
Work Health and Safety Management Plan



BUNDARRA
CONTRACTING PTY LTD

ABN: 14 098 100 559

Forward

Let us outline what a “Safety Management Plan” is.

A Safety Management Plan (SMP) is a document that sets out how a specific business manages its legal obligations to provide a healthy and safe place of work and safe systems of work.

The key items that (as a minimum) must be included in the SMP are:

- WHS Policy Statement
- Roles and Responsibilities in managing health and safety
- Consultation methods (how the business and workers consult on safety issues)
- Hazard management, risk identification and control methods
- Inspections and monitoring
- Safe work procedures (sometimes called JSA, SWP, SWI, SWMS)
- Accident and return to work processes
- Any other as stipulated by contract requirement

<http://www.maqohsc.sa.gov.au/>

Disclaimer

This SMP contains information regarding work health, safety, and injury management or workers compensation. It includes some obligations under various Workers Compensation and Occupational Health and Safety legislation that the Department of Commerce – WorkSafe (WA) administers. To ensure compliance with standing legal obligations any individual using this plan must refer to the appropriate Acts.

Although every effort has been made to ensure that this SMP is current and compliant with Western Australian Government guidelines, it may refer to Department of Commerce – WorkSafe administered legislation or guidance material that has been amended or repealed.

When using this SMP you should always refer to the latest laws AND SEEK APPROPRIATE LEGAL ADVISE IF NECESSARY. Information on the latest laws can be obtained at <http://commerce.wa.gov.au/WorkSafe> or The Department of Mining and Petroleum – Resources Safety <http://www.dmp.wa.gov.au/Safety/Safety-335.aspx>

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					2 of 57

Contents

1	Introduction.....	6
2	Purpose.....	6
3	Company Overview and Scope.....	7
4	Leadership and Commitment.....	8
4.1	Work Health and Safety Policy	8
4.2	Policy Review	8
4.3	Objectives and Targets	8
5	Legal Requirements.....	8
6	Roles and Responsibilities	9
6.1	Duties.....	9
6.2	Organisational chart	10
6.3	Managers/ Supervisors/ Leading Hands	11
6.4	Elected Workplace Health and Safety Representatives (<i>if in place</i>)	12
6.5	Work Health and Safety Committee (<i>if in place</i>)	13
6.6	All Personnel.....	13
7	Information, Training and Instruction	14
7.1	Site Induction.....	14
7.2	Training.....	14
7.3	Competency Assessment	15
7.4	Training and Competence Matrices	15
8	Communication and Consultation.....	15
8.1	Elected Health and Safety Representatives (<i>if in place</i>)	15
8.2	Health and Safety Committee (<i>if one is in place</i>)	15
8.3	Pre-Start Safety Meetings	16
8.4	Weekly Safety Meetings.....	16
8.5	Work Health and Safety Information	17
8.6	Monthly Reporting	17
9	Sub-Contractor Management	17
10	WHS Dispute Resolutions Process.....	18
10.1	Refusal to Work in Certain Circumstances.....	19
10.2	Disciplinary Actions and Penalties.....	19
11	Work Health and Safety Reporting (including Incident Reporting)	20
11.1	Notifiable Incidents – General Information	20
12	Emergency Management	21
12.1	Protocol for declaring an emergency.....	22
12.2	Fire Procedure	22
12.3	Medical Emergency	23
13	Injury Management, Return to Work & Workers Compensation.....	24
14	Document and Data Control	25
15	Hazard identification	26
15.1	Corrective action	26

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					3 of 57

15.2	Risk Assessment and Control	27
15.3	Hazard Identification and Risk Assessment Techniques (On-The-Job)	28
16	Inspections, Auditing, Monitoring, and Review	28
16.1	Management and Supervision, Workplace Inspections (Compliance)	28
16.2	Inspection, Testing and Registers (including Permit to Work).....	29
17	Work Health and Safety Hazard Risk Management Programs and Strategies	30
17.1	Access and Egress from the Workplace	30
17.2	Air Temperature	30
17.3	Alcohol and Other Drugs	30
17.4	Health Monitoring	31
17.5	Communication with Isolated Employees.....	31
17.6	Fatigue Management	31
17.7	Psychosocial Hazards.....	32
18	Safety Standards – Work Area	33
18.1	Compressed Air	33
18.2	Confined Space	34
18.3	Handling, Storage, Packaging and Delivery	34
18.4	Hazardous Manual Tasks	34
18.5	Hazardous Chemicals.....	35
18.6	Housekeeping	35
18.7	Rubbish Collection	35
18.8	Roads, Footpaths and Access Ways	36
18.9	Access and Egress.....	36
18.10	Working at Heights	36
18.11	Scaffolds and Scaffolding.....	37
18.12	Fire Protection	37
18.13	Smoking	38
19	Safety Standards – Plant and Equipment	39
19.1	Equipment Safeguarding	39
19.2	Drills, Grinders and Buffers	39
19.3	Lifting Equipment and Winches	40
19.4	Welding and Gas Cutting.....	40
19.4.1	Special Conditions for Welding, Cutting and Grinding.....	41
19.5	High Pressure Water Equipment.....	41
19.6	Compressed Air Equipment.....	42
19.7	Hoses – Air, Water, Hydraulic and Gas.....	42
19.8	Ladders fixed and portable.....	43
19.9	Portable Tools.....	43
20	Safety Standards – Electrical	44
20.1	Testing	44
20.2	Tagging.....	44
20.3	Generators and Welding Machines.....	44
20.3.1	Generators.....	45

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					4 of 57

20.3.2	Welding Machines	45
20.4	Overhead Power Lines	46
21	Environmental Management	47
21.1	Commitment and Policy	47
21.2	General Environment and Conditions	47
21.2.1	Dust.....	47
21.2.2	Waste Management.....	48
21.2.3	Spillages	48
21.2.4	Waste Disposal	48
21.3	Noise and Vibration	48
21.4	Air Pollution	48
21.5	Discharge of Liquids.....	49
22	Community	49
22.1	Concerns of the Local Community	49
22.2	Road Safety.....	49
22.3	Community Complaints.....	49
22.4	Two Way Radio Use.....	50
23	Office Safety	50
24	Change Management	50
25	Management Review	51
26	Supporting Information & References used for SMP development	53
26.1	Online resources.....	53
26.2	Guidance Notes & Codes of Practice	54
26.3	Standards referenced	56
Appendix A – WHS & Environmental Policies		57

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					5 of 57

1 Introduction

This Safety Management Plan (SMP) sets out the Work Health and Safety (WHS) process that will be used by Bundarra Contracting Pty Ltd (Bundarra) to ensure that our work is carried out in a safe and responsible manner.

Failure to comply with the requirements of the SMP or reasonable directives from management will lead to disciplinary action which may include summary dismissal and legal action for severe breaches.

Bundarra believes that safety at work is best ensured when it is a natural part of everyday working practices.

2 Purpose

The purpose of this SMP is to establish and maintain effective WHS management across all aspects of business operations, fulfilling a Duty of Care to provide a working environment in which employees are not exposed to hazards. Furthermore to conduct operations in a manner such that it does not negatively impact the environment or surrounding communities.

Bundarra has implemented this structured mechanism to achieve consistently high standards of safety performance. In addition, this SMP will serve to ensure that Bundarra meets the obligations of our internal WHS policy ([Appendix A](#)) and compliance with relevant occupational health and safety and environmental legislation.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					6 of 57

3 Company Overview and Scope

Bundarra Contracting Pty Ltd (Bundarra) is a contracting company focusing on pastoral management, earthworks and mine site support services. Based in the Western Australian Northern Goldfields region, Bundarra is a proudly Aboriginal owned and operated company that was formed in 2001.



Image from <http://www.bundarra.com.au/>

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					7 of 57

4 Leadership and Commitment

All Management shall commitment to addressing WHS issues and shall provide visible proactive leadership towards achieving high standards in the workplace, natural and local environments.

Bundarra shall ensure a commitment is sought from all personnel that they commit to the same WHS goals as reflected in the WHS Policy.

Bundarra commits to working with clients for a shared vision of WHS management. When on client sites Bundarra shall adopt and abide by all relevant WHS processes where provided. If not provided Bundarra shall default to the standards outlined in this SMP.

4.1 Work Health and Safety Policy

Bundarra maintains an integrated WHS policy that is appropriate to the nature, scale and complexity of the organisation. The Policy is approved by the Managing Director Brett Lewis and is available to all stakeholders, [attached](#) to the SMP.

4.2 Policy Review

The Bundarra WHS Policy shall be reviewed annually from the calendar date of the [authorising](#) signature.

4.3 Objectives and Targets

In order to ensure the effectiveness and continual improvement of the Bundarra WHS Management System, Bundarra shall identify and implement measurable objectives and targets. These objectives and targets are shall be incorporated into the WHS policy.

Bundarra shall consult with clients to develop and implement a system of Key Performance Indicators (KPI's) to support the objectives and targets of the WHS policy.

5 Legal Requirements

Bundarra has a clearly defined ongoing responsibility and commitment to Workplace Health and Safety in accordance with relevant State Acts / Regulations, Mines Work Health and Safety Legislation, Codes of Practice and Guidelines. All Bundarra workers/operations will abide/align with the minimum requirements of the Bundarra SMP and site Work Health and Safety requirements.

This SMP lists the minimum requirements to comply with Health & Safety during projects undertaken so that all stakeholders may achieve a safe and healthy workplace.

The WHS performance of Bundarra shall be reviewed and audited on a regular basis against the requirements of this plan. Results of these audits shall be used to assess workplace health, safety, performance and compliance in accordance with all statutory and internal requirements.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					8 of 57

Information, consultation and instruction is seen by Bundarra as the means of raising awareness of hazards in the workplace and reducing accidents and injuries. This SMP has been developed so that it may be used by all our workers.

6 Roles and Responsibilities

The areas of accountability and responsibility for all personnel are defined and documented below. These accountabilities and responsibilities define the minimum performance requirements of the specified roles and may be further detailed in position descriptions, appointment letters and individual procedures.

6.1 Duties

All parties involved with work of any nature have a responsibility for safety and health at work under WHS legislation. Sound environmental management is also a legislative requirement. This includes the Person Conducting the Business or Undertaking (PCBU), Officers, Managers, Supervisors, Workers and others. Specific to individual contracts it is the Site Manager who holds accountability for the core development and implementation of the site SMP.

The primary duties under the Mines Safety and Inspection Act (WA) 1994, in broad terms, include:

An **employer** must, so far as is practicable, provide and maintain at a mine a working environment in which that employer's employees are not exposed to hazards. This includes;

- Providing and maintaining workplaces, plant, and systems of work, so far as is practicable, that the employer's employees are not exposed to hazards
- Providing information, instructions and training to and supervision of employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards
- Consulting and cooperating with safety and health representatives, if any, and other employees at the mine, regarding occupational safety and health at the mine
- Where it is not practicable to avoid the presence of hazards at the mine, provide employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees
- Make arrangements for ensuring, so far as is practicable, that the use, cleaning, handling, processing, storage, maintenance, transportation, and disposal of plant and substances is carried out in a manner that that employer's employees are not exposed to hazards.
- Provide the training required for employees to safely perform the functions and the capacities in which they are employed.

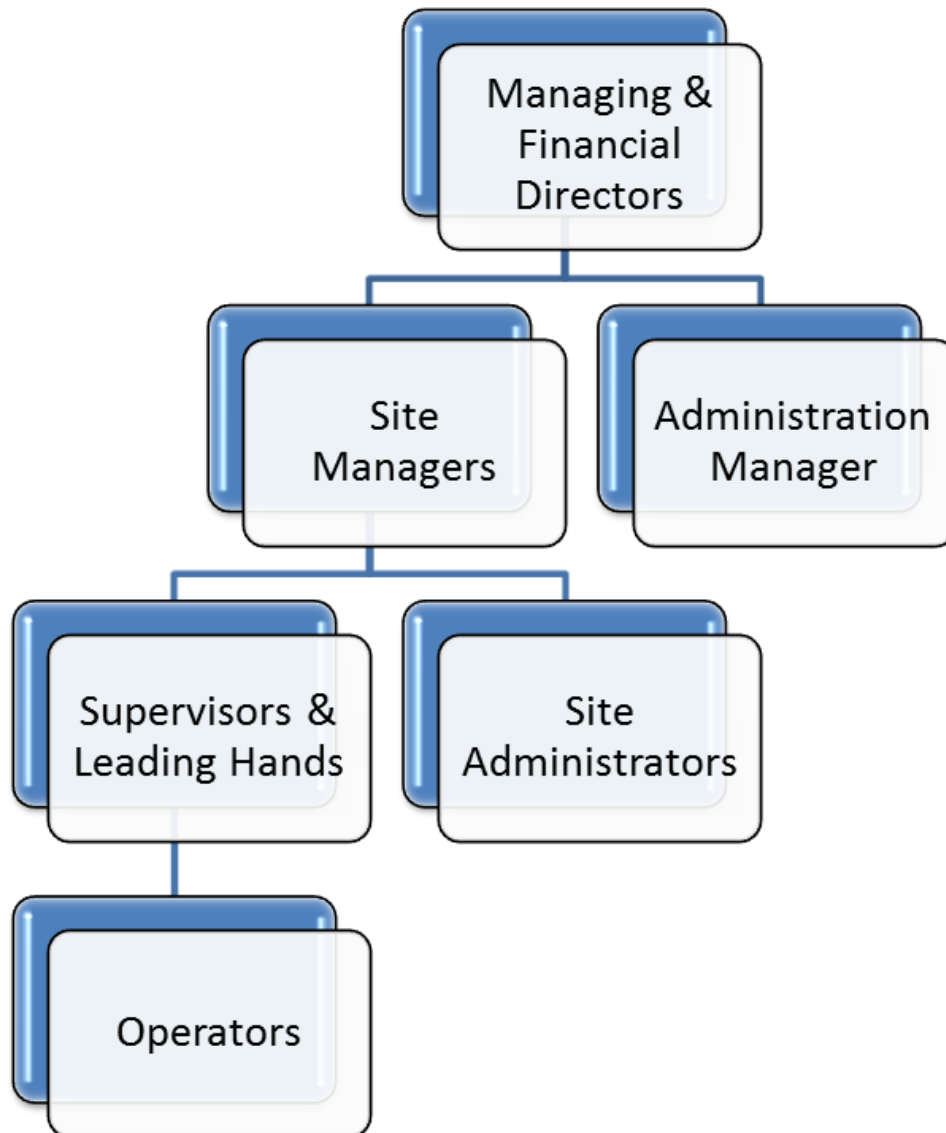
An **employee** at a mine must take reasonable care —

- To ensure his or her own safety and health at work; and
- To avoid adversely affecting the safety or health of any other person through any act or omission at work.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					9 of 57

6.2 Organisational chart

Bundarra follows a structural hierarchy for the management of individual contracts. This hierarchy holds respective WHS accountabilities;



Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					10 of 57

6.3 Managers/ Supervisors/ Leading Hands

Managers, Supervisors and Leading Hands represent PCBU management to ensure that safe systems of work are implemented in the workplace. Managers, Supervisors and Leading Hands are also workers and therefore must comply with the duties of workers.

Managers/Supervisors/ Leading Hands must ensure so far as is practicable that a worker:

- Works safely and complies with measures and procedures required by the company in accordance with the Work Health & Safety Act and their regulations; and
- Wears or uses the personal protection clothing and/or equipment as required by the company.

Managers/Supervisors/ Leading Hands must also:

- Instruct a worker about measures and procedures designed and provided to protect them.
- Take action immediately to correct unsafe work practices where appropriate;
- Ensure that adequate information is provided to workers;
- Take every precaution reasonable to protect workers from risks to harm;
- Ensure that health and safety representatives receive their entitlements to training; and
- Maintain and keep up-to-date the requirements of the Mine Record on behalf of the Mine Operator (client).

The following activities should be built into the daily operations:

- Initiate, develop and implement measures designed to ensure the health and safety of workers at the workplace
- Know, understand and consistently comply with and enforce Bundarra health and safety policies and procedures;
- Instruct and supervise workers to ensure they know and follow safe work practices;
- Encourage and require workers to report hazardous acts and conditions (including near misses), assess and correct these hazards in an appropriate timeframe;
- Ensure that only authorised, competent and adequately trained workers operate vehicles, machines or equipment;
- Ensure workers are assigned the tasks they are competent to perform
- Encourage workers to report incidents immediately and conduct an investigation as indicated in Bundarra policies and procedures;
- Ensure appropriate training is provided to workers;
- Ensure project relevant processes are in place for recording, investigating and reporting all incidents, including the tracking and close out of corrective actions
- Ensure that safety information, relevant to the workplace, is readily available to health and safety representatives and workers;
- Conduct regular inspections of the area and take corrective action as required to eliminate and or minimise risk associated with identified hazards;
- Ensure equipment is properly supplied and maintained;
- Promote safety awareness to all workers;

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					11 of 57

- Conduct daily prestart meetings;
- Attend and participate in weekly Safety meetings;
- Consult regularly with health and Safety representatives and workers on health and safety matters; and
- Communicate to Directors any need for change or remedial action necessary in the Company to ensure a safe working environment.
- Ensure there is clear demarcation of all access ways, walk ways, storage areas and roads;
- Ensure all machine guarding is adequate, maintained and applied prior to energisation of any plant or equipment;
- Ensure that all hard barricading is adequate, maintained and installed around all penetrations;
- Ensure that all workers who are required to work at height are appropriately trained and comply with safe work procedures and applicable codes of practice;
- Ensure all signage is adequate, legible and maintained at all times;
- Participate in formal investigations of incidents that occur in their area of responsibility;
- Undertake weekly formal inspections of the areas within their immediate area of responsibility;
- Undertake daily inspection audits of workplaces under their control;
- Review all Job Safety Analysis' (JSA's) on their presentation and in the field;
- Ensure all relevant permits are in place prior to the commencement of work;
- Ensure a high standard of housekeeping is maintained at all times;
- Encourage near miss, and hazard identification reporting by all site personnel;
- Remove or isolate any hazard identified during daily work activities; and
- Immediately stop any "at risk behaviour" identified during daily work activities.

6.4 Elected Workplace Health and Safety Representatives (if in place)

Elected Workplace Health and Safety Representatives (HSRs) are responsible for the following:

- Inspect the workplace or any part of it at times agreed with the company, but at least once a month as per the workplace inspection schedule;
- Carry out any appropriate investigation into accidents, work related injuries and dangerous incidents where there is an immediate or imminent risk of serious injury or serious harm to health of any person; and high potential incidents where similar risks could have occurred
- Keep informed of the health and safety information provided by the company and liaise as necessary with the Work Health and Safety regulators, departments and other private bodies;
- Immediately report to the company any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to his or her notice;
- Report to the health and safety committee for the workplace, any matters that he or she thinks should be considered by the committee;
- Liaise and cooperate with the company on all matters relating to the health or safety of persons in the workplace; and
- Represent the workers regarding matters concerning the health and safety of persons in the workplace.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					12 of 57

6.5 Work Health and Safety Committee *(if in place)*

The functions and responsibilities of the Health and Safety Committee are as follows:

- Facilitate consultation and cooperation between the company and the workers of the company in initiating, developing and implementing measures designed to ensure the health and safety of workers at the workplace;
- Keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the company on the rules and procedures at the workplace relating to the health and safety of workers;
- Recommend to the company and workers, the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the health and safety of the workers;
- To keep in a readily accessible place any such information as is provided under the MSI Act WA 1994 by the company regarding the hazards to persons that arise or may arise at the workplace;
- To consider and make recommendations to the company as the committee sees fit in respect of, any changes or intended changes to or at the workplace that may reasonably be expected to affect the health safety or of workers at the workplace;
- To consider such matters as are referred to the committee by a Health and Safety Representative; and
- To perform such other functions prescribed in the WHS regulations or given to the committee, with its consent, by the employer.

6.6 All Personnel

All personnel are responsible for actively promoting Work Health and Safety and complying with the Bundarra Work Health and Safety Management Plan. Specific Work Health and Safety activities that all personnel shall participate include, but may not be limited to:

- Attend pre-start meetings;
- Conduct pre-start tasks and inspections;
- Attend safety presentations & weekly safety meetings;
- Report all hazards and near misses;
- Report all incidents, including injuries;
- Ensure incident sites are preserved;
- Participate in safety initiative programs;
- Participate in Fitness For Work (D&A) testing as requested;
- Assist in achieving the Company's WHS objectives and targets;
- Participate in the development of work instructions and job safety analysis and comply with these;
- Adhere to all permit requirements;
- Remove or isolate any hazard identified during daily work activities; and
- Immediately stop any "at risk behaviour" identified during daily work activities.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					13 of 57

7 Information, Training and Instruction

All Bundarra workers (including contractors) must participate in Bundarra relevant Induction and Training Programs. These are to be determined by site requirements and any Training Management Plan (TMP) developed for specific projects. The purpose of a TMP is to conduct a Training Needs Analysis (TNA) in order to identify requirements and develop a specific Skills & Training Requirements Matrix and action plan.

7.1 Site Induction

The induction process will ensure that all new workers (including visitors) are provided with a thorough induction to Bundarra Contracting, including a discussion of relevant policies and procedures that apply to workers and an overview of Work Health and Safety requirements. This will also include the site applicable inductions are required by clients (e.g. work area inductions, permit to work systems, isolation and tagging, etc)

It is therefore the responsibility of the Site Manager or their delegate representative to ensure that all new workers are provided with the necessary information and guidance so that they can perform in their respective positions safely, effectively, efficiently and in a manner consistent with the mission, vision and character of Bundarra Contracting.

7.2 Training

Bundarra has the capacity through established procedures (TMP) and allocated sufficient resources, to identify and provide the training needs and assessment of competence of personnel on site.

Bundarra will:

- Identify training requirements during all stages of employment;
- Ensure that where required by legislation or Australian Standards such training is conducted by a Registered Training Organisation (RTO) e.g. High Risk Licenses such as forklifts;
- Implement a plan to ensure all workers attend relevant task training;
- Maintain documented records of training and assessment;
- Have approved training relevant to the work being performed; i.e. Working at Heights, Isolations, Confined Space and equipment Verifications of Competency (VOC)
- Ensure Work Health and Safety information is regularly circulated on site via pre-start and toolbox meetings, notice boards, etc.; and
- Provide documented evidence that all personnel have been assessed by Bundarra or the Bundarra representative as competent to safely carry out their assigned tasks.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					14 of 57

7.3 Competency Assessment

No person shall be granted approval to work on site until evidence of relevant licenses, and qualifications have been provided to Bundarra where requested. Evidence of the relevant information shall be held in the Bundarra site files (digital and or hard copy).

The exception to the above rule is where an operator or other worker is undergoing authorised training in preparation for competency assessment, such as training for new plant. Training will be authorised by Bundarra management personnel, and be subject to Bundarra training and assessment procedures.

Bundarra shall maintain records of pre-employment medical and alcohol and drug screening tests for all Bundarra site personnel. Specific medical conditions that may require notification to site medical services in the event of an emergency shall be supplied to Bundarra Contracting.

Bundarra shall maintain up-to-date training records and competency assessments of, all workers for the duration of the project.

7.4 Training and Competence Matrices

Bundarra maintains a Training and Competency Matrix which specifies the mandatory and recommended training and competence requirements for each individual position relevant to the project. The matrix also serves as a process to track accreditation and expiry dates of competencies

All Managers must ensure that their personnel are trained and competent in accordance with this matrix, prior to assigning work where such training and competencies are identified pre-requisites. All workers must complete the necessary training in accordance with this matrix.

8 Communication and Consultation

Bundarra utilizes a range of communication, consultation and reporting processes which are detailed below.

8.1 Elected Health and Safety Representatives (*if in place*)

In accordance with the MSI Act WA 1994, Health and Safety Representatives may be elected at the workplace.

8.2 Health and Safety Committee (*if one is in place*)

In accordance with the MSI Act WA 1994, a health and safety committee may be established at the workplace.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					15 of 57

8.3 Pre-Start Safety Meetings

Pre-start safety meetings or Pre-Start Interactions (PSI) shall be held prior to commencement of each shift and as required during the course of a shift where personnel are transferred to a new task or location. All contractors and subcontractors shall attend and participate in the daily pre-start meeting.

The Manager, Supervisor or Leading Hand of the work group will discuss the following:

- Incidents, accidents and near misses from the previous shift;
- Safety matters from adjacent work groups / contractors;
- Safety matters relevant to the task, including recent or emerging operational hazards affecting the work group;
- Safety notices received;
- Outline the work task requirements, including permits required;
- Work instructions for the task;
- Any permit requirements; and
- Health and Safety issues raised by the workforce.

8.4 Weekly Safety Meetings

Weekly Safety Meetings shall be held typically at crew changes but as a minimum once per week. These will be attended by all members of the work group. The Weekly Safety Meetings will be conducted by the Manager, Supervisor or Leading Hand or nominated delegate.

The objectives of Weekly Safety Meetings are to:

- Review the safety status in the work areas in particularly and the whole site in general;
- Discuss health and safety items which have not been resolved on a day-to-day basis;
- Discuss health and safety aspects of work planned for the next week;
- Discuss any proposed changes to the Safety Management Plan or procedures;
- Discuss any topical or promotional health and safety items;
- Typically such safety agenda items shall include, but are not limited to:
- Health safety or topic;
- Follow up items raised at previous toolbox meetings;
- Review of incidents / near miss reports;
- Items of general Work Health and Safety importance;
- Items of Work Health and Safety interest to the work group;
- Work Health and Safety initiatives and review of JSAs; and
- Work Health and Safety Performance.
- Minutes of Weekly Safety Meetings will be kept in a legible format and be available to all workers, with a copy stored on/in the Bundarra data files.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					16 of 57

8.5 Work Health and Safety Information

Work Health and Safety information will be issued on an as needs basis and this information will be discussed at either pre-start meetings and/or toolbox meetings. This information will be issued in the form of:

- Memos on noticeboards or direct to each employee;
- Posters;
- Work Health and Safety bulletins;
- Monthly Work Health and Safety statistics; and
- Work Health and Safety Alerts.
- All issued Work Health and Safety information together with minutes of Work Health and Safety Committee Meetings (if committee in place) will be displayed on all Notice Boards in a timely manner.
- All workers will be provided with timely access to an up-to-date copy of the MSI Act and Regulations and the relevant Australian Standards, Australian / New Zealand Standards and Codes of Practice approved under applicable legislation and other guidelines or forms of guidance referred to in the legislation.

8.6 Monthly Reporting

Work Health and Safety information will be communicated monthly to Bundarra Managers and Client Contract Managers/representatives and all personnel in the form of a Monthly Report. Information reported includes but is not limited to;

- WHS performance
- Key Performance Indicators (KPIs)
- Incidents
- Equipment maintenance
- Training
- SMP compliance
- Performance improvements initiatives
- Operations

9 Sub-Contractor Management

In the event of Sub Contractor engagement, prior to mobilization, the contractor shall be required to submit a safety management plan which shall set out how the contractor intends to comply with legislative and Bundarra WHS requirements. The safety management plan shall be completed and endorsed by Bundarra before work starts on site.

If the contractor is unable to provide an acceptable safety management plan, then the contractor shall be required to implement and comply with this safety management plan in consultation with Bundarra management.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					17 of 57

Before work begins Bundarra shall ensure all contractor personnel shall be given appropriate:

- Induction training;
- Orientation of the workplace; and
- Emergency procedure information.

It shall be confirmed that all tools and equipment to be used are in a safe condition. Contractors are to be treated in all aspects of Work Health and Safety (excluding workers compensation) as if they were Bundarra employees.

Contractors who are engaged by Bundarra are accountable to Bundarra for carrying out their contracted work safely and in compliance with applicable regulatory requirements. They shall have in place appropriate systems and supervision.

Bundarra's accountability is to ensure that the contractor's Work Health and Safety duties are embedded in the contract and to use an audit process to ensure that the contractor carries out its Work Health and Safety duties in accordance with the contract and in line with applicable regulatory requirements.

10 WHS Dispute Resolutions Process

All hazards, WHS issues and complaints are to be reported as soon as practicable or by the end of the shift in which they occurred, to their direct supervisor.

Should the matter remain unresolved, it will then be addressed between the workers' Health and Safety representative (if in place), and their direct supervisor. If still unresolved, it will then be referred to the Managing Director.

All workers will be encouraged to discuss all WHS matters with their direct supervision and any worker at any time in an informal manner; however WHS issues must first be directed through the individual's direct supervision as per the steps set out in the above procedure which shall be communicated to workers in writing.

Where attempts to resolve a WHS issue in the workplace are unsuccessful and the steps of the resolution procedure have been followed a worker may notify the regulator at SafeWork WA for resolution by an inspector.

Contact details:

Website: www.commerce.wa.gov.au/WorkSafe/

Email: safety@commerce.wa.gov.au

Phone: 1300 307 877

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					18 of 57

10.1 Refusal to Work in Certain Circumstances

It is acknowledged that workers have a legal right to refuse work where he or she has reasonable grounds to believe that to continue to work where an immediate or imminent hazard would expose him or her or any other person to the risk of serious injury or serious harm to health.

Under these circumstances, the worker must also take the following immediate action:

- Immediately notify his or her supervisor and any health and safety representative for the workplace.
- Remain at the workplace until management has been notified and only leave the workplace if authorised by management (unless the hazard would expose the individual to the risk).
- Carry out other work as prescribed by the employer whilst unable to perform their usual duties due to these circumstances.

10.2 Disciplinary Actions and Penalties

Non-compliance of WHS requirements will result in disciplinary action. In the event of disciplinary action being taken, the following rules shall be followed with infringement documentation included on the individual's personnel file:

- First infringement – verbal warning given by the Manager, Supervisor or Leading Hand;
- Second infringement – written warning given by the Manager, Supervisor or Leading Hand; and
- Third infringement – Termination of employment and/or removal from the workplace and case referred to the Client Contract Manager.

Incidents involving but not limited to the following issues shall warrant escalation of the disciplinary procedure:

- Drug and alcohol abuse at the work site (Fitness for Work);
- Breaches of tagging and isolation procedures;
- Tampering with, misusing or damaging safety equipment;
- Theft,
- Any WHS breach where blatant disregard, misconduct or neglect of duty of safety, health and welfare requirements is demonstrated;
- Bullying;
- Harassment; and
- Racial vilification.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					19 of 57

11 Work Health and Safety Reporting (including Incident Reporting)

All Bundarra workers and contractors shall ensure all hazards and incidents are reported at the earliest possible time, but at least within the shift in which the incident occurred. All incidents shall be reported to their direct supervisor and then assessed to determine the level of the incident and hence the level of investigation that is required.

The investigation shall determine what happened and what needs to be done to prevent reoccurrence. The level of investigation each incident requires shall vary according to the severity and complexity of the incident.

Bundarra shall always default to the client incident management and reporting system, in direct consultation with client representatives. In the absence of such the Bundarra incident report form is to be used with investigation and corrective actions controlled by the Managing Director and following the ICAM model (Incident Cause Analysis Method).

11.1 Notifiable Incidents – General Information

Under the MSI Act WA 1994, certain incidents are notifiable to the regulator. The Act defines notifiable incidents as:

Reportable injury

The Act requires that an accident on a mining operation must be reported if it causes an injury that prevents a person from returning to his or her duties as they were being performed at the time of the accident. Such reports should cover situations where the person would be unable to return to those duties the following day, regardless of whether or not the person is rostered to work that day. The reporting requirement includes injuries to company employees, self-employed persons and contractors. It applies where the person injured has lost time from work, been assigned to alternate or light duties, or been put on restricted hours.

Serious injury

A serious injury is defined as an injury that:

results in the injured person being disabled from following his or her ordinary occupation for a period of two weeks or more or involves unconsciousness arising from inhalation of fumes or poisonous gases, or asphyxiation due to lack of oxygen or displacement of oxygen by an inert gas or results from an accident, including fuming, arising from the use of explosives or blasting agents.

Serious injury includes fatalities.

Notifiable Incidents

Occurrences or notifiable incidents are unplanned incidents that do not necessarily result in injury to a person or damage to property.

The following events are listed under the Act as occurrences to be reported:

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					20 of 57

- any extensive subsidence, settlement or fall of ground or any major collapse of any part of the operations of a mine, or any earth movement caused by a seismic event
- any outbreak of fire above or below ground in any mine
- any breakage of a rope, cable, chain or other gear by which persons are raised or lowered
- any inrush of water from old underground operations or other source
- any accidental ignition of dust below ground, the discovery of the presence of potentially harmful or asphyxiant gas, or an outburst of such gas in any part of a mine
- any accidental ignition or detonation of explosives, or any delayed or fast ignition of explosives
- any explosion or bursting of compressed air receivers, boilers, or pressure vessels
- every electric shock or burn to a person and every dangerous occurrence involving electricity
- any incidence of a person being affected by poisoning or exposure to toxic gas or fumes
- Any loss of control of heavy earth-moving equipment, including failure of braking or steering.

http://www.dmp.wa.gov.au/Documents/Safety/MSH_G_AccidentIncidentReporting.pdf

At all times incidents and events should be reported to immediate supervisor and then referred to client contract representative for proper reporting & investigation.

12 Emergency Management

In the event of an emergency it is critical that all Bundarra personnel to know what to do. Client site inductions will familiarise as to the specific requirements for the site.

It is the responsibility of the site manager/supervisor/leading hand to ensure all employees are familiar with;

- Site emergency response procedures
- Site Emergency Rescue and evacuation plans
- Radio channel protocol for emergencies
- Muster point locations
- Medical Centre location
- Emergency contact numbers
- First Aid box locations
- Environmental emergency procedures (hydrocarbon spills)

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					21 of 57

12.1 Protocol for declaring an emergency

Over the Radio use CB40 / CB Gateway and Mining Channel

“Emergency, Emergency, Emergency”

Ensure you provide the following details:

1. Your name and contact details (radio channel / phone number);
2. What has happened - Nature of emergency;
3. Exact location of emergency;
4. Type of injuries and number of people injured. **Not people's names**
5. What assistance is required
6. What hazards might be present

When seeking support via phone do not hang up until told to.

If you are unable to assist in the emergency response please **maintain radio silence** until the all clear is given!

For reference as part of this SMP some emergency response actions are;

12.2 Fire Procedure

R	Rescue or Relocate people in immediate danger if you can do so without endangering yourself. Exit via a safe fire exit. Do not use elevators
A	Sound the alarm. Advise others of the situation. Call the Emergency Services from a safe distance.
C	Confine the fire by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are EVACUATING.
E	Evacuate the area on direction from the site manager or when it is unsafe to remain in the area. (Extinguish the fires are possible to extinguish, so always be prepared to evacuate).

*Do not leave the assembly area unless cleared to do so by the Site Manager and / or Emergency Personnel

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					22 of 57

12.3 Medical Emergency

Danger	✓	Check for Danger to you, to the casualty and to others	
	✓	Call for Help from a first aider and call Emergency Services	
Response	✓	Check if the casualty is conscious or unconscious	
	✓	If conscious, - reassure, make comfortable	
Airways	✓	If unconscious – Turn Casualty on side	
	✓	Turn face slightly down	
	✓	Clear airway	
Breathing	✓	Check for breathing whilst still on their side	
	✓	If breathing, but still unconscious, leave on side and monitor airways, breathing and circulation until ambulance arrives. Check regularly for breathing	
Circulation	✓	If not breathing	Roll the casualty onto their back, tilt head backwards, seal the casualties' mouth with yours and give 2 full breaths.
			Commence CPR. Give 30 chest compressions (almost 2 Compressions per second) followed by 2 breaths.
			Continue CPR until qualified personnel arrive or signs of life returns
			If Casualty is stable (breathing and pulse is present) and while waiting for Emergency Services, check for and control bleeding and reassure the casualty.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					23 of 57

13 Injury Management, Return to Work & Workers Compensation

Work place injury is a serious matter and Safety Management exists to reduce or eliminate the likelihood of workplace injury. Should an injury occur Bundarra is committed to assisting injured workers to return to work as soon as medically appropriate and work with the medical community to help injured employees regain quality of life.

The Following steps are to be followed for all work related injuries;

All injuries are to be reported immediately to the Site Manager/Supervisor/Leading hand, first aid applied and appropriate medical attention sought.

Bundarra may request a treating doctor to process work related injuries or a Bundarra representative to accompany the injured worker to their elected doctor.

A Medical Certificate is to be issued by the treating doctor to determine clearance to return to normal duties and/or discuss return to work options. A return to work program may be developed at this point.

The Site Manager will act as the Return to Work Coordinator (RTWC) and if required develop a Return to Work (RTW) program in direct consultation with the Injured employee, treating doctor and managing director. Client consultation and approval will be required and where possible client documentation should be used.

The injured worker may need to complete a Workers Compensation Form at this point and Bundarra follow processes as per company insurance requirements, to be processed within 3 days of receiving (as required by *Workers Compensation and Injury Management Act 1981*).

Work Safe WA may need to be notified depending on the nature of the injury/disease, and verification must be sought.

If the injured employee is unsatisfied with the process or outcome the WHS dispute Resolution Process is to be followed.

At all times Injury Management is to be treated with strict confidentiality.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					24 of 57

14 Document and Data Control

The Site Manager is responsible for establishing, implementing and maintaining the procedures for controlling all relevant documents and data required by this Work Health and Safety Management Plan (SMP) to ensure that:

- They can be readily located;
- They are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;
- Obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- Archival documents and data retained for legal or knowledge preservation purposes or both are suitably identified.

All documentation and data shall be legible, dated (with dates of revision) and readily identifiable and be maintained in an orderly manner for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of documents and data.

Personnel shall not use documents once they become obsolete and shall instead follow the revised or replacement documents.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					25 of 57

15 Hazard identification

The identification of hazards in the workplace shall take into account:

- The situation or events or combination of circumstances that have the potential to give rise to injury or illness;
- The nature of potential injury or illness relevant to the activity, product or service; and
- Past injuries, incidents and illnesses

The identification process shall also include consideration of:

- The way work is organised, managed, carried out and any changes that occur in this;
- The design of workplaces, work processes, materials, plant and equipment;
- The fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);
- The purchasing of goods and services;
- The contracting and subcontracting of plant, equipment, services and labour, including contract specification and responsibilities to and by contractors; and
- The inspection, maintenance, testing, repair and replacement (of plant and equipment).

As part of the ongoing Safety Management of a holistic Risk Assessment (register) is to be conducted as commencement of any project and reviewed annually. The purpose is to identify all risks associated with the project and determine High Risk activities requiring/triggering additional Safe Work Method Statements (SWMS) and close monitoring. To ensure alignment of hazard/risk determination the client risk assessment methodology (including risk matrix) is to be used for this task. This risk assessment forms the foundation of hazard identification.

All Projects are required to seek out and adapt any client Hazard identification processes and programs as part of this SMP. The key objective is to great a uniformed approach to hazard identification, risk assessment and control/review whilst operating on client sites. In the absence of these being available, Site Managers are to default to the SMP for guidance.

15.1 Corrective action

Bundarra encourages and empowers all our workers and contractors to correct identified hazards and risks wherever possible, as soon as the hazard has been identified. If personnel identify a hazard in the workplace, and are able to correct the situation, they have an obligation to prevent potential harm where it is within their capacity to fix the hazard or risk of harm to others or the environment.

Bundarra shall:

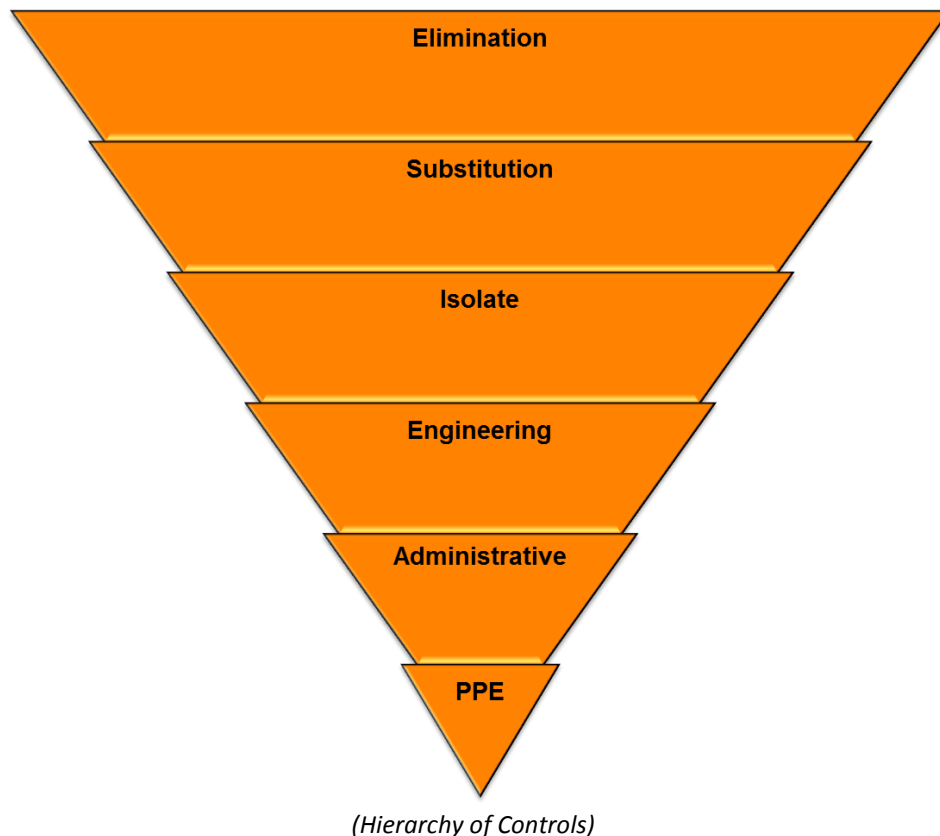
- Ensure all hazards, incidents and accidents, including near misses, are investigated fully and documented;

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					26 of 57

- Take corrective action to eliminate the cause of the incident or accident to prevent recurrence; and
- Review inspection and audit reports to identify areas of improvement.
- For the purposes of this SMP, an incident shall be taken as an incident involving harm or potential harm to any workers of Bundarra Contracting, the contractor, community and/or the work environment, or where the physical wellbeing of a person, the community or the work environment has been placed at risk, e.g. a near miss.

15.2 Risk Assessment and Control

A Job Safety Analysis (JSA) shall be developed by work teams prior to commencing any task that is not already covered by a SWMS. The JSA shall be used to list the specific job steps, identify potential hazards or risks associated with job step (including the immediate work environment). The JSA shall apply control measures that mitigate the identified risks (using the “Hierarchy of Controls” methodology) ensuring they are as low as reasonably practicable (ALARP), if the risks cannot be eliminated.



JSAs shall be developed by the personnel conducting the task, signed by the work group and reviewed prior to commencing the task. The completed JSA shall be submitted to the work group’s direct supervisor for review and approval.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					27 of 57

15.3 Hazard Identification and Risk Assessment Techniques (On-The-Job)

The following are techniques to be used by Bundarra as part of this SMP, in order of priority;

- Holistic Risk Assessment;
- Job Safety Analyses(JSAs);
- Training;
- Daily Pre-Start Meetings; and
- Weekly Safety Meetings
- Pre-Task work place & equipment inspections
- Monthly workplace inspections.
- Reviews

16 Inspections, Auditing, Monitoring, and Review

Bundarra shall conduct regular workplace inspections and maintain a schedule of the workplace inspections to be conducted and who is responsible for carrying them out.

The inspections shall be carried out using relevant standard workplace safety inspection checklists, preferably supplied by the client. In absence of client checklists Bundarra is to generate its own which shall be amended as required to address specific aspects of operations.

The corrective actions proposed shall be entered into the Weekly Safety Meeting with responsible person named and due dates assigned.

16.1 Management and Supervision, Workplace Inspections (Compliance)

The Site Manager shall ensure monthly inspections of the workplace as a minimum.

Bundarra shall schedule and conduct regular inspections and compliance audits of:

- Work site Work Health and Safety conditions on a daily, weekly and monthly basis;
- Work methods;
- Individual daily tasks and behaviours; and
- Work Health and Safety management system and Procedures.
- Monthly reports and KPI data

Presumably Compliance Audits will be conducted on an annual basis by the client. In absence of this Bundarra will conduct internal compliance audits of this SMP and its implementation against requirements of the Mines Safety and inspection Act (WA) 1994 & Mines Safety and inspection Regulations (WA) 1995

Audit templates available from the Department of Mining and Petroleum (DMP)

<http://www.dmp.wa.gov.au/Safety/What-tools-are-available-for-7941.aspx>

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					28 of 57

Any gaps or actions identified are to reported and tracked through the Monthly Report in order to communicate the process with both the client and management.

16.2 Inspection, Testing and Registers (including Permit to Work)

Bundarra shall establish procedures for planning and conducting inspections of plant, equipment and processes including incoming plant, materials and products and use only suitably qualified and competent workers to carry out inspection and testing.

Site records shall be maintained of inspections and testing including registers for the periodic review of key items such as, fire extinguishers, first aid provisions, chemicals, electrical equipment and workplace inspections. Site Managers are to consolidate registers to a WHS calendar to trigger review and inspection.

Bundarra shall schedule regular inspections, as per WHS regulations, codes of practice, original equipment manufacturer (OEM) specification and industry standards on (if applicable):

- Safety of materials and products;
- Temporary electrical installations and electrical equipment;
- Stationary plant and equipment;
- Rigging and lifting equipment;
- Scaffolding; and
- Cranes, light vehicles, elevating work platforms and mobile plant.
- Permit to Work Systems

As an extension of the risk assessment process Permit to Work Systems exist as a systematic approach to assessing risks of a job and specifying controls required. Typically they are related to high risk tasks such as;

- Performing Hot Works
- Confined space entry
- Working at heights
- Energy isolations
- Ground penetration/excavation
- Ground disturbance/clearing

Permit to Work Systems will be communicated in the client site induction, it is the responsibility of the Site Manager/Supervisor/Leading hand to be aware of the system and apply it across all activities.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					29 of 57

17 Work Health and Safety Hazard Risk Management Programs and Strategies

17.1 Access and Egress from the Workplace

Bundarra shall ensure that, where practicable, the means of access to and egress from the workplace enable persons to move safely to and from the workplace and are at all times kept free of obstruction.

17.2 Air Temperature

Bundarra must ensure that work practices are arranged so that workers are protected from extremes of heat and cold and that if the workplace is in a vehicle, equipment, and building or structure that, as far as reasonably practicable, heating and cooling are provided to enable workers to work in a comfortable environment.

Note: Due to the nature of mining and quarrying operations this may not always be practical. If workers are exposed to the extremes of weather a process will be needed to manage risks like heat stress or hypothermia and relevant working arrangements during extreme weather events.

17.3 Alcohol and Other Drugs

Bundarra has a zero tolerance to alcohol and other drugs.

The following apply at all Bundarra work sites:

- A person must not be in or on any Bundarra premises while adversely affected by intoxicating liquor or drugs.
- It is a requirement that all Bundarra employees present fit for work and are able provide a BAC reading of 0.000%. Failure to do so will result in disciplinary action with potentially instant dismissal at the discretion of the Site Manager.
- Any individual providing a positive test to prohibited substances will face instant dismissal unless under exceptional circumstances at the discretion of the Site Manager or Managing Director.
- Individuals may be directed to immediately leave the workplace if it is the opinion of the Site Manager/Supervisor/Leading Hand that an individual is adversely affected by intoxicating liquor or drugs. It is mandatory for an employee, contractor or visitor to comply with these instructions.
- Should persons be taking prescribed medication that may affect their ability to operate equipment, it is a requirement of Bundarra that the Site Manager/Supervisor/Leading Hand be notified.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					30 of 57

17.4 Health Monitoring

Bundarra will ensure regular monitoring of the health of persons working at the mine.

The monitoring may include the periodic provision of medical examinations for each worker working at the mine that is exposed or likely to be exposed to work health risks at the mine including risks due to air pollution, noise and vibration.

Any record of health monitoring will be retained for at least 7 years or until the worker leaves employment at the mine.

All employees are required to participate in site health monitoring processes or programs as required. This includes but is not limited to;

- Pre-employment medicals and Drug & Alcohol (D&A) screening
- Site random D&A testing
- Pre-start Fitness for Work testing (Breath Test)
- Site occupational health monitoring programs (noise, dust, radiation, chemical exposure)

Bundarra personnel also may be required to undertake any of the following medical examinations:

- The medical examination of persons who propose to work at the mine to establish their level of health before commencing work.
- The medical examination of persons who work at the mine to establish whether working at the mine is affecting their health.
- The medical examination of persons ceasing to work at the mine to establish their level of health at that time.

17.5 Communication with Isolated Employees

If a worker is isolated from other persons because of the time, location or nature of work then the direct supervisor of that worker must ensure that there is a means of communication available which will enable the worker to call for help in the event of an emergency, and there is a procedure in place for regular contact to be made with the worker and the worker is trained in that procedure.

17.6 Fatigue Management

Fatigue can be the result from long work hours, shift work, travel, hot working conditions, overwork, insufficient sleep, insufficient relaxation time or stress (from work or home). Bundarra understands that fatigue can be a significant risk to workers.

Bundarra shall establish a Fitness for Work Policy that details the guidelines for managing the risks associated with fatigue.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					31 of 57

Workers must advise their direct Supervisor before commencing work if fatigue may influence their ability to carry out their work safely. Workers shall be made aware of the symptoms and causes of fatigue and their responsibilities with respect to fatigue management through relevant training.

17.7 Psychosocial Hazards

Psychosocial hazards are interactions among job content, work organisation, management, and other environmental and organisational conditions that may interact with the workers competencies and needs. Interactions that are 'hazardous' can influence a workers health through their perceptions and experience.

Below are possible psychosocial hazards:

- Job content;
- Workload and work pace;
- Work schedules;
- Control;
- Environment and equipment;
- Organisational culture and function;
- Interpersonal relationships at work;
- Role in the organisation;
- Career development;
- Home and work interface;
- Poor feedback, inadequate appraisal and communication processes;
- Performance visibility; and or
- Job insecurity, excessive work hours, bullying and managerial style.

Bundarra Site Managers/Supervisors/Leading Hands have a WHS obligation to be aware of psychosocial hazards and if presenting a WHS issue offer reasonable support through means of external counselling services or direct communication.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					32 of 57

18 Safety Standards – Work Area

Bundarra shall maintain the following work area health and safety standards as a minimum requirement for work across project. Although not all may be applicable to the projects this serves as reference information should activities change or be introduced.

18.1 Compressed Air

The inappropriate use of compressed air may result in injury, when high pressure air is contacted with skin, eyes, or body (cavities, orifices); and exposure to dust and noise (particularly on mine sites).

The following prohibitions apply at Bundarra Contracting:

- Before using a hose to transfer any compressed air, the person using that hose must ensure that all connections in the hose length are coupled and secured so as to prevent accidental disconnection.
- Compressed air must not be used for the purpose of cleaning a person's body or clothing.
- Compressed air must not be used for cleaning purposes in a workplace unless the appropriate PPE is used as the compressed air is likely to generate dust.
- The following safe work practices for use of compressed air in cleaning applications shall also be considered:
 - An in-line pressure regulator complete with gauge should be installed to reduce pressure supply to a secondary working pressure, when a single jet nozzle is used.
 - Use alternative nozzles such as a multi-cut (star-tip) type nozzle capable of reducing contact pressure, or those nozzles with an in-built pressure regulator which acts to prevent the outlet pressure from exceeding a maximum of 50 kpa. Note that the above nozzles are generally currently operated with supply pressure between 500 and 600 kpa.

Work stations where compressed air nozzles are used require a dust extraction system to remove any dust generated during cleaning operations from the workplace atmosphere.

Compressed air nozzles should not be used for removal of dust from a machine or clothing. A brush or vacuum cleaner should be used instead.

Equipment being cleaned should not be hand held, and air jets are not to be deflected back to the operator.

Workers may not be aware of the potential hazards of compressed air. Clear and definite instruction regarding its safe use shall be included in training programs and signs warning of hazards and controls on use shall be displayed in each workplace where compressed air is used in the above applications.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					33 of 57

18.2 Confined Space

Bundarra must ensure confined space entry is conducted in accordance with Regulation 4.2 of the MSI Act and Inspection Regulations 1995 requires compliance with the Australian Standard AS 2865 Confined spaces in relation to work carried out in a confined space at the mine.

Bundarra shall ensure all persons undertaking confined space entry have received the appropriate training in accordance with the above requirements. A permit to work system will be applied for all confined space entry.

18.3 Handling, Storage, Packaging and Delivery

Bundarra shall establish processes to ensure compliance with legislative requirements for handling, storage, packaging and delivery of products and materials.

Bundarra shall:

- Establish a manual handling program to control manual handling hazards;
- Implement a procedure for the storage, labelling and use of hazardous substances which shall include a register, Material Safety Data Sheet (MSDS) file;
- Screen new products and plant prior to entry onto site for WHS&E hazards; and
- All vehicle, plant and equipment operators are correctly instructed, trained and certified/licensed.

18.4 Hazardous Manual Tasks

Bundarra must ensure that hazardous manual tasks are identified and managed in accordance with DMP guidance <http://www.dmp.wa.gov.au/Safety/Guidance-about-hazardous-manual-6622.aspx> . All workers shall be encouraged to report Hazardous Manual Tasks.

Bundarra shall implement a hazardous manual tasks awareness and control program and ensure so far as practicable that mechanical means are substituted for all manual handling tasks.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					34 of 57

18.5 Hazardous Chemicals

Bundarra must conduct the use, transportation, handling and storage of fuel and hazardous chemicals in accordance with <http://www.dmp.wa.gov.au/Safety/Guidance-about-hazardous-6930.aspx>.

Bundarra shall ensure that all hazardous chemicals and waste products are disposed of in accordance with applicable laws and regulations, or in the absence of any relevant law, regulation, code of practice or guidance note, in accordance with sound industry accepted safe practice.



18.6 Housekeeping

Good housekeeping is an integral part of a Safe workplace. Bundarra shall incorporate the housekeeping function into all processes, operations and tasks to ensure housekeeping is an integral part of these processes.

Material stored in open areas shall be stored in a tidy manner and in appropriate containers. Aisles, walkways, corridors, doorways, entrances, exits, etc., shall be unobstructed, free from slippery hazards and the accumulation of combustible materials. Waste material and rubbish shall be removed from job site areas, on a continuous basis so as to prevent a build-up of rubbish and construction waste. Objects such as sheeting shall be secured against movement from strong wind conditions.

18.7 Rubbish Collection

Bundarra shall ensure suitable and adequate rubbish receptacles are supplied and strategically located throughout the workplace.

All bins used for food scraps shall have plastic liners be cleaned on a regular basis and shall be emptied daily.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					35 of 57

18.8 Roads, Footpaths and Access Ways

Bundarra shall:

- Be aware of vehicle/pedestrian interface issues and put systems in place to eliminate the potential for injury, particularly where it is necessary for vehicles and plant to reverse;
- Ensure all restricted access areas are clearly identified and barricaded as required for both day and night conditions.

18.9 Access and Egress

Bundarra shall ensure a safe means of access to and egress is provided in every work place.

Ladders shall be secured and extend to at least one metre above the landing at an angle of 4:1.

18.10 Working at Heights

Where personnel are at risk of falling from height or being at risk from falling objects, Bundarra must ensure effective measures are taken to prevent the potential of injury or damage.

Persons who are exposed to the risk of falling shall:

- Participate in the risk assessment of the work;
- Know and understand the control measures for fall and falling objects prevention;
- Be trained, competent and authorised in the correct use and application of control measures;
- Be medically fit to work at heights;
- Inform their supervisor if they have any medical condition (permanent or temporary) that may adversely affect their performance to work safely at height.
- Effective control measures include:
 - Eliminating the need for working at height by conducting the task on the ground if possible;
 - The provision of edge protection (guardrails) systems;
 - Fall prevention systems;
 - The use of scaffolding and/or elevated work platforms to access work areas;
 - Follow a working at height's permit system (>2m);
 - Training personnel who work at heights in the site requirements of safe working at height practices;
 - Providing personnel with appropriate equipment and PPE for the task to be conducted.

The "Hierarchy of Controls" shall be used when considering any work methods and controls for working at height.

In all cases where the use of PPE is considered appropriate, fall restraint shall be considered as the preferred option rather than fall arrest.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					36 of 57

18.11 Scaffolds and Scaffolding

Bundarra shall ensure that all Scaffolding erection and dismantling complies with the requirements of AS 1576 Scaffolding and AS 4576 Guidelines for Scaffolding.

Scaffolding shall be controlled using the scaff-tag system and shall be inspected by a competent person and recorded in a scaffold register.

During erection scaffolders shall work from fully planked decks.

Scaffold erection and dismantling shall only be carried out by, or under the direct supervision of, certified competent scaffolders.

18.12 Fire Protection

Bundarra shall supply, install, and maintain adequate portable fire extinguishers in workshops, site offices, plant, equipment, vehicles, construction areas and flammable storage areas.

Bundarra shall ensure that all workers are instructed and trained in the basic inspection, safe use and operation of all relevant fire extinguishers types.







Bundarra shall maintain records of inspection and maintenance of fire extinguishers for audit purposes.

Bundarra shall ensure sufficient supply and regular maintenance of fire extinguishers is carried out in accordance with the Australian Standards listed in the table below.

Extinguisher Type	Australian Standard
Water Type	AS/NZS 1841 Portable Fire Extinguisher – General Requirements AS 2444 Portable Fire Equipment and blankets: Selection and Location (for fixed buildings) AS/NZS 1851 Maintenance of portable fire extinguishers
Foam Type	
Dry Chemical Type	
Carbon Dioxide Type	
Mobile Equipment Fire Protection Systems	AS 5062 Fire protection for mobile and transportable equipment

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					37 of 57

FIRE EXTINGUISHER SELECTION CHART

TYPE of EXTINGUISHER		WATER 	FOAM 	WET CHEMICAL 	CO2 	DRY CHEMICAL 	VAPORISING LIQUID 
CLASS	TYPE OF FIRE						
A	Ordinary Combustibles (wood, paper etc)	✓ YES Most Suitable	✓ YES	✓ YES	✓ YES Not Very Suitable	✓ YES B(E) Powders Not Suitable	✓ YES
B	Flammable Liquids	× NO	✓ YES Special Foam Required for Alcohol-Type Fire	× NO	✓ YES	✓ YES	✓ YES
C	Flammable Gases	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
D	Combustible Metals	× NO	× NO	× NO	× NO	× NO	× NO
E	Fire involving live Electrical Equipment	× NO	× NO	× NO	✓ YES	✓ YES	✓ YES
F	Oils and Fats	× NO	× NO	✓ YES	✓ YES	✓ YES AB(E) Powders Not Suitable	× NO

(Australian Standard 2444)
POST 1999

18.13 Smoking

Workplace exposure to passive smoking is a significant work health and safety hazard. Smoking is banned in enclosed public places, workplaces or shared areas - *Tobacco Products Regulation Act 1997*.

Smoking is only permitted in designated areas and these areas are required to be a minimum of 4m from any building entrance, exit, window or air duct. It is at the discretion of the Site Manager/Supervisor/Leading Hand if smoking is tolerated outside of normal break times.

Bundarra reserves the right to introduce a smoke free policy, banning smoking on-site, should the Company wish to so that workers do not smoke at work in the interests of their own health.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					38 of 57

19 Safety Standards – Plant and Equipment

19.1 Equipment Safeguarding

Bundarra shall ensure that the risks associated with hazards arising from contact with plant and equipment is controlled in accordance with AS4204 Safety of Machinery (series) and AS1755 Conveyors – Safety Requirements.

The following general rules shall be implemented and followed by all personnel at Bundarra Contracting:

- Access to equipment shall be controlled and monitored where safeguarding and interlock systems are insufficient to protect persons from moving plant and equipment;
- Fail-safe switches or devices shall be installed on all rotating fixed plant and hand tools (e.g. saws, lathes, drill presses, etc.) wherever practicable;
- Guarding shall be installed on all moving parts that pose a risk to health and safety, in accordance with AS 4024 and AS 1755;
- Guards shall only be removed for maintenance and repair, and only once equipment is isolated and locked out. Guards shall be replaced prior to equipment being put back into service;
- A system shall be in place for the management of change to equipment and/or processes to ensure the integrity of safeguarding is maintained and to determine requirements for additional safeguarding; and
- No guarding shall be modified or altered in any way except through the application of a detailed risk assessment and management of change process.

19.2 Drills, Grinders and Buffers

Electric drills, grinders and buffers shall be in accordance with Australian Standards AS 3000 Wiring Rules, AS 3007 Electrical Installations and AS 3012 Electrical installations Construction and Demolition Sites. The selection, installation, construction, safe guarding, care and use of grinding wheels and buffers shall be in accordance with Australian Standard AS 1788 Abrasive Wheels.

No person shall remove any safety guard device from a grinding or drilling machine unless the equipment is isolated in accordance with the isolation procedures.

Buffing, grinding and drilling operations produce airborne projectiles. Operators of such equipment 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 grinder or buffer in a temporary work situation until the equipment has been levelled and securely anchored.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					39 of 57

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.

19.3 Lifting Equipment and Winches

The use of lifting gear and winches are governed by current safety legislation and Australian Standards:

- AS 1418.1 Cranes, hoists and winches – General requirements
- AS 2550.1 Cranes, hoists and winches – Safe use – General requirements
- AS 2550.5 Cranes, hoists and winches – Safe use – Mobile cranes
- AS 1418.17 Cranes (including hoists and winches) – Design and construction of workboxes
- AS 1418.14 Cranes (including hoists and winches) – Requirements for cranes subject to arduous working conditions.

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

Lifting gear shall be visibly marked in accordance with the relevant Australian Standards. Such markings shall be legible throughout the working life of the equipment.

Rigging and lifting equipment inspections shall be conducted regularly by a competent person for the purposes of determining their suitability for safe use. This is to be conducted as per client site requirements. It is the responsibility of the Site Manager/Supervisor/Leading Hand to ensure this is abided by.

Rigging and slinging must only be performed by qualified persons being a dogman or a rigger. All rigging gear shall be stored off floor level and away from hazardous substances.

19.4 Welding and Gas Cutting

When carrying out welding, cutting and grinding tasks Bundarra is responsible for ensuring that when working in elevated areas, hot material is prevented from falling or entering any areas below or adjacent to the operation.

The minimum eye protection when carrying out the above operations shall be:

- All tasks - safety glasses fitted with side shields;
- Full welding face shield or approved welding shield which attaches to a safety helmet in areas where a risk of falling objects exists;
- Oxy cutting - oxy goggles with suitable lenses; and
- The use of double eye protection is required for all specified tasks.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					40 of 57

19.4.1 Special Conditions for Welding, Cutting and Grinding

The following special conditions shall apply at Bundarra Contracting, as may be relevant, for all welding, cutting and grinding tasks:

Prior to the commencement of hot works outside of the workshop area, a permit must be obtained the immediate supervisor through the Correct Client representative;

- Electric welding cables and gas welding/cutting lines in work areas, walkways and access ways shall be protected against physical damage at all times. Where possible, they shall be routed overhead or under elevated walkways, but in all cases routed in such a manner as to eliminate tripping or other hazards;
- Electrical welding and gas welding/cutting units are inspected and maintained in accordance with the relevant Australian Standards;
- Flashback arrestors to be fitted on the hand piece and cylinder end of oxy/acetylene hoses;
- Display appropriate signage when transporting or storing compressed or flammable gas;
- Keep electric welding cables and gas welding/cutting apparatus free from grease and oil. Worn or damaged electrical welding cables with exposed wire or bare conductors shall be replaced or discarded immediately;
- Suitable fire resistant screens are required when electric arc welding to ensure that adjacent workers are not adversely affected by the process;
- Locate fire extinguishers at all work locations where hot work is being undertaken, flammable gases are stored or on vehicles transporting flammable gas;
- Prior to the commencement of hot works, all combustible/flammable material shall be removed or adequately protected;
- Gas cylinders shall not be transported, raised or lowered to another work level unless an approved holder or carrier designed for the transport of gas cylinders is used;
- Cylinders shall be kept at a safe distance and shielded from welding at cutting operations and not be exposed to electrical circuits or heat;
- Opening keys shall not be modified nor extended and the key shall remain connected to the cylinder when in use;
- Acetylene and other fuel gases shall not be stored in enclosed spaces even overnight, e.g. vans, vessels or containers; and
- Voltage reduction devices (VRD) used with all electric welding machines.

19.5 High Pressure Water Equipment

Bundarra shall ensure that only competent personnel experienced in the handling of the equipment being used shall carry out high-pressure water jetting operations.

The term 'high pressure water jetting' covers all water jetting systems including the use of additives or abrasives with an output capability greater than 800 bar per minute.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					41 of 57

High pressure blasting areas shall be barricaded (red & white) and danger tape with information tags shall be erected.

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

- Double eye protection - combination of visor and safety glasses;
- Foot protection - Wellington or safety boots with steel toecap;
- Head protection - safety helmet;
- Body protection - gloves and waterproof clothing having regard to the nature of work being done;
- Hearing protection- ear plugs and/or ear muffs.

The above should be considered as guidance with the use of high pressure washing hoses for cleaning plant/equipment.

19.6 Compressed Air Equipment

Bundarra shall ensure that only competent personnel experienced in the handling of the equipment being used shall carry out compressed air operations.

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

- Eye protection - face shield and safety glasses with side shields or Mono-goggles;
- Foot protection - safety boots with steel toecap;
- Head protection - safety helmet;
- Body protection - gloves and clothing having regard to the nature of work being done; and
- Hearing protection - ear plugs and/or ear muffs.

19.7 Hoses – Air, Water, Hydraulic and Gas

All hoses shall comply with the relevant Australian Standards for Air – AS 2554, Rubber – AS 1179 and AS 1180, Hydraulic – AS 3791 and Gas AS 1869 and Welding and Cutting AS 1335.

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

- Safety clips and retainers shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled;
- Where two or more air hoses are joined, they shall not be used unless couplings /connections are fitted with approved safety pins/clips and hose clamps;
- LPG, butane, acetylene and oxygen, hoses shall be of an approved type, complying with AS 1335 Hoses for Welding and Cutting and AS 1869 Gas Hoses, easily distinguishable and shall not be interchangeable;
- High pressure service hoses shall be fitted with approved 'whip checks'; and
- All hoses to be inspected, repaired or replaced as required prior to each use.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					42 of 57

19.8 Ladders fixed and portable

Bundarra shall ensure all ladders comply with the relevant Australian Standards.

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

Portable ladders (metal) shall comply with Australian Standard AS 1892-1 'Portable Ladders Metal'. Bundarra shall ensure portable ladders are regularly inspected by a competent person. Ladders are required to be inspected for damage and integrity prior to use on any task.

Bundarra shall ensure that safe systems of work are applied for all ladder use.

Working from ladders shall comply with the following as a minimum acceptable standard:

- Personnel are not to be exposed to the risk of a fall from working on/off ladders;
- Personnel working from ladders must maintain three (3) points of contact at all times and/or be physically restrained from the risk of a fall (i.e. fall restraint PPE);
- Portable ladders when in use shall be secured, with rope or ladder clamps to prevent slipping or overbalancing;
- Ladders shall always be placed on a firm, stable footing to prevent the ladder feet from moving unexpectedly;
- Portable ladders shall be placed on a substantial base at a 1:4 pitch, have a clear access top and bottom and extend a minimum of one (1) metre above the egress landing; and
- Portable metal ladders and wire-reinforced ladders shall not be used for any electrical work or where contact with electrical conductors is foreseeable.

*Note: ladder access >2m with require Working at Heights permit and risk assessment.

19.9 Portable Tools

Bundarra shall ensure all portable tools conform to appropriate Australian Standards.

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

Excessively worn tools and tools requiring maintenance shall be tagged and removed from the job site.

Electric power operated tools shall conform to relevant Australian Standards and in accordance with the manufacturer's instructions.

All portable tools shall be in good state of repair and safe for the user and other persons in the same area.

They shall be used only for the task they were designed, and maintained in accordance with the manufacturer's instructions.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					43 of 57

Guarding shall be used and maintained in accordance with manufacturer instructions.

20 Safety Standards – Electrical

Bundarra shall ensure all electrical equipment selected for use complies with Australian Standards and is used, inspected and maintained in accordance with this Standard Specification.

Bundarra shall ensure installation and testing of electrical equipment complies with AS 3000 'Electrical installations (known as the Australian/New Zealand Wiring Rules)' and AS 3760 'In-service safety inspection and testing of electrical equipment'.

A portable and/or fixed RCD shall be used to protect all electrical equipment. No portable generators are to be used on site without an inbuilt RCD.

Bundarra shall ensure that only approved licensed electrical personnel carry out electrical installation, maintenance and testing on site.

Bundarra shall ensure all industrial electrical equipment, including office and crib appliances, are tested and inspected in accordance with AS 3760 prior to use on Site. Records of such testing and inspection are maintained at the Bundarra site office.

20.1 Testing

Bundarra shall ensure inspection, testing and tagging of electrical equipment is carried out as follows:

- Daily Prestart (Users of any electrical equipment)
- Quarterly (all portable electrical equipment, portable tools, extension leads, generators, welders, fixed electrical plant and equipment as well as installations such as crib huts and workshops.)
- Yearly (Fixed and portable electrical equipment and appliances used in offices).

20.2 Tagging

Tag colours for quarterly testing are as per below:

January to March (red)	April to June (green)	July to September (blue)	October to December (yellow)
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Annual tagging: BLACK or WHITE (AS/NZS 3012; AS/NZS 3760)

20.3 Generators and Welding Machines

Bundarra shall ensure all generators and welding machines used on site comply with the requirements of this WHS Management Plan and are fitted with Australian Standard compliant voltage reduction devices (VRD).

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					44 of 57

No exemption shall be granted from the requirement to use VRD on site, except in exceptional circumstances where the technical nature of the welding may indicate this as impractical. Exemption shall be requested in writing to Site Manager who will then liaise with a client representative

20.3.1 Generators

This section covers portable, transportable or mobile generators including welding machines with auxiliary power outlets or terminals.

Self-contained transportable generating sets driven by internal combustion engines which are intended to provide an independent 50 Hz ac supply at above 32V ac, single phase or three phases, shall meet the following requirements:

- Comply with AS 2790 Electricity Generating Sets - Transportable, and AS 3010 Electrical Installations – Supply by Generating Set with the additional features, as varied below. All live parts, including 'neutral' parts shall be guarded and insulated, including terminals at the back of the outlet;
- Single-phase windings shall have the neutral terminal connected to the earth terminal of the device as per Clause 6.19(b) and Figure 1 of Amendment No.1 of AS 2790. Three phase units shall have the star point of neutral connected similarly;
- All socket outlets providing non-welding power shall be weatherproof hi-impact polycarbonate or similar construction, with an isolating switch that operates in all live conductors;
- The single-phase outlets indicated above shall be protected by a residual current operated circuit breaker set to trip at a maximum earth leakage of 30 mA,;
- Generators shall be inspected and tested by a licensed electrical worker and tagged in accordance with the tagging procedure and be protected from wet weather conditions at all times; and
- Earthing of generators must comply with manufacturer instructions and the requirements of AS/NZS 3000:2000 Wiring Rules. As required this shall include earth stakes buried to a depth of at least 600mm and sized in accordance with AS/NZS 3000:2000 Section 5.5.1, unless specifically stated otherwise for safe operation of the generator

20.3.2 Welding Machines

Bundarra shall ensure all welding machines used on site are fitted with Australian Standard compliant Voltage Reduction Devices (VRD).

The location of welding machines shall be as close as possible to the work area, with the earth returns securely clamped as close as practicable directly to the area of the task or at minimum at a distance not exceeding 3 metres.

Welding machines shall be stopped or switched off before the connection or disconnection of leads to the machine terminals. All exposed terminals and wiring shall be insulated or covered.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					45 of 57

20.4 Overhead Power Lines

Bundarra shall ensure that any work required to be performed on or adjacent to overhead power lines is controlled.

The term 'adjacent to overhead power lines' shall be interpreted as Cranes, Plant and/or equipment entering within the 'Power Line Corridor' being a distance of 10 metres horizontal to the furthestmost exterior power line cable. Particular note shall be taken with crane booms or hooks which may luff or slew into the 'Power Line Corridor' area.

Bundarra Site Manager/supervisor/Leading Hand will seek and obtain a permit to work to allow access within the 'Power Line Corridor' area, within the limitations indicated in 'AS3000 Electrical Installations' (known as the SAA Wiring Rules).

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					46 of 57

21 Environmental Management

Bundarra shall take note of and implement the controls detailed in relevant legislation and Australian Standard requirements to ensure activities do not create an adverse impact on the environment.

Bundarra will proactively engage with the client and community to implement a best practice approach to environmental management across all activities.

21.1 Commitment and Policy

Bundarra shall take appropriate actions to protect air, water, animal and plant life from adverse effects of activities, and to minimise any nuisance which may arise from such operations, in accordance with all applicable laws and company environmental requirements.

Bundarra shall ensure that personnel are trained and/or instructed to understand and comply with the [Bundarra Environmental Policy](#).

21.2 General Environment and Conditions

Bundarra shall work with all relevant Government bodies and stakeholders to ensure the work is carried out in such a way as to minimise impact upon the natural environment and comply with best principles and practices to:

- Minimise land disturbance in accordance with DER and site requirements;
- Protect native flora and fauna ecosystems and control the importation of weed species;
- Prevent pollution of any surface and ground water of natural origin and include provision of suitable equipment, facilities and precautions to prevent the discharge of contaminants which may pollute the atmosphere, any body of water, or land areas, or which may harm aquatic life or other wildlife;
- Minimise quantities of waste generated and determine its hazard rating and type;
- Recycle, re-use or recover resources from waste, as far as is economically feasible;
- Ensure adequate dust control;
- Minimise the generation of all noise to comply with the DER and site requirements;
- Minimise land disturbance and restore to pre-disturbed condition wherever practical; and
- Ensure compliance with all laws, regulations and rules pertaining to the environment that are applicable to the Site

21.2.1 Dust

Bundarra shall implement effective dust control as far as is reasonably practicable to ensure no adverse impact to workers, the environment and the community.

The controls shall be regularly monitored for effectiveness and any rectification works are to be carried out as required.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					47 of 57

Bundarra shall ensure:

- Work practices are conducted in a manner to minimise airborne dust;
- Dust suppression measures are identified and implemented;
- A system for reporting excessive dust generation; and
- Vehicles and plant remain on defined and established roadways and work areas.

21.2.2 Waste Management

Bundarra shall be responsible for ensuring that the handling, storage, treatment, transportation, and disposal of waste is executed in an environmentally acceptable manner and is in accordance with all applicable local government, statutory and client requirements

21.2.3 Spillages

Bundarra shall be responsible for providing and maintaining spill control and clean-up equipment. Spillages shall be controlled in the first instance and clean-up implemented as soon as possible.

All spillages shall be reported to the client representative or relevant authorities.

21.2.4 Waste Disposal

Bundarra shall be responsible for the removal from work areas of all construction and other debris and waste generated by its activities. Bundarra shall provide sufficient rubbish receptacles and industrial disposal bins for collection of waste and ensure that all such bins are emptied on a regular basis to prevent overfilling.

Suitable collection equipment shall be provided by Bundarra for the collection of hydrocarbon waste. Any hazardous substances shall be disposed of by Bundarra in accordance with statutory requirements at licensed facilities.

All other waste shall be disposed of also in accordance with the requirements of any local government and statutory bodies and in according to:

- All rubbish being placed in closed containers- NO LITTERING
- Disposal and segregation of waste as per the mining and rehabilitation plan
- Purchasing in bulk from suppliers to avoid excessive packaging waste

21.3 Noise and Vibration

Bundarra shall conform to the provisions of statutory requirements relating to noise control, with particular reference to excavation and earth moving plant, compressors and pumps, workshops, and all other mining equipment, including vehicles.

21.4 Air Pollution

Bundarra shall comply with the statutory requirements concerning air pollution.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					48 of 57

Bundarra shall ensure that all activities on the site and activities undertaken by Bundarra are designed and operated to control the emission of smoke, dust and other objectionable matter into the atmosphere.

21.5 Discharge of Liquids

Bundarra shall take all the necessary precautions to minimise the impact of discharged water containing any matter in solution or suspension which may damage the environment, including, without limitation to, visible suspended matter into waterways and areas adjacent to the site.

Bundarra shall take all precautions necessary to prevent the discharge into waterways of any oils or similar materials of any foaming or non-biodegradable liquids.

All plant and equipment maintenance must be carried out in a suitably contained area.

All oil or fuel spilt or leaking from any item of plant or equipment shall be cleaned up immediately, if necessary by excavation of impregnated soil and its removal to an approved disposal facility.

22 Community

Bundarra shall ensure the following aspects are considered in the execution of the site activities to minimise the impact on the local community.

22.1 Concerns of the Local Community

Bundarra shall take the following actions to ensure the community is considered throughout the life a contract.

The local community concerns include:

- safe driving and road courtesy by all;
- respect for the community and natural environment; and
- consideration of local people, land & heritage values and access considerations

22.2 Road Safety

A major concern is road safety; this includes speed limits, road types (sealed/unsealed), road courtesy, and wet and dry weather conditions, on roads that have increased traffic.

At all times all Bundarra personnel are to exercise caution, drive to road conditions and obey all road rules, whether on a public road or mine site. Any breach of this will result in disciplinary action.

Wildlife is common in most areas and care should be taken when driving particularly at dawn, sunset and at night.

22.3 Community Complaints

Bundarra shall promptly advise the client and relevant statutory agency, in line with the requirements of this SMP of any community complaint, community unrest, protest or rumor or other community aspects.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					49 of 57

22.4 Two Way Radio Use

Bundarra shall ensure suitable communication systems are implemented to minimise the impact on the UHF two way radio systems used by the local community (if applicable).

Bundarra shall ensure that personnel use appropriate non-offensive language and prevent unnecessary general chatter on any two way channel.

The UHF channel used is 40. The Site Manager/Supervisor/Leading Hand must remain aware of the correct radio procedures and ensure all personnel comply.

23 Office Safety

A proportion of the work undertaken by Bundarra workers is conducted in an office environment and with this in mind Bundarra staff will consider the following safety issues:

- Incorrectly set up workstations increase the possibility of posture related manual handling injuries;
- Frequent or repetitive movements (typing for long periods) or holding uncomfortable postures for prolonged periods can cause Occupational Overuse Syndrome (OOS);
- Visual Display Units emit electromagnetic radiation which may cause tiredness of the eyes;
- All electrical circuits must be fitted with an Residual Current Device (RCD) and extension leads must be clear of access ways

Bundarra encourages personnel to report early symptoms of OOS and will provide ergonomically designed workstations.

24 Change Management

It is anticipated that over the course on the contract changes will occur. This could be in the form of Scope of Works variation, operating procedure altered, mine site and infrastructure design, new plant/equipment, etc.

When change is identified within the workplace or activities, potential changes to the risk register should be considered. For example, the effectiveness of existing control measures may be affected.

A risk assessment should be undertaken to identify any new and the potential exposure to each hazard. The Site Manger/Supervisor/Leading hand must consult the workforce over the change to ensure nothing is missed.

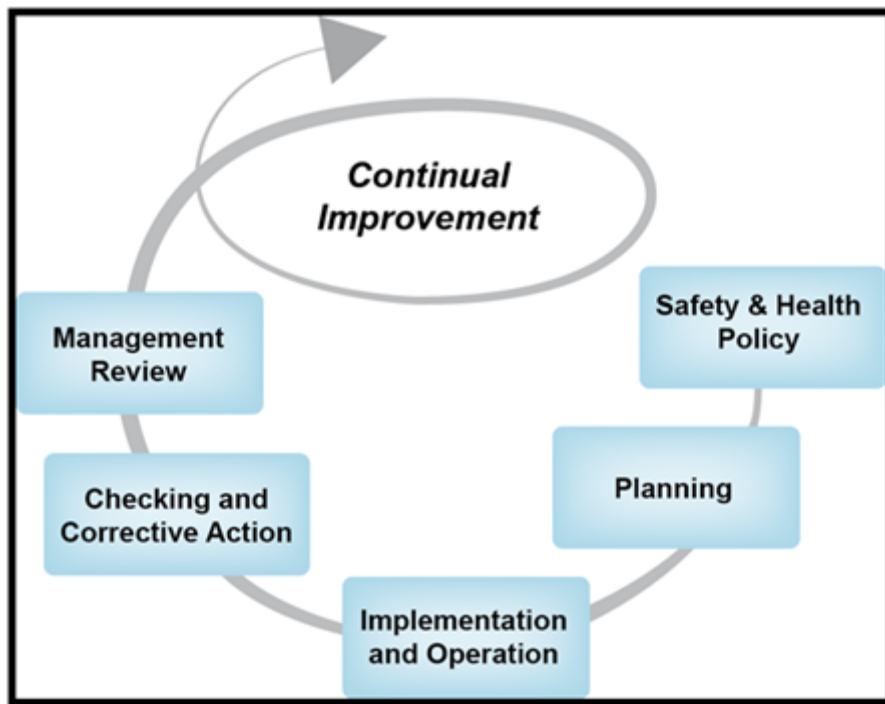
Where the risk register is affected, this information needs to be clearly communicated to affected workers as part of the change management process. Additional instructions, training and supervision may be necessary.

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					50 of 57

25 Management Review

Management review of the SMP will be performed annually or sooner as required, to ensure the systems are continued with suitability, adequacy and effectiveness. This process shall always have an emphasis on seeking improvement to safety practices.

Review is to follow a continual improvement model and where possible engage with all stake holders of the SMP.



As a minimum the review must cover the elements of;

- KPI Data and trends
- Incidents and investigation adequacy (corrective actions and controls)
- Monthly reporting
- Risk register (effectiveness of hazard identification process)
- Policies and procedures
- Safe Work Method statements

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					51 of 57

SMP Authorisation

Rev	Issue Date	Reason for Revision	Doc writer/ reviewer	Authorised by
1		Annual Review/ Client Audit	S. Catomore	
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AUTHORISED BY		Name:	Signature:	

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					52 of 57

26 Supporting Information & References used for SMP development

26.1 Online resources

Government of Western Australia - Department of Mining and Petroleum

<http://www.dmp.wa.gov.au/Safety/Safety-335.aspx>

Government of Western Australia - Department of Commerce (WorkSafe)

<https://www.commerce.wa.gov.au/worksafe>

Independent Statutory Agency for WHS (Australia) – Safe Work Australia

<http://www.safeworkaustralia.gov.au/sites/SWA>

Government of Western Australia – Agency for Workers Compensation & Injury Management

<http://www.workcover.wa.gov.au/>

Government of Western Australia - Department of Environmental Regulation

<https://www.der.wa.gov.au/>

Australasian Legal Information Institute (AustLII)

<http://www.austlii.edu.au/>

Australian Government – Department of Education and Training

<https://training.gov.au/>

Standards Australia

<http://www.standards.org.au/Pages/default.aspx>

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					53 of 57

26.2 Guidance Notes & Codes of Practice

Mines Safety and Inspection Act 1994 (WA) & Regulations 1995 (WA)	
Guidance Notes	
Accident and incident reporting - guideline(PDF 1656 kb) Adjustment of exposure standards for extended workshifts - guideline(PDF 175 kb) Alcohol and other drugs at the workplace - guideline(PDF 474 kb) Dealing with bullying at work - guideline(PDF 608 kb) Development of an operating manual for tailings storage - guideline(PDF 168 kb) Emergency preparedness for underground fires in metalliferous mines - guideline(PDF 324 kb) Fitness for mine rescue personnel - guideline(PDF 1066 kb) Foam fire suppression systems on mine vehicles - guideline(PDF 244 kb) Formal consultative processes at the workplace - guideline(PDF 761 kb) General duty of care in Western Australian mines - guideline(PDF 3442 kb) Isolation and tag-out procedures - guideline(PDF 219 kb) Management and prevention of heat stress - guideline(PDF 257 kb) Management of diesel emissions in Western Australian mining operations - guideline(PDF 1744 kb) Management of fibrous minerals in WA mining operations - guideline(PDF 2513 kb) Noise control in mines - guideline(PDF 909 kb) Open pit mining through underground workings - guideline(PDF 529 kb) Personnel access to heavy mining machinery - guideline(PDF 125 kb) Prevention of fires in underground mines – guideline(PDF 1586 kb) Purchase, operation and maintenance of underground diesel equipment - guideline(PDF 539 kb) Risk-based health surveillance and biological monitoring - guideline(PDF 885 kb) Safe design and operating standards for tailings storage - guideline(PDF 393 kb) Safety and health risk management - guideline(PDF 319 kb) Tyre safety, fires and explosions - guideline(PDF 355 kb)	
Codes Of Practices	
Consultation at work - code of practice(PDF 1735 kb) Mines survey - code of practice(PDF 6796 kb) Prevention and control of Legionnaires' disease - code of practice(PDF 297 kb) Prevention and management of violence, aggression and bullying - code of practice(PDF 246 kb) Safe design of buildings and structures - code of practice(PDF 2970 kb) Safeguarding of machinery and plant - code of practice(PDF 1653 kb) Surface rock support for underground mines - code of practice(PDF 111 kb) Tailings storage facilities in Western Australia – code of practice(PDF 2491 kb) Working hours - code of practice(PDF 433 kb) Working hours code of practice - risk management guidelines(PDF 212 kb)	

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					54 of 57

Occupational Health and Safety Act 1984 (WA) & Regulations 1996 (WA)

Guidance notes

- [Alcohol and other drugs at the workplace-Guidance note \(729.1 KB\)](#)
- [Assessment Health Risks Arising From Hazardous Substances \(1.2 MB\)](#)
- [Competency Standards for the Operation of Loadshifting Equipment \(213 KB\)](#)
- [Dealing with bullying at work \(English\)-Guidance note \(733 KB\)](#)
- [Exposure Standards for Atmospheric Contaminants \(462.2 KB\)](#)
- [Formal Consultative Processes-Guidance note \(2.3 MB\)](#)
- [Gas welding safety flashback arresters-Guidance note \(1.5 MB\)](#)
- [General duty of care in WA workplaces-Guidance note \(4.5 MB\)](#)
- [Guidelines for the development of industry codes of practice \(82.4 KB\)](#)
- [Material safety data sheets \(MSDS\)-Guidance note \(317.3 KB\)](#)
- [OSH management and contaminated sites-Guidance note \(257.2 KB\)](#)
- [Plant design-Guidance note \(473.7 KB\)](#)
- [Plant in the workplace-Guidance note \(486.5 KB\)](#)
- [Powered mobile plant-Guidance note \(635.4 KB\)](#)
- [Preparing for emergency evacuations-Guidance note \(517.7 KB\)](#)
- [Prevention of carbon monoxide poisoning-Guidance note \(71.4 KB\)](#)
- [Safe movement of vehicles-Guidance note \(318.5 KB\)](#)
- [Working alone-Guidance note \(206 KB\)](#)
- [Working safely with forklifts-Guidance note \(159.4 KB\)](#)

Codes of practice

- [Codes of practice - Information sheet \(87.3 KB\)](#)
- [Control of Scheduled Carcinogenic Substances \(120 KB\)](#)
- [Control of Workplace Hazardous Substances \(146.6 KB\)](#)
- [First aid-workplace amenities-personal protective clothing-Code \(406.9 KB\)](#)
- [Labelling of Workplace Substances \(2.2 MB\)](#)
- [Management and control of asbestos in workplaces \(810 KB\)](#)
- [Managing noise at workplaces - Code \(1.6 MB\)](#)
- [Manual tasks - Code of practice \(514.2 KB\)](#)
- [Preparation of Material Safety Data Sheets \(912.4 KB\)](#)
- [Prevention of falls at workplaces - Code of practice \(2.4 MB\)](#)
- [Safeguarding of machinery and plant - Code \(1.4 MB\)](#)
- [Violence aggression and bullying at work - Code \(297.3 KB\)](#)
- [Working hours - Code \(139.9 KB\)](#)
- [Working hours risk management guidelines - Code \(106.3 KB\)](#)

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					55 of 57

26.3 Standards referenced

AS 2865 Confined Spaces
 AS 2444 Portable fire extinguishers and blankets – Selection and location (fixed buildings)
 AS 1851 Routine service for mobile and transportable equipment
 AS 5062 Fire protection for mobile and transportable equipment
 AS 1755 Conveyors – Safety requirements
 AS 4024 Safety of machinery (series)
 AS 1788 Abrasive wheels
 AS1418.1 Cranes, hoists and winches – General requirements
 AS 2550.1 Cranes, hoists and winches – Safe use – General requirements
 AS 2550.5 Cranes, hoists and winches – Safe use – Mobile cranes
 AS 1418.17 Cranes (including hoists and winches) – Design and construction of work boxes
 AS 1418.14 Cranes subject to arduous working conditions
 AS 1179 Glossary of terms for rubber hose
 AS 1180 Methods of test for hose made from elastomeric materials
 AS 3791 Hydraulic hose
 AS 1657 Fixed platforms, walkways, stairways and ladders
 AS 1892 Portable ladders
 AS 2790 Electricity generating sets – transportable
 AS/NZS 1576 Scaffolding
 AS/NZS 4576 Guidelines for scaffolding
 AS/NZS 1841 Portable fire extinguishers – General requirements
 AS/NZS 3000 Electrical installations
 AS/NZS 3007 Electrical equipment– Surface installations and associated processing plant
 AS/NZS 3012 Electrical installations – Construction and demolition
 AS/NZS 2554 Hose and hose assemblies for air
 AS/NZS 1869 Hose and hose assemblies for LPG, natural gas and town gas
 AS/NZS 3760 In-service safety inspections and testing of electrical equipment
 AS/NZS 3010 Electrical installations – Generating sets

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					56 of 57

Appendix A – WHS & Environmental Policies

Attached separately

Rev No	Description	Prepared by	Reviewed By	Approved By	Date	Review date	Page
1	SMP	S.Catomore					57 of 57