



Copper Mines of Tasmania

Site Surface Safety Induction



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Welcome

Welcome to Copper Mines of Tasmania. Whether you are a full time employee, contractor, or visitor you have brought with you many skills that we want you to continue using to ensure our site is safe and productive. Copper Mines of Tasmania is committed to the ongoing training and development of site personnel. Please feel free to make any recommendations to improve our processes and safety via your Supervisor, toolbox meetings, or hazard reporting system (e.g. CMT S.A.F.E. card).

Overview

Mount Lyell Mine, located in Queenstown, Tasmania is a copper mine with more than 100 years of operation. First started in 1896, it was re-opened by Copper Mines of Tasmania in 1995. Acquired by Sterlite Industries in 1999, Copper Mines of Tasmania (CMT) is a part of the fast growing Vedanta group of companies. Vedanta Resources Plc is a London listed metals and mining major with Aluminium, Copper and Zinc operations in the India, Zambia and Australia. Under Copper Mines of Tasmania, Mount Lyell remains a major contributor to the economy of the West Coast of Tasmania, Australia.

Induction Process

You must have already completed a TIMI generic induction within the last 2 years. If not then please speak to the inducting officer about this before continuing. This “Surface Induction” builds on the information already provided through the TIMI generic induction. The information in this “Copper Mines of Tasmania Surface Induction” provides information specifically applicable to Copper Mines of Tasmania.

You will be required to successfully complete the competency assessment for the following sections:

- TIMI Generic Part A
- TIMI Generic Part B
- TIMI CMT site specific Part D

Site Orientation

Our induction process requires that each employee/contractor undertakes a site orientation of the work areas the person is required to work in.

Your supervisor will ensure that you receive a site orientation tour before permitting you to work on your own. Before entering the work area, you must know the layout, including the location of all exits, safety showers, eye wash units, escape ways, telephones, fire extinguishers and first aid kits.

You are also required to know the location of Material Safety Data Sheets (MSDS), the correct storage of chemicals and how to safely handle chemicals in use in your work area. Ensure that you are aware of any changes or maintenance work being undertaken.

Entering the Work Area

Your TIMI or CMT site access card will be programmed to allow you site access at the CMT site depending on you approved access authorisation. You are required to log on and off site each time you pass the site entry control point.

After Successful Induction

You will be required to participate in Risk Management and Job Hazard Analysis training courses within your first two months at CMT. Additional training in site specific procedures will be conducted as the needs arises, or depending on the nature of tasks to be undertaken, the work areas involved, or where relevant to your training profile.

Safety Policy

Copper Mines of Tasmania is committed to providing a safe and productive working environment in which the highest standards of Occupational Health and Safety are maintained.

CMT believe that every person on the mine site has the right to an environment free of risks to person and property and that productivity will be maximised only when all risks to person or property are managed effectively.

Therefore safety will be the first priority in everything we do. All Managers, Supervisors and Staff are expected, and empowered, to ensure that unsafe work stops until safety can be guaranteed.

A safe and healthy working environment is a collective responsibility requiring the commitment of all employees to ensure a successful outcome.

This will be achieved by implementing a Safety Management System which incorporates as a minimum:

- Safe and orderly systems of work. Safe and orderly working areas.
- Safe plant and equipment.
- An informed, trained and educated work force.
- Formal means of communication and consultation.
- Provision of safety equipment to each person employed.
- Training of emergency response personnel.
- Formal systems for hazard identification and risk management.
- Formal incident and investigation process
- Continually review and improve occupational health and safety.

CMT Goals, Expectations & Code of Conduct

Copper Mines of Tasmania is committed to providing a safe and productive working environment in which the highest standards of Occupational Health and Safety are maintained. In carrying out our business, we will undertake all activities in a way that ensures due care, with consideration given to sustaining the environment in which we operate. Copper Mines of Tasmania aggressively pursues opportunity and innovation to minimise cost and maximise copper production, ensuring the successful operation of its fundamental business focus, the Mount Lyell Mine.

Expectations

To achieve our goals we have the following expectations:

- No business objectives take priority over Health, Safety and the Environment.
- We treat others as we wish to be treated
- We work as a team to achieve results

We engage all site personnel through effective communication and consultation.

Code of Conduct

Copper Mines of Tasmania expects each person on the mine site to behave in a manner which is conducive to efficient and effective production, by treating their fellow work colleagues, property and equipment with respect. This requires commitment on the part of each person, who must understand that what they permit, they approve.

Work Area Behaviour

Practical jokes and horseplay are hazardous and therefore are unacceptable in the workplace. Other unacceptable behaviour at CMT includes:

- Skylarking with fellow employees.
- Playing with compressed air, fire, or water hoses.
- Throwing things around in the work place.
- Distracting anyone who is concentrating on their job.
- Running along walkways or stairs.

We Are Diligent

Site Personnel must carry out their roles in a professional and conscientious manner. This involves:

- Exercising care for yourself and others during all activities.
- Always adhering to company policies and procedures.
- Endeavouring to achieve the highest standards of performance
- Adhering to professional codes of conduct where applicable.
- Taking responsibility for all issues for which you have control.
- Reporting all incidents, accidents, near misses, injuries and any inappropriate behaviour.

We Respect Each Other

Site Personnel must treat others equally and with respect. This involves:

- Courtesy and fairness in dealing with others.
- Encouraging cooperation and appreciating different points of view.
- Avoiding behaviour such as harassment, bullying or intimidation.
- Respecting the privacy of others and confidentiality of information

We Respect the Law

Site personnel must be aware of, and comply with legislation relevant to the company's operations.

Tasks Requiring Accreditation

Personnel working on the CMT site are only permitted to perform tasks they are authorised to and have been trained, or are being trained to do, and are deemed competent to carry out. Some jobs and tasks require the employee to be licensed or accredited. Some of these are (but not limited to):

- Electrical repairs and installation.
- Administration of first aid, oxygen therapy and analgesic gas.
- Scaffolding and rigging.
- Operation of light vehicles, semi rigid and heavy rigid trucks etc.
- Cranes, forklift and skid steer loader operation.
- Platman & winder operations.

We Respect Our Community and Environment

Site personnel must be aware of the natural environment and the small community in which they work and the Company operates.

This involves:

- Developing and promoting good community relationships
- Representing the Company well in all dealings both onsite and offsite
- Using best endeavours to limit the environmental footprint that the mine leaves behind.

Other: Refer to procedure for full listing of positions

We Act With Integrity

Site Personnel must act with integrity at all times and must:

- Avoid conflicts of interest, and ensure that all business transactions are conducted solely in the best interests of the company.
- Not use confidential information obtained in the course of your duties in an improper manner.
- Use resources including property and equipment in an appropriate manner.
- Not engage in external activities and public comment that relate to your employment with CMT for personal gain.
- Use best endeavours to promote the Company's interests.

These Codes of Conduct are supported by Site policies.

Breaches of Safety

Breaches of site safety rules will be dealt with under the Copper Mines of Tasmania disciplinary policy and may result in disciplinary action or even dismissal.

Emergency Services

The site entry office is located on the site access road at the entrance to the mine. The Emergency Service Coordinators office is located at the eastern end of the administration office.

Emergency Service Coordinators can be contacted at any time for any emergency, safety matter or site security issue or asset protection assistance.

Emergency Service Coordinators have the right to request any person entering or leaving our site to make their vehicles, belongings and personal effects available for inspection.

As well as providing this service the Emergency Service Coordinators also provide:

- Occupational Health and Safety advice
- Expert first aid assistance and maintenance of the first aid room
- Emergency response to all situations
- Emergency equipment checks
- Safe working practices assistance
- Site entry compliance checks including vehicle roadworthiness
- Assistance with new employee training and inductions
- Drug and alcohol testing both random and post incident

Emergency Management and Procedures

An emergency is described as a serious situation or occurrence that happens unexpectedly and demands immediate action. This includes but is not limited to any injury, damage, chemical spill, fire, production interruption (unplanned), undesired environmental event, etc. You are required to know the location of telephones in your work area, and the internal telephone numbers required in case of emergency, which is:

Emergency Phone: 555

If you are dialling from a mobile phone then contact the Emergency Services Coordinator on **0419 877 639**.

All emergencies require assistance from the CMT emergency services department to ensure that rescue and restoration are completed in a safe and effective manner.

CMT Emergency Action Plan

- Take necessary precautions to protect yourself and your workmates from danger. If in any doubt as to the nature of the hazard, evacuate immediately. Warn others.
- If possible make the area safe and eliminate any dangers to yourself, others and the casualty. Initiate DRABCD if safe to do so, or evacuate casualty to safety if safe to do so.
- If area is unsafe, secure the incident zone to prevent entry to the area.
- Notify the Emergency Services Coordinator PHONE 555 and be prepared to answer all questions clearly and concisely. Do not hang up until instructed. Do not panic; accurate information is essential.
- Remain by the telephone for verification — only call again if safe to do so.
- If safe, return to casualty.
- Use all available personnel to assist with duties.
- If area is unsafe, initiate evacuation procedure.

There are eight injury types that require immediate reporting and attendance by the Emergency Services Coordinator. These include any of the following:

- eye,
- head,
- neck,
- back,
- fuming,
- any electrical injuries,
- all vehicle accidents,
- or any injury where you are not sure of the injury status.

A copy of the CMT Emergency Procedures is available by contacting the Occupational Health and Safety Department.

Incident Reporting

All incidents where an injury has occurred, or an injury could have occurred, all near misses, any hazards, any property damage, all process failure and/or environmental incident/hazard must be reported to your Supervisor immediately or prior to the end of shift.

A "Hazard and Minor incident report" or "Incident Report" must then be completed and submitted to the Occupational Health and Safety Manager. You will be required to provide the basic facts before a full investigation can be started.

The CMT senior management group reviews all incident reports within 24 hours. An assessment of the incident will determine the level of investigation required. The primary purpose of the investigation is to establish root cause and implement controls to prevent a reoccurrence.

First aid boxes are provided for private and work related injuries. You are required to report each occasion you take something from a first aid box to your immediate supervisor.

Risk Management

Risk management is recognised at Copper Mines of Tasmania as an integral part of good management practice, requiring a systematic approach and the involvement of all personnel.

Hazard Identification and Reporting

A hazard is anything (including work practices or procedures) that has the potential to harm the health or safety of a person, have a detrimental affect on the environment, cause damage or loss to property or equipment and any situation that could cause production loss.

If you identify a hazard and can take action to address it without putting you or others at risk then you should do so.


If you cannot safely address the hazard then report the hazard to your immediate Supervisor and/or the Occupational Health and Safety department.

CMT S.A.F.E Cards

CMT S.A.F.E cards are a pre work inspection checklist. They are designed to assist site personnel the identification and control of hazards.

These cards are a supplement to any Job Hazard Analysis's and/or Safe Operating procedures or Safe Operating instructions.

Prior to commencing a job, use your CMT S.A.F.E card and ask yourself the following questions:



Copper Mines of Tasmania
CMT S.A.F.E. Workplace Accident Prevention Card

LOW RISK Risk of injury or damage is not likely. Continue working in accordance with your training and ability. S.A.F.E.	My 2011 Personal Safety Goals <ul style="list-style-type: none"> • Conduct a pre-work safety inspection of my workplace and workarea every day, • Identify, mitigate where possible and report all hazards to my immediate supervisor, • Ensure that I hold appropriate licences and certificates of training for any work being performed, • Comply with procedures & JHA's relevant to my job, • Wear all PPE as appropriate for my job, • Refuse to walk past any unsafe situation or act without taking action, and • Demonstrate the safety standard I would expect from others.
MEDIUM RISK There is potential for injury or damage. You must have a procedure, or complete a Job Hazard Analysis.	
HIGH RISK There is potential for serious injury or damage. You must have a procedure authorised by the General Manager.	

Is everything what you expect to see?

When you approach the job do not assume that all is okay, look around above and below. Even if persons are currently working there do not assume they have seen all possible hazards. Record the details on the CMT S.A.F.E. card.

Is the job to be done according to instructions, procedures or a plan?

Is there a current procedure and have you been trained in it. Has a Job Hazard Analysis been completed in the absence of a procedure. Be aware that even if a procedure exists things are not always exactly as described. It may be that the procedure needs updating. Record the details on the CMT S.A.F.E. card.

Name:	Dept:	Date:
Location / Task :		
S pot the Hazard.....Check your workplace for hazards		
A ssess the risk.....Assess the risk associated with the hazard		
F ix the problem.....Implement controls from the hierarchy of control		
E valuate the result.....Review the effectiveness of the control		
Time	Hazard	Control
:		
:		
:		
:		
:		
:		
:		
:		
		Supervisor's Comments

What are the physical hazards and are they controlled?

Have you checked around you for hazards? i.e. safety clips on hose fittings, vehicle wheels not facing walls, proper isolation of equipment and appropriate permits completed. Record the details on the CMT S.A.F.E. card.

Is the necessary PPE being used?

Do you have the necessary PPE, if grinding safety glasses are not enough, goggles should be worn. If using chemicals consult or request the MSDS sheets (Material Safety Data Sheets) for PPE, First Aid and emergency information. Record the details on the CMT S.A.F.E. card.

Do I have the tools/equipment and resources I need?

Before starting a job, think about what you may need to start and finish this job safely, i.e. tools, permits, plans, etc. Accidents may happen if you take short cuts or whilst you are away arranging further equipment. Record the details on the CMT S.A.F.E. card.

Have I checked that other activities around me won't interfere?

Don't just look around you, confirm that work on another level, platform or landing will not interfere with your work or your work won't create a hazard for them. You may need to barricade or place signage so people know you are working in the area. Record the details on the CMT S.A.F.E. card and forward to your Supervisor.

WARNING: Notify your Supervisor immediately of any risk assessment resulting in a medium or high risk calculation that can't be controlled effectively.

Job Hazard Analysis (JHA)

Job Hazard Analysis (JHA) is a process whereby hazards associated with each step of a job are identified. The hazards are assessed and control measures are put in place to minimize the risk. A JHA should be completed by the person(s) doing the job in conjunction with person(s) familiar with the job area and hazards.

The types of jobs that require a JHA are:

- Any job that is not covered by a Standard Operating Procedure or Instruction.
- Jobs that have a history of, or a potential for injury or incidents.
- Safety critical tasks
- New jobs
- Jobs that have changed
- Jobs involving new personnel performing the tasks
- High risk jobs.

Prohibited Areas

Only authorised personnel are permitted to enter the following areas:

- Electrical substations and transformer rooms.
- Explosives magazines.
- Open or hung-up draw-points.
- A radius of 10 meters around the surface surge bin and conveyor gantry, whilst the overland conveyor is running.
- Shaft head frame.
- Any other areas signed as No Unauthorised Entry
- Pass through any "Danger" tape (Red, white and black)

Fitness to Work, Including Drugs and Alcohol

Copper Mines of Tasmania is committed to providing a site free from the adverse effects of deleterious drugs and alcohol by implementing the following procedures:

- Pre-employment drug and alcohol screening tests
- Self-test
- Post incident drug and alcohol screening tests
- Random drug and alcohol testing

CMT-STD-101.001 Fitness for Work Standards (Alcohol and Drugs)

Maximum Acceptable Levels (Screening Test)		
Compound	ug/L	
Opiates	300	
Sympathomimetic amines	300	
Cannabis metabolites	50	
Cocaine metabolites	300	
Benzodiazepines	200	
Maximum Acceptable Levels (Confirmation Test)		
Compound	%	Ug/L
Alcohol	0.00	
Morphine		300
Codeine		300
Amphetamine		300
Methylamphetamine		300
Methylenedioxymethylamphetamine		300
Phentermine		500
Ephedrine		500
Pseudoephedrine		500
11-nor 9- tetrahydrocannibol- 9carboxylic acid		15
Benzoylecgonine		150
Ecgonine methyl ester		150
Oxazepam, Temazepam or Diazepam		200

A positive result (as scheduled above) or refusal to submit to testing will result in disciplinary action. If in the opinion of management you have been determined as having reported to work under the influence of deleterious drugs or alcohol, you shall not be permitted to remain on the mine site and disciplinary action will follow.

Presenting for Work

All persons employed at Copper Mines of Tasmania worksites must be capable of carrying out assigned duties in an alert and efficient manner.

Employees who are under medical treatment must inform their doctor of the nature of their job and, enquire if the treatment will produce side effects that might affect their operating ability. If so advised, they must notify their Supervisor immediately.

Tagging, Isolation and Permits

In addition to the “Out of Service” tags and “Personal Danger” tags covered in TIMI, CMT also utilise “Isolation” Tags

Positive Lockout

CMT has a policy of “positive lockout”, that is, physically locking out whenever work involving isolation is required. When conducting work at CMT, authorised personnel only will perform isolations of plant and then install Isolation locks and “Isolation” tags to confirm that a positive isolation has been conducted. Personnel commencing work on isolated plant or machinery will then install a “Personal Danger” lock and/or a “Personal Danger” tag onto the isolation point.

Confined Space Entry

Particularly at the Mill site (and to a lesser extent the underground) there are numerous places classified as a confined space (for example, tanks, hoppers and bins). These areas have appropriate signs indicating that they are “confined Spaces” however if you believe the work area you intend going into could be defined as a confined space, stop, do not enter and consult with your Supervisor.

Personal Protective Equipment (PPE)

All PPE in use at CMT must comply with the relevant Australian Standard. Listed below are the additional requirements for PPE at CMT:

Hard Hats

Surface - Hard hats are to be worn at all times except for offices, workshops and crib rooms. Underground - Hard hats are to be worn at all times except in crib rooms and control rooms. Hard hats must be replaced after 3 years from the date of issue, or if dropped or knocked heavily.

Eye Protection

Approved eye protection must be worn in all work areas. Prescription safety glasses must comply with Australian Standard 1337 and 1336.

Safety Footwear

Steel toed footwear with good ankle support must be worn at all times on site.

Safety Harness and Lanyards

The “TIMI – Generic Induction” specifies a safe working height of 2.4 metres. The Working at Heights policy at CMT specifies that if a person has the potential to fall, a safe system of working must be implemented. No minimum safe working height is provided at CMT.

Radiation

Industrial gauges containing a radioactive source are used:

- At the Mill
 - Primary Mill
 - Secondary Mill
- At the Floatation
 - 40' Thickener
- At the Pump Station
 - Tailings Pipeline

Radiation warning signs are placed near all gauges. You will be shown these radiations sources on your site familiarisation tour. The recommended maximum annual dose limit for a member of the public is 1 mSv (millisievert) and for a radiation worker, it is 20 mSv. This limit does not include exposure to background radiation. All CMT personnel are regarded as members of the public for radiation protection purposes, and therefore, the 1 mSv per year limit applies. Under normal circumstances it would be highly unlikely for CMT personnel to receive a radiation dose nearing the 1 mSv limit given that the radiation gauges are located in rarely occupied area.

A “job hazard analysis” (JHA) is to be conducted in addition to the Standard Operating Procedure prior to any work being carried out near a radiation gauge. The JHA would identify a potential for radiation exposure and requires the Radiation Safety Officer to isolate or barricade the gauge as per radiation isolation practices.

Machinery and Tool Safety

The following equipment information is in addition to other machinery and equipment covered by TIMI generic inductions.

Air Cannons

Air cannons are used in conveyor transfer chutes and the shaft bunker to enable a smooth flow of ore through chutes and to clear hang-ups in the shaft bunker. Air cannons use a blast of compressed air to clear blockages and hang-ups, and can throw rocks and debris at high velocity some distance from the chute. Hearing protection is to be worn when in these areas. All air cannons are operated on timers and can also be operated manually.

Air cannons are located in the following areas:

- UC1 (underground conveyor) fines chute- located under the vibrating grizzly at the Underground crusher.
- UC3 to UC4 rock box.
- Shaft Bunker.
- SC1 (surface conveyor) to SC3 transfer chute.
- SC4 to SC6 transfer chute.

Before any work or maintenance is undertaken where air cannons are located the following procedure applies:

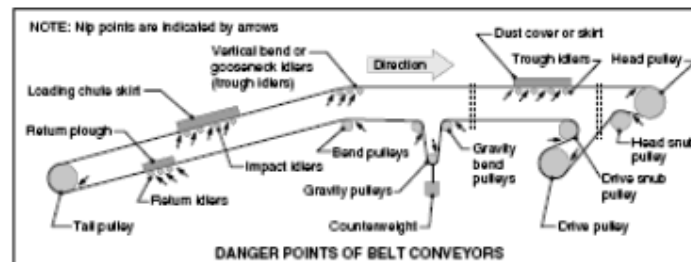
- Isolate and tag-out the electrical circuit and the airline to the cannon air receiver.
- Bleed the air receiver.
- Attempt to operate the cannon.

Conveyors

All conveyors generally travel at belt speeds quicker than a person can run. They have immense power to carry ore and therefore have the potential to cause serious injury to personnel.

- Test the safety stops daily if you are the operator
- Keep clear of all moving conveyor parts
- Observe for tramp metal or mining drill rods and ground support caught in the conveyors
- Ensure the tail, head, tensioning and change of angle roller to belt guards are in place. These are points of in-running 'nip' or crushing points

Look closely at the following diagram conveyor 'nip' points and danger areas



- Always stop the conveyor to remove any debris.
- Always stop and isolate the conveyor prior to removing any guards or carrying out maintenance procedures.
- When walking or operating under overhead conveyors, always check for 'jams' or material that is likely to fall.
- Observe for joins and loose wire in the conveyor that may catch your clothing. Report these to your Supervisor.
- Do not wear loose clothing, jewellery or long hair around conveyors, or any rotating machinery.
- Never reach through or around a guard and never insert an object through a guard, for any reason.

Grinding

- Protect your eyes by wearing a face shield whenever you use a grinding machine. Safety glasses must also be worn under a face shield.
- Examine all grinding wheels for cracks or gaps before use. Do not use a grinder if the stone appears to be running untrue.
- When using a hand grinder keep a firm grip on the hand piece to prevent it from “running” away.
- Protect other people from flying particles by using suitable Screens, or by warning them that you are going to use a grinder.
- The tool rest of a pedestal grinder must be adjusted to no further than 6 mm (1/4 inch) from the grinding wheel.
- Stand to the side when starting pedestal grinders.
- Do not use gloves when working with a bench/pedestal grinders. Keep the rest as near to the stone as possible and keep the glass shields below the horizontal position.
- Do not start grinding until all unprotected persons have left the area.

Explosive Powered Tools

No person is permitted to use an explosive powered tool on the work site unless authorised by the General Manager. Proof of training and certification is required.

Slings and Lifting Equipment

Only persons trained in the use of slings and lifting tackle are allowed to sling a load. The lifting gear must comply with Australian Standards and be inspected prior to any lift, and again before returning after use. Damaged gear must not be used and must be taken out of service and tagged out for closer inspection by an approved inspector. Only use lifting slings that have a lifting tag on them. Do not use lifting slings for any purpose except lifting.

Stockpiles, Ore Bins and Silos

During loading operations from the face of a stockpile, never walk closer to the toe of the pile, than half the height of the pile — it may collapse suddenly. Never go closer than five metres to the crest of the loading face of a stockpile — it may collapse beneath you. Never enter or work under any bin unless you have been authorised to do so by the Mill or Mine Manager and ensure that:

- All conveyors are securely tagged and locked out
- Feed to and from the bin or pass has been stopped and DANGER signs and isolations have been placed to ensure that the feed cannot be restarted
- You are wearing a safety harness and lanyard where appropriate
- No bins or silos are to be entered unless personnel are holders of a current confined space licence and the confined space entry procedure is followed

OH&S Consultation and Communication

Site Personnel are encouraged to consult with CMT on health and safety at any time, and in particular raise any safety issues with Supervisors. The methods utilised for consultation and communication at CMT include:

- Noticeboards
- Toolbox meetings
- Shift handover & pre shift meetings
- Participation in risk assessments and JHA's
- Regular information sessions
- Site Safety meeting
- Mount Lyell Occupational Health, Safety and Environmental committee
- Various newsletters, memos and publications

Mobile Equipment

The following information is in addition to the requirements covered by TIMI generic inductions.

- All vehicles are required to have an operational flashing beacon.
- Seat belts should be available for all occupants and must be worn in all cases for all occupants.
- PPE is to be worn whilst in any vehicle, at all times.
- Pre-start checks are required for all company and contract vehicles.
- Isolation switches are required on designated vehicles.
- Maximum site speed limits are marked and operators are encouraged to drive to conditions.
- Layout of cabins should take into consideration the ergonomics of seating, operator controls, and retrofitted devices.
- Fire extinguishers and first aid kits must be located in all vehicles.

Loading and Unloading of Vehicles

When loading or unloading vehicles the operator is to ensure that no persons stands behind or near the load in case the load is dropped or knocked off the transport vehicle.

This is the responsibility of the operator who should consider barricading off the area with wickets, hats, tape or posting a guard.

Securing Loads

When a delivery of materials comes to site the delivery driver may only partially unload his vehicle.

Whilst the vehicle is under the driver's control, it is our duty of care that if you believe a load is not properly secured or the weight distribution is no longer appropriate, to speak to the driver and assistance using mechanical means to redistribute the load may be required. This may include material loaded from this site for removal.

Some examples of this may be:

- Materials unloaded from one side of truck. The load is now uneven.
- Failure to properly re-secure load including timber used for spacing.
- Scrap metal or rubbish skips not being covered prior to removal from site.

CMT Vehicles Leaving the CMT Lease

Operators of vehicles are required to:

- Be authorised to use CMT vehicles on public roads.
- Ensure company vehicles are registered.
- Hold a current licence.
- Be fitted with a fire extinguisher and first aid kit.
- Ensure vehicles are in a roadworthy condition.

Smelters Bend Traffic Lights

Traffic lights are in operation on the bend west of the Mining Contractors Surface Workshop towards the old Smelter Stack. The speed limit in this area is 10 kph. The lights operate in the following manner:

- Vehicles may enter the section on a green light, with caution.
- Vehicles are not permitted to enter the section on a red light.

A convex mirror is located on the western most point of the bend allowing drivers to check around the corner for oncoming traffic.

Speed Limits

- Road signage e.g. stop signs are in place and must be obeyed.
- General site roads the speed limit is 40kph.
- Around buildings and workshops the speed limit is 20kph.

Power Lines

Power lines cross the lease in several areas - these areas are marked with height clearance signs. Any person moving large machinery or loads around site should be aware of the restrictions. Do not measure clearances with a tape measure or similar item.

Mobile Phones

No person will operate a mobile phone whilst driving, except if the vehicle is fitted with a hands free kit. Even if fitted, personnel are encouraged to pull over and park safely to answer or make the phone call.

Smoking in the Workplace

The Company's general philosophy is to encourage employees to give up smoking. Smoking is prohibited in:

- All buildings.
- Crib rooms.
- All vehicles.
- Any other enclosed work place.

If a non-smoker asks you to stop smoking in their work area, you must comply immediately!

Employee Assistance Program (EAP)

CMT provides their employees a confidential employee assistance program offering support for emotional, financial and other personal matters. Contract employees should consult with their own company to establish the availability of an EAP program. This program is in place to assist site personnel and their families deal with challenges both inside and outside of the workplace. Personnel who have less distractions and worries at work will be safer, happier and more productive.

Personnel whose work attendance, performance or safety are, or may be, significantly affected by the problems in daily living, may benefit from the Employee Assistance Program. This program may also extend to site personnel's immediate family members. Each case is recognised as having unique requirements.

Examples of where assistance may be sought for counselling and guidance include (but are not limited to):

- Grief and bereavement. Losses and life change.
- Marriage and Family relationship building.
- Individual behaviour and conflict counselling.
- Crisis intervention and coping with unique circumstances.
- Budgeting and Financial concerns.
- Substance misuse: drugs or alcohol.
- Gambling problems.
- Issues arising from performance appraisal.

Personnel may, at any time access the Company's counselling service for support. In this case the person can make direct confidential contact and the Company will pay the cost of the first two visits.

EAP may also be accessed after a discussion between the site employee and the OH&S Manager / HR Manager. This is treated as confidential.

The Company will pay the cost of the first two visits. Further visits at company expense are possible, after discussions with the OH&S Manager / HR Manager.

An incident may have occurred onsite that requires Personnel Support. Such incidents include:

- Near Miss/hit
- Person involved in an incident
- Witness to an incident
- Any other incidents, where a person or persons may experience significant distress.

Referral arising from a performance improvement plan:

- EAP may be offered as a means of addressing possible underlying causes of below standard performance issue.
- Under these circumstances a report may be required by CMT with regard to attendance issues addressed and proposed outcomes. This would be jointly prepared between you and your counsellor and provided to the CMT HR Manager.
- While a person can refuse to attend a counselling session, the offer is made to assist in improving performance.
- If a person refuses to attend and the performance problem continues then that person may be deemed to have not taken all reasonable steps to address the issue.

EAP counsellors are well qualified and experienced. On some occasions they may refer personnel to other specialised counsellors to meet specific needs.

Although methods of accessing the EAP program vary, the costs of each program will be covered to the extent mentioned above.

That is: two sessions at no cost, and any further sessions by discussion and agreement with the HR manager. For further information and brochures refer to site notice boards or contact - HR Manager. - ext. 139

Environmental Management

Mount Lyell is a famous mining field with a legacy of environmental damage from more than 120 years of prospecting, mining and mineral processing. Times and expectations have changed. Current activities of Copper Mines of Tasmania are governed by a strict licence to operate, where we are required to comply with the principals of best practice environmental management. We are committed to improving the environment of Queenstown.

All work on site must comply with the requirements of our mining leases, environmental protection notice 308/1 (EPN), the CMT environmental management plan – 2007 (EMP) and environmental legislation. CMT could lose its mining licence due to excessive noise, vibration, dust or by contaminating the town or the environment.

It is everyone's responsibility to ensure that there is no environmental harm from our activities. The following is a summary of the main requirements of our licence to operate:

- All activities must be in accord with the requirements of the EPN and EMP. Details can be obtained from the CMT environment department.
- Any release of pollution must be stopped immediately. If there is a release, the environmental impact must be minimised.
- All environmental incidents must be reported to the CMT environment department as soon as possible. Environmental incidents are to be reported via the CMT incident reporting system.
Note: failure to respond to minimise the impact of an incident or failing to report an incident can lead to prosecution and a fine of up to \$50,000 for an individual.
- All spills of hydrocarbons, chemicals, tailings, process pulp, concentrate or acid drainage to the ground, drains or streams must be reported to your supervisor. All spills must be contained and cleaned up quickly using appropriate spill kits.
- Environmental spill kits contain oil pads, pillows, peatsorb or sausages and are contained in yellow wheelie bins which can be found at various locations around the site.
- Environmental hazards (something that has potential to cause environmental harm if not controlled, e.g. an unstable pipe or piece of equipment, un-banded hazardous substance) must be reported to your supervisor.
- All discharges of water from site to streams must be via the water treatment system and must be within the prescribed water quality limits. Process water discharge is only permitted from the tailings dam (CMT1), the concentrator via the CMT2 discharge and from the mine via the North Lyell tunnel. All other discharges are illegal.

- Any modification to buildings or structures, or excavations outside of the mine or stockpiles must be approved by the CMT Environment and Safety departments.
- No vegetation or heritage features can be disturbed or modified without permission from the CMT environment department.
- All equipment used outside of the mine, stockpiles and concentrator areas must be free of soil and vegetation and inspected by the CMT environment department before entering site.
- Dust, noise and vibration must be within approved limits.
- No fires are permitted on site. Report all fires immediately.

All hazardous or dangerous substances (including all oil, fuel, grease, chemicals, reagents, PCB's and asbestos) must be

- Approved for use on site and registered with the CMT safety and environment departments;
- Transported, stored and contained in accord with the Australian dangerous goods code and *Dangerous Goods Act and Regulations*;
- Stored in bunded areas constructed and maintained to Australian Standards; and
- Disposed of off-site at an approved hazardous waste facility.

All waste and garbage must be disposed of according to the CMT waste management plan.

- Wherever possible, waste material should be re-used or recycled.
- All recyclable materials (wood, paper, cardboard, poly, metal, glass) must be placed in recycling bins.
- All hazardous waste (e.g. oil, chemical or concentrate contaminated waste) must be disposed in red hazardous waste bins.
- All garbage that can rot or leach, e.g. food scraps, dirty paper, used containers etc. must be disposed in Council landfill bins.
- No garbage can be brought onto site from elsewhere.
- No pets or firearms are permitted on site.
- Weeds, plant diseases and feral animals will be controlled on site.
- Do not waste water, electricity or fuel.

If you notice anything unusual report it to your Supervisor, for example, unusual discharge in waterways, oil or chemical spills, cracks in bunding, excessive amounts of dust/air pollution, inappropriate waste disposal, litter or poor housekeeping.

The CMT environment department can be contacted on 0407 040 387 or 0400 650 697 or (03) 6471 4106 or internal 106 or internal 108.

Note:

At the time this induction manual was prepared the above list shows the date of implementation of the referred policies and procedure.

As the occupational health & safety management system is a “live” system these documents are subject to change. If in doubt, refer to your Manager, Supervisor or the safety department.
