



Inspection Procedure

Health, Safety & Environment

1 Purpose and scope

The Purpose of this procedure is to maintain safe working conditions and sound health, safety and environmental management practices by ensuring that Roy Hill Operations work areas are inspected to identify factors that may impact the safety and health of personnel, potentially damage the environment.

This Inspection Procedure provides mandatory requirements to support implementation and compliance with Roy Hill Operations Integrated Management Standards (IMS), including Monitoring Audit and Review Standard (STD-0015).

This Procedure applies to all persons entering Roy Hill operations, other workplaces or any area which Roy Hill has accountability.

2 Planning

An operational working environment shall be formally inspected to ensure that it is safe and conforms to statutory requirements.

2.1 Work Place Inspections

Operational workplaces shall be inspected daily to ensure that potentially hazardous situations are identified and rectified in a reasonable time frame using the following (or variations of):

- Daily Inspection (OP-CHK-00271).


The workplace shall also be inspected on a monthly basis using the following (or variations of):

- Operations Inspection (OP-CHK-00273);
- Office Inspection (OP-FRM-00001)
- Workshop Inspection (OP-CHK-00274); and
- Area Inspection (OP-CHK-00193).

In addition, specific inspections are required to be undertaken within operational workplaces that involve works related to the below environmental aspects, using the relevant forms and checklists as follows:

- Clearing and soil management (OP-FRM-00138);
- Groundwater and storage facilities (OP-CHK-00173);
- Ground disturbance (OP-FRM-00233);
- Imported Materials Weed Hygiene (OP-FRM-00005);
- Rehabilitation (OP-FRM-00139); and
- Vehicle and Mobile Equipment Weed Hygiene (OP-FRM-00006).

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In addition to the above environmental aspect related inspections there is also a General Area Environmental Inspection Checklist (OP-CHK-00172). This is a broad inspection form that can be used across all areas.

These environmental inspections are required to be undertaken at the frequency outlined in the Integrated Inspection Schedule.

2.2 Specific Equipment or Facility Inspections

Specific equipment/facilities within the operational workplaces shall be inspected on a regular basis to ensure that hazardous situations arising are identified and rectified in a reasonable time frame.

2.2.1 Classified Plant

All classified plant must be inspected and registered in accordance with legislation and applicable Australian Standards; this shall be included in the Classified Plant Procedure (OP-PRO-00411) and the Classified Plant Register – Fixed Plant and – Itinerant Plant.

2.2.2 Lifting Equipment

All lifting and/ or load shifting equipment shall be inspected, maintained and registered in accordance with manufacturer's requirements, legislation and applicable Australian Standards; this shall be included in the Crane and Lifting Procedure and Crane and Lifting Equipment Register.

2.2.3 Lifting Chains and Slings

All equipment used in conjunction with load shifting tasks, including but not limited to; chains, slings, shackles and grips shall be inspected prior to use, formally checked by a qualified person at intervals not exceeding a quarterly basis and tagged accordingly (quarterly electrical tags). Formal inspections shall be conducted in accordance with manufacturer's requirements, Australian Standards and relevant legislation; this shall be included in the Crane and Lifting Equipment Register

2.2.4 Jacking Equipment

Jacking up of plant and vehicle or raising them from a firm base for repairs, shall be on purpose designed, built and approved hydraulic jacks. The design capacity of the hydraulic jacks shall be clearly marked on the side of the jacks and maintained in a legible condition (Crane and Lifting Equipment Register).

When equipment is being jacked above the ground all ground engagement tools (GET) are to be resting on the ground and all wheeled plant must have at least two wheels chocked.

2.2.5 Portable Stands

Purpose design built service support stands shall be inspected regularly, maintained to ensure their stability and tagged accordingly should repairs be required, the design certification placard and Working Load Limit (WLL) shall be clearly marked on the equipment. They shall be cleaned regularly to remove grease and oil.

2.2.6 Hazard Signs

Adequate sign posting shall be displayed where a hazardous condition exists. All sign posting shall meet the requirements of the relevant Australian Standards (AS 1319-1994) and be in sound operational condition, details will be recorded in site specific inspections. This shall include; Operations Inspection, Office Inspection and Workshop Inspection).

2.2.7 Welding Operations and Equipment

Welding operators shall use all applicable protective equipment. Welding should be carried out in well ventilated areas as noted in the Roy Hill Welding Procedure.

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2.2.8 Compressed Gases and Vapour Producing Materials

All cylinders shall be stored and handled in accordance with the applicable Australian Standards and Dangerous Goods Act, as directed in the Compressed Gas and Pressure Vessels Procedure (OP-PRO-00043).

2.2.9 Lighting

Electric portable and fixed lighting shall be maintained in sound condition and all portable lighting shall be weatherproofed and meet the requirements of AS/NZS 3000:2007. This shall include Electrical Equipment Register.

2.2.10 Lines of Delineation

Where lines of delineation are provided in workshops, they shall be constantly enforced by the relevant supervisor.

Safe walking lanes or operating areas shall be kept clear of waste materials, tools, equipment, parked 'carts' or 'trolleys', stands, component parts, portable lighting, cords, leads, tins, drums, spilt oils or greases or accumulation of waste rags. This may be included in the Operations Inspection and Workshop Inspection.

2.2.11 Portable Electrical Equipment

Portable equipment shall be inspected for damage to:

- heads, shoulders or jaws
- legs, stands or braces
- joints
- valves
- hoses or tubes
- bases
- levers
- associated sections
- broken or exposed electrical wiring
- damaged plugs
- fatigue cracks, apparent failure or fabricated joints

Residual Current Devices (RCD's) shall be inspected (push button test) prior to use. Employees shall report all damage or worn sections to their supervisor so that repairs or replacement may be initiated. This shall be recorded as per the Testing and Tagging Electrical Appliances Procedure (OP-PRO-00994).

2.2.12 Equipment Guarding/ Safety

Relevant employees shall regularly inspect and test the adequacy and operation of installed guards. Under normal operational circumstances, no tool or equipment shall be operated with defective or missing guards.

2.2.13 Ladders (small work positioning platforms)

Any small platform including ladders shall be inspected on a quarterly basis to ensure that the platform is fit for purpose and does not pose a risk to individuals needing to use them (Ladders, Stairs, Walkways and Service Platforms Procedure).

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2.2.14 Fall Arrestor Equipment

All equipment used in conjunction with working at heights including but not limited to; harnesses and lanyards shall be inspected prior to use, formally checked by a qualified person at intervals not exceeding a quarterly basis and tagged accordingly (quarterly electrical tags). Formal inspections shall be conducted in accordance with manufacturer's requirements, Australian Standards and relevant legislation.

2.2.15 Hand Tooling

It is the responsibility of all owners of hand tools to inspect the equipment on a regular basis to ensure that they are fit for purpose and in an acceptable condition so as not to pose a risk to the user. All hand tools owned and managed by Roy Hill shall be inspected on a regular basis to ensure that they are in a serviceable condition for personnel to use. Defect items shall be brought to the attention of the immediate leader for action.

2.2.16 Fire Equipment

Fire equipment in all operational areas shall have inspections conducted in accordance with the manufacturer's requirements, Australian Standards and relevant legislation to ensure that they are serviceable and suitably located.

2.2.17 Non Powered Plant

It is the responsibility of all owners of non-powered plant to inspect the equipment on a regular basis to ensure that they are fit for purpose and in an acceptable condition so as not to pose a risk to the user. All non-powered plant owned and managed by Roy Hill shall be formally inspected on a regular basis to ensure that they are in a serviceable condition for personnel use.

2.2.18 Confined Space

Roy Hill shall maintain a Confined Space Entry Procedure consistent with the Mines Safety and Inspection Act 1994 (WA), Mines Safety and Inspection Regulations 1995 (WA), AS/NZS 2865-2009, and Roy Hill requirements. All of these spaces shall be inspected on a regular basis to ensure that the controls and rescue plans remain valid. This may include the Confined Space Risk Assessment Evaluation.

2.2.19 First Aid Equipment

First Aid equipment controlled by Roy Hill shall undergo an inspection on a regular basis (monthly) to ensure that they are stocked correctly, refer to Australian Standards and relevant legislation to ensure that they are serviceable and suitably located.

2.2.20 Asbestos Material Management

All Asbestos material on Roy Hill operational areas shall be inspected/ verified and registered. All potential exposure shall also be formally recorded and managed, refer to Australian Standards and relevant legislation.

2.2.21 Hazardous Substance

The storage of hazardous substance shall be managed to ensure that they do not pose risk to individuals working in a nearby area, or pose potential impacts to the environment. Hazardous substance storage areas shall be inspected as part of the regular workplace inspection and shall occur no less than monthly as per the Hazardous Materials Management Procedure (OP-PRO-00289).

2.2.22 Environmental Facilities

Specific environmental inspections are also undertaken on facilities that pose higher environmental risks, using forms and checklists that include the following:

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- Bulk Fuel Facility (OP-CHK-00170) – port and rail;
- Bulk Ore Handling Facility (OP-CHK-00171) - port;
- Landfill (OP-FRM-00127) – mine and rail;
- Power Station (OP-CHK-00174) - port;
- Tailings Storage Facility (TSF) (OP-CHK-00175) - mine;
- Tyre Storage and Disposal Facility (OP-CHK-00176) - mine;
- Wastewater Treatment Plant (WWTP) (OP-CHK-00177); and
- Wharf & Overland Conveyor (OP-CHK-00178) - port.

These environmental inspections are required to be undertaken at the frequency outlined in the Integrated Inspection Schedule.

2.3 Non-Conformances

Any non-conformances identified during inspections shall be recorded and managed as per the Incident Investigation Specification (OP-SPC-00156)

3 Accountabilities

3.1 Senior Site Official (SSO)

It is the responsibility of the SSO to ensure:

- The working environment is safe for all personnel and environmentally compliant.
- Plant and equipment is maintained in a safe order.
- Appoint an authorised person to be responsible for each work area.
- Ensure a register of Authorised Persons is maintained.

3.2 Line Manager

It is the responsibility of the Line Manager to ensure:

- The workplace is inspected in accordance with the frequency of the Integrated Inspection Schedule.
- All plant and equipment within their area has been inspected in accordance with the applicable inspection.
- Provide a system to improve the safety of the workplace and ensure it remains environmentally compliance.

3.3 Work Group Personnel

It is the responsibility of work group personnel to:

- Inspect the workplace if requested.
- Report on all hazardous situations as they become apparent.
- Take all reasonable measures to prevent people being harmed from an identified hazard or prevent environmental damage.
- Inform their supervisor/ line manager if they are unable to effectively control any identified hazards.

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4 References

Document number	Title
	Mines Safety and Inspection Act 1994 (WA)
	Mines Safety and Inspection Regulations 1995 (WA)
	AS/NZS 1576 (Scaffolding)
	AS/NZS 1674 (Safety in Welding and Allied Processes)
	AS/NZS 1801 (Industrial Safety Helmets)
	AS/NZS 1873 (Power Activated (PA) Hand Held Fastening Tools)
	AS/NZS 1891 (Industrial Safety Belts and Harnesses)
	AS/NZS 1892 (Portable Ladders)
	AS/NZS 1981.3 (Fall Arrest Devices)
	AS/NZS 2626 (Industrial Safety Belts and Harnesses – Selection, Use and Maintenance)
	AS/NZS 2865 (Safe Working in a Confined Space)
	AS/NZS 3000 (Electrical Installations)
	AS 4626 (Industrial Fall Arrest Devices – Selection and maintenance)
050RH-000HS- STD-0001	HSES Management Standards
050RH-000HS- STD-0002	HSES Performance Standards
OP-CHK-00193	Area Inspection
OP-CHK-00271	Daily Inspection
OP-CHK-00273	Operations Inspection
OP-FRM-00001	Office Inspection Form
OP-CHK-00274	Workshop Inspection
OP-PRO-00411	Classified Plant Procedure
SHAREPOINT	Classified Plant Register
SHAREPOINT	Crane and Lifting Equipment Register
OP-PRO-00995	Roy Hill Welding Procedure
OP-REG-00007	Oxy Acetylene Register
OP-PRO-00045	Compressed Gas and Pressure Vessels Procedure
OP-PRO-00994	Testing and Tagging Electrical Appliances Procedure
OP-PRO-00973	Ladders, Stairs, Walkways and Service Platforms Procedure
OP-PRO-00457	Confined Space Entry Procedure
OP-FRM-01248	Confined Space Risk Assessment Evaluation Form
OP-PRO-00289	Hazardous Materials Management Procedure
OP-CHK-00170	Bulk Fuel Facility Environmental Inspection Checklist
OP-CHK-00171	Bulk Ore Handling Facility Environmental Inspection Checklist
OP-FRM-00138	Clearing and Soil Management Environmental Inspection Form
OP-CHK-00172	General Area Environment Inspection Checklist
OP-CHK-00173	Groundwater and Storage Facility Environmental Inspection Checklist
OP-FRM-00233	Ground Disturbance Site Inspection Form

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Document number	Title
OP-FRM-00005	Imported Materials Weed Hygiene Inspection Form
OP-FRM-00127	Landfill Environmental Inspection Form
OP-CHK-00174	Power Station Environmental Inspection Checklist
OP-FRM-00139	Rehabilitation Environmental Inspection Form
OP-CHK-00175	Tailings Storage Facility Environmental Inspection Checklist
OP-CHK-00176	Tyre Storage and Disposal Facility Environmental Inspection Checklist
OP-FRM-00006	Vehicle and Mobile Equipment Weed Hygiene Inspection Form
OP-CHK-00177	Wastewater Treatment Plant Environmental Inspection Checklist
OP-CHK-00178	Wharf & Overland Conveyor Environmental Inspection Checklist

5 Review

This Procedure is to be reviewed annually.

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

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