



# Personal Protective Equipment and Adornment Procedure HSE

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## 1 Purpose and Scope

The purpose of this document is to provide guidance on the correct selection, use, maintenance and disposal of Personal Protective Equipment (PPE) as well as the general requirements in terms of personal adornments.

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

## 2 Planning

All details and subheadings to the topic fall under this area.

The procedure should identify the specific standards, requirements, regulations or legislation that must be adhered to.

### 2.1 General Requirements

All items of protective clothing and equipment shall be approved for use on site, will be of a safe design and construction for the work to be performed, and, shall be maintained in a serviceable condition.


In instances where adequate fitness for work must be maintained to be able to comfortably wear the PPE (e.g. respirators worn regularly by emergency services), medical checks shall be performed periodically to ensure the person is fit to, and capable of, wearing the devices.

All employees and contractors are expected to take appropriate care of PPE issued for their use by cleaning, handling and storing them according to manufacturer's instructions or instructions given by the PPE issuer. Adequate storage facilities must be made available for this purpose. Personnel shall be trained in the safe use, as well as maintenance, cleaning and basic repair of the PPE.

All PPE must be kept in clean and good working order following defined maintenance schedules. PPE shall not be shared between employees unless it has been adequately sanitized. It is also important to ensure contaminated PPE that cannot be decontaminated is disposed of in accordance with the recommendations of the PPE supplier or the advice of the supplier of the contaminant. Cleaning is particularly important for eye and face protection where dirty or fogged lenses may impair vision.

In some cases, basic maintenance can be completed by the trained wearer; however, a more complex repair may need to be completed by competent personnel. If it is not possible to repair damaged items, the PPE is to

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE		16/04/2018	1 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

be discarded and replaced. Any concerns with the effectiveness of PPE must be communicated to the area supervisor who is responsible for addressing this in conjunction with the Health and Safety team. In these circumstances, it is recommended that alternate products are investigated.

## 2.2 Personal Adornment

Adornments and jewellery worn in the work place present significant risks to the wearers. To ensure the safety of all workers on site, the following restrictions shall apply to all employees, contractors and visitors in Roy Hill operational areas.

- No finger rings shall be worn outside of administration areas
- No earrings (including flesh tunnels) other than small studs shall be worn.
- No facial piercings other than small nose studs shall be worn
- No bangles or wrist adornments that are of one solid continuous construction (i.e. do not have a break) shall not be worn
- No wearables (watches, fitness trackers, smart watches etc.) that pose a risk of entanglement shall be worn. Moulded bands and Velcro bands are not permitted on site. All wearables must have a band that attaches to the device via a pin on the perimeter of the case
- Necklaces must be worn inside a shirt or top and must not be able to fall outside the clothing if the wearer is to lean forward

Additionally, long hair shall be tied back to prevent any risk of entanglement.

## 2.3 Risk Assessment

Risk assessments for both the Similar Exposure Groups (SEGs) and for tasks in each work area shall determine the need for PPE. Risk assessments shall incorporate the hierarchy of controls. When hazards have been identified that require PPE controls, work shall be conducted toward controlling the hazard through elimination, substitution or additional engineering controls to reduce the risk to personnel. PPE shall only be used as a last resort and must be utilised in conjunction with at least one higher order control.

Once the hazards of a workplace have been identified, the site Health and Safety Department will evaluate the suitability and effectiveness of any currently available PPE, with consideration of the following questions:

- Is the PPE appropriate for all tasks performed?
- Does the PPE create or pose an additional risk that must be controlled?
- Is the PPE adjustable to fit the wearer correctly?
- For nominated PPE, is the person fit to wear the PPE (e.g. are rescuers fit to wear their breathing apparatus or self-rescuer)?
- If protection for more than one contaminant is required, are all PPE compatible with each other and do not interfere with individual protection performance?

Where additional risks are identified from using PPE, a complete risk assessment will be performed to ensure all additional risks are controlled. Care will be taken to recognise the possibility of multiple and simultaneous

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	2 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

exposure to a variety of hazards. Adequate protection against the highest level of each hazard will be provided or recommended for purchase.

The suitability of PPE for the tasks will be assessed periodically and changes made utilising effective change management processes. All employees and contractors are encouraged to advise their supervisor if they have concerns with the performance or suitability of the available PPE.

## 3 Training, Competency and Awareness

### 3.1 Inductions

All new starters with Roy Hill shall be informed of the minimum requirements for PPE in Roy Hill operational areas and offices, as outlined in this document, through the Roy Hill Induction process. Specific PPE requirements shall be provided to personnel through work area orientations and work instructions.

### 3.2 Training

All persons required to use specialised PPE shall receive training in the correct selection, use, maintenance and disposal. This includes but is not limited to;

- Fall prevention and fall arrest equipment,
- SCBA and other emergency services PPE,
- respiratory protection, and,
- hearing protection devices.

## 4 Personal Protective Equipment

### 4.1 Selection

While higher levels of control such as elimination, substitution and engineering controls shall be implemented wherever possible, it is an important to recognise the value of PPE as a control and safeguard against various risks people are exposed to at work. To maximise the benefits of PPE, the following points are to be observed.

- Careful consideration is given to the comfort and fit of PPE
- PPE is available in a variety of sizes to suit individual needs
- PPE needs to fit properly and should be comfortable when performing tasks.
- The wearer shall ensure that the PPE is functioning as intended and if not, this shall be reported immediately.
- In those instances where two or more pieces/items of PPE are worn, these are compatible and that they do not affect each other's performance.
- If symptoms of ill health or discomfort are experienced, these are to be reported immediately and if required medical attention by site paramedics shall be sought.
- Personnel shall only use specialised PPE if they are fully trained in its use. If the user identifies the need for further training they will inform their Supervisor.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	3 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

- PPE is only used in accordance with manufacturer's instructions or instructions and procedures issued by Roy Hill and only for those tasks for which the PPE is designed to provide protection.

If issues with PPE are reported the same process shall be applied as for any other reported incident. The area Superintendent in collaboration with the site Health and Safety Advisor shall take all necessary steps to investigate the circumstances and where appropriate take corrective actions to avoid a repetition of a similar incident.

If necessary, new or additional equipment is to be selected to assure a level of protection that is greater than the minimum requirements of protection against the hazard.

## 4.2 General requirements

All PPE must be compliant with the relevant Australian standards. A comprehensive list of Australian standards is included in the appendices of this document.

## 4.3 Whole Body

All personnel and contractors in operational areas are required to wear long sleeved, collared shirts with the sleeves rolled down and buttoned at the wrist, long trousers and safety boots. Shirts shall be hi-visibility and compliant with AS/NZS 4602.1:2011. Visitors may wear closed in shoes however will not be permitted in areas outside of designated walk ways and administrative areas.

A variety of materials are used to protect the body against hazards including heat, fire, chemical agents, abrasions, heights, water, and lack of visibility.

Personal protective equipment other than clothing can be used to protect against various hazards or irritations. These may include but are not limited to:

- Sunscreen
- Insect repellents
- Barrier creams

## 4.4 Head

The correct use of head protection will reduce the risk of injury from either impact of falling objects, from striking the head on protruding objects and over-exposure to UV radiation from the sun. Helmets shall be worn in all operational areas of sites where the risk of dropped objects or striking the head exists, and any other areas at the Managers discretion. Workshops and covered operational areas shall conduct risk assessments to determine the requirements for hard hats in those areas. Employees, contractors and visitors are responsible to ensure protective equipment meets the Australian Standards.

Bump caps shall not be used in hard hat areas and are not a substitute for hard hats. Bump caps may be used in workshops where hard hats are not practical, to protect workers from bumping their heads on protruding objects or when working in tight spaces.

Broad brimmed sun hats should be worn in all uncovered areas where hard hats are not required and broad brim hard hat attachments should be used in areas where hard hats are required outdoors.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	4 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

## 4.5 Eye

The primary type of eye protection is medium impact wrap-around safety glasses and/or safety glasses with fitted side shields, including prescription glasses, which meet Australian Standards.

Safety glasses are to be worn on site in all areas outside of administration areas/zones or as indicated by signage and placarding.

### 4.5.1 Safety Glasses, Goggles & Face Shields

Medium impact safety eyewear shall be worn by all persons on site with special consideration given to tasks with a higher level of risk. For example, welding helmets, tinted glasses, and splash goggles all offer greater protection for when undertaking a hazardous task.

In some cases there is a requirement for goggles or face shields to be used. For example:

- Using corrosive chemicals such as acids and caustic cleaning agents
- Blowing out dust and debris with compressed air
- All welding, gouging, metal cutting

High impact face shields shall be worn where either glasses with side protection or goggles cannot provide protection against the risk of facial injury.

Double eye protection using a high impact face shield and medium impact safety glasses shall be worn for all grinding activities using either bench grinders or hand-held grinders, or where personnel are using pedestal drills, wire buffing devices or any other devices with rotating blades or discs.

### 4.5.2 Prescription Safety Glasses

Prescription safety glasses shall be medium impact and either of a wrap-around style or fitted with side shields. Where a person requires prescription safety glasses they shall first discuss the requirement with their line manager who may authorise the purchase.

## 4.6 Hearing

Noise Induced Hearing Loss (NIHL) or other hearing problems such as tinnitus may result from exposure to very loud noises or from prolonged exposure to noise. Hearing protection shall be worn in areas designated as a prescribed workplace by WorkCover or in any work environment where a reduction in workers' noise exposure is required to remain within statutory limits. The types of hearing protection to be used in work areas shall be determined through risk assessments and the results from noise surveys. It shall provide sufficient attenuation to ensure workers are not exposed to greater than 85dB(A) over an 8 hour work period, or 82 dB(A) over a 12 hour work period.

## 4.7 Respiratory

Where persons are exposed to hazards in their work area such as respirable and inhalable dust, welding fume or solvent vapours they shall ensure that they select and use the correct respiratory protective equipment (RPD).

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	5 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

Respiratory protection shall be worn:

- in designated areas
- when performing tasks that may result in exposure to hazardous levels of gases, vapours, fumes and /or dusts
- where recommended by a work instruction
- where recommended on chemical safety data sheets (SDS).

The type of respiratory protective devices to be worn in work areas shall be determined through risk assessments and the results from the contaminant monitoring program.

All users of respiratory protection other than fully enclosed helmet respirators must be clean shaven each shift or prior to each required use of the protective device.

For further information on RPDs refer to the Respiratory Protection Devices Procedure.

## 4.8 Hand

Hand protection shall be worn when performing tasks where there is an identified risk for the potential of personal injury. The type of hand protection depends on the nature of the work being undertaken (examples include, barrier cream, heat resistant gloves, chemical resistant gloves and welding gloves). The types of gloves to be worn in work areas shall be fit for purpose and shall be determined through risk assessments of the tasks to be performed.

## 4.9 Feet

Safety footwear is designed to protect against impact from dropped materials, chemical substances, and from slips. The primary type of foot protection is steel capped footwear with good ankle support which shall be worn in all operational areas except for those deemed exempt by the Registered or area Manager and for visitors remaining in designated walkways and administration areas.

In offices that are not site based enclosed footwear shall be worn.

## 5 Special Circumstances

### 5.1 Electrical workers

Personal protective equipment for electrical workers must take into consideration the requirements for working with high voltage equipment and the potential for exposure to arc flash.

All individuals entering electrical work area shall wear PPE approved for electrical work. Metallic personal adornments, exposed metal zips and large metal belt buckles shall not be worn whilst performing electrical work near live electrical equipment.

Persons who enter a controlled area shall be wearing PPE consisting of:

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	6 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

- Ankle to wrist cotton clothing, minimum weight 185gsm;
- Medium impact safety glasses;
- Leather non-conductive safety boots;
- Leather gloves as required for the work being performed;

Persons who enter a high voltage substation with exposed high voltage apparatus shall wear a hard hat in addition to the PPE mentioned above (a higher category rating may be required dependant on the task.)

Additional PPE is required for those workers performing electrical switching. Gloves used during electrical works shall be appropriate to the work being performed as per the Electrical Safety Management.

## 5.2 Work at Height

When selecting PPE for work at height, consideration shall be given to the level of protection provided before any work at height commences.

Work at height PPE shall consist of a full body harness connected to a suitable fixed anchor or static line by a lanyard or inertia reel.

All work at height PPE and systems must:

- Be designed and rated for fall arrest in compliance with AS1891;
- Have full body harness that has front and rear fall arrest attachment points and shall include an integrated suspension trauma safety strap;
- Attach to appropriate anchor points above the head where possible;
- Use self-locking snap hooks or triple action karabiners;
- Contain a shock absorbing device;
- Adjust to eliminate slack.

For details on the requirements of PPE for working at heights refer to the Working at Heights Procedure

## 5.3 Emergency Services Personnel

Selection of PPE for emergency services personnel must take into consideration the protocols and regulatory guidance for all activities that emergency service personnel may undertake, including fire-fighting, rescue activities for people working at heights or in confined spaces, road rescue and provision of first aid and emergency medical services.

## 5.4 Paramedics

Selection of PPE for paramedics must take into consideration the protocols and regulatory guidance for all activities that paramedic personnel may undertake, including provision of first aid and emergency medical services, vaccinations and injections, and the handling of hazardous biological materials.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	7 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

## 6 Definitions

Term	Definition
As Low As Reasonably Practicable (ALARP)	Risk that is 'tolerable', on the basis that the risk is acceptably low, and cannot be cost effectively further reduced.
dB(A)	A-weighting is applied to measurements of sound levels (noise) to account for the relative loudness perceived by the human ear, as the ear is less sensitive to low audio frequencies. It is now commonly used for the measurement of environmental noise and industrial noise, as well as when assessing potential hearing damage and other noise health effects
Hearing Protection Device (HPD)	Personal protective equipment that acts to attenuate external noise at the ear (i.e. ear muffs, plugs and caps).
Operational Areas	Roy Hill work areas where mining activities and other activities associated with the haulage, processing, loading and transport of iron ore are conducted, as well as maintenance of equipment required for these works
Personal Protective Equipment (PPE)	Equipment, devices or safeguards worn by a person to protect them from hazards within the work place. PPE includes clothing, hard hats, safety glasses / goggles, ear plugs / muffs, face shields, respirators, gloves, and safety boots.
Respiratory Protection Device (RPD)	Personal respiratory protective equipment that is designed to prevent the inhalation of contaminated air. For example, a disposable, half-faced or full-faced mask that protects the wearer from particulates, gases or vapours.
Self-Contained Breathing Apparatus (SCBA)	A device worn to provide breathable air in an atmosphere that may be an immediate danger to life and health. The term "self-contained" means that the breathing set is not dependent on a remote supply (e.g., through a long hose) but supplies air from canisters that are part of the breathing set.
Similar Exposure Group (SEG)	Groups of workers having the same general exposure profile to health risks because of the similarity and frequency of tasks they perform, the materials and processes with which they work, and the similarity of the way they perform the tasks.

Table 1 – Definitions

## 7 References

Document number	Title
OP-CHK-00243	Severe Weather Checklist
OP-CHK-00244	PH-16 Critical Controls - Confined Space and Asphyxiation Checklist
OP-CHK-00247	PH-12 Critical Controls - Projectiles Checklist
OP-CHK-00263	PH-17 Critical Controls - Drowning
OP-PRO-00040	Electrical Safety Management Plan.
OP-PRO-00225	Working at Heights Procedure
OP-PRO-00978	Roy Hill Respiratory Protection Device Procedure
OP-STD-00244	Health, Safety, Emergency & Security Management Standard
OP-TEM-00092	PH04 - Electricity Interactions - PHMP Critical Control Verification Tool
OP-TEM-00099	PH08 - Fall from Heights - PHMP Critical Control Verification Tool
OP-TEM-00102	PH10 - Entanglement - PHMP Critical Control Verification Tool

Table 2 – References

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	8 of 12



# Personal Protective Equipment and Adornment Procedure

HSE

---

## 8 Appendices

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	9 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

## Appendix 1 – Australian Standards for PPE

### WHOLE BODY

#### General

- AS/NZS 4501.2:2006  
Occupational protective clothing - General requirements
- AS/NZS 4501.1:2008  
Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothing

#### Welding

- AS/NZS ISO 2801:2006  
Clothing for protection against heat and flame. General recommendations for selection, care and use of protective clothing

#### Chemicals and Hazardous Substances

- AS/NZS ISO 22608:2007  
Protective clothing - Protection against liquid chemicals - Measurement of repellence, retention, and penetration of liquid pesticide formulations through protective clothing materials
- AS/NZS 4503.2:1997  
Protective clothing - Protection against liquid chemicals - Test method: Determination of resistance to penetration by a jet of liquid (Jet test)
- AS/NZS 4503.3:1997  
Protective clothing - Protection against liquid chemicals - Test method: Determination of resistance to penetration by spray (Spray Test)
- AS/NZS ISO 13994:2007  
Clothing for protection against chemicals - Determination of the resistance of protective clothing materials to penetration by liquids under pressure
- AS/NZS ISO 6529:2006  
Protective clothing - Protection against chemicals - Determination of resistance of protective clothing materials to permeation by liquids and gases
- AS/NZS ISO 6530:2006  
Protective clothing - Protection against liquid chemicals - Test method for resistance of materials to penetration by liquids

#### High Visibility Clothing

- AS/NZS 1906.4:2010  
Retroreflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS/NZS 4602.1:2011  
High visibility safety garments - Garments for high risk applications
- AS/NZS 4602.2:2013  
High visibility safety garments - Garments for fire service personnel
- DR 10013 CP  
High visibility safety garments - Part 1: Garments for general use

#### Personal flotation devices

- AS 4578:1-2008  
Personal flotation devices – General requirements

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	10 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

## HEAD

- AS/NZS 1800:1998  
Occupational protective helmets - Selection, care and use
- AS/NZS 1801:1997  
Occupational protective helmets

## EYES

- AS1336:1997  
Recommended Practices for Occupational Eye Protection
- AS1337.0 (Intl):2010  
Eye and Face Protectors – Vocabulary
- AS1337.1:2010  
Eye and Face Protectors for Occupational Applications
- AS/NZS 1337.2:2012  
Personal eye protection - Mesh eye and face protectors for occupational applications
- AS/NZS 1337.6:2012  
Personal eye protection - Prescription eye protectors against low and medium impact
- AS/NZS 1338.1:2012  
Filters for eye protectors-Filters for protection against radiation generated in welding and allied operations
- AS/NZS 1338.2:2012  
Filters for eye protectors-Filters for protection against ultraviolet radiation
- AS1067:2003  
Sunglasses & Fashion Spectacles – Non Prescriptive Type

## HEARING PROTECTION DEVICES

- AS/NZS 1270:2002  
Acoustics/Hearing Protectors
- AS/NZS 1269.3:2005  
Occupational Noise Management: Hearing Protector Program
- AS/NZS 1338.2 AS ISO 1999-2003  
Acoustics - Determination of occupational noise exposure and estimation of noise-induced hearing impairment

## RESPIRATORY PROTECTION DEVICES

- AS1715:2009 Selection, Use and Maintenance of Respiratory Protection Devices
- AS1716:2003 Respiratory Protective Devices

## HANDS

- AS/NZS 2161.1:2000  
Occupational protective gloves - Selection, use and maintenance
- AS/NZS 2161.2:2005  
Occupational protective gloves - General requirements
- AS/NZS 2161.3:2005  
Occupational protective gloves - Protection against mechanical risks
- AS/NZS 2161.4:1999  
Occupational protective gloves - Protection against thermal risks (heat and fire)

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	11 of 12

# Personal Protective Equipment and Adornment Procedure

HSE

---

- AS/NZS 2161.5:1998  
Occupational protective gloves - Protection against cold
- AS 2161.6-2003  
Occupational protective gloves - Protective gloves for firefighters - Laboratory test methods and performance requirements
- AS/NZS 2161.7.1:1998  
Occupational protective gloves - Protection against cuts and stabs by hand knives - Chainmail gloves and arm guards
- AS/NZS 2161.7.2:2005  
Occupational protective gloves - Protection against cuts and stabs by hand knives - Gloves and arm guards made of material other than chainmail
- AS/NZS 2161.7.3:2005  
Occupational protective gloves - Protection against cuts and stabs by hand knives - Impact cut test for fabric, leather and other materials
- AS/NZS 2161.8:2002  
Occupational protective gloves - Protection against ionizing radiation and radioactive contamination
- AS/NZS 2161.9:2002  
Occupational protective gloves - Method of measurement and evaluation of the vibration transmissibility of gloves at the palm of the hand
- AS/NZS 2161.10.1:2005  
Occupational protective gloves - Protective gloves against chemicals and micro-organisms - Terminology and performance requirements
- AS/NZS 2161.10.2:2005  
Occupational protective gloves - Protective gloves against chemicals and micro-organisms - Determination of resistance to penetration
- AS/NZS 2161.10.3:2005  
Occupational protective gloves - Protective gloves against chemicals and micro-organisms - Determination of resistance to permeation by chemicals
- AS2225:1994  
Insulating Gloves for Electrical Purposes
- AS4011:1997  
Single Use Examining Gloves – Specifications

## FEET

- AS/NZS 2210.1:2010  
Safety, protective and occupational footwear - Guide to selection, care and use
- AS/NZS 2210.2:2009  
Occupational protective footwear - Test methods (ISO 20344:2004, MOD)
- AS/NZS 2210.3:2009  
Occupational protective footwear - Specification for safety footwear (ISO 20345:2004, MOD)
- AS/NZS 2210.4:2009  
Occupational protective footwear - Specification for protective footwear (ISO 20346:2004, MOD)
- AS/NZS 2210.5:2009  
Occupational protective footwear - Specification for occupational footwear (ISO 20347:2004, MOD)

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
3	OP-PRO-00828	J Day	GM HSE	16/04/2018	12 of 12