

MANCALA PTY LTD



## Surface Induction



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## **WELCOME TO MANCALA**

This document details Mancala policies on health and safety and how these policies are to be managed on our sites. It also contains information on basic workplace standards, procedures and minimum safety requirements. As an employee or contractor you must observe these requirements at all times when working at any of the Mancala sites.

In this induction document, we will cover how a range of statutory and site policies are addressed on the site. Unless everyone on our site has the competencies they need to follow our OH&S requirements, our OH&S program will not be effective. Also under the various *OH&S Acts and Regulations* we are obliged to provide training so work can be carried out safely on our sites.

Induction training is critical to our new employees and contractors so you have the skills and knowledge required to work safely. Regulations require provision of training, assessing competency and keeping records of this training and assessment.

Our induction training will cover the majority of additional competencies needed to perform your work safely on our site and to help implement our OH&S program.

In addition to our induction training, we will provide training in:

- how to use new plant & equipment we bring on to site, that you may be required to use;
- specific hazards, e.g. manual handling; using workshop tools and equipment etc. or,
- how to do a new job or task in your work area

There are some areas of training that require specific requirements to be met for training or assessment - these include:

- First aid;
- Explosives; and
- Health and safety representatives.

We will use specialist trainers to deliver training in these areas when it is required. Maintaining the Health and Safety of everyone who works with us is a major priority.

The requirements covered in this manual, are designed to help protect you.

### **Pre-requisites**

You should have already completed the TIMI Generic Induction within the last 2 years.

It is also a requirement that you complete the Mancala Site Specific Induction. If you have not undertaken these inductions then please speak to the inducting officer.

The TIMI Generic and the Mancala Site Inductions are conducted On-Line on the TIMI Web Site and supported by a handbook which is for you to refer to during the Induction Assessments / Quizzes.

You will be required to successfully complete all the required competency assessments before proceeding to work at the site.



## **OCCUPATIONAL HEALTH & SAFETY POLICY**

The occupational health & safety of all those affected by our scope of works is at the heart of our organization and will be addressed and monitored at the highest levels of our Company. Resources appropriate to the level of risk each hazard poses will be made available to assist in the reduction, or where possible the elimination of the risk posed.

To demonstrate our commitment to our OH&S policy, we will:

- Comply with relevant legislative and statutory requirements, and advisory standards.
- Provide premises, plant & equipment together with systems of work that are safe.
- Ensure the occupational health & safety of all people at work by providing a suitable environment, and the information, instruction, training & supervision required.
- Recognise the ambitions and capabilities of all our employees.
- Provide adequate first aid, emergency procedures and access to appropriately trained personnel.
- Encourage consultation & participation within the company to promote & maintain safe & healthy conditions.
- Investigate reported hazards promptly.
- Investigate promptly any accident, incident or near miss and undertake corrective actions as soon as possible.
- Monitor compliance with OH&S Management System.
- In the unfortunate event of injury requiring rehabilitation services, we will seek to facilitate an early return to work, in consultation with the injured person, medical experts and management.
- Establish measurable objectives and targets to ensure continual improvement and preventions of work related injuries.
- Monitor our OH&S performance.
- Develop and continually improve our OHS management system.

Occupational health & safety is also the responsibility of all management, staff and contractors.

Specific responsibilities for each function and level of the organization are outlined in our OH&S Policy Manual

## **AUTHORITY FOR THE SITE RULES**

Mancala as a company, all Mancala employees and all contractors and their employees are obliged to comply with relevant State and Federal statutory regulations. In addition we also have a common law “Duty of Care” to our fellow workers. The “Duty of Care” is a common law concept that requires employers, employees and contractors to: **“take reasonable care for the safety of others and also for your own safety”**.

***This booklet contains a general outline of the statutory requirements and some locally developed rules and regulations. Look at the acts and regulations for specific details of your obligations.***

To check the actual content of the acts, copies of the relevant Acts and Regulations will be available on site in the company office. Where employees are directly responsible for ensuring conformance with specific legal requirements, (e.g. handling hazardous materials); a copy of the legislation will be provided and specialist training undertaken.

Local policies, rules and procedures have been developed and are intended to supplement the relevant legislation and to detail specific requirements that apply to the site operations. These policies, rules and procedures are not intended to alter or replace any statutory requirements.

In addition to the requirements of the Statutory regulations, Mancala have in place the following documents containing details of our site policies:

1. Safety and Health Policy
2. Safety and Health Management System
3. Risk Management and Assessment
4. Induction & Safety Management Plan

These documents need to comply with a range of external requirements - that is, requirements which are controlled by other bodies, outside of Mancala.

Generally, these requirements include:

- Legislation (acts, regulations and laws)
- Statutory Codes of Practice
- Statutory licences and permits
- Standards (e.g. Country Standards, AS, ISO, etc.) which are referenced in legislation, and
- Industry Codes of Practice (as applicable)
- Site Standards and Procedures

In locations where local legislation does not set a sufficiently high level of safety management, the requirements of the Standards would need to be met, even where they exceed specific local legislative requirements.

## **OUR RESPONSIBILITIES AS A COMPANY**

Various Acts set out specific duties that employers must comply with as part of their general duty to protect employees. These are:

- Providing and maintaining safe plant so that all machinery, equipment and tools are suitable for their purpose, guarded where necessary, and maintained in a safe condition;
- Arranging safe systems of work (for example how work is organised, including work processes and safe operating procedures, work arrangements, the pace and procedures to prevent fatigue, and manage occupational stress and violence);
- Maintaining the workplace in a condition that is safe and without risks to health (including space, layout, security, lighting, ventilation and noise control);
- Implementing procedures for the safe use, handling, storage and transport of plant and substances;
- Providing adequate facilities for the welfare of employees (such as drinking water, toilets, eating areas and first aid); and
- Providing such information, instruction, training and supervision to employees as is necessary for them to do their jobs safely and without risks to health.

The Mancala Manager is responsible for all people on site and must ensure all persons on site comply with the Acts and Regulations applicable to the site and any other relevant legislation.

The Manager is also responsible for ensuring adequate first aid facilities exist on site. First aid boxes are found in the crib room and workshop. The contents of the kits can be used by anyone on site.

## **DUTIES AS A CONTRACTOR OR CONTRACTOR EMPLOYEE**

Contractors engaged by employers, and their employees, have duties as employees under the OHS Act.

While at work, they must take reasonable care for their own health and safety and that of other people who may be affected by the way the work is done.

For example, contractors should cooperate with employers by following instructions, procedures and work practices and attending training sessions.

Contractors must not intentionally or recklessly interfere with or misuse anything provided by an employer which could adversely affect health, safety or welfare at the workplace.

On Mancala sites before commencing work you must:

1. Complete and abide by the relevant induction & safety instructions and any supplementary inductions for new work areas. Persons with reading difficulties can have the booklet read to them.
2. Obey reasonable work related instructions.
3. Work safely and wear appropriate protective equipment that is in date and up to state standards at all times when on site
4. Follow the standard work procedures when you are doing your job
5. Never put your fellow workers or other persons at risk
6. Report accidents or near misses to your supervisor.
7. Ensure that no damage or misuse occurs to anything provided by Mancala for health, safety and welfare at work.
8. Complete a written assessment program at the end of your induction to ensure you have an understanding of the requirements to work on this site. Persons with literary difficulties can have the assessment written for them and they must sign their acceptance of the document.

## **INDIVIDUAL RESPONSIBILITIES**

You are required to undertake your work so you do not hurt yourself or others around you. This is a part of your duty of care.

It is also your duty to notify your supervisor of any circumstances or incidents that occur in the work place that may have an effect on the safety of the work place.

Identify and correct any hazards in your work area. If you cannot correct the hazard, report it to your Supervisor. Stop work till the hazard has been corrected.

It is also your duty, to ensure you fully understand any instruction given in relation to the work place or specific job.

### **IF IN DOUBT - ASK QUESTIONS**

Tell your supervisor if you don't feel comfortable and confident with any training.

You must not come to work if under the influence of alcohol or any non-prescribed substance.

You must not bring any alcohol or non-prescribed substance to your work place that can have an effect on your performance and our site safety.

If you are taking prescribed medication that can cause drowsiness, notify your supervisor or Manager before operating any machinery. This is explained in more detail later.

Do not bring any domestic animals or firearms onto the work site.

Disciplinary action as outlined in our disciplinary policy will be taken against any person committing any of the following:-

- Fighting.
- Unauthorised possession of Mancala, contractors, or other employees property.
- Wilful destruction/damage of Mancala, contractors, or other employees property.
- Making misleading or demeaning comments to fellow employees.

Mancala will not accept responsibility for any articles or money stolen from you while on our site. If you are caught stealing, you may be dismissed immediately and may lead to prosecution. Being off the job without authorisation or sleeping on the job will result in disciplinary action.

## **Mobile Telephones**

Mobile telephones must not be used while operating or driving equipment or machinery.

## **Photographs**

No photographs are to be taken on site, distributed or published without the approval from Management.

## **OUR SAFETY SYSTEM**

For an accident to occur, a number of factors need to come into play. The accident is not an isolated event but is a part of a cause and effect sequence.

Operation of our company involves a range of manageable safety and health hazards.

Mancala places a high level of importance on being a responsible and caring employer. We aim to minimise any hazards to you in your workplace.

We recognise that community expectations and cultural values are important factors in our approach to safety and health.

We aim to continuously improve our safety and health performance with the aim of having no incidents in each reporting period.

By identifying, assessing and controlling hazards, we minimise risks to our personnel, plant and the environment.

Any risk that has an effect on personnel, plant, the community around us or the environment must be especially carefully reviewed.

This is needed to help prevent any harm to personnel, damage resulting in significant property losses, loss of business, or damage to Mancala reputation.

To help us achieve our safety goals we have put in place a safety management system. The system consists of a structure where documents and systems, must meet the requirements of those documents and systems in higher levels. The structure is shown below:

- Mancala Policies
- OH&S Standards
- Safety Management Plan
- Standard Operating Procedures
- Safe Work Instructions

All of the above material is available for reading; copies are in your crib room or ask your Supervisor.

## **Duty of Care**

Each person has a duty of care to others they come in contact with. There is a legal requirement that you must take all steps practical to prevent harm occurring to other persons you come in contact with. Your liability is only limited by “practicability”. Practicable means, it must be possible to do taking all reasonable steps and can be put into practice.

This means the degree of risk in a particular activity or environment must be balanced against control measures.

As the level of risk increases, it is reasonable to substantially increase the time, effort and cost needed to reduce or eliminate the risk.

Your duty of care in your work environment requires you to take any practicable steps necessary to protect the health and well-being of your fellow workers and all who enter your work site.

Persons who are in control of workplace activities have a special responsibility to determine the required safety and health measures for the work area and ensure these measures are complied with. The responsibilities below refer to all Mancala sites, workshops and offices.

The **Manager** must: -

- Provide and maintain an effective communication system to allow easy communications with all persons working at the workplace.
- Ensure that the workplace is worked safely. This must be done according to the instructions and terms of state acts & regulations, also any local policies or directions.
- Provide adequate and competent supervision of persons in the workplace.
- Ensure that occupational health and safety needs of persons in the work place are appropriately monitored.

- Seal off any areas of the workplace that are unsafe until the problem is remedied.
- Ensure that persons working at the workplace have the skills and competence for the tasks they are required to undertake. They must have been adequately and appropriately trained and understand their duties.
- All persons are encouraged to be involved in safety and health activities and comply with the requirements of the acts & regulations and any site policies or directions.

**Area Managers & Supervisors** must ensure: -

- That workplaces and work methods are safe with hazards detected and controlled.
- All changes that may affect the health and safety of persons in the work place must be adequately communicated to those persons.
- Ensure that persons working at the workplace have the skills and competence for the tasks they are required to undertake. They must have been adequately and appropriately trained and understand their duties.
- All persons are encouraged to be involved in safety and health activities and comply with the requirements of the relevant acts and any site policies or directions.
- That any safety matters brought to their attention must be acted on immediately within their area of responsibility to ensure the safety of all persons working in the area, and report the matter, including details of action taken to the general manager or person responsible for the matter.

**Contractors** are obliged to ensure that they, their employees and others for whom they are from time to time responsible, apply the principles of duty of care.

They are also required to ensure that:

- All their equipment and machinery is in sound working order;
- All those who operate their equipment or machinery are competent and authorised to do so;
- All substances, for which they are responsible, are stored, handled and transported in an appropriate manner.

**Non-Employees, Visitors, & Others** are obliged to comply with the site safety systems and obey the directions of the employer or their agents.

## **ACCIDENT / INCIDENT REPORTING**

### **Notifiable Incidents**

All injuries must be reported to a supervisor, area manager or safety officer immediately after they occur.

Some injuries must be notified by the Mancala Manager to a Government Inspector immediately so we need to be informed for this to be done.

Should the injury not become apparent until after finishing work, it must be reported as soon as is possible after it has become apparent.

This has a twofold effect:

1. The events contributing to the cause of the injury must be corrected to protect you and other persons from a repeat incident.
2. Neglected “minor” injuries can become serious and if they have not been reported, they may jeopardise your claim for WorkCover compensation.

In addition certain incidents or events and near misses must be notified to government departments even though they did not result in injury.

### **All near misses must be reported**

Such incidents include, for example, major equipment failure, collapse of excavation or structure, explosion, fire, spillages or leaks and fall of materials or objects from a height.

After reporting to your supervisor, an Incident Report will be completed. The details must be completed by yourself, your Supervisor and any witnesses.

An investigation will be conducted in conjunction with you, by your Supervisor and all details will be recorded.

Upon completion, the form will be submitted to the Manager and a copy will come back to your section for processing.

Except for reasons of safety or to prevent further injury, the site of an incident must be preserved until advised otherwise by the Manager in consultation with an inspector.

If medical attention has been obtained, a WorkCover claim form must be completed as soon as possible as there is a limited time to submit these forms.

### **Fitness for Work Policy**

As a part of your duty of care, you must ensure that you are in a suitable condition for work.

You must not present a hazard to others in the workplace when carrying out your normal duties.

## Drug & Alcohol

Mancala conducts random Drug and Alcohol testing of employee's on site at intervals of their choosing.



Any personnel taking prescribed medication must inform their supervisor of the fact.

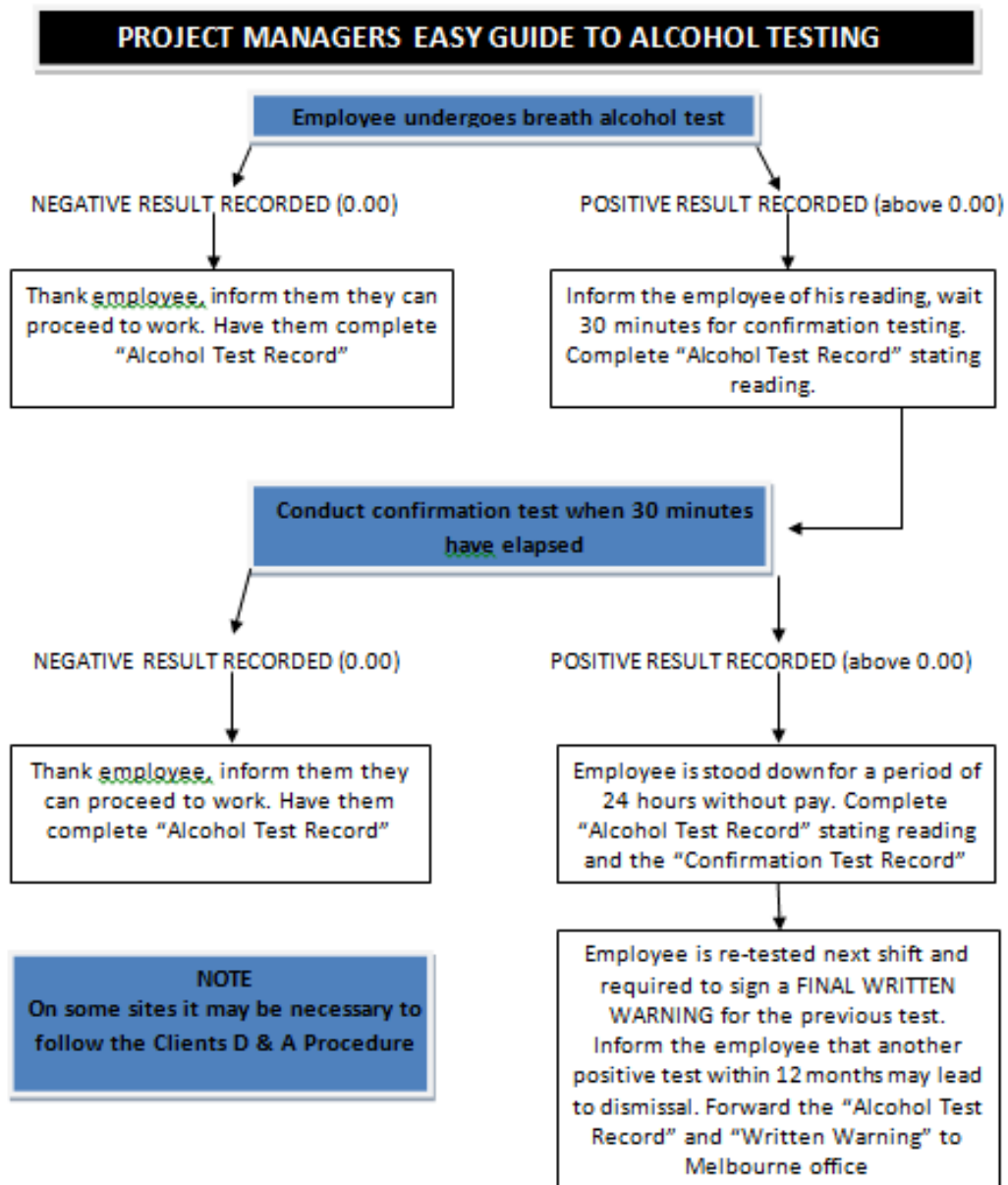
This is so the supervisor can plan for any side effects that may occur from taking the medication.

Any person who is in possession of, or consumes alcohol or illegal drugs on site, will be liable for disciplinary proceedings, which may include suspension and/or dismissal.

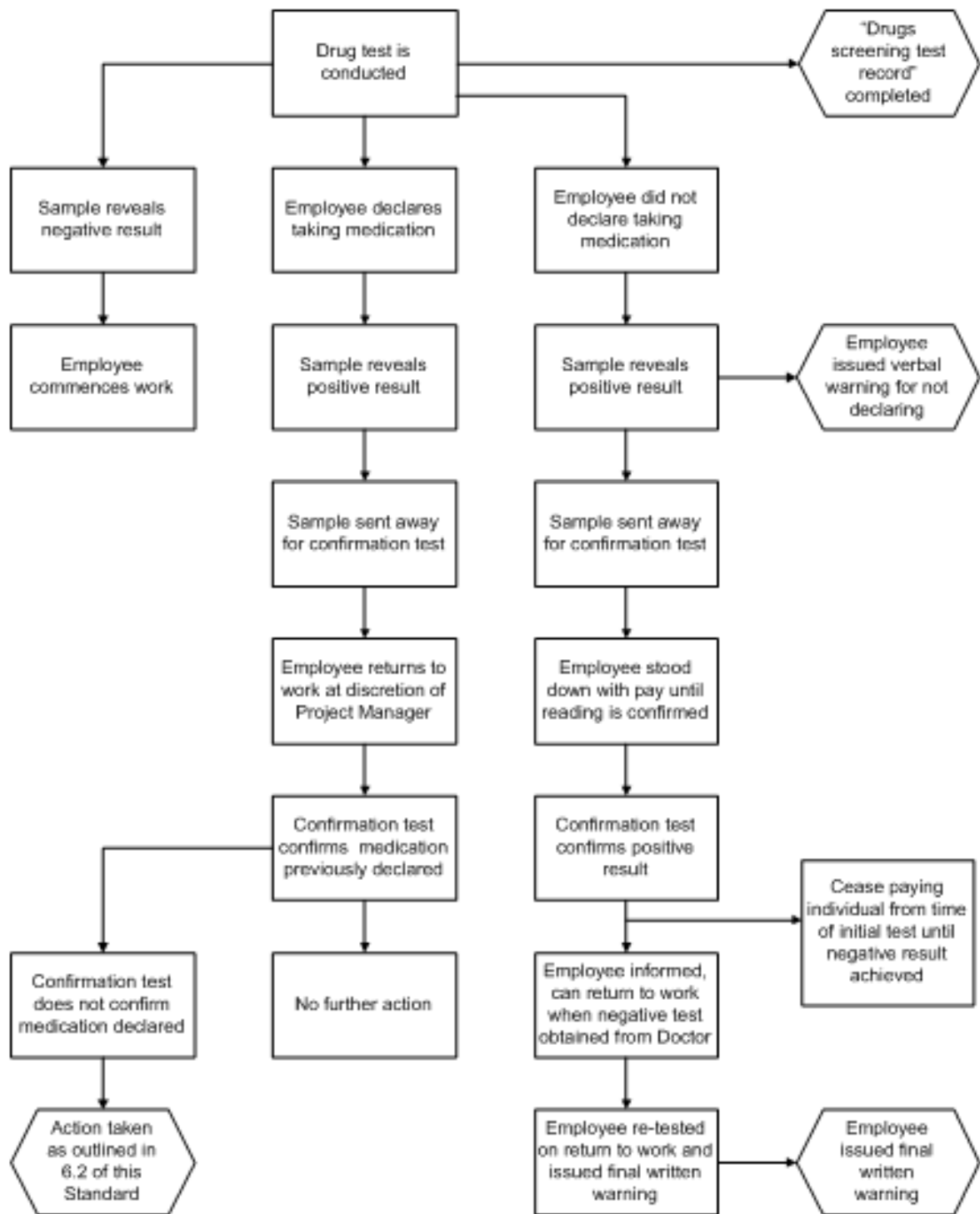
This includes attending work while affected by alcohol or drugs.



Random drug and alcohol tests will be carried out at intervals determined by the mine safety committee.



# Drug Testing Flowchart



## Fatigue

You should also be aware that fatigue has an adverse affect on a person's ability to perform work in a safe manner. This can result from: -

- Physical exertion;
- Mental exertion; or
- Inadequate or disturbed sleep.

You have a responsibility to ensure that activities outside working hours do not inhibit your ability to carry out your duties without presenting a risk to yourself or to other personnel's safety and health. Ensure you get adequate sleep and are not fatigued prior to commencing work.

Any person who has reason to believe that a person at work is suffering from fatigue, working under the influence of alcohol or drug, or is working in an unsafe manner must immediately report that person to their supervisor as part of their "Duty of Care".

This policy applies to all personnel on Mancala sites including contractors and visitors.

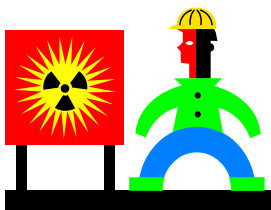
## CHEMICAL AWARENESS

On our site solvents, oils and chemicals that can be harmful to personnel are in use. It is critical that you practice good work and hygiene habits for the prevention of poisoning, dermatitis or other illness. Details of safe handling procedures for chemicals used on site can be found on Material Safety Data Sheets (MSDS) available from the site office. MSDS are information documents produced by manufacturers of hazardous substances including the first aid treatment and emergency management for spills etc. Copies are kept for any hazardous materials used on site including those used by contractors.



## HAZARDOUS MATERIALS

It is important that you are able to recognise the substances used on site that may be potentially hazardous. Keep well away from any signs with the radioactive symbol shown to the left.



Understanding how materials can affect your health and safety, and how easily these materials substances enter your body is important.

This information is readily available to you through: -

- Placards and warning signs.
- Labelling.
- Material Safety Data Sheets (MSDS).

You should have the following information available before handling any chemical:

- Correct identification of the substance
- Side effects of use of the substance.
- How it can enter your body.
- Types of personal protective equipment to be used during use.
- Correct methods for transporting, handling and storing the substance.
- Correct first aid to accidental exposure.
- Safest methods for cleaning up spillages.
- What to do in the case of a fire.

Contractors must not bring new materials onto site that may be hazardous. If in doubt consult with the stores personnel for information before bringing materials onto site.

Do not use any substance if you are uncertain about its safety for use.

IN EMERGENCY DIAL 000 and ask for POLICE or FIRE BRIGADE.



Things that will minimise the chances of you becoming ill from contact with chemicals are by:-

- Wearing of the correct protective clothing including gloves when handling chemicals oils or greases.
- Wash off chemicals that come in contact with skin and clothing.
- Make yourself aware of chemicals around the work place.
- Disposing of oil and chemical hazardous substances in the correct manner.
- Cleaning up chemical, fuel or oil spills promptly.

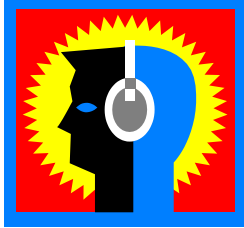
## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

While working on Mancala sites you are required to wear personal protective equipment (PPE) safety equipment that meets current Australian standards.

The minimum requirements for safety equipment on site are:

- Safety glasses in workshops and where sign posted.
- Hard hats where sign posted.
- Steel capped footwear at all times.
- High visibility trousers and shirts with long sleeves only to be worn at the work area (singlets and t shirts are **not** to be worn on work sites).

Your safety equipment must be worn in all area where signage indicates. On work areas this usually means at all times except when in crib rooms or the office block. In these areas you still need to take care to avoid hazards.



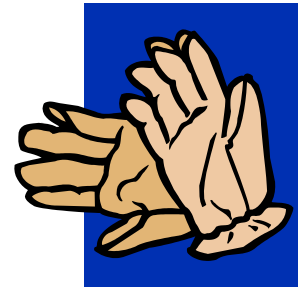
Specific tasks on site or during maintenance of your equipment may require using other safety equipment including hearing protection, safety harnesses, chemical goggles, aprons and gloves. Discuss your work activities with your supervisor for selection of the appropriate safety equipment.

You must maintain your safety equipment in good clean condition. Learn how to adjust and maintain it. Check its use by date and replace according to the manufacturers recommendations.

Loose and torn clothing is a hazard. Repair or dispose of any torn items. If you work with moving machinery, you must wear close fitting clothing so no loose areas can be easily caught in machines or equipment. We do not recommend wearing any jewellery when working on site.

If you have long hair, ask your supervisor to get a supply of hair nets for your use if working around machinery with rotating parts.

If there is a hazard from abrasion, laceration, or contact with moving components wear appropriate gloves to protect your hands. Do not wear gloves around high speed rotating machinery, or where any danger of the glove being caught in the machine exists.



#### **Note!**

***When working near heavy equipment and in other specified areas, you must be wearing a high visibility vest or clothing.***

The clothing can be wet weather yellow coats or high visibility safety vests or shirts fitted with reflective 50 mm wide stripes.

**Always wear hearing protection in noisy areas**

## **DUST & FUMES**



If your work area is dusty or fummy, you should get a suitable respirator to suit the conditions.

Check that the filter is the correct one for the hazard and still within its life span date.

Some specific jobs require protective clothing to completely cover the limbs e.g. welding and working with some chemicals.

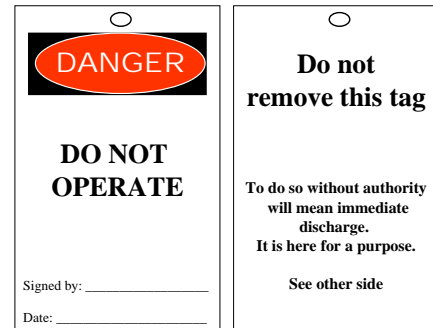
## SAFETY TAGS

### Personal Danger Tags

Personal danger tags are for the protection of individuals. They are used to identify that you are currently working on a piece of equipment and that it is not to be used or operated.

The Personal Danger Tag must show your name, signature department and date.

The details must be filled in using a permanent marker or ballpoint pen.



**If you may be in danger in the course of your work from the operation of an item of machinery, exposure to electricity, gas or liquids, or the use of faulty equipment, you MUST use a Personal Danger Tag and lock.**

- It is your responsibility to place your tag and lock.
- Unless you are proving an isolation, under no circumstances may a control of any kind be operated when a Personal Danger Tag and Lock is attached.
- Only the person who placed a Personal Danger Tag or Lock is allowed to remove it.
- When an isolation has been carried out, prior to placing your tag, Prove the isolation by trying to start the equipment. **IF PROOF OF ISOLATION FAILS, DO NOT START WORK.** Notify the Manager of this failure, for checking and correction before placing Tag and Lock.
- **Emergency trip wires or Emergency stop switches must never be used as isolators as these devices are not positive isolators.**

DANGER TAG PLACEMENT PROCEDURE
1. STOP THE EQUIPMENT, SHUT DOWN AND ISOLATE
2. PROVE THE ISOLATION BY TRYING TO START THE EQUIPMENT
3. PERSONS WORKING ON THE EQUIPMENT EACH PLACE A PERSONAL TAG ON THE MASTER CONTROL SWITCH OR STEERING WHEEL
4. CARRY OUT THE WORK REQUIRED ON THE EQUIPMENT
5. EACH PERSON REMOVES THEIR PERSONAL DANGER TAG
6. PERSON IN CHARGE OF JOB CHECKS ALL PERSONS ARE CLEAR OF THE JOB AND THEIR TAGS HAVE BEEN REMOVED.
7. EQUIPMENT IS BROUGHT BACK INTO SERVICE

## Removing Personal Danger Tags

Personal Danger Tags and Locks **MUST BE REMOVED** (and the tag destroyed if disposable) at the end of the shift, or when leaving the job in progress, except when taking a meal or coffee break. No person is to remove any other person's Danger Tag.

### **WARNING!**

**ANY PERSON WHO KNOWINGLY RE-ACTIVATES EQUIPMENT DISPLAYING A DANGER TAG WILL BE LIABLE TO DISCIPLINARY ACTION INCLUDING POSSIBLE DISMISSAL.**

## Special Tag Removals

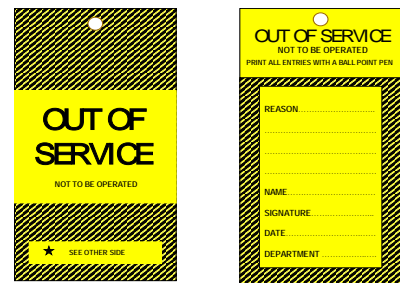
Every person on site is responsible for removing their own Danger Tag. In circumstances where an employee is unable to remove their Danger Tag, the Project Manager may remove the tag using the following procedure:-

1. Investigate the situation to determine that the person is definitely not available (e.g. has left site due to injury or illness etc.).
2. Determine that no unsafe condition exists.
3. Remove and destroy the Tag.

Except as a result of circumstances beyond their control, any person leaving a site without firstly removing their Danger Tag will be disciplined and will have to undergo a Personal Danger Tag re-induction.

## Out of Service Tags

Out of Service Tags are used to identify machinery, plant or equipment that is either defective or damaged and if operated/started could result in further damage. They are attached to electrical switches or valves etc., the same as Danger Tags. When used on non-machinery type equipment (e.g. Defective ladders, damaged lifting gear or portable electric/pneumatic tools) they are tied to the item in a prominent position.



## Use Out Of Service Tags

If you identify a piece of machinery, plant or equipment that is damaged, defective or in a dangerous condition and if that equipment is allowed to continue running it could cause damage or injury, you must isolate that item of equipment.

Complete an "OUT OF SERVICE" tag and attach it to the switch, valve or other isolating device. If more than one defect or dangerous condition exists for that item, a separate Out of Service Tag is required for each condition.

You must report every occasion when you place an Out of Service Tag to your supervisor, to ensure prompt attention is given to remedy the problem.

Any equipment fitted with an out of service tag must not be used. It may be operated to move it so repairs can be carried out.

## **OUT OF SERVICE TAGS MAY ONLY BE REMOVED BY THE PERSON WHO CORRECTS THE DANGER OR DEFECT STATED ON THE OUT OF SERVICE TAG.**

*Out of Service Tags are never used instead of Personal Danger Tags*

When personal danger tags are removed at the end of shift and repair work has not been completed, an Out Of Service tag must be on the equipment.

## **ELECTRICAL SAFETY**

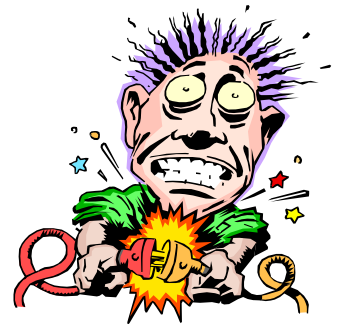
There are strict rules that apply to persons on a mine site that are required to: -

- Work near power lines
- Work near high voltage equipment
- Carry out isolations of electrical equipment.

### **Electrical Isolations**

**Definition of Isolation: -**

A part of an energy source is defined as Isolated following the physical interruption of all energy flow paths by means of approved isolating devices (circuit breaker, valve, plug, etc.).



**Definition of Disconnection: -**

An energy source is disconnected following the complete physical interruption of energy flow such that it cannot be reinstalled by an isolating device.

For example:-

- Removal or disconnection of cable(s).
- Blanking off or removal of pipelines.

Personal safety locks are issued to each person on site for the isolation of equipment in conjunction with a Danger Tag.

### **Isolation of Equipment from Energy Sources**

No person may work on any equipment normally connected to a source of energy until that equipment has been correctly isolated from the energy source and the isolation is proven to be effective.

The isolating device must then have an isolating lock put through the breaker with a correctly completed danger tag. The tag and lock must remain in position while the person responsible for the attachment of the Danger Tag and Lock is still working on the job.

In isolations where more than one person will be working on the isolated equipment, locks must be placed at the circuit breaker on the distribution board, in addition to the remote stop/start station lock.



**The rules and procedures for carrying out electrical isolations must be strictly adhered to and carried out exactly. Incorrectly applied isolation procedures may cause a life threatening hazard to yourself or other persons.**

Any faulty electrical equipment should have a **Personal DANGER** Tag placed on it and the fault be reported immediately to your supervisor.

**Remember that only licensed electricians are permitted to carry out work or repairs on electrical equipment.**

There are some basic rules that will help you eliminate hazards when working with or near electrical equipment.

- *Never spray water on or near electrical equipment or stand in water while operating electrical items or turning on any electrical switch. Make sure no one will be endangered by your action when turning on a switch.*
- *Never throw tools or other objects over extension cords or pull extension cords over sharp objects. If wires are exposed do not use the cord or appliance.*
- *If wires have fallen on a vehicle or equipment do not touch the vehicle or equipment. Rubber boots will not necessarily give you protection against electrical current. If you are in a vehicle in contact with live electrical wires or cables do not attempt to get out unless there are other dangers such as fire. Try to jump clear without touching the machine and surrounds at the same time.*
- *Be aware of power line locations when carrying long objects.*

N.B. ALL accidents involving electric shock must be reported to the relevant Government body within 24 hours.

Only NON-CONDUCTIVE fire extinguishers are used on Electrical fires. These are Red with White band or Red with Black band.

## Power Lines

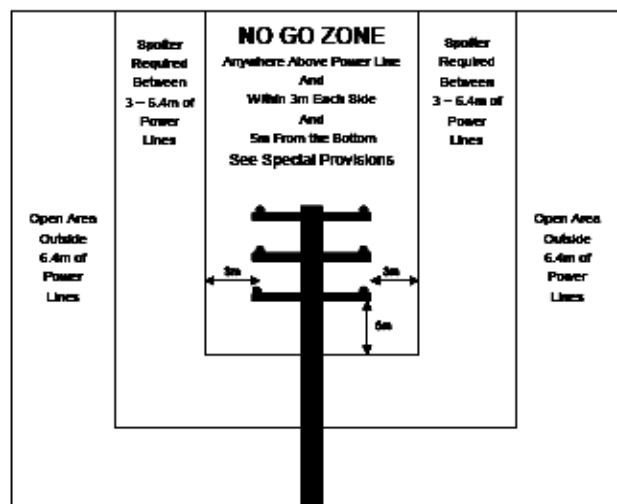
### Clearances to Overhead Power Lines

When working under or near overhead powerlines, particularly with heavy equipment or cranes, it is essential to stay clear of the overhead power lines using the “No Go Zone” principles.

For overhead power lines on poles, the No Go Zone is anywhere above the power line and within 3m each side of, and 5m underneath, the power line (refer to Diagram 1).

The normal limit of approach for any equipment is given as 6.4 metres (without an **approved** spotter) for lines on poles.

**Diagram 1: Overhead Power Lines on Poles**



For overhead power lines on towers, the No Go Zone is anywhere above the power line and within 8m each side of, and 10m underneath, the power line (refer to Diagram 2).

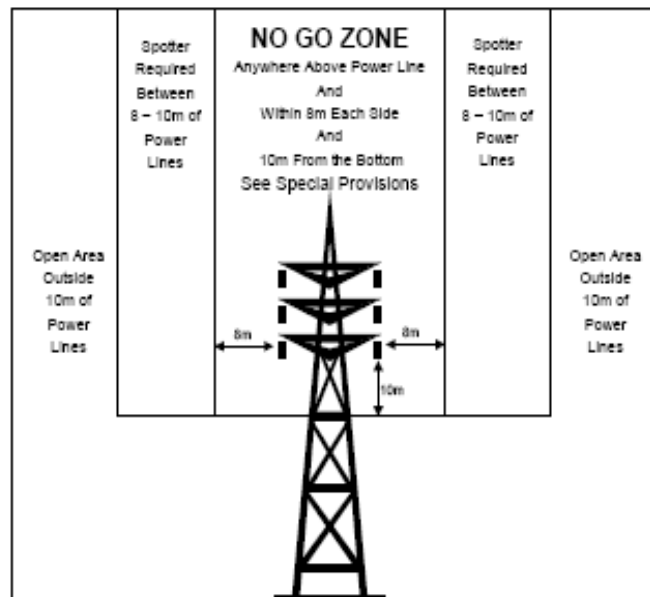
Diagram 2: Overhead Power Lines on Tower

The normal limits of approach for any equipment is given as 10 metres (without an **approved** spotter) for lines on towers.

If a trained and qualified Spotter is present at all times, work may be carried out between the edge of the No Go Zone and the following clearances within each side of, and underneath, the power line:

- o 6.4m for powerlines on poles; and
- o 10m for powerlines on towers.

On all Mancala sites and offices, any work near power lines must have the approval of the general manager.



## **LIGHTNING SAFETY**

In Australia, lightning causes between 5 to 10 deaths and over 100 injuries annually. Of the injuries, about 80 result from use of fixed telephones during electrical storms. Lightning is electricity. Electricity finds it hard to travel through air, because air is not very conductive. Trees, buildings, towers and other objects conduct electricity much better than air.

If a person is caught out in the open during a thunderstorm, shelter in a vehicle or move quickly to a solid building if possible. Don't travel in open vehicles. If driving, slow down or park away from trees and power lines. If no vehicle or building is available - crouch with feet together, touching as little ground as possible, preferably in a hollow. Remove metal objects from your head and body. Avoid small open structures and don't lie down flat. If your clothes are wet, you are less likely to be seriously injured if struck. Most of the charge will conduct through the wet clothes rather than your body.

In a building phones, electrical appliances and water taps (shower, wash basins, kitchen sink etc.) should be avoided. Stay away from metal poles, fences or anything that is a good earth conductor. If your hair stands on end or you hear 'buzzing' from nearby rocks, fences, etc. move **immediately**. At night, a blue glow may show if an object is about to be struck (St Elmo's fire).

If you hear thunder, find shelter urgently, especially if the time-delay between the flash and noise is less than 30 seconds. Try to remain sheltered for at least 30 minutes after the last sound of thunder. Lightning usually occurs in a line perpendicular to the storm's direction and right on the rain front. The first big drops to land on the ground generally accompany the greatest risk of being struck.

## **EQUIPMENT SAFETY**

### **Equipment Guards**

All plant must be stopped, isolated and tagged before any guard/s is removed from the equipment. Guards must not be removed or be made inoperative unless carried out by authorised persons. The guard removal must only be for carrying out repairs or adjustments.

Never operate any plant without guards in place or with faulty guards. Damaged or broken guards must be repaired, and the area fenced/barricaded to ensure safety of all personnel. **ENSURE ALL GUARDS ARE REPLACED BEFORE RESTARTING PLANT ITEMS.**

### **Lifting Gear, Slings, Shackles etc.**

Any slings, hooks and ropes used on site for lifting purposes must be inspected by the person using the item before use. All slings, hooks and ropes must be checked prior to use. These items must comply with the relevant Australian Standards. They must also be tagged or marked as tested suitable for use and dated.

### **Stairways & Work Platforms**

Stairways, ladders and access ways must be kept clear of loose objects and obstacles.

When using stairways:

- One hand is to be kept on the handrail at all times.
- Use one step at a time. Do not miss steps.
- Do not run on stairways.
- Report any damaged or missing stairs or handrails to your supervisor immediately.



### **Conveyor Belt Safety**

Conveyors are silent and are one of the most hazardous items of equipment on a site.

There are some basic rules for operation and when working near conveyors that are very important for your safety and that of others in the work area.

Conveyors must not be operated with any guards removed. Never use conveyors to transport tools, parts, equipment or ride on the belts.

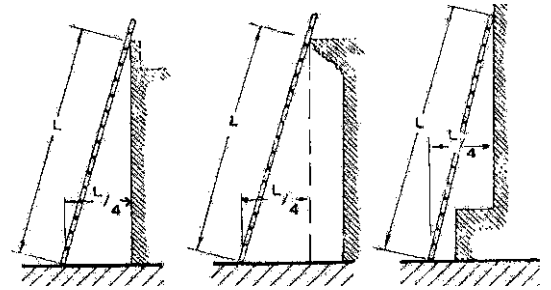
Loose clothing is especially hazardous near conveyors. Never pass under or over a conveyor if a body part or clothing can come into contact with moving parts of the conveyor. Pay special attention to “pinch” or “nip” points such as rollers, gravity take-up, tail pulleys or drums.

When working under a moving conveyor there must be total clearance between you, your tools and the conveyor, even at full arm stretch. If total clearance is not possible, the conveyor must be isolated and tagged out. Be aware of the location of emergency stop/start buttons and lanyards on the conveyor.

## Ladder Safety

### Portable Ladders

Portable ladders are commonly used access equipment. Many people are seriously injured in falls from ladders each year.



### Maximum Ladder Lengths

Construction Material	Single	Extension	Stepladders	Trestle
Metal ladders and reinforced plastic ladders	9m industrial 5m domestic	15m industrial 7m domestic	6.1m industrial 2.4m domestic	5m
Timber ladders	runged 9.2m cleated 4.9m	15.3m	5.5m industrial 2.4m domestic 5.5m platform	5.1m

### Safe Ladder Use

- The ladder angle must always be kept at less than 4:1 slope.
- Keep three limbs on ladders at all times. Use tool belts to keep hands free.
- Work in easy arm's reach of the ladder to minimise risk from overbalancing.
- Never place a ladder in front of a doorway, unless the door is either blocked, locked closed, or a person is standing guard at the foot of the ladder.
- Check that the ladders footing is secure, don't erect a ladder on a slippery surface.
- Never use makeshift foundations such as drums, boxes, or blocks, to get extra height.
- Check the support for the top of the ladder is secure.
- Ladders must be firmly secured, or tied off (top and bottom). If using ties they must be attached to the stiles, not rungs. Ladders must be held firmly, by a second person while being secured.
- Where it is not practicable to secure or tie off the ladder, it must be 'footed' at the base by a second person. They must keep both hands on the stiles to prevent ladder movement or overturn.
- Never place ladder tops close to live electrical wiring, or against any operational piping (steam, chemical, sprinkler system, etc.) where damage may occur from the contact.

- Metal (or wooden ladders with wire reinforcement) must not be used where there is any chance of coming into contact with live electrical parts. These ladders are unsuitable for electrical work.
- If a ladder is to be placed against framing, or against brittle material such as cement sheet, secure a board across the top of the stiles to distribute the load.
- If a ladder is to be placed against a pole, it should have a suitable strap or chain at the top.
- Do not leave ladders unattended, especially outdoors, even when they are secured.
- If using ladder brackets (for painters and signwriters planks) approved brackets only may be used. Brackets must be placed on the underside (under slung) with 1 bracket per ladder.
- If using a ladder to access or egress an area, the top of the ladder must extend at least one metre above the landing.
- There should only be one person on a ladder at one time.

## **SITE SECURITY PROCEDURES**

Always comply with site security procedures. Any visitors must report to the office and not enter any area of the operations until authorised by a company area manager or supervisor of the area to be visited. The visitor must have signed the "Visitor's Book" and have undergone a safety familiarisation of the requirements of the area to be visited. Visitors will be required to wear personal protective equipment appropriate to the area they are visiting.

A condition of entry for the site is that where there is reasonable suspicion of theft, all personnel must allow their tool boxes or vehicles to be searched on entry and exit.

### **Traffic Control**

You must ensure your vehicle complies with the requirements for traffic on the site. Only vehicles currently registered or suitably permitted, in roadworthy condition to Victorian Road Traffic Authority standards, may be used on public roads connecting areas of operations.

Obey any signs along the roads as you drive around the site. These are placed for a reason and your safety is paramount. If you are given a direction or sign to stop, pull over to the side of the road safely as soon as is safely possible and await further instructions.

Never attempt to get on or off a moving vehicle, or ride on top of any load on a vehicle. We are not allowed to ride on any mobile equipment not fitted with approved seating.

If work is being carried out near a road, warning signs, barricades and lamps must be placed in conspicuous positions either side of the work in progress to give warning of any hazard. These signs must be obeyed.

To drive any company vehicle on a public road, you must hold a current drivers license. Seatbelts must be worn at all times when the vehicle is in motion.

Private vehicles on mine leases must be left in the car park areas provided. Do not take a private vehicle into any work area without authorisation.

Vehicles must not be driven off roadways, due to the potential for damage to vegetation and also grass fires from hot exhausts.

## Site Evacuation Procedures & Muster Areas

If an emergency occurs and an evacuation of your work area is ordered by verbal instruction, or on the site radio system (where fitted), move to the emergency muster site.

Ensure all others in your work area are informed of the evacuation requirement. Move to the designated muster area in the car park away from the building/s. Comply with instructions issued by the Manager or your supervisor.

## Fire

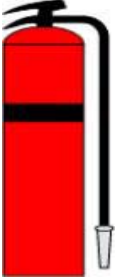


If a fire extinguisher is used or even partially used, or defective in any way, place an **OUT OF SERVICE TAG** on it and report it to your supervisor for a replacement.

The lighting of fires on site is prohibited. Exceptions to this are:-

- \* When there is approval from a supervisor.
- \* When carrying out workshop repairs in a nominated fire safe area.



Types of Fire Extinguishers used on site are shown below :-

 <p style="text-align: center;"><b>Red with Black Band</b></p> <p>Carbon dioxide CO2 - suitable for all fire types and are usually located in electrical switch rooms.</p>	 <p style="text-align: center;"><b>Red with White Band</b></p> <p>Dry Chemical - suitable for all fire types. The most common units found on site</p>	 <p style="text-align: center;"><b>Blue Extinguisher or Red with Blue Band</b></p> <p>Foam - Most suitable for oil fires. Located around fuel areas.</p> <p><b>DO NOT USE THESE ON ELECTRICAL FIRES AS THEY CONTAIN WATER</b></p>
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## Emergency Procedures

An emergency of any kind will normally be handled by the person discovering that emergency. **THAT MEANS YOU!** If the accident, fire or other type of emergency is of such a nature that you cannot handle it yourself, you must instigate the emergency procedure.

To raise the accident/emergency alarm you can:

- **STATE:** "THIS IS AN EMERGENCY"
- **WARN:** SHOUT OUT AND WARN OTHER PERSONNEL WORKING IN THE AREA
- **REPORT:** **REPORT THE EMERGENCY TO YOUR SUPERVISOR OR MAKE AN EMERGENCY TELEPHONE CALL "000"**

**DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO**

Notify your supervisor of the emergency and arrange for help to come to you. Persons not involved in control of the emergency should be moved to nominated muster area. This is near the front gate

## ENVIRONMENTAL ISSUES

Mancala aims to achieve a high standard of care for the natural environment in all of the activities in which we are engaged. Our environment is a matter of high sensitivity and any unthinking action can have major consequences to our company.

### WASTE MANAGEMENT

Only dispose of wastes in approved disposal areas

### WASTE OIL MANAGEMENT

Locate the waste oil disposal area on the site and ensure that all waste oil and rags are disposed of at the centre in receptacles provided.

Waste oil is to be poured/pumped from drums into the waste oil storage tank.

## Environmental Incidents that need to be Reported

All major and minor incidents must be reported. This includes:

- Vegetation dying from unnatural causes
- Oil spills
- Chemical spills
- Diesel spills

Any of the above incidents must be reported to your supervisor.



## **OIL AND DIESEL SPILLS**

In case of a major oil, diesel or chemical spill the incident must be reported to your supervisor **immediately**. An accident/incident report form will need to be completed. These forms are available from your supervisor.

***Assess the situation. If it is a minor spill then proceed with the following plan:***

***Assess the situation. If it is a minor spill then proceed with the following plan:***

1. When a spill occurs, contain the spill in one area. Restrict traffic over the area, so that the product is not spread further.
2. Try to retrieve as much of the product as possible.
3. In the case of an oil spill an oil absorbent material should be placed over the spill immediately.
4. Clean up the granules when they have absorbed all the oil. Dispose of the granules in an oil waste bin.



***If you encounter a major spill, you must:***

1. Isolate the product flow - shut down any operating pumps with emergency stop switch.
2. Try and contain the flow and minimise the spread of the spill.
3. If it is a flammable spill, Isolate the area and keep all potential ignition sources away from the spill, including vehicles.
4. Call your supervisor immediately on site radio and inform them of the situation. The supervisor will then notify the Manager.
5. Clear the area and ensure no-one is in danger.
6. Have fire extinguishers on standby.
7. Clean up as much of the product as possible.
8. Do not open the area until it is declared safe.

## **GENERAL INSTRUCTIONS**

Ensure that all work places are kept tidy and free of rubbish, especially your operator work area and vehicle cabins.

This will minimise the risk of any materials presenting a tripping or slipping hazard. Materials and equipment must be stored neatly in the work area and stores locations.

A clear safe access must be maintained for the ease of movement of people and equipment.

All hand rails, toe boards and guards must be kept in place. If the work requires their removal, it is mandatory they are replaced as soon as possible. Temporary barriers and flagging for the security of the area will be needed while the works are in progress.

All materials we use must be stored so they are safe from fire, weather, falling over, or being blown around the site by wind.

Flashback arresters are required on **both** ends of oxy-acetylene hoses.

Materials must not be thrown from a height.

Lower materials by ropes, chain blocks or cranes.

Ensure the correct barriers are placed around the work site and ensuring that our work site is maintained in a safe condition.

The Hot Work Permit Standard must be followed when conducting hot work (e.g. oxy cutting, welding) outside of the general workshop area or where there is a risk of fires. A permit must be obtained, see your supervisor for details.

## **Mobile Equipment Users**

Must be suitably licensed and in possession of a current certificate of competency.

Before using any machinery on site you must have received supervised instruction in use of the equipment by a competent operator. Following the supervised instruction you are required to undergo a period of training before you can be assessed as competent by an industry certified assessor.

## **Seatbelts**

Where Seat Belts are fitted in vehicles including mobile equipment and light vehicles they must be worn at all times while moving.

## **Licences**

If you lose your driving licence for any reason you must notify your supervisor and not drive any site vehicle for the period of your disqualification.

## **Workplace Inspections**

Recorded inspections of working places may be required by the supervisor on either a monthly, fortnightly or weekly basis.

## **HEALTH & HYGIENE**

### **Sunburn Protection**

Sunscreen is available to all employees and contractors. Sun hats that fit onto hard hats are available from the safety officer. Long sleeve shirts with collars must be worn for protection against sunburn.

## Smoking

Smoking is not permitted in any enclosed areas. These include all offices, crib rooms, workshops, light vehicles, mobile equipment, control rooms or any other enclosed space where other employees may come in contact with cigarette smoke.



Employees are reminded that those who do not follow Company policies will be subject to our disciplinary procedures.

## First Aid

First Aid training will be made available in nationally recognised courses at regular intervals. All Mancala employees are urged to hold a current level 2 workplace first aid certificate.



## COUNSELLING & DISCIPLINE

The purpose of counselling and disciplining is to ensure the performance of employee's meets standards set by our company and the statutory regulations.

Some offences may result in summary dismissal. Mancala has a disciplinary standard called "Serious Procedural Breach & Code of Conduct".

The objective is to identify unauthorised actions by personnel that will result in serious injury, environmental harm, business loss or represents an illegal activity.

After a thorough investigation and consideration, if it can be demonstrated that an individual performed one of the actions listed below, the individual may either be dismissed if a Mancala employee or permanently removed from site if a sub-contractor or visitor.

- Failure to follow safety instructions, procedures and warnings
- Deliberate tampering of safety or emergency equipment.
- Unauthorised use or theft of explosives.
- Deliberate infringement of 'Lock Out / Tag Out' procedures.
- Unauthorised operation of any equipment / machinery.
- Failure to carry out a pre-start inspection resulting in injury or property damage.
- Operation of any equipment / machinery with a blood alcohol concentration exceeding Mancala's prescribed limits or other "Fit for Work" related breaches.
- Use of alcohol in the workplace, or possession / use of illicit drugs on any part of Mancala's operations.

- Behaviour related breaches for example fighting or abuse in the workplace.
- Stealing, causing deliberate damage or sabotaging of Mancala or other property.
- Wilful unauthorised removal / placement of someone's personal tag from the tag board.

### **General Offences**

There are many situations of poor performance or poor behaviour, that on the first occurrence do not warrant immediate dismissal. If these offences are repeated over a period of time, they are considered to be unacceptable and will lead to dismissal.

Counselling and discipline is to designed to correct poor performance and behaviour that does not meet standards required by our company.

With counselling and discipline, the nature and frequency of the offence will be taken into account. Normal steps are:

1st offence	Recorded Counselling by your Supervisor
2nd offence	Recorded Written warning
3rd offence	Recorded Final Written warning

### **HOUSEKEEPING**

Good housekeeping minimises hazards in the workplace and helps provide safe working conditions. Good housekeeping is about removing all unnecessary objects from the work area and having all necessary objects in place. The following two questions are the basis of all good housekeeping: -

- Is this item necessary?
- Is it in its proper place?



To maintain good housekeeping practices, avoid cluttered and poorly arranged areas. Keep materials away from walkways. Paint demarcation lines where practicable.

Return tools and equipment to the correct storage area after use. Coil and store electrical leads, hoses and cords safety and in a tidy fashion so they are easily carried and ready for the next job.



Clean floors and benches regularly and place any rubbish in appropriate containers that are emptied regularly;

Label storage areas for chemicals tools and equipment clearly also bins and scrap material areas.

Never obstruct fire or emergency equipment and keep emergency exits clear at all times. Remove items which do not belong in the area and avoid hoarding unnecessary parts or materials.

**THE JOB IS NOT COMPLETED UNTIL THE WORK AREA IS CLEAN**

## **HIGH RISK WORK AREAS**

### **Confined Spaces**

**Do not enter a designated confined space without an entry permit**

Confined spaces can take a wide variety of forms on site. Confined spaces usually have restricted access for entry and exit and may have limited space to work in. Due to the shape and entry and exit points sizes, there may be a limited supply of fresh air (oxygen) available. There may also be gases present in the container that may be toxic.

Examples of confined spaces include: -

- Bins
- Tanks
- Pits
- Drains
- Pipelines.



**You may only enter the above areas after obtaining approval from your Supervisor**

### **Site Permits**

Work Permits are required when you are required to:

- Work in a confined space
- Carry out excavations
- Carry out hot work.

These permits are written risk assessments of the work to be carried out and completed and signed permits must be possession of the permit holder while carrying out the work.

If you are in doubt if you require a permit, check with your Supervisor.

### **Working at Height**

Do not work at heights unless you are suitably trained and accredited. Safety belts or harnesses must be worn when working at height if there is any potential for falling. Be sure the harness or belt is in good condition and it is an approved type meeting current standards. Securely anchor the belt on a suitable fixed device ensuring it has no excess slack in the rope. When wearing a harness it is recommended the lanyard allows you to fall **NO MORE THAN 1.8 metres**. Where possible a harness with a fall arresting device should be used. Always inspect the harness and lanyard before use.

Destroy and discard any safety belts, lanyards or harnesses that have been involved in a fall. Fall arresting devices must be serviced regularly.

***Ensure the safety harnesses are checked prior to use***