events are prevented or mitigated are different to the other levels of safety impact (i.e. Lost Time injuries or Medical Treatment Cases). It is these fatality events that encompass “Principal Hazards” and these form the basis for implementing a program to prevent these events.

A guiding principal for the PHMP is that all employees and contractors understand and can accurately answer the 3 PHMP questions:

1. What can harm me or others near me?
2. What are the (critical) controls in place to protect me?
3. Are the critical controls working?

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Twenty-one (21) Principal Hazards were selected as relevant for the business and formed the basis of those selected for Roy Hill Holdings. The initial Roy Hill Principal Hazards (in no particular order or ranking) are:

Explosives (Storage, Handling and Transport)	Projectiles
Explosives (Blasting)	Structural Failure
Fire and Explosion (Non-explosives)	Ground Failure
Electricity interactions	Severe Weather
Dropped object during lifting	Confined Space and Asphyxiation
Dropped tools and equipment	Drowning
Dropped product	Vehicle interactions
Falling from heights	Rail versus Vehicle / Pedestrian interactions
Crushed by moving equipment	Rail versus Rail interactions
Entanglement	Shipping incidents
High pressure fluids	

Table 2: Roy Hill's Principle Hazards

PHMP will be applied to all sites, facilities and activities owned or operated by RHH and relates to all Contractors performing controlled activities. The Contractor shall identify which of the 21 principle hazards relate to their scope of work and after seeking guidance and approval from RHIO a principal hazard profile must be developed for each site/ operation and reviewed and endorsed by the relevant site management team. For reference refer to RHIO Principle Hazard Management procedure.

### 4.3 Job Hazard Analysis (JHA)

During the execution of works the Contractor must ensure a JHA and Take 5 document is undertaken by the work team to support the task being performed. This is not required if the contractor has a RHIO approved WIN in place for the task.

A 'Take 5' must be completed at the start of each shift and should be reviewed after each significant break, i.e. crib and lunch. A new 'Take 5' must be conducted if conditions in the work place change, if equipment changes occur or if the scope of the work or task changes.

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## 5 Permits and Isolation

### 5.1 Work Permits

Permits to be used on site include, but are not limited to, the following:

- A Hot Work Permit is required when carrying out and hot work;
- A Working at Height Permit is required prior to carrying out any work at heights including work in Elevated Working Platforms (EWP's) or man cages;
- A Confined Space Entry Permit is required prior to entry into any confined space;
- An Excavation (Dig) Permit must be obtained prior to performing ANY excavation or penetration (including drilling into building walls);
- A Ground Disturbance Permit is required when in it may be necessary to clear an area of undisturbed ground;
- A Pit Permit is required for any work activities carried out in the mining operations area;
- A Group Isolation Permit is required when carrying out Isolations involving more than six (6) personnel or twelve (12) if you are only working for RHIO mobile maintenance.
- A Creation of Void Permit must be obtained and approved by the RHIO representative when the removal of grid mesh or flooring is required whether the flooring is secured or not;
- Other permits may be required prior to any work being carried out.

### 5.2 Authority to Work

An Authority to Work shall be used to ensure suitable controls to mitigate the risks associated with hazardous work are identified for implementation prior to personnel commencing the task.

An Authority to Work is required for;

- a) High-risk (hazardous) activities designated as requiring multiple permits; and/or
- b) Activities that are to be completed by personnel who are not under the direct supervision of the person who has direct operating control of plant/workplace. This includes employees and contractors.

The Authority to Work shall be requested by the Contractor to the Roy Hill employee responsible for the contract.

The following information shall be provided:

- The date when the Authority to Work was requested.
- Area/location where the activity is to be performed
- Brief description of the activity/scope of work
- For contractor activities; confirmation by the Roy Hill employee responsible for the contract that mitigation controls against hazards identified from the Scope of Work have been identified
- Copy of the JHA and /or approved Work Instruction (WIN) for the task.
- Permits required (Confined Space, Working at Heights, Hot Works etc.)
- Name and contact details of the person directly supervising the activity/task (Authority to Work Holder)
- Name/s of personnel involved in the task/activity;

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- For contractors include the contractor company name.
- Confirmation that all personnel involved in the activity have the required competencies and/or qualifications
- Start and end dates of the activity/task

### 5.3 Hot Work

All persons carrying out welding shall be suitably qualified to do so. Welder's qualifications shall be held on file on the site.

Electrical welding shall be carried out in accordance with Australian Standard AS 1674 Part 2.

The Contractor shall ensure instruction is given to employees in the safe use of welding and gas cutting equipment.

All employees involved in welding and gas cutting shall wear protective equipment as defined in relevant standards and Australian Welding Institute Tech Notes.

Fuel gas hose and oxygen hose shall be of an approved type, complying with AS 1335 or AS 1869, be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each work day and shall be repaired or replaced if defective. Flashback arrestors are to be fitted in accordance with relevant AS/NZS

Harmful gases can be given off when carrying out certain types of cutting and welding work. The Contractor shall ensure a proper atmosphere or appropriate respiratory protection is in place when welding, cutting or heating is undertaken.

Precautions for fire prevention shall be taken in areas where welding or other 'hot work' is being conducted.

Earth clamps used in the process of electric welding shall be placed as close as possible to the works to eliminate areas adjacent to the work area becoming "live" and exposing others to a potential electric shock.

No person shall use matches, rope, wicks or other smouldering materials for the lighting of gas torches. An approved type flint gun shall be used for this purpose.

No welding or burning shall be undertaken where hot metal can fall into an uncovered cable ladder or onto electrical cables. Before cutting or burning work is started, all cables shall be covered in an approved manner, using sheet metal or fire protection blankets.

Gas cutting of drums is not permitted on any work site.

Under no circumstances shall any person use high pressure gas to dust down clothing or skin.

### 5.4 Isolation of Plant and Equipment

RHIO Isolation procedures shall apply on all RHIO sites to all contractors, and sub-contractor personnel.

The Contractor shall ensure appropriate personnel are trained for the isolation of Contractor owned plant and equipment.

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## 6 Design and Facilities

### 6.1 Site Office Facilities

The Contractor shall provide a site office and crib facilities to effectively manage the contracted work, unless otherwise advised by RHIO.

Site facilities and services required to complete a contract will vary between sites and between locations and shall be established only in locations approved by RHIO.

Transportable, combustible buildings shall be located a minimum of 7m (ideally 10m) from other important facilities such as electrical substations and control rooms, including cable trays and process piping. The areas must be clear of any combustible materials such as grasses, flammable packaged/stored equipment for a distance of 3m on all sides and protected by suitable firefighting equipment.

On completion of the contracted work, all site facilities, including tie-lines into power and water services, shall be removed and the plant area restored to the satisfaction of RHIO.

The Contractor will be required to provide temporary construction toilet facilities in some work locations. Toilet facilities shall be maintained in a clean, sanitary condition at all times. These facilities will be subject to inspection.

The Contractor may only establish site workshops and/or storage areas if approved by the RHIO.

The Contractor request for approval to establish workshop and/or storage areas shall include details of building type and size of the proposed facilities.

### 6.2 Housekeeping

Where RHIO facilities are operated on an 'around the clock' basis the housekeeping function is incorporated into all processes, operations, tasks and jobs. Housekeeping is not a supplement to these processes, but an integral part of them.

- Waste material and rubbish shall be removed from job site areas, on a continuous basis, as the job or task proceeds.
- 'Pressure Pack' spray cans shall not be disposed into bins marked "Steel only".
- 'Pressure Pack' spray cans containing CFC's shall not be used on any site.
- Rubbish bins of any size or type shall not be filled over and above the top lip, nor shall any material protrude from the bin.
- Hazardous materials of any type shall not be deposited into rubbish.
- The Contractor shall, where practical, maximise the use of refillable containers and minimise the use of drums.
- 200L drums shall not be used as waste containers.

### 6.3 Scrap and Refuse Bins: Removal System

Where no on-site waste disposal facility has been approved the Contractor will implement a system for the disposal of refuse in accordance with local legislative requirements and RHIO environment guidelines utilising the nearest approved waste disposal facility.

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### 6.4 Machine Guarding

The Contractor shall ensure that all electrical, mechanical and pneumatic machinery brought onto the site is not operated unless all guards and/or barricades are in good condition and secured in the correct location and the equipment is in good working order and an inspection process shall be in place to ensure compliance.

Where the Contractor is to undertake works near rotating or moving plant or machinery, a risk assessment must be undertaken to ensure that the risk of injury or damage by inadvertent contact is as low as reasonably practical.

Stackers, reclaimers, conveyors, pumps and ship loaders are typical types of plant that can start up automatically or by remote control and the following shall be adhered to:

- Work on machines and equipment shall not be commenced until the relevant system has been appropriately isolated and locked in accordance with iCare Management System Isolation Procedures.
- Normal access to and operation of fixed plant shall not be restricted by the activities or service vehicles without prior approval from the RHIO.
- Safety guards, handrails or safety interlock devices shall not be removed or overridden unless specifically approved by the RHIO.
- An on-line conveyor system shall not be stopped by any person unless specifically authorised to do so, outside an emergency situation.
- Material shall not be thrown or shovelled onto a moving conveyor, unless a suitably designed installation has been provided specifically for that purpose.
- Hot work (cutting, welding, grinding or heating) shall not take place over a rubber conveyor belt without a permit, obtained under the 'Hot Work Procedure' and appropriate fire precautions complied with.
- Access ways beside all conveyor belts shall be kept clear of all material.
- Conveyors shall not be used to convey tools, equipment or personnel.
- Portable conveyors shall have skirt boards to keep heavy material from falling over the sides and light or loose material from blowing off.

Installation of Electric Pedestal Drills, Grinders and Buffers shall be in accordance with Australian Standards AS 3000, AS 3007 and AS3012. The selection, installation, construction, safe guarding, care and use of grinding wheels and buffers shall be in accordance with Australian Standard AS 1788, Parts 1 and 2.

No person shall remove any safety guard device from a grinding or drilling machine unless the equipment is isolated out of service.

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

No person shall operate a bench or pedestal drill, grinder or buffer in a temporary work situation until the equipment has been levelled and securely anchored.

No grinder or buffer shall be fitted with any other cutting wheel, e.g. saw blade, polishing disc or pad, etc than those recommended by the manufacturer. Grinding discs shall be disposed of in such a way they cannot be re-used.

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### 6.5 Scaffolding, Ladders and Stairways

#### 6.5.1 Scaffolds and Scaffolding

The Contractor shall ensure all scaffolding (including mobile and “quick stage” scaffold) on RHIO sites must be erected, modified and disassembled by a person holding a license for scaffolding, relevant to the type being constructed. In addition to meeting the requirements of Australian Standard 1576 and the requirements of Occupational Safety and Health Regulations 1996, part 3 division 7.

Ladder access to a scaffold must be via an inward swinging self closing gate. Divergence from this type of access arrangement requires a risk assessment & approval from these requirements.

All information tags on scaffolds shall be of a “Scaff-Tag” design and be completed, signed and attached by an authorised Scaffolder. Scaffolds shall be inspected by a licensed competent person every 7 days as a minimum and the inspection recorded on a scaffolding register.

All working platform planks shall be closely laid and securely lashed at both ends with either 8 mm fibre rope or 4 mm wire rope.

Scaffolds shall not be erected in such a situation that it will impede the access of emergency vehicles or on roadways and access ways without the consideration and application of collision protection from vehicles and mobile equipment.

Scaffolds, where exposed to extremes of weather or for adverse locations, shall not be left in positions for a period in excess of three (3) months without a thorough inspection of the components. This is in addition to the weekly inspection.

Whenever a scaffold is damaged or dislodged by accident it shall be dismantled to a point where any damaged components can be removed and replaced. Any scaffold component which is damaged as a result of an accident shall be destroyed after investigation of cause of damage.

Each level of a scaffold must be fully planked and secured before commencement of the next level.

#### 6.5.2 Ladders

All ladders are to be inspected, tagged and recorded on a quarterly basis and defects corrected. Ladders with defects are not to be left in service and should be tagged “Out of Service”.

No work is to be conducted while standing on a portable ladder that does not have a work platform and handrails. Any platform ladder that exceeds 1.8 metres at the platform must have a barrier to prevent falling on four sides (e.g. lift up/ drop down bar at top of ladder). Each overhead work situation wherein a ladder is used shall be assessed for overhead work precautions.

Ladders without a platform can only be used for Access and Egress.

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

When in use portable ladders shall be secured with rope or ladder clamps to prevent slipping or overbalancing. Ladders shall always have a firm footing to prevent the ladder feet from moving unexpectedly. Wooden blocks, off cuts, bricks, etc. shall not be used to level the feet of any ladder.

All ladders (including those on scaffolds) shall be placed on a substantial base at a 4:1 pitch, have a clear access top and bottom and extend a minimum of one (1) metre above the egress landing.

Telescopic extension ladders shall not be used on the RHIO sites.

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

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### 6.5.3 General

Whenever electric welding leads and/or oxy-acetylene hoses or air hoses traverse platforms or stairways, they shall be located and secured on the mid rail of the platform or stairway by suitable means.

Stairway landings shall not be used to store material or equipment.

### 6.6 Formwork

Design and construction of formwork and shoring shall be in accordance with Australian Standard AS 1509 'Rules for design and construction of formwork' (metric units) and Occupational Safety and Health Regulations 1996, clauses 3.79 to 3.81.

Particular attention shall be given to the section defined in AS1509 relating to the check list of deficiencies and unsafe practices, contributing to form failure.

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

### 6.7 Tilt up Panel and Pre-Cast Concrete

The Contractor shall develop a formal procedure to meet the Code of Practice for tilt panes, pre-cast concrete and ensure its implementation prior to the commencement of panel design and construction.

### 6.8 Demolition of Plant & Equipment

When demolition (as described in the OSHR, Part 3, Subdivision 7 'Demolition', Section 3.114) is undertaken on a RHIO site a formal documented risk assessment shall be conducted.

Conditions of relevant legislative documentation will be followed, including:

- AS 2601
- MSIA Division 2
- OSHR Subdivision 7

### 6.9 Surfaces and Floors

Standards governing surfaces and floors shall meet the requirements of the Occupational Safety and Health Regulations 1996, Regulation 3.18.

Temporary flooring shall be inspected for integrity by a competent person prior to the commencement of work, on each working day.

## 7 Lifting and Classified Plant

### 7.1 Lifting Equipment

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

Shackles, when used, shall be moused where designed for. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc. or other such attachments, shall not be used for lifting purposes. All ferrules on slings shall be steel. Slings with aluminium & alloy ferrules shall not be permitted without written approval.

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Flat webbing slings are not to be used on any RHIO site due to the inability to inspect for damage between layers.

When used, hand or tag lines shall be at least 16 mm in diameter and be made of non-conductive material.

Tag lines shall be maintained clean and dry and shall be assessed before use.

Lifting gear should not be used as tag lines and Taglines shall not be attached to the lifting gear.

## 7.2 Crane Operation

All cranes including winches and hoists installed in fixed positions on monorails, jibs and pillars shall be designed, installed and tested in accordance with Australian Standard AS 1418, known as the SAA Crane Code, as described and defined in AS 2549.

No person shall be permitted to operate fixed, davit or pillar cranes unless competent to do so.

All power operated cranes so installed shall be fitted with an emergency hoist stop limit switch.

The working load limit (W.L.L.) of each crane and its lifting elements shall be clearly posted.

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

All guards and safety devices shall be in position before the cranes are brought into service.

Crane operators shall not leave their position at the controls while the load is suspended. Before leaving the crane unattended, the operator shall land any attached load and if applicable, place the pendant control in the OFF position.

In the event of failure of the crane functions whilst a load is suspended, the crane operator shall ensure the load landing area is barricaded off to ensure no other person enters that area and notify their Supervisor. The barricade shall remain in place until repairs are complete.

Monorails onto which a hoist is attached or other lifting device trolley can be attached shall have a safety factor of not less than five, i.e. five (5) times the W.L.L. of the crane or lifting device.

Where monorails are used and the pendant operator is required to walk with the pendant, the aisles or access ways shall be kept clear to avoid tripping hazards.

All lifting methods shall facilitate true vertical lifts only. Stationary or mobile cranes shall not be used as a 'Cum-a-long' to drift loads away from or to a vertical lift position.

Where a suspended load on a monorail crane can swing as a result of travel, the load swing shall be controlled by a hand line.

## 7.3 Mobile Cranes and Classified Equipment

Prior to mobilisation to site of any crane (wet or dry hire) or other equipment (elevated work platform – EWP) the Contractor must provide RHIO with a recent copy of a completed crane acceptance and configuration checklist for that particular crane. All details of the equipment shall be recorded on the classified plant register. This process must be undertaken each time a crane or other classified plant comes to the site.

In addition to the requirements of section 6 of the MSIR, only persons with the appropriate certificate of competency are to operate mobile cranes or other equipment (e.g.; elevating work platforms).

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All mobile equipment must be inspected prior to use and;

- Have a load chart displayed in the operators cabin,
- Have an in date certificate of currency (inspection),
- Have operators log books kept up to date and with the machine,
- Be inspected prior to use, and an entry made in the log book,
- Have on site a service history record book,
- Have the registration number clearly displayed,
- EWP cages shall be of a fully meshed type.

All two crane lifts or lifts in excess of 70% capacity of the crane or over 20 tonne must have a lifting plan completed for that lift signed by the driver of the crane/s and at the location of the lift.

Dual purpose plant that is used as a crane, e.g. front end loaders, shovels, backhoes and fork lifts shall comply to AS 1418 Crane Code and the appropriate statutory requirements. Certification of compliance shall be provided prior to its use.

Outriggers must be fully extended and supported by base plates prior to commencing lifts.

Slewing to test the integrity of outriggers on mobile cranes must be conducted prior to commencing lifts.

### 7.3.1 Work Boxes and Lift Boxes

Prior to the lifting of personnel in a personnel cage by a crane, the operator of the crane must undertake a lift study and be in possession of a written authority (Approval for persons to ride in a personnel/man cage) from the RHIO Representative.

The registration of Work Boxes (personnel cage, man cage etc) shall be in accordance with the Mines Safety and Inspection Regulations 1995 and Occupational Safety and Health Regulations 1996, clause 4.53. Also, in accordance with AS 1418, part 17.

Lift Boxes are best described as “non-fixed load-lifting attachments” as defined in AS2549 and are intended to lift equipment and/or material loads (not personnel).

### 7.3.2 Classified Plant

The Contractor shall ensure that plant and equipment - boilers, pressure vessels, mobile compressor air receivers, mobile cranes, Elevating Work Platforms, hoists etc., that are categorised as 'classified plant' as defined by the Mines Safety and Inspection Regulations 1995 (Regs. 6.33 to 6.40) and Occupational Safety and Health Regulations 1996, part 4 shall be registered and operated in accordance with those.

## 7.4 Vehicle Loading Cranes

When Vehicle Loading Cranes (VLC) with a boom extension greater than 10m are being used a second person must aid in the lift whom is trained as competent, namely a dogman/rigger.

The crane working radius must be demarcated to define the area that the crane jib and load may traverse. All personnel not involved in the lift and operators using active remote controls are to remain outside the demarcated area.

Crane jib or boom shall not pass over the active operator control station and the operator shall remain clear of the working radius (see AS2550.11 section 5.3).

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### 7.5 Hydraulic and Mechanical Jacks and Equipment Support Stands

All hydraulic and mechanical jacks shall comply with Australian Standard AS 2693 with regards to stability, durability, loss of height under load, ease of operation and load capacities.

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

All equipment support stands shall have on them working load limit (WLL) for the particular stand.

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

No person shall remain on or in any equipment being lifted or supported by a mechanical or hydraulic jack.

All lifting support equipment shall be inspected prior to use to ensure safe operating conditions. Packers shall not be placed between the lifting support equipment and the load; if packers are required they shall be designed for the purpose and be placed between the lifting support equipment and the supporting floor.

### 7.6 Compressed Gases and Pressure Vessels

- All compressed gas cylinders must be handled, stored and transported in accordance with the Australian Code for the Transport of Dangerous Goods by Road and Rail – 1999. (ADG)
- Cylinders must be individually chained or clamped to secure against falling. They must also be protected against impact damage. Where securing chains or clamps are used, they are to be located at a height greater than half the height of the cylinder.
- Cylinders may be transported or stored in a purpose built pallet or basket. Where these have been designed to protect against falling and impact damage, cylinders do not need to be individually secured.
- Gas cylinders shall not be transported or raised or lowered to another work level unless an approved holder or carrier designed for the transport of gas cylinders is used.
- All cylinders other than oxygen and acetylene must be equipped with valve protectors.
- All compressed gas cylinders must have current in-date inspections, as per Australian Standard 2030 and be clearly marked.
- All Oxy-Acetylene equipment must be tested and tagged.
- Gas cylinder storage areas shall be separated by at least 8 metres from combustible liquids, flammable materials or heat sources. If a storage area is space restricted, the oxygen storage area shall be isolated by a non-combustible fire barrier, with a half hour fire retardant rating.
- Cylinder valves shall be closed when work is finished and when cylinders are empty. Valve caps shall be in place when cylinders are transported or moved.
- Flashback arresters must be fitted to all oxygen and fuel hose lines used for welding, cutting or heating processes. As a minimum they must be placed on the operator's side of each regulator connection or gas discharge of a manifolded cylinder pack and to each blowpipe/handpiece connection
- Opening keys should not be modified nor extended and must be connected to the cylinder when in use.

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## 8 Vehicles and Driving

### 8.1 Mobile Equipment including Light Vehicles - Operation and Competencies

Only plant and equipment having the correct log book, manufacturers operation and maintenance manual, a clear weed and seed certificate and current certification will be permitted to operate on site. The RHIO representative can approve temporary access for delivery vehicles and hire vehicles for short durations.

The Contractor shall ensure that the assessment of operators for vehicles, plant and equipment is undertaken to the nationally accepted framework by an accredited trainer. Before driving on site, personnel must be trained, tested and deemed competent to drive a vehicle and must have a current license to operate that vehicle.

When parking a light vehicle, personnel shall park on level ground, put the vehicle in gear, apply the park brake, and remove keys from ignition.

When parking mobile equipment personnel shall park in designated mobile equipment areas, lower all attachment on equipment fitted with moveable attachment, turn wheels into side bund, road or bank and apply park brake. No mobile equipment will be left idling if unattended, unless it is required for the specific task or operation of the equipment.

Reverse parking practices should be employed wherever possible.

Fundamentally stable shall be achieved prior to leaving a vehicle or mobile equipment unattended.

### 8.2 Responsibilities and Accountabilities

The Contractor Manager (or delegate) shall communicate vehicle and driving standards including changes to the workforce. They will ensure that a risk assessment for all light vehicles required for the scope of work is completed

The Contractor Manager is responsible for any plant and mobile equipment that is approved of use on site.

The Contractor Manager shall ensure an inspection has been completed once equipment arrives to site and complies with the relevant RHIO Vehicle and Driving procedures.

All Drivers/Operators shall:

- Ensure a risk assessment is available prior to operating any vehicles or mobile equipment, and that regular pre start inspections are completed in line with RHIO requirements.
- Are trained and certified as competent in the use and fault detection of the vehicle/mobile equipment they are operating.
- Must have submitted an application to drive a vehicle on site. Ensure any vehicle and mobile equipment they are operating is licensed and registered in accordance with WA Road transport regulations.
- Drivers who transport passengers in a bus that seats 12 or more people during working hours as part of their employment on gazetted (this maybe incidental to main employment) will require an 'F' endorsement on their driver's licence.

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### 8.3 Journey Management Plans

A Journey Management Plan shall be in place which defines the minimum standard for journey management for individuals or groups travelling to RHIO site(s).

The Journey Management Plan shall include, as minimum;

- Notification method
- Trip details (departure /arrival)
- Vehicle details
- Proposed travel route
- Personnel details
- Potential hazards

### 8.4 Traffic Management Plans

A Traffic Management Plan (TMP) shall outline the requirements for controlling light vehicle, mobile equipment and pedestrian interactions. The TMP assists in providing a consistent approach and standard to traffic management.

A TMP will take into account the following, but not limited to:

- A hazard identification matrix; define area affected, reason, separation / exclusion zones, responsibilities of persons/groups, timing, duration, contact person, method of contact, date of event / issue, drawings
- Extra precautions required restricting public interface/access; Signage and security requirements as personnel may be used to control traffic flow through congested / hazard or restricted areas.
- Restricted areas and vehicle escorts
- Vehicle speed
- Creek beds and flood ways,
- Blind crests and corners rest stops and call points,
- Overhead power-lines and excavations,
- Communications,
- Portable barriers and spotters
- Give way rules
- Overtaking and safe following distances
- Parking
- Defined No-Go Zones
- Environmental Conditions
- Emergency Management
- Additional measures should be considered including watering of roads, and postings of traffic control devices

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The TMP shall be prepared by the Contractor and be submitted to the RHIO representative 7 days prior to any proposed road closure, detour, arrival or wide load or other situation.

TMP's shall be submitted to Mains Road WA, and local Shires, if required, and in accordance with Shire requirements for public road transport. RHIO shall ensure plans are signed off by all stakeholders prior to submission.

### 8.5 Vehicle Requirements

Light Vehicles (including buses) shall be fitted with;

- Contractor name (visible)
- Flashing amber light, whip aerial and flag
- Operating jack and wheel brace
- Fire extinguisher (minimum 1.0kg)
- First aid kit
- Safety cones/ triangles
- Wheel Chocks
- Seat belts for driver and all passengers
- Isolation switch
- UHF radio (or a RHIO issued radio)
- Reversing alarm
- Roll over protection where required (see text below)

As a result of improvements in light vehicle airbag technology and cabin structural integrity rollover protection is no longer mandated.

Fitted roll over protection systems (ROPS) must be available in vehicles with a three star or lower rating ANCAP rating. In these vehicles, roll bars can be installed to provide protection and help maintain cabin integrity in case of rollover. Consideration should be given to the design of these roll bars, as poor placement may lead to problems with items such as seat adjustments, lighting, or visibility. Some roll bars are padded to help prevent worker injury if they bump into the bar. Roll bars can be internally or externally placed on the vehicle cabin.

The Contractor must consult with the RHIO representative to clarify the requirement for the project.

Rollover protection must be considered in the risk assessments for light vehicles as a factor of safe operating limits.

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Mobile Equipment shall be fitted with:

- Flashing amber light
- Reversing alarm
- UHF Radio (or RHIO issued radio)
- ROPS
- Isolation switch
- Fire suppression or extinguisher (minimum 9.0kg)
- Seatbelt for driver and passengers

The Contractor shall ensure a safe process is in place for the changing, dismantling, repairing and assembly of the split rim style wheels or any of the wheel and tyre components.

The Contractor shall have a system in place that ensures all plant/equipment is inspected, approved and compliant to site requirements prior to entry to any RHIO project site. The inspection shall also ensure that the specific plant /equipment have incorporated platforms and handrails compliant with the appropriate Australian Standards for ease of servicing and maintenance (e.g. water carts, drill rigs).

An asset register shall be maintained that identifies all plant/equipment on site and the maintenance schedules aligned to each identified piece of plant / equipment.

All vehicles to be operated on site must display an approved form of identification in order to gain admission to the site and the identification must contain details of the Contractor's name and be displayed on each side of the vehicle.

Any vehicle used on site must have a vehicle inspection book or pre-start inspection book in the vehicle in a form that is acceptable. The vehicle inspection book must be completed daily and the record maintained for inspection on request.

### 8.6 Site Transportation - Non Standard Loads

Various load clearance restrictions for height, width and length exist on each location. Prior to any material/equipment being brought to site the Contractor shall ensure seek the relevant information from the RHIO on specific site transport restrictions to develop an appropriate safe site access route.

At all times the Contractor shall be aware of vehicle / pedestrian interface issues and put systems in place to reduce the potential for injury, particularly where it is necessary for vehicles to reverse, in accordance with Occupational, Safety and Health Regulations 1996, part 3, division 1 (specifically 3.1 & 3.22).

The Contractor shall obtain specific approval from RHIO prior to setting up any form of access restriction. Vehicle and pedestrian access is essential for 24 hour a day production and maintenance requirements.

Mining shall have a zone between light vehicle/pedestrians and operating heavy mobile equipment. The Contractor shall ensure compliance of this requirement.

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### 8.7 Speed Limits

Any vehicle that has the ability to exceed the posted speed limit shall be fitted with a speedometer or over speed indicator. Should this be impracticable, a risk assessment approved by the site HS SSO shall be carried in the vehicle.

All Contractor employees driving vehicles on sites shall drive within the speed limits applicable in the location of the contracted work. Speed limits vary within locations and will be addressed during the site specific HS Induction.

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

## 9 Electrical

### 9.1 Electrical Equipment - General Requirements

The Contractor shall be responsible for the installation of temporary distribution lines required tying into existing services.

Installation of electrical power supplies for construction purposes shall conform to Australian Standard AS 3012, Mines Safety and Inspection Regulations 1995, part 5 and Occupational Safety and Health Regulations 1996, part 3, division 6.

A licensed electrical person shall inspect the equipment every three months, and the results of the inspections shall be recorded.

The installation of earth stakes on generator / welders < 25kva is not required.

All hazardous areas requiring the use of flameproof electrical equipment shall be suitably identified and notices displayed.

Where plastic distribution board/s has been installed in the workplace and the lids have no locking system installed, they shall have the following signage attached;

- Danger Sign.
- Symbolic electric shock risk sign.
- The maximum voltage within the switchboard.
- ONLY authorised person can attempt to re-set the circuit breaker or RCD.

The plastic housing of the distribution board which prevents access to live parts shall only be removed by the use of a specialised tool.

Any permanent lighting installation or fitting removed or temporarily disconnected for construction tie-in or relocation, shall be replaced with a temporary installation (by a licensed electrical worker), to satisfy 24 hour operation requirements. The lighting circuit shall not be energised until the installation is complete, tested and the current inspection tag affixed.

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### 9.2 Electrical Equipment - Plug in

All flexible extension leads used:

- Outside of office areas shall be heavy duty sheathed.
- In any quarry operations shall be metal braided.

The maximum length of a flexible extension cord shall not exceed 25 metres in length.

Flexible extension cords should not be used while in a coiled or reeled configuration.

All leads shall be located off the ground by plastic hooks or placed on stands that have insulated hangers at a minimum height of 1.8 metres.

Temporary power leads and plugs shall be to the applicable IP rating for the work environment

### 9.3 Electrical Equipment - Residual Current Devices and Earth Continuity Relays

Testing must be in accordance with AS/NZS 3760:2000 & AS1674.

Residual Current Devices (RCD's) are to be fitted to all circuits that may supply portable, mobile or movable equipment on RHIO sites. RCD's installed on portable, mobile or movable equipment must be fitted at the power source and tested prior to use. Earth Continuity Relays (ECRs) shall be formally tested at monthly intervals by interruption of the earth circuit at the mobile equipment. Fixed (RCD's) shall be formally tested quarterly by applying an imbalance using a RCD tester. A record shall be maintained of the results of all formal tests of electrical protective devices.

Test Equipment used on RHIO must meet the following:

- RCD test equipment shall be calibrated annually at an approved NATA certified laboratory.
- PAT equipment or an equivalent shall be calibrated annually at an approved NATA certified laboratory.

### 9.4 Electrical Equipment - Installations

In the event that changes are made to the electrical supply system or its equipment the Contractor must update the single line drawings and provide to the RHIO Representative or their nominee prior to leaving site. High-voltage isolations and switching shall only be carried out under the RHIO High-voltage Isolation Procedure.

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## 10 Tools and Equipment

### 10.1 Hand Tools and Restricted Tools

The following hand tools are restricted or banned on all RHIO Sites:

- 9 inch (225mm) grinders;
- Adjustable spanners or shifters;
- Open blade knives;
- Stanley knives;
- Hardened steel hammers over 2kg (e.g. sledge hammers) or any hammer used on hardened steel;
- Crow bars without cap on one end used at height where there is a risk of falling through grid mesh or decking (crow bars without end cap can be used on rail work);
- Unprotected extension leads (must be of the steel braided reinforced type on construction sites);
- Over-centre type Binders;
- 1.5mm or less knifing discs;
- Explosive-power tools.

Written permission including a risk assessment must be sought from the RHIO Representative prior to bringing restricted tools on site.

Prior to using an angle grinder, personnel must be trained, assessed and deemed competent.

Where possible the use of hammers should be eliminated or substituted by using pullers, shrinkage or heating.

Torque multipliers, tension wrenches and associated equipment that are subjected to high loads shall be placed on a register and be maintained as per the manufacturer's recommendations. In the absence of manufacturer's recommendation, an internal program should be developed for such equipment to be inspected and maintained and approved by the Contractor.

On site use of high pressure hydraulic equipment in the form of 'Porta Power' type units (electrically, air, petrol or manually powered) shall be operated in strict accordance with the manufacturer's instructions. In addition the following shall be in place:

- Pressure shall only be applied to loads once the cylinder has been centred and has a solid, firm foundation.
- Hydraulic pressure must not be applied through kinked hoses and the hosing shall comply with Australian Standard AS 3791.
- Packers shall not be placed between the porta power equipment and the load; if packers are required they shall be designed for the purpose and be placed between the porta power equipment and the supporting floor.

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### 10.2 Concrete and Brick Cutting Equipment

Use of any masonry cutting equipment on site shall conform to Mines Safety and Inspection Regulations 1995, Part 6, Division 2 and Part 9.

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

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

Operators shall be trained in the use, care and maintenance of cutting machinery before operating such machinery on site.

When operating a concrete/brick cutting device effective measures to suppress and/or control dust generated by the cutting operation.

### 10.3 Hoses - Air, Water, Hydraulic and Gas

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

- Safety clips and retainers shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled
- Where two or more air hoses are joined, they shall not be used unless couplings/connections are fitted with approved safety pins/clips and hose clamps

Hoses used for high pressure water equipment shall be of an approved type as outlined in AS/NZS 4233 High pressure water (hydro) jetting systems - Guidelines for safe operation and maintenance

LPG, butane, acetylene and oxygen, hoses shall be of an approved type, complying with AS 1335 and AS 1869, easily distinguishable and shall not be interchangeable.

### 10.4 Identification of Tools and Equipment

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

### 10.5 Portable Tools

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

All portable tools shall conform to appropriate Australian Standards, Mines Safety and Inspection Regulations 1995, Part 6, Division 2.

Portable tools may be subject to inspection by RHIO during on-site work. Excessively worn tools and tools requiring maintenance shall be removed from the job site.

Electric power operated tools shall be of an approved double insulated design or be fitted with a correctly earthed Residual Current Device (Earth Leakage).

All portable tools shall be in good state of repair and intrinsically safe for the user and other people in the same area. They shall be used only for the job they were designed, and in accordance with the manufacturer's instructions.

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## 11 Emergency Management

### 11.1 Emergency Planning

Contractors shall ensure that the management of incidents and emergencies at any RHIO site is conducted in accordance with the RHIO system of Emergency Management, and that emergency response resource and interfaces are established commensurate with assessed operational risks. Refer to RHIO Emergency Management Plan for further reference.

The Contractor shall ensure a risk assessment is conducted to identify the requirements for effective emergency response. In the case of an operating site, the assessment shall focus on:

- The operation requirement and the interface with existing operations; and
- The ability for personnel to provide immediate response to an employee in an emergency situation i.e. rescue from height.

An Emergency Response Plan (ERP) shall be developed for each site and the content of the ERP shall be project specific and ensuring all risks identified in the risk assessment are addressed.

This plan will need to refer to the RHIO Emergency Response Plan which over arches all Project specific Emergency Response Plans. A plan that details the number of emergency response exercises that will be carried out at the defined intervals shall be prepared by the Contractor. At least one environment exercise will be conducted annually.

The RHIO Emergence and Security Manager is responsible for ensuring that emergency equipment is checked and tagged when it is commissioned and then on a regular basis as applicable to that equipment.

The Contractors shall ensure the project has an orientation on relevant emergency response procedures for all employees, contractors and visitors and it is relevant to the location and/or area that the person will be working or visiting.

The Contractor will conduct an evacuation drill at least once annually. This exercise will need to be documented for auditing purposes.

RHIO shall ensure adequate levels of medical / first aid staff, equipment and facilities are provided, based on a medical emergency response assessment.

A Cyclone Preparedness Plan also will need to be developed for the work.

### 11.2 First Aid Facilities & First Aid Training

First aid kits used on site must be suitable for the immediate first aid attention of a person injured based on what could reasonably be expected to occur. Where practical to do so Contractor and sub-contractors will have 5 % trained senior first aid persons on site.

The first aid trained person will be known or identified to all employees on site.

Sites must establish emergency showers/eye wash stations where required by law (where major or bulk storage of hazardous materials exist) and where a risk assessment indicates the need.

Eye wash stations must be appropriately located, maintained and signposted as per AS 4775. A green light must be installed above the eye wash station to ensure injured persons are able to locate in an emergency.

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### 11.3 Fire Extinguisher Equipment & Fire Fighting Equipment - Identification and Access

Portable firefighting equipment (extinguishers, fire retardant cloth) is to be supplied by the contractor or sub-contractor. All employees must be trained and competent in the use of this equipment.

Where appropriate, the Contractor must determine what fire extinguishers or other fire retarding material needs of their works and ensure that the requirements are supplied, serviced regularly and accessible in the workplace at all times. Fire protection and prevention is an on-going programme which shall be integrated with all phases of work.

Open fires are prohibited.

### 11.4 Fire Fighting and Rescue Drill and Instruction

The Contractor shall ensure that where appropriate to do so, persons suitably qualified to operate fire-fighting equipment. In consultation with the RHIO Representative the contractor shall also ensure that an emergency assembly location is known and understood by all persons the contractor is responsible for.

The Contractor shall conduct an emergency evacuation exercise annually and always in consultation with the RHIO Representative.

## 12 Health and Hygiene Management

A health hazard risk assessment (HHRA) is required with the aim to identify and analyse health related workplace hazards. Health hazards include, but are not limited to, fitness for work, radiation, chemical management, thermal, ergonomics, dust, whole body and hand arm vibration and noise. Within the HHRA process the aim is to review and reduce the risk of exposure to these health hazards. A HHRA shall follow the RHIO Health Performance Standards to ensure that each hazard is assessed and controlled.

It is required for:

- The overall project scope of work;
- Any changes to the scope of work;
- All new activities and development, and
- Where there are changes to existing activities.

The process of the HHRA consists of the following steps:

- Identification of the health hazards and their harmful effects (following the Health Performance Standards,);
- Adopt the RHIO Similar Exposure Groups (SEGs) to ensure consistency of hygiene data collation;
- Identifying the Similar Exposure Groups (SEGs) present for that hazard exposure or potential exposure;
- Identifying the processes, tasks and areas where exposures could occur;
- Estimating the exposure using either qualitative or quantitative (hygiene sampling) methods as appropriate;
- Analyse the effectiveness of the existing control measures;
- Determine the potential health risks of each exposure;
- Prioritise the health risks (critical, high, moderate or low) utilising the risk classification matrix;
- Review all health risks and the control effectiveness at least annually or as changes are apparent;
- Establish a health hazard risk register in accordance with Roy Hills health, safety and environment performance standards;
- Identify analytes (e.g. inhalable dust, respirable dust, noise) which require hygiene monitoring to measure control effectiveness and baseline results in order to adequately risk assess;
- Set controls including monitoring requirements;
- Maintain accurate records of the HHRA.

### 12.1 Health and Hygiene Monitoring Plan

Upon completion of the HHRA, a health and hygiene monitoring plan is required, aligning to the risk based exposure assessments and professional judgement. The monitoring plan must be developed in consultation with a qualified Occupational Hygienist. Typically the monitoring plan will cover personal exposure to identified hazards such as noise, dust, fibres, thermal stress and also monitoring for potable water, , swimming pools and food hygiene.

The Contractor shall complete this monitoring plan and provide to Roy Hill for review. The Contractor shall define and document details of all health measuring and monitoring requirements including:

- Laboratory certification requirements;
- Design of the measuring and monitoring method based on requirements identified;
- Statistical validation of monitoring data and the sampling method;
- Training and competency requirements for relevant personnel who undertake workplace and environmental monitoring and can provide adequate technical oversight;
- Ensure all inspection, monitoring, measuring and test equipment demonstrates compliance to legislative requirements, including calibration or verification against a traceable standard at specific intervals;
- Ensure that results from monitoring are collected and analysed on a regular basis for trends and potential exceedances of relevant standards; and
- Ensure that exceedances are recorded, reported and investigated as per the safety and environment process.

The Contractor shall provide all records to the RHIO when requested.

A hygiene summary is required on a quarterly basis and must be submitted to the RHIO Advisor, Hygiene and Health. If the project duration is of a short duration a summary is required to be completed and submitted upon completion of the activity or development.

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### 12.2 Fitness for Work

Roy Hill has a duty of care to ensure that all individuals are "fit for work" whilst on its sites or undertaking activities on Roy Hill's behalf.

"Fit for Work" means that an individual is in a physical, mental, and, emotional state, that enables them to perform assigned tasks competently and in a manner that does not compromise or threaten the safety or health of themselves or others. An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues. Final determination of "Fit for Work" shall be based on the assessment of the Manager or Supervisor, in conjunction with information provided by appropriate health and medical professionals.

The following strategies will be implemented to achieve the Fitness for Work objectives;

- The appropriate assessment of individuals' fitness for work, both prior to commencement and throughout their employment on Roy Hill sites. Assessments shall consider medical, psychological and life-style factors. The provision of appropriate education so that individuals have the knowledge, attitudes and skills to manage their own and others' fitness for work.
- The provision of preventative and rehabilitative measures to overcome issues that could impair employees' fitness for work.
- The provision of training for managers and supervisors to ensure that they can recognise potential Fitness for Work issues and manage them effectively and constructively.
- The provision of appropriate working and, where applicable, accommodation conditions to enable individuals to remain fit for work.
- The establishment of procedures to ensure that all employees who are unfit for work are dealt with in an effective, fair and constructive manner.
- The establishment of procedures to require contracting companies to implement similar policies to ensure that their employees are Fit for Work.

### 12.3 Drug and Alcohol

The inappropriate use of alcohol, over-the-counter medication, prescription medication, illicit drugs or other drugs may impair an employee's capacity to work safely and efficiently. When an employee is unfit for work, that employee poses a risk to both themselves and other people in their work environment. While intoxicated employees are obviously unfit for work, Roy Hill also recognises that impairment from inappropriate alcohol or drug use may also continue after the alcohol or drugs have been eliminated from the employee's body. This includes situations where employees are 'hung over' or where the alcohol or drug use has resulted in a reduction in the quantity or quality of sleep obtained.

In addition, the use of over-the-counter or prescribed medication may result in side-effects that could impair fitness for work even where these are taken in accordance with the directions of the prescribing doctor and / or manufacturer's instructions.

Roy Hill undertakes a comprehensive alcohol and drug testing program to reduce to as low as reasonably practicable, or so far as reasonably practicable, the risks posed to its employees' fitness for work by the use of alcohol and drugs.

An employee who possesses, distributes, sells, attempts to sell or transfer illegal drugs on any Roy Hill premises or while on company business shall be dismissed and the police shall be informed. Any other employee will be suspended from working at Roy Hill workplaces and disciplinary action would be determined by the employee's employer.

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Roy Hill reserves the right to test for any or all substances that it considers may impair fitness for work and this includes drugs such as synthetic cannabis or cathinone based products. Where the testing of such drugs is not covered by AS/NZ 4308-2008, testing will be carried out according to the procedures established by Roy Hill's chosen testing provider.

### 12.3.1 BAC Testing

- The outcome of a BAC Reading 0.00 to 0.05 will be that the employee is stood down from work with pay.
- The employee will be informed that they will not be authorised to return to work until they are able to supply a confirmed negative test result.
- When a confirmed negative test result has been provided, the employee will only be authorised to return to work following the approval of their Leader.
- Employees are to be referred to the EAP after their first positive BAC below 0.05 by their
- Leader and will complete a consultation form.
- In the case of a breach of this procedure the Leader and HR will follow the HR discipline procedure.
- Notwithstanding the approved disciplinary procedure has been adhered to, Roy Hill outcomes for breaches of this procedure are the following:
  - An employee who returns a first confirmatory BAC Reading of greater than 0.00 but below 0.05 will be subject to disciplinary action. This will be documented on their personnel file.
  - An employee who returns a subsequent positive confirmatory BAC Reading of greater than 0.00 but below 0.05 will be subject to further disciplinary action, which may include termination of their employment.
  - An employee who returns a confirmatory BAC Reading above 0.05 at any time, will be subject to disciplinary action which may include termination of their employment.

### 12.3.2 Urine Drug Screen

- Notwithstanding the approved HR disciplinary procedure has been followed, an employee who has a confirmed positive result that is inconsistent with appropriate medication use, or is related to illicit drug use will be subject to disciplinary action, which may include termination of their employment.

## 12.4 Hazardous Substances

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

All hazardous substances prior to being brought to site must undergo the RHIO chemical approval process. Part of the approval process will involve a chemical risk assessment and storage requirements of the particulate chemical.

All hazardous substances must be in clearly marked containers suitable for the storage of that product. The Contractor must ensure that adequate and appropriate first aid or spill response equipment is available prior to the use of any hazardous substance on site. Unless otherwise arranged with and agreed to by the RHIO Representative the contractor using such substances must supply this first aid and spill response equipment.

The Contractor shall ensure a hazardous material register containing copies of material safety data sheets (MSDS's) for all hazardous materials used on site is maintained, available at work locations and first aid posts as applicable. If the Contractor utilises the ChemAlert system through engagement with Roy Hill then that is adequate management. A stockholding of chemicals is required to be supplied to RHIO upon request.

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Waste hazardous materials such as PCB's, asbestos or fibrous materials shall be disposed of in an approved manner.

No asbestos or asbestos containing substance shall be brought onto site without written approval from the RHIO and in consultation with an occupational hygienist.

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

Silica shall not be used for abrasive blasting. Where possible abrasive blasting shall be wet garnet blasting in accordance with the Mine Safety and Inspection Regulations 1995, regulations 9.6.

The contractor must ensure that the following banned chemicals are not brought onto site and that restricted chemicals are assessed for safer alternative options.

Banned Chemicals	Restricted Chemicals
Beryllium	Benzene
CO Contact Cleaner	Crystalline silica
Formaldehyde	Dichloromethane
Hexavalent chromium	Man-made vitreous fibres
Isocyanate	Refractory Ceramic fibres
Lead	Other Ceramic fibres
Thoriated welding rods	Round-up
Trichloroethylene	Styrene
Hydrofluoric acid	Tetrachlorethylene
	Toluene
	Velpar

Table 3: Banned and Restricted Chemicals

### 12.5 Fit Testing of Respiratory and Hearing Protection Devices

All personnel as identified through Similar Exposure Groups and a Health Hazard Risk Assessment (HHRA) required to wear respiratory protection must undergo a quantitative fit test prior to issue of the respirator.

All personnel required to wear hearing protection as identified through Similar Exposure Groups (SEGs) and a Health Hazard Risk Assessment (HHRA) must undergo a quantitative fit test before the hearing protection is issued.

Fit testing must be performed through a Roy Hill approved vendor or a suitably qualified hygiene technician within the Contractor's Company. Fit testing of respiratory protection will be undertaken on an annual basis after the original testing.

### 12.6 Particulate and Gas/Vapour Exposures

The Contractor shall develop and implement a program to manage the health risks associated with exposure to airborne dust particulates and gas/vapours based on a health risk assessment for each similar exposure group (SEG).

The maximum allowable limits of hazardous substances shall be in accordance with the levels set by Roy Hill, National Occupational HSE Commission (NOHSC), and Mines Safety and Inspection Act 1994 and Mines Safety and Inspection Regulations 1996 to the lowest achievable levels.

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

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No welding will occur on painted or chemically treated surfaces.

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

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

When belt splicing chemicals are being used, organic vapour cartridge respirators and nitrile gloves shall be used. In confined spaces, ventilation shall also be used.

Dust suppression controls shall be considered when a Contractor is conducting work that has the potential to generate dust. Significant dust emissions (other than top soil handling) regardless of whether instigated by the Contractor shall be raised as an Environmental Incident Report.

### 12.7 Noise

The Contractor shall carry out a noise survey and develop a noise control plan in accordance with the Mine Safety and Inspection Regulations 1995, regulations 7.8 - 7.11. and Occupational Safety and Health Regulations 1996 Part 3 and based on a health risk assessment for each similar exposure group (SEG).

Where a person is required to wear hearing protection, they shall be trained annually in the principles of hearing conservation and in the correct use and maintenance of hearing protection.

### 12.8 Radiation

The use of radioactive substances shall be governed by the "Radiation Safety Act 1975-81", the Radiation Safety (General) Regulations 1983, the Radiation Safety (Transport of Radioactive Substances) Regulations 1982, MSIR and various conditions imposed by the Radiological Council including the Code of Practice for the Safe Use of Industrial Radiography Equipment.

The risk of Ultraviolet (UV) and electromagnetic field (EMF) exposure shall be assessed. Where the assessment indicates a significant risk, a programme to reduce and /or control UV and EMF exposures shall be developed.

### 12.9 Potable Water

The potable water supplied must conform to the requirements of the National Health and Medical Research Council "Australian Drinking Water Guidelines 2011". A drinking water management plan and monitoring program must be prepared for sites that either;

- Are connected to a 2011 ADWG compliant reticulated scheme supply with air breaks or storage prior to reticulation and consumption;
- Utilise a 2011 ADWG compliant reticulated scheme supply carted or tanked onto site for either direct or reticulated distribution and consumption,
- Use onsite or self-manage water abstraction, collections systems for reticulation, distribution and consumption, or
- Provide potable water through their construction and activity.

The reporting requirements to demonstrate that safe drinking water is provided, must be in accordance with the Department of Health publication "Systems Compliance and Routing Reporting Requirements for Minesites and Exploration Camps" and be provided to RHIO when requested.

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### 12.10 Fatigue Management

The Contractor shall ensure fatigue is addressed on their sites through a full range of preventative, educational and rehabilitative measures to ensure all employees, contractors and other individuals on Roy Hill sites or undertaking activities on its behalf are not suffering from the impairing effects of fatigue. Each site will develop a Fatigue Management Plan which is to be approved by the RHIO HS Manager (or suitable delegate), formally reviewed on an annual basis and updated as required. Rosters and working hour arrangements (including travel) should be assessed and conform to the relevant government guidelines and requirements;

The Fatigue Management Plan shall ensure (though not be limited to):

- Employees are informed of risks associated with fatigue and able to participate in controlling these risks;
- The design and implementation of rosters, shifts and procedures minimises the causes of fatigue;
- Appropriate education and training on fatigue is provided to all employee's and other individuals on site;
- Leaders receive appropriate training in understanding and managing fatigue;
- Where site accommodation is provided, employees are provided with a balanced diet and conditions that are conducive to sleep;
- Appropriate medical and counselling resources are provided to assist individuals affected by fatigue.

### 13 Rail Requirements

Before the Contractor or any personnel commence work within five metres of the toe of the ballast of any railway track, mainline or yard the following requirements must be met:

- Without limiting any of the clauses below in relation to Rail requirements, the Contractor and its personnel must comply with all relevant requirements of the RHIO Rail Department Operating Rules, a copy of which will be made available to the Contractor on request.
- The Contractor must nominate a person (the supervisor) to supervise the work and that person will be in charge of a crew and is directly responsible for the safety of the personnel in his work area.
- The Supervisor must be present and contactable at all times while a crew is working and the crew must stop working and clear themselves and all equipment and obstructions from within five metres of the toe of the ballast of any rail tracks if the Supervisor is not present.
- Each Supervisor must possess a Certificate of Competency in accordance with the RHIO Rail Department Operating Rules.
- A Supervisor may apply for a Certificate of Competency by advising the Company Representative of the requirement at least twenty one days before the Certificate is required, being the date on which work is scheduled to start.
- For the purposes of obtaining a Certificate of Competency, the Contractor will arrange a Form 23 medical examination for the Supervisor at the Contractor's expense and the results of the examination will be sent to RHIO.
- On fulfilling all necessary requirements to the satisfaction of the Company, the Supervisor will be issued with a Certificate of Competency which may be annotated to include any special conditions or restrictions applicable to the Supervisor.

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### 14 Accountabilities

Role	Responsibility
RHIO Health and Safety Manager	This document

Table 4: Accountabilities

### 15 Abbreviations

Abbreviation	Definition
BFO	Business Function Owner
RHIO	Roy Hill Iron Ore
HSMP	Health and Safety Management Plan
HSES	Health, Safety, Emergency and Security
HS	Health and Safety
SSow	Safe System of Work
RHH	Roy Hill Holdings
WIN	Work-Instructions
ALARP	As Low as Reasonably Practicable
JHA	Job Hazard Analysis
TMP	Traffic Management Plan
LTI	Lost Time Injury
LTOI	Lost Time Occupational Injury
RWI	Restricted Work Injury
RWOI	Restricted Work Occupational Injury
MTI	Medical Treatment Injury
MTOI	Medical Treatment Occupational Injury
FAI	First Aid Injury
FAOI	First Aid Occupational Injury
TRIR	Total Recordable Injury Rate
AIFR	All Injury Frequency Rate
NATA	National Association of Testing Authorities
PPE	Personal Protection Equipment
HiPo	High Potential Incident
SI	Significant Incident
MRR	Maximum Reasonable Risk Ranking
MRO	Maximum Reasonable Outcome
OSHA	Occupational Safety and Health Administration
EWP	Elevated Work Platform
SEG	Similar Exposure Groups
PHMP	Principal Hazard Management Programme
CFC	Chlorofluorocarbon

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MSIA	Mines Safety and Inspection Act
OSHR	Occupational Safety and Health Regulation
W.L.L.	Working Load Limit
VLC	Vehicle Loading Cranes
SSO	Senior Site Officer
WA	Western Australia
UHF	Ultra High Frequency
ROPS	Roll Over Protection Systems
RCD	Residual Current Devices
ECR	Earth Continuity Relays
PAT equipment	Portable Appliance Testing Equipment
HHRA	Health Hazard Risk Assessment
MSDS	Material Safety Data Sheets
PCB	Polychlorinated Biphenyls
NOHSC	National Occupational HSE Commission
UV	Ultraviolet
EMF	Electromagnetic Field
ADWG	Australian Drinking Water Guidelines

Table 5: Abbreviations

## 16 Definitions

Term	Definition
iCare	Branding for Roy Hills HSES programmes
Loss Time Injury Frequency Rate	Number of lost time injuries per million hours worked
Total Recordable Injury Frequency Rate	The sum total of fatalities, lost time injuries, restricted work injuries and medical treatment injuries per million hours worked TRI = Fatality + LTI + RWI + MTI
Take 5	Personal Risk Assessment L1 – Risk Assessment
RHH Controlled Activities	These are work related activities that Roy Hill or its controlled entities can mandate the operational standards, including HSES, and directly supervise and enforce their application. This includes sites that are owned or under the control of Roy Hill. Examples of controlled sites includes: <ul style="list-style-type: none"> <li>• All operations owned and/or managed by Roy Hill</li> <li>• Any operations where Roy Hill has the day-to-day or executive management of the business of the site or facility;</li> <li>• Sites/areas operated by contractors solely on behalf of Roy Hill.</li> </ul>
Shall/must	The mandatory requirements are signified by the use of the word “shall or must.

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Should	The word “should” indicates that the primary intent is to comply with the full requirements as if they were mandatory.
Confined space	<p>Confined space is an enclosed or partially enclosed space that:</p> <ul style="list-style-type: none"> <li>(a) Has been identified as such in a risk assessment;</li> <li>(b) Is not intended or designed primarily as place of work;</li> <li>(c) May have restricted entry and exit; and</li> <li>(d) May: <ul style="list-style-type: none"> <li>(i) Have an atmosphere which contains potentially harmful levels of contaminant or explosive atmospheres;</li> <li>(ii) Not have a safe level of oxygen (e.g. following a nitrogen purge); or</li> <li>(iii) Cause entrapment or engulfment.</li> </ul> </li> </ul> <p>Confined spaces may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a) storage tanks, process vessels, boilers, pressure vessels, tank-like compartments that have only a manhole for entry, ceiling and floor spaces;</li> <li>b) open-topped spaces such as pits, or grease traps, or excavations more than 1.5 metres deep;</li> <li>c) pipes, pumps, sewers, shafts, ducts, drains, tunnels, cellars, basements and similar structures; and</li> <li>d) abandoned workings and exploration audits.</li> </ul>
Working at Heights	Working at heights means where there is the potential for a person to fall from one level to another.
Short Term Worker	Is a person that is required to work on site for a short duration task or project of no more than 13 days (e.g. Mechanics, Electricians, Plumbers, Service personnel/technicians, Inspectors, Assessors/Trainers). They are required to complete the Site Induction, Area Induction(s) (as required) and relevant VOC's required for the task such as lock holders, driving assessment etc.
Non-inducted Transport Driver	Person whose function is to pick up and or deliver goods to and from site and is not inducted. Examples include long distance truck drivers and drivers who provide occasional delivery services to operations. Inducted Transport Drivers are considered to fall under the relevant contractor classification.
Visitor	Person who is not inducted to the site and is attending the site for a short period of time for a maximum of 3 days and who shall not be undertaking any physical work for the duration of the visit. Examples include: company executives, consultants, sales representatives, mines inspectors, employee family members
Grade A Contractor	<p>Grade A contractor's work on specific packages of work, as specified in the detailed contract scope. They utilise their own management systems and the workforce is directed by their own supervision.</p> <p>They will often work in isolated work areas, but can also share common work areas with Roy Hill personnel or other contractors. Specific risk assessment's must take place when a Grade A contractor shares a work area with another party to ensure this risks have been identified and the management systems aligned.</p>

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Category B Contractor	Grade B contractors work under Roy Hill's direct supervision utilising the same systems and processes as a Roy Hill employee. Long term Grade B is effectively a Roy Hill employee, and as such, will work under the same site systems and processes as a Roy Hill employee. They complete all of the relevant inductions and training. They adopt the Roy Hill hazard and incident reporting systems and attend the same pre-start and toolbox meetings as their Roy Hill peers. Occasionally, if they are completing specialist work, they may be required to work under their own company's specialised procedures, which will require approval from the relevant work area supervisor. If there services are required for 13 days or less they will be treated as a short term worker.
Emergency work provision	External emergency responders are exempt from the requirement of complying with this procedure whilst they are responding to an emergency.
ALARP (as low as reasonably practicable)	As Low As Reasonably Practicable- ALARP is often used for setting a value for acceptable risk. In essence, it says that if the cost of reducing a risk outweighs the benefit, then the risk may be considered tolerable. Alternatively, ALARP is the residual risk after all reasonable controls have been implemented so that the risk is as low as reasonably practicable.
Hazard	A hazard is a situation that poses a level of threat to life, health, property, environment, heritage or community. This can also be described as a "Potential Damaging Energy".
Authority to Work	A documented approval process to ensure suitable controls to mitigate the risks associated with hazardous work are identified for implementation prior to personnel commencing the task.
Hazardous Work	Any activities that require a permit, i.e. Confined Space, Hot Works, Working at Height etc.

Table 6: Definitions

## 17 References

Document number	Title
000RH-0000-HS-FOR-0020	Authority to Work Form
000RH-0000-RH-POL-0001	Health and Safety Policy
000-RH-0000-HS-PRO-0043	Incident, Non Conformance and Action Management
100RH-0000-HS-PRO-2004	Incident Reporting and Investigations
000RH-0000-HS-STD-0002	HSES Performance Standards
	WA Mines Safety and Inspection Act 1994
	WA Mines Safety and Inspection Regulations 1995
000RH-0000-HS-PRO-0011	Isolation and Tagging Procedure

Table 7: References

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## 18 Review

The Health and Safety Guidance for Contractors manual will be reviewed annually as part of the continuous improvement process. This will be in the form of a desk top review of understanding and application of the Health and Safety Guidance for Contractors manual and will include the identification and implementation of appropriate changes to ensure the effectiveness of the Health and Safety Guidance for Contractors manual.

The review will be conducted by the Manager Health and Safety.

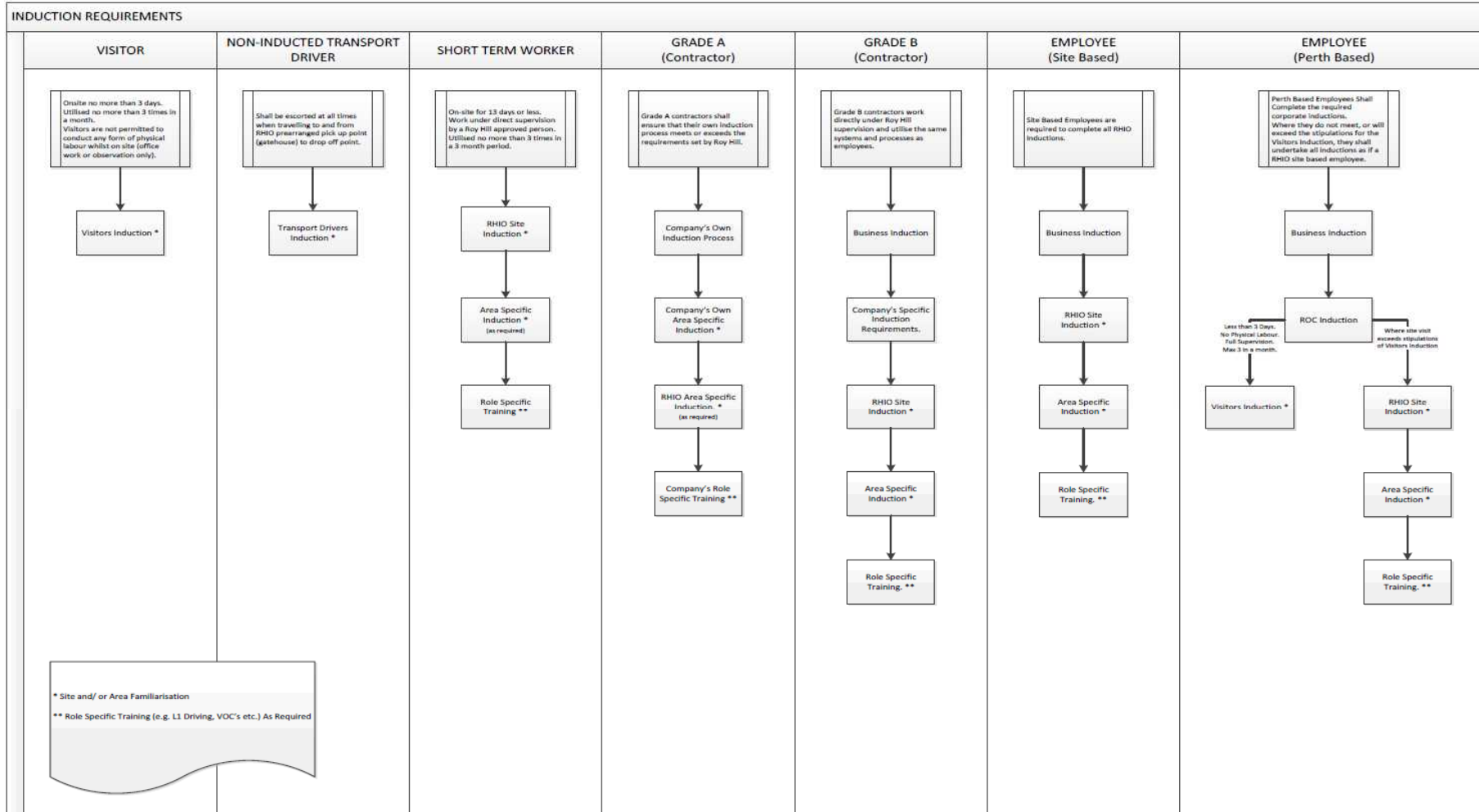
Reviews are to examine the appropriateness of this Report, taking into consideration corporate, system and compliance requirement changes since the last review was undertaken.

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### Appendix 1: Induction Requirements



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### Appendix 2: Verbal Notification Matrix

Notification to: RHIO Position	Notified by: Responsible Person	FAI	MTI / OI	LTI (LTI/RWI)	SI or HiPo
Site RHIO HS Superintendent	Contractor Manager	End of shift (Where an employee is sent off site for medical assessment or treatment, the Site Safety Advisor (or nominee) must be advised immediately)	Immediate	Immediate	Immediate
RHIO Area Manager/ Superintendent	Contractor Manager	Not required	Immediate	Immediate	Immediate
RHIO General Manager	RHIO Area Manager/ Superintendent	Not required	Immediate	Immediate	Immediate
RHIO HS Manager	Site RHIO HS Superintendent	Not required	Immediate	Immediate	Immediate (H&S impact only)
RHIO General Manager & RHIO General Manager HS	RHIO HS Manager	Not required	Immediate	Immediate	Immediate
RHIO Chief Operating Officer	RHIO General Manager	Not required	Via weekly report	Via weekly report (unless major business impact)	Via weekly report (unless major business impact)

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## Appendix 3: Reporting and Investigation Requirements

Report Type		Injury Requirements			SI/ HiPo	Health Workplace Monitoring	
	FAI	MTI / OI	LTI / RWI	Action Level Exceeded		OEL Exceeded	
<b>Immediate Incident or Event Notification</b>	To RHIO within 24 hrs  Completed incident report within 7 days	To RHIO within 6 hours  Completed HS Incident report form within 7 days	To RHIO within 6 hours  Completed HS Incident report form within 7 days	To RHIO within 6 hours  Completed HS Incident report form within 7 days	To RHIO within 24 hrs  Completed incident report within 7 days	To RHIO within 6 hours  Completed HS Incident report form within 7 days	
<b>Investigation: 5 Whys Methodology</b>	Contractor to investigate on "as needs" basis and report within 7 days (if required)	N/A	N/A	N/A	N/A	N/A	
<b>Investigation: Essential Factors Methodology</b>	N/A	To RHIO within 21* working days	To RHIO within 21* working days	To RHIO within 21* working days	To RHIO within 21* working days	To RHIO within 21* working days	

**Notes:**

It is recognised that in some incidents (e.g. where tests on equipment have to be made) the investigation may take longer than 21 working days if approved by the RHIO H&S Manager.

Table 3 does not replace any existing internal reporting requirements for Contractors.

All reports to be submitted to the Roy Hill Operations Mine H&S (rh.operations.mine.h&s@royhill.com.au), mailbox.

## Appendix 4: Immediate Incident or Event Notification

**Health & Safety – Form**  
**Immediate Incident/Event Notification**



**Incident/Event Details**

Incident Date:	Incident Reported Date:
Incident Name:	Incident Time:
Contractor Name/Company (If applicable):	Operation Name:
Location:	
Supervisor:	Employee/s:
	Occupation:

**Incident/Event Type**

<input type="checkbox"/> Injury/illness	<input type="checkbox"/> Environmental	<input type="checkbox"/> Equipment damage	<input type="checkbox"/> Production loss
<input type="checkbox"/> Process	<input type="checkbox"/> Security	<input type="checkbox"/> Journey	<input type="checkbox"/> Health case
<input type="checkbox"/> Non-work related – specify reason:			<input type="checkbox"/> Near miss (no harm)

**Title & Description of Incident**

Title:	
Description:	

**Immediate Actions**

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