



ENERGY RESEARCHERS ARIANA

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT PLAN**

CONTENTS

1	INTRODUCTION	5
1.1	Benefits of Using this Guide	5
1.2	Other Related Documents and Systems	5
1.3	Definitions	6
2	RISK MANAGEMENT	6
2.1	Policy	7
3	Risk Management Tools and Processes	7
3.1	Job Safety Analysis	7
3.2	Take 5	7
4	SAFE WORK PROCEDURES	8
5	REPORTING HAZARDS	8
6	INCIDENT REPORTING AND INVESTIGATION	8
6.1	Legislative Requirement	9
6.2	Policy	9
6.3	Responsibility	10
6.4	Procedures	10
7	FITNESS FOR WORK	10
7.1	Drug and Alcohol	11
7.1.1	General Policy	11
8	FATIGUE MANAGEMENT	11
8.1	What is Fatigue	11
8.2	Causes of Fatigue	11
8.3	Heat Stress	12
8.3.1	Heat Disorders and Health Effects	12
8.4	Managing Fatigue	13
8.4.1	Duty of Care	13
8.4.2	Reporting Fatigue	13
8.4.3	Fatigue Assessment	13

9	HAZARDOUS MATERIALS	13
10	ENVIRONMENT	14
10.1	Legislative Requirement	14
10.2	Responsibility	14
10.3	Procedures	15
10.3.1	Terrain	15
10.3.2	Vegetation	15
10.3.3	Spill Control Measures	15
10.3.4	Documentation	16
10.3.5	Disposal of Contaminated Materials	16
11	EMERGENCY MANAGEMENT	16
11.1	Responsibility	16
11.2	General Emergency Action Plans/Procedures	16
11.2.1	Emergency Situation	16
11.2.2	Notification:	16
11.2.3	Evacuation:	17
11.3	Journey Planning	17
11.4	Search and Rescue Procedures	17
11.5	Lost Procedures	18
12	PERSONAL PROTECTIVE EQUIPMENT	18
12.1	Legislative Requirement	18
12.2	Policy	18
12.3	Responsibility	19
12.4	Personal Protective Equipment to be Made Available	19
13	SAFETY INSPECTIONS	19
13.1	Legislative Requirement	20
13.2	Policy	20
13.3	Responsibility	20
14	INSPECTIONS BY ALL EMPLOYEES	20
14.1	Inspections by Surveyors	20
14.2	Inspections by Management	21

14.3	Audits and Inspections by Management	21
14.4	General	21
14.5	Documentation	22
15	PLANT AND EQUIPMENT STANDARDS	22
15.1	Legislative Requirement	22
15.2	Policy	22
15.3	Responsibility	23
15.4	Motor Vehicles	23
15.5	Portable Hand and Power Tools	24
16	Approval for the Plan	25

1 INTRODUCTION

This manual reflects Company unwavering **commitment** to **safety**. It is the responsibility of each employee to ensure that they are familiar with the contents of this manual and that they follow the procedures laid out in it. The standards, practices, procedures and specifications contained in this Manual are in accordance with the Western Australian [Occupational Safety and Health Act](#), Regulations and applicable standards.

Effective safety management in the workplace is vital for the overall efficiency and wellbeing of everyone concerned.

Company Management has the responsibility for setting objectives and for monitoring health and safety practices in the workplace. The Company endeavours to influence all employees to achieve these goals.

Specifically Company aims:

- to protect the health, safety and welfare of all employees, contractors and clients;
- to identify, eliminate or control hazards before they cause accidents, illnesses or damage;
- to investigate accidents and take action to prevent any recurrence;
- to return injured or sick employees to meaningful work as soon as possible.

1.1 Benefits of Using this Guide

By applying the principles contained in this guide and other companion guides employees can:

- Assist in reducing injuries to other employees, contractors and clients;
- Demonstrate their commitment to Occupational Health and Safety;
- Ensure that all persons employed, including sub-contractors, know and comply with the legal requirements governing occupational health and safety and workers compensation; and
- Comply with Mine site Contractor OHS requirements.

1.2 Other Related Documents and Systems

The Safety Management Plan should be used in conjunction with the following internal resources;

- Safety Work Procedures;
- Training Management System;
- Human Resources Management System;
- Material Safety Data Sheet (MSDS) Register.

Other relevant documents can be sourced. These include, but are not limited to;

- [Occupational Safety and Health Act 1984](#);

- [Occupational Safety and Health Act and Regulations;](#)
- Codes of Practices; and
- Relevant Australian Standards (AS NZS 4801:2001)

1.3 Definitions

Hazard: Any situation that has the potential to cause harm to life, health and/or property.

Risk: Is the likelihood of an unwanted incident or accident occurring due to a hazard and the potential consequences if it should occur.

Incident: Any equipment/plant/environmental damage that has happened and/or for the potential / near miss of a personal injury or damage to property or the environment.

Near Miss: Any unplanned event that did not result in injury or property damage, but which, when formally assessed, had the potential to have done so.

Accident: Any personal injury and/or damage to the environment or to equipment.

Risk Assessment: The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria.

Risk Management: The systematic application of management policies, procedures and tasks of identifying, analysing, assessing, treating and monitoring risk.

Accident Investigation involves the identification of all factors that may have contributed to the accident, so that action may be taken to prevent a recurrence by controlling those factors.

Competent Person is defined as “a person who is appointed or designated by their employer to perform specified duties, which the person is qualified to perform by knowledge, training or experience”. Such persons will be deemed competent by the Manager.

Auditing is the process that enables Managers and Surveyors to assess the effectiveness of their systems and develop suitable corrective actions as required to correct deficiencies and promote continued improvement.

Safety Inspection means comparison of a workplace against set standards, to detect hazards or potential hazards.

2 RISK MANAGEMENT

This section covers the Risk Management processes, recording and reporting for within Company.

Company requires all employees to understand and follow the Risk Management Plan as well as the Safety Management Plan in general and the Safe Work Procedures.

It is the responsibility of all employees to ensure all hazards and incidents are reported and investigated with timely feedback and follow up that ensures improvements identified are actioned.

It provides a method for reporting, investigating hazards and incidents that have, or have the potential to affect the health and safety of employees, contractors, clients and the community.

2.1 Policy

The first and foremost rule to remember about hazards and incidents is to ensure that they are identified and reported. When looking for hazards you must ask yourself “What could happen, then how and why would it occur?” A hazard can be identified in a number of ways; when planning for a task, prior to starting a job, stepping back from a task and looking at what is going on, whilst doing a task to name a few.

Hazard identification and their reporting shall form part of every person daily responsibility.

3 Risk Management Tools and Processes

3.1 Job Safety Analysis

A Job Safety Analysis (JSA) is designed to analyse a task so that the safest (and best) possible method could be determined and undertaken. The JSA assists to logically examine all of the steps involved in completing a particular task or job so that all of the hazards (and potential accidents) associated with the task or job can be identified. Once the hazards have been identified, they are assessed and when necessary suitable control measures can be determined and implemented.

JSA's should be completed for various circumstances that may include;

- Where the task or equipment described within the Safe Work Procedure (SWP) has been changed or modified
- Where a new task is identified which present unknown or unspecified hazards
- When a new process or piece of equipment has been introduced to the workplace or changes have been made to existing processes or equipment
- Where there is a history of incidents, even where a SWP exists

The JSA may then be used to develop a SWP.

3.2 Take 5

Take 5 are mental check that people naturally carry out, this 5 step process will provide a structured approach. It can be used before and during a short simple task or a long and complex job.

It is a tool for management of risks and hazards. It is an informal no paper work tool used for the identification and control of hazards.

More complex and hazardous jobs will need a more formal approach and may require a JSA.

4 SAFE WORK PROCEDURES

A Safe Work Procedure (SWP) is a written instruction for tasks that state the method of completing a task that minimise any risk of harm.

SWPs provide the necessary information necessary to assist all employees to perform tasks safely. These instructions also assist in the training and development of new employees in the hazards of the tasks to be performed, as well as provided them with the rules and procedures necessary to ensure that they can perform their work in a safe manner.

SWPs should be developed by employees that have experience in the task and how to perform it safely. They should be reviewed regularly to ensure that each one remains current.

All employees shall work in accordance with Company Safe Work Procedures (SWP) and follow safety initiatives such as Take 5s, Job Safety Analysis (JSA) and Safety Observations.

However, employees have the right to stop work if they believe their safety and health may be compromised. The Surveyor should be notified first - although if this is not possible, the Manager should be informed as soon as possible.

If the Surveyor does not agree with this action, then they may request that the Manager (or their delegate) come to the workplace, who must attend as soon as possible.

5 REPORTING HAZARDS

Once a hazard has been identified, the person should fix it immediately if possible and/or put controls in place to prevent a possible incident. Informing the Surveyor as soon as practicable is the next step.

If the hazard cannot be corrected immediately a Hazard Report Form and / or Corrective Action Request should be completed.

6 INCIDENT REPORTING AND INVESTIGATION

This section sets out the requirements and procedures for the initial actions, reporting and investigation of hazards, incidents and accidents. This section will be used in all Company workplaces and is also to be enforced amongst all contractors.

Some clients have their own policies, procedures and forms. Where it is a requirement that client procedures and forms are used, these will be in addition to the procedures and forms in this section.

This section applies to:

- Incidents or accidents involving Company or contractor employees or property
- Incidents or accidents involving people or property who are not employed by Company or contractors, but they work in areas under the control of Company and arising from the company's activities
- Recognition and reporting of hazards or "near misses/near hits"

6.1 Legislative Requirement

All deaths and certain types of injury or disease, in connection with work, must be reported to Worksafe WA. Failure to report could lead to prosecution.

Reporting must be done by the relevant employer whenever death or certain types of injury occurs in connection with the relevant employer's business. Relevant employers may include the self-employed, principal contractors, labour hire agents and directors.

Reporting is required for employees who suffer death/injury/disease at work or at employer provided residential premises as described under s23G(2) of the OHS Act.

Types of injuries that must be reported:

- A fracture of the skull, spine or pelvis.
- A fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot.
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.
- The loss of sight of an eye.
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

6.2 Policy

All serious incidents and accidents occurring on Company work sites will be investigated. The level of investigation will be dependent on the severity, or potential severity, of the outcome. Wherever applicable, contractor staff will be requested to join the investigation team, to provide expertise and input.

Company will ensure that the accident reporting system is capable of accepting reports of incidents not causing injury or damage and near misses. Reporting of these incidents and near misses is a fundamental requirement of this section and a basic condition of employment. It must therefore be encouraged.

Company will develop and implement a system for the long term storage of accident and incident data and will use this data, in conjunction with industry data, to identify trends, prioritise remedial work and encourage pro-active prevention strategies.

Information on any accidents or incidents will be reported to all other sites at least monthly and any serious accident information will be passed on as soon as possible. This information will include a brief description of the accident and the events leading up to it, the basic causes of the accident and any immediate measures taken to prevent a recurrence.

6.3 Responsibility

It will be the responsibility of every Surveyor and offsider to ensure that all near misses, incidents and accidents are reported in the proper manner. It is also important that these people actively encourage the reporting of all accidents, incidents and near misses, amongst their subordinates.

It will be the responsibility of the Manager to ensure that all accident reports are received from sites and that they are logged and distributed, as required.

The OH&S Manager will be responsible for the storage, statistical analysis and distribution of these reports from each site.

6.4 Procedures

Health and Safety issues arising in the work areas are to be reported through the Surveyor.

Prior to performing any task that is not formally covered by a Safe Work Procedure (SWP), a Job Safety Analysis (JSA) must be performed and formally documented on a Company JSA form. This JSA is to document all recognised hazards associated with the task and the control method to be used to reduce the risk of the relevant hazards to acceptable levels. These recognised hazards and the relevant control methods must be communicated to all employees involved with performing the task.

All recognised hazards and incidents are to be reported to your Surveyor. Immediately following the report of any serious accident, the Surveyor must notify the Manager. A decision will then be made regarding what immediate report is required, if any, to Worksafe WA.

The completed Accident/Incident Report form must be forwarded to the Manager within 24 hours of any serious accident.

7 FITNESS FOR WORK

Company is committed to operating and providing an environment that will ensure the highest possible standards of safety and health are enjoyed and maintained. Safety depends, among other things, on employees being fit for duty whilst at work. Poor fitness for work can affect physical and mental capabilities to perform at safe levels.

Fitness for work can be affected by a range of issues, including, but not limited to, age, level of fitness, drugs and alcohol, poor sleep patterns, diet, stress (both from work and home), rosters and work time.

7.1 Drug and Alcohol

7.1.1 General Policy

The following SHALL BE adhered to at all times:

- All employees and other people engaged to work on behalf of, or at the direction of Company shall present for work and remain unaffected by alcohol or other drugs;
- It is an agreed condition of employment that employees will be required to undertake drug and alcohol testing as required;
- No person is permitted to consume prescription or performance affecting drugs at work unless they have first informed Company Management;
- Employees and contractors of Company may be tested and screened for alcohol or drugs at any time;
- Should an employee or contractor return a positive result to a drug and alcohol test or screen (or fail to submit to a test), disciplinary measures will follow. This will include removal from the workplace and may also include summary dismissal, stand-down with or without pay or professional counselling;
- Any testing undertaken will comply with privacy laws and be treated confidentially between the parties involved;
- After hours consumption of alcohol on Company premises may only take place in designated areas and only with the permission of management;
- Under no circumstances are company vehicles or equipment to be used if the driver or operator is impaired by alcohol or drugs or is over the legal limit. With prior approval Company will reimburse taxi fares from company premises to home and then return to work for the following shift.

8 FATIGUE MANAGEMENT

8.1 What is Fatigue

Fatigue is the physical and psychological condition that accumulates when an individual's optimal physical or mental limits are exceeded. Fatigue generally increases with time from an individual's last sleep and with physical or mental exertion.

The most critical factors in managing fatigue are gaining adequate restorative sleep, adequate hydration and a healthy diet. In this regard both Company and employees have a shared responsibility. Company ensures employee rosters allow adequate breaks for necessary recovery between shifts. Individuals have a duty of care to ensure adequate recovery sleep is obtained between shifts so that they are fit for duty for the entire shift.

8.2 Causes of Fatigue

Fatigue can be caused by either work or non-work factors.

Work related fatigue may be associated with:

- Maintaining concentration for extended periods;
- Being exposed to temperature extremes;
- Poor diet; and
- Working in safety critical and high-risk situations.

Non-work related fatigue may be associated with:

- An individual having a sleep disorder (e.g. sleep apnoea);
- Family and social responsibilities/commitments;
- Physical activity;
- Travelling long distances prior to commencing work; and
- Emotional stressors.

All these factors can contribute to increased fatigue.

Unplanned overtime or irregular work hours can impact on both work related and non-work related fatigue. This occurs because of reductions in the opportunity to achieve quality restorative sleep.

Whilst Company has systems in place to ensure that rosters do not cause unacceptable levels of fatigue, each employee has a duty of care to actively manage their time away from work to ensure that they report for work fit for duty for the expected duration of their shift and roster.

8.3 Heat Stress

Outdoor operations conducted in hot weather and direct sun increase the risk of heat-related illness in exposed workers. Some workers might be at greater risk than others if they have not built up a tolerance to hot conditions, or if they have certain health conditions.

8.3.1 Heat Disorders and Health Effects

A. HEAT STROKE occurs when the body's system of temperature regulation fails and body temperature rises to critical levels. This condition is caused by a combination of highly variable factors, and its occurrence is difficult to predict. Heat stroke is a medical emergency. The primary signs and symptoms of heat stroke are confusion; irrational behaviour; loss of consciousness; convulsions; a lack of sweating (usually); hot, dry skin; and an abnormally high body temperature that can be above 40°C. The elevated metabolic temperatures caused by a combination of work load and environmental heat load, both of which contribute to heat stroke, are also highly variable and difficult to predict.

If a worker shows signs of possible heat stroke, medical treatment should be obtained immediately. The worker should be placed in a shady area and the outer clothing should be removed. The worker's skin should be wetted and air movement around the worker should be increased to improve evaporative cooling until professional methods of cooling are initiated and the seriousness of

the condition can be assessed. Fluids should be replaced as soon as possible. The medical outcome of an episode of heat stroke depends on the victim's physical fitness and the timing and effectiveness of first aid treatment.

- B. HEAT EXHAUSTION. The signs and symptoms of heat exhaustion are headache, nausea, vertigo, weakness, thirst, and giddiness. Fortunately, this condition responds readily to prompt treatment. Workers suffering from heat exhaustion should be removed from the hot environment and given fluid replacement. They should also be encouraged to get adequate rest.
- C. HEAT FATIGUE. A factor that predisposes an individual to heat fatigue is lack of acclimatization. The use of a program of acclimatization and training for work in hot environments is advisable. The signs and symptoms of heat fatigue include impaired performance of skilled sensorimotor, mental, or vigilance jobs. There is no treatment for heat fatigue except to remove the heat stress before a more serious heat-related condition develops.

8.4 Managing Fatigue

8.4.1 Duty of Care

All employees have a duty of care to report to work fit for duty. This responsibility includes taking measures to ensure that adequate recovery sleep is obtained between shifts and out of hours activities do not result in fatigue that impairs workplace performance at any time during a rostered shift (i.e. you shall arrive refreshed enough to not be likely to be fatigued before the end of a shift).

8.4.2 Reporting Fatigue

On occasions, circumstances outside an individual's control will result in inadequate recovery sleep that may contribute to fatigue. When these circumstances arise, and an individual recognises, or a colleague advises that they are exhibiting signs of fatigue, they should report to their Surveyor rather than put themselves or others at risk.

8.4.3 Fatigue Assessment

The Surveyor shall discuss the situation with the employee and assess their suitability for continued operational duties. When making this assessment Surveyors should refer to the psychological, physiological and social effects of insufficient sleep detailed in the previous section 'Fatigue'.

As a guide, an individual who has had less than 5 hours recovery sleep in the last 24 hours or less than 12 hours recovery sleep during the past 48 hours should be deemed unfit for operational tasks that are regarded as High Risk activities.

9 HAZARDOUS MATERIALS

The Manager is responsible for ensuring that no hazardous material or substance is used in any workplace without the risks to employees, the community and the environment being assessed.

All Surveyors shall assist management to ensure that appropriate procedures are in place, adequate protective equipment is available for use, and personnel are trained in the correct use of the hazardous material.

Employees are responsible for following all company procedures dealing with hazardous materials. Where they have not received training relating to a particular hazardous material, they shall not have contact with that material.

A Hazardous Materials Register will be maintained as part of this section. This lists all hazardous materials, which are approved for purchase and use within the Company. It also contains a complete set of summary MSDS.

It is the direct responsibility of every Manager and Surveyor to ensure that hazardous materials, other than those contained in the Register, are not purchased or otherwise brought into the workplace.

Before the introduction of any new chemical substance or material into the workplace is permitted, the hazardous nature of the product is to be investigated, and the product approved by the Manager.

They must also be instructed that use of all hazardous materials must always be in accordance with the required manufacturer's instructions or recommendations, as shown in the MSDS.

10 ENVIRONMENT

This section provides basic guidance on general care for the environment. It sets out the requirements and procedures for the prevention of damage to the environment, including the containment, and clean-up response for any spills of chemicals on work sites.

10.1 Legislative Requirement

Under most safety and environmental legislation, procedures must be developed to prevent chemical spills and worker exposure. Adequate spill prevention measures and worker training must be followed to keep the possibility of a chemical spill or exposure to a minimum.

In the event of a spill, procedures should cover the steps to keep worker exposure and environmental damage to a minimum. The procedures must also outline proper disposal methods for contaminated materials.

10.2 Responsibility

It is the duty of all workers to exercise care in their work to ensure this commitment is achieved. Therefore, all workers and contractors must make themselves aware of the requirements listed below:

- Client requests, with regard to the treatment of sites must be taken into account prior to the commencement of work;
- Whilst on work sites, vehicles and equipment are only to be driven on designated roads, unless alternate arrangements have been authorised by the client;

- All waste goods, food, tyres and broken equipment are to be disposed of properly, at a designated waste facility;
- All legislative requirements must be fully complied with and updates or changes in the Act and Regulations must be communicated to all workers; and
- On completion of each work program, the (disturbed) area is to be left clean and tidy, as close as possible to its original condition.

It will be the responsibility of every worker to ensure that the procedures outlined in this section are followed and that their activities have a minimal impact on the natural environment. It is also their responsibility to ensure that all spills are reported and cleaned up in the proper manner.

In the event of a spill, it is the responsibility of the Surveyor to ensure that spills are cleaned up to client and/or legislative requirements and that proper documentation steps are followed.

10.3 Procedures

Care for the environment is part of good management practice. Workers are required to work in a diverse range of site locations, occasionally in quite fragile and arid areas.

10.3.1 Terrain

Keeping to designated roadways or tracks and avoiding other undisturbed or rehabilitated areas can prevent damage and soil erosion. In wet weather, limit travel on unmade tracks to avoid leaving wheel ruts, which encourage erosion.

10.3.2 Vegetation

Vegetation protects soil from erosion by wind and water. Current policy is to retain existing trees and vegetation where possible. Every effort should be made to protect vegetation that borders the work site.

10.3.3 Spill Control Measures

In the event of a spill, immediate measures should be taken to contain the spill and prevent potential migration of contamination. Specific spill control procedures can be found in the Material Safety Data Sheet.

General spill control actions that could be implemented include:

- Spills of Solid Material - Shovel up excess and place contaminated material into an approved drum, cover and label.
- Small Liquid Spills - Absorb with sorbent material, including sand or clean fill. Place contaminated material into an approved drum, cover and label.
- Large Liquid Spills - Immediately dike the area surrounding the spill or create some type of obstruction to prevent the spill migration. Absorb the spill with sorbent material, including sand or clean fill. After all free liquid is absorbed, remove the material and any contaminated soil. Place contaminated material into an approved drum, cover and label.

All bags, containers, drums, etc. containing contaminated materials must be labelled. At a minimum, include product name and physical hazards.

10.3.4 Documentation

After a spill, the Surveyor should document the incident. At a minimum, the following should be included on an Incident Report form

- Chronological history of the incident;
- Facts about the incident and when they became available;
- Titles and names of personnel; composition of response teams; and
- All actions taken, reasoning and persons involved.

10.3.5 Disposal of Contaminated Materials

All materials and equipment used for decontamination must be disposed of according to applicable legislation. Clothing, tools, and all cleaning solutions and spoils must be secured in drums or other containers and labelled correctly for transportation and disposal.

11 EMERGENCY MANAGEMENT

To ensure prompt effective action to reduce the severity of injury to personnel and minimise the damage to property and equipment.

11.1 Responsibility

Full authority and management of the emergency shall rest with the Surveyor in Charge who where practical, shall coordinate with Company Management and the Client's Representative.

11.2 General Emergency Action Plans/Procedures

11.2.1 Emergency Situation

Should an emergency occur:

- Shut down the equipment
- Render First Aid if required (remember the DRABC Action Plan)
- Minimise further personal injury and / or equipment damage
- Move the casualty only if there is an immediate danger
- Notify the Surveyor and initiate the site emergency procedures if required

11.2.2 Notification:

In the case of any emergency, the Surveyor shall be notified immediately. Where they cannot be contacted, the Manager shall be contacted. They will assume the role of the key person and determine whether the emergency services (e.g. ambulance, fire brigade, police etc) shall be informed.

11.2.3 Evacuation:

A decision to evacuate an area is made by the key person after the area has been inspected, if appropriate and safe.

On being informed of an evacuation, all affected employees shall immediately make their work areas as safe as is practicable with regard to the existing emergency, and proceed to the muster point as directed. The key person shall account for everyone as a priority.

11.3 Journey Planning

Any employees undertaking any form of travel with the exception of routine journeys shall advise the responsible Manager or Surveyor of a Journey Plan prior to commencement of traveling.

A Journey Plan shall include the following:

- The planned route of travel, with Estimated Time of Departure (E.T.D) and Estimated Time of Arrival (E.T.A);
- Relevant emergency contact numbers (vehicle, telephone, radio);
- The names of all persons traveling in the vehicle; and
- All relevant vehicle details.

On completion of the journey the driver shall inform the Manager or Surveyor of the safe completion of the journey or of any relevant details that would be pertinent to a required rescue operation and plan.

The Manager or Surveyor shall at all times remain accountable for the whereabouts and safe return of all employees under their control undertaking routine travel.

11.4 Search and Rescue Procedures

- The Surveyor shall attempt to determine the whereabouts of the overdue employee by means of radio, telephone, satellite phone, contacting the client, Company office, Surveyors and/or other crews working in the vicinity.
- If two hours has elapsed after the estimated time of arrival (ETA), enquire of the local police in the travel area.
- The Surveyor shall prepare for a search of the probable area, advising Company management of the proposed search plans.
- All the relevant Emergency Services shall be advised of the proposed search plan, such as local police, SES and RFDS.
- The Surveyor shall ensure the vehicles are equipped for dealing with an emergency including food, water and first aid equipment.
- Company management and the relevant emergency services must be kept informed of the search progress at regular intervals.

- A written log is required to be kept during the emergency procedure detailing all relevant occurrences. The Surveyor or a person nominated by the responsible Surveyor shall keep the log.

This log will enable the procedures to be revised and if required improved to ensure any inconsistencies are eliminated and that any required improvements can be incorporated into the emergency procedure.

11.5 Lost Procedures

- Have you attempted all forms of communication available to you?
- If you do get lost, don't panic - sit down and think.
- Examine your map if you have one - can you recognise any landmarks?
- Be prepared to signal to rescuers - remember if there is a search for you it may be conducted by ground and air.
- Conserve your water, your food and energy.
- Remain within sight of your vehicle at all times, never leave your vehicle.

12 PERSONAL PROTECTIVE EQUIPMENT

This section outlines the Company's requirements for the application, provision, selection, use and care of all protective clothing and equipment.

Company requires all employees to wear the necessary Personal Protective Equipment (PPE) to enable them to complete their tasks in a safe manner.

12.1 Legislative Requirement

Current safety legislation places a duty on the employer to supply adequate PPE for their employees. This legislation requires the PPE to be supplied free of charge to the employee and replaced, as required.

Notwithstanding the above, if the employee loses or abuses their PPE they may be held responsible for the cost of its replacement.

12.2 Policy

Preference is given to eliminating the hazard so that protective clothing and equipment is not required. However, this is not always possible.

Protective clothing and equipment should be issued and used where necessary or in conformity with industry practice, Regulations or manufacturer's recommendations.

It is the employer's responsibility to identify the need for protective clothing, supply the appropriate protection and provide all necessary training for the employee. However, it is the employees' responsibility to wear such issue. Failure to wear protective equipment when supplied will result in disciplinary action.

12.3 Responsibility

It will be the responsibility of the Manager to ensure that adequate stocks of suitable PPE are made available for employees. It will also be the Manager's responsibility to ensure that all PPE purchased for use by Company employees, conforms to the appropriate Australian Standards, if applicable.

It will be the responsibility of each Surveyor to ensure that adequate supplies of spare PPE are held on site to provide replacement PPE for all personnel on their site/job. This person will also be responsible for enforcing the correct use of all required PPE amongst employees, clients and visitors.

Every employee is responsible for ensuring that they are equipped with the correct PPE before commencing each shift. They are also responsible for the correct use, care and maintenance of that PPE and must report any defects to their Surveyor as soon as they are detected.

12.4 Personal Protective Equipment to be Made Available

Employees will have available on site the following list of Australian Standards approved protective equipment for use when necessary, during the performance of their required duties. These items are part of the standard issue of protective clothing/equipment and will be available as required.

- Hearing protection;
- Safety glasses;
- Hard hat;
- Gloves;
- Skin protective cream and/or sunscreen;
- Wet weather clothing.

Where these items of protective equipment are returned for re-use, they must be cleaned and disinfected as appropriate, e.g. sweat bands replaced in safety helmets.

13 SAFETY INSPECTIONS

This section details the requirements and checklists for conducting safety inspections and basic audits for vehicles, work sites and head office facilities owned or operated by the Company.

It covers the inspections, their frequency, feedback loops and auditing requirements. It does not include standard maintenance checks and inspections carried out by maintenance personnel, apart from safety inspections on their workplaces and equipment, although some areas may overlap.

13.1 Legislative Requirement

Under current Safety Legislation, the employer has a duty to provide and maintain workplaces, plant and systems of work so that employees are not exposed to hazards. To ensure compliance with this requirement, inspections and audits must be carried out periodically.

The Company will comply with this requirement by ensuring that Surveyors are trained and competent before performing these inspections.

13.2 Policy

All workplaces owned, operated or controlled by the Company shall be subject to regular inspections and audits on a continuing basis, in order to identify hazards, reduce risks and improve systems of work.

Any contractors engaged by the Company will also be required to submit their equipment and operations, on Company sites, to this inspection and audit requirement.

13.3 Responsibility

All employees of the Company are responsible for ensuring that their workplace is safe to work in and that it does not present a hazard to others in the vicinity. Conducting regular inspections of the workplace, work methods and equipment best satisfies this responsibility. Further information on the level of these inspections and audits is contained below.

14 INSPECTIONS BY ALL EMPLOYEES

All employees are responsible for conducting daily inspections of their workplaces and pre-start checks of any vehicles or equipment that they are required to work in or operate. These inspections should be documented using the Take 5, and they must notify their Surveyor immediately of any deficiencies found.

All employees must also remember that it is a direct contravention of Company policy to operate any equipment or vehicle, or work in any place, which is deemed to be unsafe. Any unsafe equipment or workplace must be isolated, tagged out or barricaded and reported immediately.

14.1 Inspections by Surveyors

Informal daily walk through inspections of all workplaces including work sites, workshops and offices are to be conducted by the person responsible for supervision of that area.

These inspections should be documented using the Take 5, and they must notify their Surveyor immediately of any hazards or deficiencies are found.

Formal inspections of all vehicles are to be conducted by the person responsible for that vehicle.

Once complete, the checklists are to be forwarded to the Maintenance Manager who will prioritise any deficiencies and arrange for corrective actions to be completed.

14.2 Inspections by Management

Managers are to conduct a walk through inspection of each work site each time they attend the site.

This should include a check to ensure that the surveyor has conducted his inspections, that the required documentation has been filled out and that corrective actions have been completed as required.

They should also take note that Safe Work Procedures are being followed and the correct Personal Protective Equipment (PPE) is being worn.

14.3 Audits and Inspections by Management

The Manager shall organise audits and inspections on a regular basis to assure that all other inspection and audit requirements of this section have been met. This audit trail consists of reviewing the weekly checklists and following up the progress of corrective actions with maintenance personnel.

This audit function should be completed at least quarterly and should include the inspection of a representative number of workplaces.

14.4 General

It is of vital importance that these inspections are seen to be conducted by all employees and that results are reported back to the workforce in an open and timely manner.

Professional Audits

Supplementing routine inspections with professional audits is a valuable method of ensuring balanced and unbiased identification of existing and potential hazards. These audits examine the performance or otherwise, of the company safety system.

A qualified external consultant should conduct these audits at intervals of between 6-12 months. Benefits of this type of audit include:

- Professional advice on potentially controversial issues;
- Priorities for action are clearly defined;
- The most cost effective control systems are identified;
- Existing control measures are documented by an independent specialist; and
- Auditors tend to see things that may be overlooked by site personnel due to their familiarity with the hazard etc.

A full report showing deficiencies and recommendations for improvement must be supplied following the audit. Preference should be given to recognised and measurable audit tools such as the Construction Industry Development Authority "Occupational Health and Safety Performance Audit", the Worksafe WA "Systems Audit" or the Worksafe WA "Worksafe Plan Audit".

Audit results under this section must be channelled back to the entire workforce to educate and encourage employees to actively participate in the development of the system.

14.5 Documentation

All documentation on inspections or audits of plant, vehicles or workplaces including Weekly Inspection Checklist forms for each area are to be retained and filed on completion. This requirement is regardless of whether or not corrective action is required.

This documentation is to be kept available and retained on site for a minimum of two years, prior to release for destruction.

15 PLANT AND EQUIPMENT STANDARDS

This section covers safety procedures and guidelines for safe use of plant, equipment, hand tools and power tools.

It also outlines the minimum safety and legislative requirements for the operation of vehicles and mobile plant owned or operated by Company and its contractors. It includes disciplinary and other actions that may be taken following a breach of these requirements.

Forms are included in this section to assist in the identification of hazards that may be introduced into the workplace with the purchase or modification of plant items.

15.1 Legislative Requirement

In addition to the duties of both employer and employee under the current safety Legislation, there are a number of sections in the current Legislation that specifically apply to this section.

Plant including vehicles and power tools may also be encountered and used in locations which come under the jurisdiction of the Occupational safety Legislation. Apart from the general duty of care under this Act, the Regulations are devoted to plant and associated requirements.

15.2 Policy

It is the policy of Company that no employee shall operate any item of plant or equipment without first receiving appropriate training, relevant certification or being assessed as competent.

All plant and equipment is to be maintained in a safe condition and efforts must be made to encourage manufacturers and vendors to continue the development and improvement of safety standards relating to their plant, equipment and accessories.

All motor vehicles under the control of the Company must be operated in a manner that is consistent with Commonwealth, State and local requirements. Any suspension or cancellation of an employee's driving licence is to be reported to the Surveyor or Manager.

No person shall operate any Company motor vehicle under the influence of alcohol or other drugs. Failure to comply with this requirement will constitute a serious breach of the employees' basic conditions of employment and will result in instant dismissal.

15.3 Responsibility

The Manager has the responsibility to ensure that no employee operates any plant or equipment unless deemed competent. All Surveyors are to assist in ensuring compliance with this requirement.

Employees are to be advised that unless they hold a licence, permit or certificate of competency for plant and equipment, they shall not operate such equipment, until given the appropriate instruction and assessed as competent.

15.4 Motor Vehicles

All drivers shall conduct pre-start checks of fuel, oil and water levels before starting up each shift. The engine shall be shut down and smoking is prohibited at all times whilst refuelling. Vehicles must be kept in a clean and serviceable condition at all times. All general road safety and Company and client road rules are to be observed at all times.

All defects are to be reported immediately to the Surveyor. Likewise, any accidents must be reported immediately by completing an Accident/Incident Report form.

Licenses

All employees who may be required to operate a motor vehicle in the course of their employment must hold a current Australian drivers licence that is endorsed for the type of vehicle, which they are required to operate.

General

All vehicles must be driven at safe speeds with proper regard for weather, traffic and road conditions and posted speed limits must not be exceeded. Drivers and passengers must wear seat belts and remain seated whilst the vehicle is moving.

No person is permitted to ride on the outside of a moving vehicle unless that position is a properly designed seat and is fitted with a functional seatbelt.

The condition of the following vehicle items is to be inspected daily, prior to the commencement of operations:

- Fluid levels;
- Wheels and Tyres;
- Steering;
- Brakes;
- Reversing Alarm (where fitted);
- Lights and Directional Signals;

- Windscreens, Mirrors and Windows; and
- Windscreen Washer and Wiper operation.
- Flashing Lights
- Two way radios

Only drivers and authorised passengers are permitted in Company vehicles. No hitchhikers are to be carried and smoking is prohibited in all company vehicles.

Motor vehicles must not be left unattended until the engine has been stopped, parking brake secured and gears engaged in low or reverse. All vehicle engines are to be stopped prior to refuelling.

Vehicles must not be loaded beyond their rated capacity and all loads must be firmly secured before moving the vehicle. Extreme care is also to be taken when operating vehicles in “off-road” or rough terrain conditions.

Inspection and Maintenance

The early reporting of vehicle defects is of vital importance. Preventative maintenance and regular vehicle “pre-start” inspections are the primary means of detecting these problems and all drivers are responsible for ensuring that pre-start checks are completed. Surveyors are responsible for ensuring that weekly vehicle inspections and monthly vehicle inspections are completed as per checklists that are appendices of this.

Vehicle Loading

All drivers should ensure that all loads are within the vehicle limits, are secured balanced appropriately before beginning the journey.

Penalties

Any negligence or misuse of a Company vehicle beyond the reasonable “wear and tear” of working conditions may result in the cost of repairs or the insurance excess (if applicable) being recovered from the employee. Unauthorised use of Company vehicles is considered as theft and may therefore result in instant dismissal.

15.5 Portable Hand and Power Tools

All operators shall conduct a visual inspection and the appropriate prestart checks on portable hand and power tools before they are used.

Surveyors shall ensure that:

- Tools are kept in good condition, sharpened, cleaned, oiled and repaired;
- Electrical tools are double insulated where possible;
- Power leads and plugs are regularly inspected and not use them if the outer cable is damaged or the inner wires are visible;
- Leads, plugs and tools are regularly inspected and tagged quarterly, in accordance with the Regulations;

- Leads or extensions do not cross aisles or roads where they are likely to be damaged;
- Electric cables are kept away from all liquids, oils and corrosive liquids, which may damage leads or provide a shock hazard;
- The correct PPE is available and used;
- Portable electric tools are not operated in, on or around flammable substances;
- Leads and extension cords are stored loosely coiled in a clean, dry place;
- Where guards are fitted (as on saws), that they work properly and not to be wedged open;
- Faulty tools are reported immediately; and
- Electrical equipment is correctly tagged, if applicable.

Safety Checks

Some tools and equipment will require more frequent inspection than others. Individual tools and/or components that are in constant use shall be inspected daily. Other components may only require inspection every week, month or at each major service.

16 Approval for the Plan

Managing Director

MIRSABER SHIRVANI

A handwritten signature in black ink, appearing to read 'Mirsaber Shirvani', is written over the printed name.

Date of Authorisation: May 2021