

SAFETY MANAGEMENT PLAN

Revision 2 January 2009

Prepared by Krause Health and Safety



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Appendix 1 Safety Management Table

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1.1 PURPOSE

Mas Mechanical Pty Ltd Management have determined that in order to prevent accidents and personal injury, a high standard of safety will be maintained on all sites.

The purpose of the present Safety Management Plan is to support every person working for Mas Mechanical Pty Ltd so that they may be part of an accident free workplace. Mas Mechanical aims to deliver the safest possible work environment.

To achieve this purpose the present Generic Safety Management Plan aims to:

- Prevent accidents which may result in injury and damage to property and equipment.
- Advise personnel of the minimum requirements they must fulfil under the conditions of contract, and
- Assist in providing personnel with awareness of their responsibilities in the area of safety, and the requirements that apply.

The main ingredient in accident prevention will be the desire and action of each worker in willingly adopting safe work methods and conforming to all safety regulations.

Safety requires a cooperative effort. Safety is everybody's business.

OUR SAFETY GOAL IS: TO SUSTAIN NO LOST TIME INJURIES

1.2 SCOPE

The scope of the present Generic Safety Management Plan includes all Mas Mechanical Pty. Ltd. operations and all contractual projects in the North West Queensland Region, Including;

- Mechanical Repairs
- Equipment Hire
- Labour Hire



There are a number of different organisations involved in Mas Mechanical Pty. Ltd's operations. Cooperation is required by all to sustain an effective and efficient safety management program.

The various organisations involved include:

Mas Mechanical Pty Ltd - must carry out, on all work sites, its responsibilities as described in the relevant Health and Safety Act.

Division of Workplace Health and Safety / Department of Mines and Energy - are responsible for the administration of the relevant Health and Safety Acts and its officers may from time to time visit a Mas Mechanical Pty Ltd site to assist with the implementation of safe working practices.

Trade Contractors - These are various organisations which have entered into a contractual arrangement with Mas Mechanical Pty Ltd to provide goods and/or services. They are required to comply with all the requirements of appropriate legislation for their own employees, as well as the requirements of the contract between themselves and Mas Mechanical Pty Ltd and with the requirements of this Generic Safety Management Plan. To do this a safety plan needs to be developed for their specific work for Mas Mechanical Pty Ltd This is called a Safety Compliance Plan.

Employees (Workers and Other Persons) - every person (whether an employee or not) on a Mas Mechanical Pty Ltd work site has an obligation:

- a) to comply as far as is practicable, with instructions given for workplace health and safety at the workplace;
- b) for a worker to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use;
- c) not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety;
- d) not wilfully place at risk the workplace health and safety of any person; and
- e) not to wilfully injure themselves.

1.4 DEFINITIONS AND INTERPRETATIONS

Company - is Mas Mechanical Pty Ltd

Contractor: is an organisation contracted to Mas Mechanical Pty. Ltd to supply equipment and/or services on any Mas Mechanical Pty. Ltd work site.

DWHS: Division of Workplace Health & Safety, Old.

DME (Qld.): Department of Mines and Energy, Queensland.



High Potential Accident: is an event, or series of events, that causes or has the potential to cause a significant adverse effect on the safety or health of a person.

Job Safety Analysis (JSA): an assessment of an activity to discern the likely safety hazards and the actions which need to be taken in response to those hazards. JSAs are completed and recorded by the Company.

Mining & Quarrying Safety & Health Act 1999, Regulations 2001: the applicable legislation for work undertaken by Mas Mechanical Pty. Ltd on a mine site.

Mas Mechanical Pty. Ltd Officer - the Project Manager, Area Supervisor or Safety Officer.

Serious Accident: is an accident at a mine that causes: death to a person; or a person to be admitted to a hospital as an in-patient for treatment for the injury.

Site Health and Safety Representative: is a worker at the site who is elected as a site health and safety representative by the worker's co-workers at the site.

Supervisor: is a worker whose duties include the giving directions to other workers.

Workplace Health & Safety Act 1995: Applicable legislation applying to work performed in "workplaces" as opposed to on a mine site.

Workplace: is any place where work is, is to be, or is likely to be performed and includes any area within the immediate vicinity of such a place where gear, plant, equipment or materials are to be used on or for an Mas Mechanical Pty. Ltd work site.



Wherever used in the Safety Management Plan:

The word "shall" is to be interpreted to denote a mandatory obligation or requirement.

The word "should" indicates that the practice referred to is sound operating procedure and its observance is highly recommended.

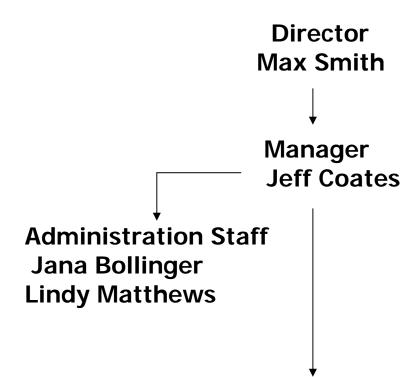
The prefix AS means "Australian Standard".

"Site" means the premises nominated by Mas Mechanical Pty. Ltd as the place where the work is to be performed.

References to Australian Standards and other Documents shall mean the current revision of that Standard or Document.



1.5 ORGANISATIONAL CHART



Auto Electricians Two (2) Apprentices Two (2) Drill Fitters
One (1)

Diesel Fitters Two (2)



1.6 HEALTH AND SAFETY POLICY

Mas Mechanical Pty Ltd is committed to the highest standard of occupational health and safety. The Company will use all practical means to maintain a safe and healthy work environment by planning and organising our operations so that the risk to people and damage to plant and equipment is minimised.

To achieve this Policy Mas Mechanical Pty Ltd will:

- Be accountable in the areas of accident prevention, hazard control and removal, injury protection, health preservation and promotion.
- Take all reasonable steps to eliminate and control the risks associated with hazards.
- Be responsible for the prevention of accidents to our employees and for their protection against damage to health arising from the work environment.
- Ensure that good housekeeping shall be maintained at all times and unsafe practices will not be allowed.
- Ensure that work is not carried out on unsafe equipment in accordance with company safety standards and the law.
- Ensure that all employees are aware that they are fully responsible for working safely and in accordance with the Company's safety procedures and requirements.
- Provide instruction, information, supervision, training, retraining and education necessary to ensure all employees are able to carry out their work in such a way as to minimise the possibility of injury to themselves and to others.
- Involve employees in the improvement of occupational health and safety performance.
- Manage risk by implementing management systems to identify, assess, monitor and control hazards, and by reviewing performance.
- Ensure that all employees and visitors are informed of and understand the obligations of the Policy.

The management of Mas Mechanical Pty	Ltd upholds a strong commitment to	safety and seeks the
cooperation of all its employees in endor	rsing this policy.	
Max Smith	Date	 Director



1.7 DRUG AND ALCOHOL POLICY

Mas Mechanical Pty Ltd Management recognises the dangers associated with persons being under the influence of drugs and alcohol whilst at work or undertaking work related activities.

For the purpose of this policy / procedure the following definitions apply:

Affected by

A state in which a persons judgement or perception or Alcohol or Drugs coordination or reaction time may be affected and thereby render them unable to do their job safely or efficiently.

Drugs

Every substance or article which is a dangerous drug under or within the meaning of Drug Misuse Act 1986, or any other substance, article, preparation or mixture whether gaseous, liquid, solid or in any other form which, when consumed or used by any person, deprives the person either temporarily or permanently of any of the person's normal mental or physical faculties.

Safe for Work

Means that a person is in a state (physically, mentally and emotionally) which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten their own safety or health or that of others.

Fatigue

Is a physical condition that can be reached when an individual's physical or mental limits are reached. This can happen following:

- physical exertion emotional exertion
- inadequate or disturbed sleep



POLICY

Mas Mechanical management recognises the dangers associated with persons being under the influence of drugs and alcohol or who are fatigued whilst at work or undertaking work related activities.

It is Mas Mechanical policy that workers and other persons who enter a Mas Mechanical site or undertake duties for Mas Mechanical will not be affected by fatigue, alcohol and drugs when they:

- **1.** Sign on for work;
- 2. Are on duty;
- **3.** Are on-call or are required to provide professional safety-related advice and give safety-related instructions when not on duty; and
- **4.** Are acting on behalf of Mas Mechanical.

Mas Mechanical management will ensure all staff; employees, visitors and others associated with Mas Mechanical are informed of the contents of this policy and procedure.

RESPONSIBILITIES

Management

The manager has responsibility and authority for developing both the fatigue and alcohol and drugs policy and the supporting worker education and information program.

Supervision

Supervisors have the responsibility for ensuring that the requirements of this policy / procedure and supporting standards are met in their area of authority.

Management also have responsibility for advising all organisations that undertake contracts or third party operations with Mas Mechanical of the organisation's fatigue and the alcohol and drugs policy. Eg Sub Contractors.

Workers

Workers must ensure they are not affected by alcohol or drugs when they:

- **1.** Sign on for work;
- **2.** Are on duty;
- 3. Are on-call; and
- **4.** Are acting on behalf or Mas Mechanical.



DRUGS & ALCOHOL MANAGEMENT PLAN

Mas Mechanical management have developed and will maintain a fatigue and alcohol and drug awareness and information strategy.

On employment all workers shall receive a copy of the fatigue and alcohol and drugs policy and procedure.

Supervision shall have systems and processes in place aimed at ensuring that all workers receive information on fatigue, alcohol and drug awareness and education.

Supervision shall have in place the necessary systems, procedures and training to ensure the requirements of the policy, procedure and supporting guidelines are met in their area of authority.

Management and supervision who have any doubt about the effects of drugs (legally prescribed or non-prescribed) on the capacity of any worker to perform their jobs safely and efficiently must act on the side of caution, do whatever is necessary to render the situation safe, and seek advice from a health professional at the earliest opportunity.

CLIENT REQUIREMENTS

Mas Mechanical will adopt the requirements of the client in relation to Fatigue, Drug and Alcohol and will ensure that all workers are informed of client requirements.

REVIEW

The Manager shall ensure this policy and procedure is reviewed for relevance and effectiveness, at least every two (2) years.

MANAGEMENT OF WORKERS AFFECTED BY ALCOHOL OR DRUGS.

Workers will be excluded from their job if alcohol or drugs affect them. A discipline interview will take place.

If a worker is found to be affected or have been affected by alcohol or drugs in terms of this policy and procedure they may have committed an act of misconduct. Depending upon the circumstances, they may be asked to show cause, why their employment with Mas Mechanical should not be terminated.

A final written warning will be issued to staff and employees that are in breach of this policy and procedure should termination be unwarranted.

Testing of Drugs & Alcohol



Mas Mechanical employees shall undertake Drug and Alcohol Testing at the prescribed intervals and randomly as per the specific clients testing requirements & procedures.

Testing for fatigue, alcohol and drugs will also be undertaken in accordance with specific site requirements or in accordance with:

- The Queensland Transport Operations (Road Use Management) Act 1995; and Traffic Regulations 1962.
- Transport Infrastructure Act 1994 by a police officer or authorised person under the provision of the TIA.

Any worker who, whilst on duty, is charged and convicted of driving or being in charge of a vehicle whilst under the influence or alcohol or a drug is likely to have committed an act of misconduct. The matter will be managed under the provisions of Mas Mechanical Disciplinary Procedures which may involve the Queensland Police Force.

<u>Alcohol</u>

Blood Alcohol Content (BAC) Testing (breathalysers)

Breathalyser testing for BAC will be conducted in the following manner:

- Site access for all employees prior to the commencement of daily activities.
- Where there are reasonable grounds to suspect an employee has a problem consistent with the use/misuse of alcohol.
- Following a reportable accident or incident, in accordance with the Mining and Quarrying Safety and Health Act 1999

Prior to testing an individual shall be advised that:

• Refusal to undertake the testing shall be recorded as a positive result



Reasonable Cause Testing

"Reasonable Cause" testing shall be used to establish an individual's fitness for work and may be carried out where anyone (initiator) believes that reasonable grounds exist that an individual is not fit for work. Testing may also be carried out when there is suspicion that a problem may exist that is consistent with the misuse of alcohol. Reasonable grounds may include but are not limited to, any one of or a combination of the following:

- Erratic, abnormal or unusual behaviour
- Near misses or incidents where safety is compromised
- Observations of deteriorating work performance
- Behaviour that in the supervisor's or other employees' considered opinion warrants testing

Where a person other than the employee's supervisor has raised the concern, the supervisor shall be notified. The supervisor shall remove the individual to a safe location to discuss their observations in confidence.

The discussion with the employee will be undertaken to investigate whether there are any medical or other reasons that could account for the behaviour observed. Where there are valid reasons accepted by the supervisor, the employee may be allowed to return to work or be transported home safely.

If there is reason to believe that alcohol maybe involved, the supervisor is to request the individual to submit to the relevant test/s. The person initiating the "Reasonable Cause" testing (i.e. the person nominating the person for a reasonable cause test) and the Supervisor shall also undertake the test/s.

Refusal to undertake the testing shall be recorded as a positive result.

If an individual refuses to participate, the following outcomes shall be explained:

- For Mas Mechanical employees, the individual shall be stood aside that day on salary support until such time as they agree to undertake to test.
- In the case of a contractor or visitor refusing to undertake a test, the immediate Supervisor shall notify the employer of the reasons that the individual has been asked to leave site.
- Contractors and visitors shall have their site access withdrawn until they agree to undertake the test.

If the result is negative, the individual is fit to return to work.

If the result is positive, it shall be managed in accordance with this policy / procedure.

Reportable Incident Testing

"Reportable Incident" testing shall be carried out whenever an employee is involved in a reportable incident, as defined in the Mining and Quarrying Health and Safety Act 1999.

In the event of an injury to an employee, drug and alcohol testing shall not compromise medical care.



The procedure for "Reportable Incident" testing, including the testing of the Supervisor and the management of involved shall be the same as for "Reasonable Cause" testing.

Self Testing Obligations – Alcohol

All employees, contractors and visitors have the opportunity to self-test "without prejudice".

Positive readings from an individual, who has conducted a self-test using the self test breathalysers provided, shall not result in disciplinary action provided that the individual does not commence work.

If an individual has arrived at work and entered work areas, then has self tested and is found to be positive, the individual shall be considered to have commenced work and shall be liable for disciplinary action in accordance with this procedure.

It is the individual's responsibility to ensure that if they record a positive result as defined in this procedure (i.e. > 0.000g/100ml Blood Alcohol Content (BAC)), that they advise their supervisor immediately that they cannot commence work and shall be required to take salary support.

Leave options shall be considered on a case by case basis for employees who have exhausted their salary support entitlement.

It is recommended that the individual leave the site via alternative (safe) transport.

Individuals who repeatedly do not attend work due to unfitness for duty shall be dealt with in accordance with policy and procedures, which may include counselling or health assessments.



ALCOHOL POSITIVE RESULT LEVELS

A positive test for Blood Alcohol Content (BAC) if exceeding Limit >0.000 g/100ml (grams per 100 millilitres).

Refusal of Initial Test

The authorised tester shall inform the person who has refused the test that refusal will be treated as a positive result. Once this is clearly understood by the person, they shall be offered the test again.

If a contracted employee refuses to test during contactor site access testing, the individual shall be advised that access to the site cannot be authorised unless a negative result is achieved and the individual shall be escorted from the site.

If the individual still refuses, the relevant Superintendent shall arrange for:

- the individual to be transported home safely
- the individual is to be paid for that day

When the individual considers that they are fit to return to work, or are prepared to undertake the test, they are to be tested.

Employees cannot return to work until a negative result is obtained.

Illegal Drugs

Cut off levels for screening and confirmatory drug tests shall be in accordance with mine site standards and the Australian Standard AS/NZS-4308 2001 "Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in Urine". The cut-off levels for drugs tested are:

DRUG POSITIVE RESULT LEVELS

- Amphetamine (Sympathomimetic Amines) Includes methamphetamine and MDMA (Ecstasy) 300 •g/l (•g/l micrograms per liter)
- Barbiturates 200 g/l
- Benzodiazepines 200 g/l
- Cannabinoids 50 •g/l (immuno-assay cut-off for THCs) 15 •g/l (GCMS confirmatory cut-off for Delta-9s)
- Cocaine 300 •g/l
- Methadone 300 q/l
- Opiates including Heroin, Morphine, Hydromorphone, Oxycodone and Codeine 300 •g/l

The employee shall take responsibility for addressing the issue/s impacting on their fitness for work. Employees wishing to access self-test drug kits will need to purchase these at their own expense.

PROCEDURE FOR MANAGING A WORKER SUSPECTED OF BEING AFFECTED BY ALCOHOL OR DRUGS.



	Action	Action Officer
1.	It is suspected and subsequently determined through observation or testing that a worker of Mas Mechanical, contractor or third party operator is affected by alcohol and/or drugs and/or may be unable to perform their job safely and efficiently.	Supervisor
2.	Worker is taken aside and informed that they are not acting as they normally act or informed that they have tested positive and it has been determined they appear unable to perform their job safely and efficiently.	Supervisor
3.	If a contractor or third party operator employs the person, the contractor or third party operator is immediately informed of the situation. The supervisor must institute precautions to render the situation safe.	Supervisor
4.	Worker is asked to provide reasons for their changed behaviour or positive test.	Supervisor
5.	Reasons provided are found to be appropriate and valid (e.g. unexpected onset of medical condition). A suitable remedy is applied (e.g. Sick Leave, request to attend medical practitioner).	Supervisor
6.	Reasons provided are found not to be appropriate or acceptable. Supervisor informs worker that she/he is to be managed under provision of Mas Mechanical disciplinary policy	Supervisor
7.	Legal processes under the Traffic Act & Regs may be instituted.	Member of Police Service.
8.	Worker informed to report for duty at specified time, at which time a discipline interview will be undertaken.	Manager / Supervisor
9.	Reasonable steps are taken to enable the worker to journey home safely if no intervention by the Qld Police Service	Supervisor

Supervisors are strongly advised to have an additional person(s) available with whom observations may be shared prior to commencing and during the execution of any actions under this procedure. A safety committee representative would be ideal for this purpose.

DETERMINING IF A WORKER IS AFFECTED BY ALCOHOL OR DRUGS.



A supervisor is responsible for ensuring that workers are able to carry out their duties unaffected by the influence of alcohol or other drugs and are not fatigued.

The following points may provide some assistance whether or not alcohol or drugs affect a worker. Compared with his/her normal condition, note whether there is a difference in the worker's physical appearance, actions, conduct, speech or behaviour.

Points of difference may include:

- Bloodshot, glassy, blank, gazed, watery eyes;
- Speech, which is thick, slurred or incoherent;
- Unsteady, swaying stance;
- Gait, which is unsteady, stumbling, shuffling, staggering, slow, deliberate or uncoordinated;
- Demeanour which is dazed, uncommunicative, uncooperative, defiant, argumentative, verbose, morose or in a stupor-like state;
- Breath smelling of liquor;
- Writing which is less legible that normal handwriting; and
- Dishevelled or untidy appearance.

NOTE: Supervisors need to be aware that some of the above symptoms are not exclusively linked to the effects of alcohol or drugs. In some cases a medical condition may be involved. Supervisors need to take whatever action they believe necessary to ensure the situation is safe.

PROCEDURE FOR PRESCRIBED DRUGS.

It is the workers responsibility to present for work capable of doing their job safety and effectively.



If workers consult a medical practitioner or pharmacist and medication is prescribed or advised, they must advise the medical practitioner or pharmacist of the nature of their work so that appropriate information can be given on possible side-effects and their effect on safety and efficiency at work.

Workers have an obligation to present themselves "fit for work" in order to carry out their work safely. If this obligation cannot be met because of the use of prescribed medication they must advise their supervisor.

Supervisors are to perform a risk assessment on the workers capabilities to carry out their normal tacks safely. The results of this assessment may warrant the worker being unable to perform their normal duties. Safe alternative duties may be assigned to the worker until such time that the worker can provide documented evidence (negative test result to prescribed drugs) to the supervisor demonstrating their capacity to work safely.

demonstrating their capacity to work safely.		
Max Smith	Date	 Director



1.8 ANTI-DISCRIMINATION & FAIR TREATMENT POLICY

The *Anti-Discrimination Act 1991* prohibits discrimination on the basis of the following attributes:

- Sex
- Relationship status
- Pregnancy
- Parental status
- Religious belief or religious activity
- Trade union activity
- Gender activity

- Age
- Race
- Impairment
- Breastfeeding
- Political belief or activity
- Lawful sexual activity
- Sexuality
- Association with, or relation to, a person identified on the basis of any of the above attributes.

Mas Mechanical Pty Ltd Management is committed to fostering the right of individuals to be free from discrimination and harassment while engaged in activities undertaken as part of their employment. All members of the Mas Mechanical workforce will be treated with dignity, courtesy and respect. Discrimination and harassment will not be tolerated under any circumstances. Mas Mechanical Pty Ltd management will take all reasonable steps to eliminate discrimination and harassment of or by staff, visitors and other members of the community.

Mas Mechanical will use educative approaches for the prevention of discrimination and harassment, ensuring all staff know their rights and responsibilities. They will encourage the reporting of behavior that breaches this policy. Should a complaint of harassment or discrimination arise, Mas Mechanical Pty. Ltd management will sensitively facilitate timely and appropriate action through informal and, if necessary, formal conciliatory procedural options.

Mas Mechanical Pty Ltd is also committed to the fair treatment of all employees. Where an employee has concerns with regard to fair treatment, they should discuss the matter with their immediate supervisor. If the matter remains unresolved, the employee can refer the matter to the Operations Manager. Employees covered by Collective Agreements & Awards can take the final step of referring matters to the relevant Industrial Commission or equivalent if the matter has not been resolved at the Managing Director level. Employees in this category also have the right, at any stage of the process, to involve a third party.

Max Smith	 Date	— Director

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1.9 FATIGUE MANAGEMENT POLICY

The purpose of this policy is to define the limits of hours worked and rosters.

Prepared by Revision 2 January 2009



Where risk to Safety and Health is increased through hours of work arrangements, both Employees and Employers must take the necessary steps to address them.

This joint responsibility needs to be appreciated if the industry is to function in a safe and healthy working environment and should cooperate to achieve this objective.

MANAGEMENT RESPONSIBILITIES

- Scheduled hours of work to consider the needs, commitments and responsibilities for all employees who are trying to balance work and other work related activities
- Roster schedule to take into account the need for adequate blocks of rest days to number of days worked to allow for recovery.
- Where practical, schedule complex tasks to be undertaken during the day or where applicable allow suitable rest period if overtime

EMPLOYEES RESPONSIBILITIES

- To present for work in a fit and able condition
- To regularly self assess their level of fatigue and fitness for work
- To ensure that they are not in a fatigued state before commencing work
- To ensure that activities outside of working hours do not compromise their ability to carry out their work duties without risk to their own or to other employee's safety.
- To immediately notify their supervisor in the event of feeling too fatigued to operate safely

Max Smith	Date	 Director

MAS Mechanical Pty Ltd

Safety Management Plan

1.10 LEAD HEALTH MANAGEMENT POLICY

Mas Mechanical Pty Ltd Management recognise and accept their responsibility under the *Health and Safety Legislation* to provide a safe and healthy work environment for employees.

In keeping with this responsibility the following procedure outlines the approach that will be taken by Mas Mechanical Pty Ltd Management, Employees and Subcontractors in managing the risks associated with lead exposure.

Mas Mechanical Management shall ensure that:

- All employees are trained in the contents of this document,
- Lead risk areas are identified and appropriate control measures are implemented,
- Training and resources shall be provided to assist in the management of occupational lead exposure,
- Consultation occurs with employees regarding Lead Exposure Management,
- Employees are provided with necessary Personal Protective Equipment to allow safe work in lead risk areas,
- Participate in health surveillance programs, and
- Comply with the requirements of the client.

Mas Mechanical Employees shall ensure that:

- They comply with the requirements of this document,
- Actively participate in Lead Exposure Training,
- Comply with control measures implemented,
- Actively participate in the management of Lead Exposures,
- Comply with PPE requirements, and
- Participate in health surveillance programs.

Max Smith	Date	 Director

MAS Mechanical Pty Ltd

Safety Management Plan

1.11 ENVIRONMENT POLICY

All Mas Mechanical Pty Ltd construction activities will be performed in a manner such that proper regard shall be afforded to the protection of the environment. The minimum extent and standard of such protection shall be the action necessary to comply with statutory legislation and other legal requirements.

To minimise its impact on the surrounding environment, Mas Mechanical Pty Ltd will endeavour to:

- Provide the means of performing work activities to prevent accidental release and spillages, and seek to eliminate over time all other emissions to air, water and land that may be harmful to the environment.
- Ensure that all machinery and equipment removed from a mine site is decontaminated before exiting.
- Implement and maintain a comprehensive waste minimisation program.
- Prevent pollution wherever possible and develop response plans for emergency situations.
- Provide sufficient training to employees to ensure the objectives of this policy are achieved.
- Set environmental objectives and targets in relation to the Company's environmental performance and review these objectives and targets on a regular basis.
- Communicate the contents and importance of this policy and the environmental objectives and targets and also the individual environmental responsibilities of all Mas Mechanical Pty Ltd personnel.
- Select for employment only those subcontractors and suppliers who aspire to the same environmental protection standards as Mas Mechanical Pty Ltd.

All employees are responsible for the environmental integrity and performance of their work areas, and are obliged to apply their skills and knowledge for the protection of the environment.

Max Smith	 Date
Director	2 4.0

1.12 REHABILITATION POLICY



Mas Mechanical Pty Ltd recognises that there are substantial benefits for employees and employers resulting from an employee's early return to normal duties after an injury. Experience shows that work is therapeutic, assisting the healing process and helping to restore the worker's normal abilities sooner than if absent from work.

Workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties and programs when practicable, to ensure the injured worker's earliest possible return to work, or if return to work is precluded, to maximize the worker's independent functioning.

Mas Mechanical Pty Ltd is firmly committed to providing an effective rehabilitation program with the following objectives:

- Rehabilitation is normal practice and expectation within our workplace.
- Rehabilitation commences as soon as practicable after the injury, with approval from the worker's medical practitioner.
- The goal, through a rehabilitation plan, is to return the injured person to their normal duties.
- A team approach to rehabilitation is used with the co-operation, consultation and confidentiality being key requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the employee are respected.

•	This rehabilitation policy, the procedures and overall results of our program are regularly
	reviewed and continuously improved.

Max Smith	Date
Director	

2.1 LEGISLATIVE ACTS AND REGULATIONS

2.1.1 Mining and Quarrying Health and Safety Act 1999

The Mining and Quarrying Health and Safety Act 1999 is designed to secure the health and safety of all persons working on mine sites. This legislation is administered by the Queensland Department of

Prepared by Revision 2 Krause Health and safety January 2009

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Mines and Energy. The Act requires every employee to take reasonable care for the health and safety of persons at their place of work.

There are specific obligations placed on individuals by the legislation. They include requirements that: A worker or other person at a mine or a person who may affect safety and health of persons at a mine or as a result of operations, has the following obligations:

- To comply with this Act, standard work instructions and procedures applying to the worker or person that form part of a safety and health management system for the mine;
- If the work or other person has information that other persons need to know to fulfil their obligations or duties under this Act, or to protect themselves from the risk of injury or illness to give the information to the other person;
- To take reasonable and necessary course of action to ensure that persons are not exposed to unacceptable levels of risk.

2.1.2 Workplace Health and Safety Act

The Workplace Health and Safety Act, 1995 and Regulations 1997 provide statutory compliance standards for the management of health and safety in Queensland. The Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulation 1997 ensures health and safety is managed is such a way to minimise the risk of injury or illness to employers, employees and others and is enforceable when working off of mining leases. The legislation places an obligation on everyone involved in a workplace to manage health and safety.

2.1.3 Health & Safety Procedures

Safety and Health Management shall be of a high standard and shall comply with the Health and Safety Procedures for the specific site being worked on and that of Mas Mechanical Pty Ltd. Mas Mechanical Pty Ltd shall be responsible for the health and safety performance of all its personnel and sub-contractors.

2.2 INDUCTIONS

Training is an integral part of the Mas Mechanical Pty Ltd Generic Safety Management Plan. Mas Mechanical Pty Ltd accept that a well trained workforce take an active role in preventing occupational injuries and illnesses and thereby promoting a safe and healthy workplace environment to all exposed to, or working in it.

It is the policy of Mas Mechanical Pty Ltd that each new or relocated employee attend an In-house Specific Safety Induction Course prior to the commencement of work and the inductions required for

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the site being worked on. The purpose of this policy is to assure that all employees are given the information and advice necessary to integrate safely into the workplace.

The induction program shall:

- identify the primary function of Mas Mechanical Pty Ltd;
- detail the emergency and evacuation procedures;
- detail the procedures for first aid;
- include reporting of unsafe conditions, dangerous occurrences and near misses;
- identify safe work practices,
- explain Mas Mechanical Pty. Ltd's safety program;
- highlight the responsibility of the individual employee;
- outline the strict use of personal protective equipment;
- identify special requirements relevant to scope of work, i.e. special work permits, hazardous materials; and
- introduce the elected Safety Representatives and nominated First Aid Officers;

Personnel who have not attended or satisfactorily completed the health and safety employment induction shall be continually accompanied at the workplace by a person who has completed this training. The inducted person will be nominated by their supervisor and is responsible to escort the untrained person and to guide that person so that workplace requirements and emergency procedures are complied with.



2.3 SAFETY ROLES AND RESPONSIBILITIES

NOTE: Full job descriptions are held and maintained by the Mas Mechanical Pty Ltd Quality Manual.

2.3.1 General Responsibilities:

All personnel have an obligation towards maintaining safe working practices and a safe and healthy work environment for themselves as well as others in the workplace. It is a condition of employment that all personnel shall comply with Mas Mechanical Pty Ltd accident prevention procedures and all legal requirements which may apply to them whilst carrying out their duties. In particular, they must comply with the relevant Occupational Health and Safety legislation and any guidelines or Advisory Standards laid down for the type of work they are involved in. We believe in accountability at all levels of our operations.

2.3.2 Employees

All personnel have a common duty of care towards themselves and fellow workers and to the public at large to work safely and / or provide a safe work environment at all times. Employees are therefore required to:

- comply with Statutory Requirements.
- comply with this Safety Management Plan.
- attend the In-house Specific Safety Induction.
- inspect the work area prior to the commencement of their shift to ensure a safe and healthy workplace, minimising the risk of injury to people and damage to plant and equipment.
- use all safety devices and equipment correctly and not to render them inoperative or wilfully damage them.
- report to their immediate Supervisor / Foreman any situation which they themselves cannot rectify.
- report any incident or injury which arises in the course of, or in connection with, their work.
- conduct pre-start checks on all vehicles or mobile equipment prior to use.
- suggest practical ways to eliminate hazards.
- warn colleagues of known hazards.
- report plant and equipment defects immediately to their Supervisor / Foreman.



- actively participate in "Toolbox" safety talks conducted by Supervisors.
- take an interest in the well-being of new employees.
- ensure that they use correct tools and equipment.
- assist in the rehabilitation of injured colleagues.
- ensure that safe work methods are followed at all times.
- set an example of safe working to other employees.

2.3.3 Mas Mechanical Pty Ltd Management

Management is accountable for the overall performance of work on the nominated projects. Management has overall responsibility for the organisation and execution of works carried out within the nominated area of operations and is responsible for the implementation of this Generic Safety Management Plan. Management has administrative control of the Safety Officer and has the responsibility for accident prevention in the workplace.

Management shall:

- ensure that all personnel attend the In-house Specific Safety Induction Course prior to the commencement of work.
- set up a Safety Committee as soon as practicable after work commences.
- provide safety records and statistical information relating to safety performance each month. The Safety Officer will collate the statistics and provide this information to Mas Mechanical Pty Ltd Management.
- ensure that the highest possible standard of accident prevention measures is maintained at all times.
- ensure that workplace safety performance is regularly reviewed and corrective measures established when required.
- ensure that all serious injury accidents or dangerous occurrences are promptly and thoroughly investigated and appropriate measures taken to prevent a recurrence.
- commend Supervisors and their work groups who, by their actions and suggestions, eliminate hazards.
- ensure that the safety reporting requirements are satisfied in terms of frequency and content.
- ensure that they or their nominee attend every workplace safety committee meeting as the decision maker.



- ensure that their Supervisors fully understand their obligations under health and safety legislation and are held accountable for the condition of their workplaces.
- lead by personal example.

2.3.4 Company Safety Officer

The Company Safety Officer will:

- assist line management personnel in meeting their obligations under the relevant Occupational Health and Safety legislation such as ongoing safety education and hazard identification and elimination.
- conduct the Safety Induction for new and transferred employees of Mas Mechanical Pty Ltd, Trade Contractors and any other personnel required to work on the nominated work site.
- organise the pre-employment medical for new and transferred employees of Mas Mechanical Pty Ltd, Trade Contractors and any other personnel required to work on the nominated work site, prior to job commencement.
- ensure thorough investigations of all workplace incidents to determine the appropriate hazard control measures to prevent further incidents occurring. (Refer to Incident Investigation and Hazard Reporting)
- coordinate ongoing training in safety awareness for all levels of the workforce.
- inspect the nominated workplace regularly to audit safety procedures and report findings to the relevant Supervisor and Mas Mechanical Pty Ltd Management.
- attend workplace safety committee meetings and act as adviser on health and safety matters.
- ensure that accurate records are taken of all safety committee meetings and forwarded to Mas Mechanical Pty Ltd Management.
- coordinate the preparation and conduct of "toolbox" safety talks.
- coordinate the compilation of safety records and statistical information relating to safety performance each month. (Refer to Safety Performance Chart in Appendix)
- liaise with Health and Safety Inspectors.
- lead by example.

2.3.5 Supervisors/ Foremen



The Supervisors and Foremen are accountable to Mas Mechanical Pty Ltd Management for the safe conduct of all work activities under their control. As key persons each Supervisor / Foreman must:

- fully understand the requirements of the relevant Occupational Health and Safety legislation, in particular, their duties and responsibilities.
- instruct all of their employees (including those on hourly hire from Trade Contractors) in the safety standards that affect their work and the safe work methods that are to be adhered to. This applies to new employees and transferees.
- ensure that all employees in the workplace, including those of Trade Contractors comply with Mas Mechanical Pty Ltd safety requirements and take immediate action against those who do not.
- require and encourage employees to report hazards, unsafe work practices, dangerous occurrences and all injuries, no matter how insignificant they may seem.
- liaise with employee elected Health and Safety Representatives so that prompt responses are given when safety issues are raised.
- commend employees, who by their actions and suggestions, eliminate hazards.
- accompany the Company Safety Officer in regular safety audits / inspections.
- investigate and report on injury accidents and dangerous occurrences within 24 hours to Mas Mechanical Pty Ltd Management.
- ensure that injured employees are given meaningful tasks as part of the workplace rehabilitation program.
- lead by example.



Subcontractors' Responsibilities

All Subcontractors on Mas Mechanical Pty Ltd work sites will be required to:

- Comply with the requirements of the relevant Occupational Health and Safety legislation and the Company Health and Safety Management Plan;
- Carry out job safety analysis/risk assessments and develop safe work methods;
- Comply with all safe work methods prescribed for their particular work areas;
- Promptly investigate and report on all incidents involving their workforce;
- Ensure that all plant, equipment and appliances conform to statutory requirements;
- Meet regularly with Mas Mechanical Pty Ltd Management to discuss accident prevention procedures and current accident/incident statistics.

2.4 IDENTIFICATION OF HAZARDS, RISK ASSESSMENT & CONTROLS

A hazard by definition is "anything that has the potential to do harm."

Management at Mas Mechanical acknowledge that hazards exist in the workplace that are associated with the work performed, the equipment used and the environment.

"Risk is the chance of something happening that could cause harm."

Risk is measured in terms of **consequence** and **likelihood**.

Risks are associated with the hazards. No hazard exists without risk. The degree of risk is based on the consequence if the hazard reaches its full potential and the likelihood of that happening.

Management at Mas Mechanical recognise that the most common cause of injuries is workers failing to identify the hazards around them. For this reason, workers are encouraged to participate in active questioning about the work they perform.

What am I about to do?

What could go wrong?

What can I do to prevent this?

Planned site safety audits and inspections will be carried out and JSAs will be performed when new jobs or tasks are undertaken.



2.4.1 Planned Site Inspections and Audits (See Appendix 1)

Mas Mechanical Pty Ltd Management will conduct planned site safety **inspections** of its work area on a regular basis. The inspection team will use the client's check sheets (appendix 1) and include Mas Mechanical Pty Ltd Supervisors and a safety representative if applicable.

The report will be signed by each of the inspectors and forwarded to the client's Management at the progress review meeting.

Whenever practicable, the people conducting the inspection will address identified deficiencies during the course of the inspection. Mas Mechanical Pty Ltd will address safety deficiencies as soon as possible after the completion of the inspection.

Mas Mechanical Pty Ltd Management in conjunction with safety consultants will also conduct planned **audits** on activities and areas on a regular basis. Mas Mechanical Pty Ltd Management shall ensure the results of audits are communicated to all Mas Mechanical Pty Ltd personnel via tool box talks, safety meetings and company notice boards.

Audits shall be conducted in consultation with workers and management and shall be reviewed at least every 2 years depending on the complexity of the system being audited. Copies of these audit reports can be forwarded to the client upon request.

The review will include health and safety performance reports, incident reports, hazard identification, statutory OHS performance, corrective action reports, changes to regulatory requirements, changes to safety standards etc.

2.4.2 Health and Hygiene Monitoring and Evaluation

Mas Mechanical Pty Ltd Management will implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that could cause illness or injury with measures being evaluated on a regular basis.

Mas Mechanical Pty Ltd Management shall, as per legislative requirements, identify situations where employee health surveillance is required and shall implement appropriate systems. The health of employees exposed to specific hazards shall be monitored and recorded.

2.4.3 Records Management

Mas Mechanical Pty Ltd Management will establish, implement and maintain procedures for the identification, maintenance and disposition of health and safety records, as well as the results of audits and reviews. Records are to be legible, identifiable and traceable to the activity, product or service involved, stored and maintained so that they can be readily retrievable and protected against damage, deterioration and loss.

2.4.4 Job Safety Analysis

Job Safety Analysis (JSA) and Risk Assessment (RA) are methods of identifying hazards associated with a work scope and identifying how those hazards will be managed.



JSAs will be used to confirm existing safe work systems or develop new work methods. In addition, Mas Mechanical Pty Ltd will retain JSA findings as a source of information about tasks performed.

The supervisor and crews carrying out the tasks to be analysed will conduct and review the JSA/RAs. *The steps to be followed are*:

- Identify work scope to be analysed;
- Break work scope into a logical series of steps and make a list of them from start to finish;
- Review each step for potential hazards. In doing so, consider the following:
 - 1. Personnel involved,
 - 2. Equipment involved,
 - 3. Movement of personnel or equipment and
 - 4. Work environment including processes and materials.
- Develop solutions or Management methods for each potential hazard that has been identified using the hierarchy of controls;
- Record the JSA results, Mas Mechanical Pty Ltd will retain these forms for audit as required.

REASONABLE CONSEQUENCE (consider the outcome)											
 	Certain (daily)	A	11	16	20	23	25	LEGEND			
PROBABILIT en this could appen)	Likely (weekly)	В	7	12	17	21	24	Extreme STOP work (18 to 25) & contact			
KELY / PROBABILI' (how often this could happen)	Occasional (monthly)	С	4	8	13	18	22	High Immediate (10 to 17) action req.			
LIKELY / (how of	Unlikely (annual)	D	2	5	9	14	19	Moderate (6 to 9) Action req.			
7 5	Rare	E	1	3	6	10	15	Low (1 to 5) Monitor			
			1	2	3	4	5				
	Injury		Minor	Medical	LTI	Perm. Dissab.	Fatality				
	Business Impa	act	<\$10k	\$10k to \$100k	\$100k to \$1mil	\$1mil to \$10mil	>\$10mil				
	Environmen	t	Min. N- conforma	Min. Impact	Mod. Impact	Major Impact	Catastro phe				



When a JSA is completed, if the risk score falls in the:

Green section - the person or persons can sign off on the JSA.

Blue section and no more action can be put in place - the person or persons need to get the JSA signed off by a person with S1 S2 S3

Yellow section and no more action can be put in place - the JSA needs to be reviewed by a supervisor and then signed off.

Red section - the whole job has to be looked at by a supervisor. The supervisor then will decide whether it is an acceptable risk to continue.

2.4.5 Accident Categorisation

The term "Accident" includes the following:

"Incident" - any unplanned event occurring that has the potential to result in property damage or personal injury.

"First Aid Treatment" - a work injury or illness requiring a one-time treatment normally administered by a First Aid person. Such treatments are to be considered first aid even if administered or supervised by a medical practitioner.

"Medical Treatment Injury/ Illness" - a work injury or illness requiring treatment by a medical practitioner and which is beyond the scope of normal first aid including initial treatment given for more serious injuries.

"Lost Time Injury/ Illness" - a work injury which results in death or inability to work for at least one full day or shift any time after the day or shift on which the injury occurred or when the illness was identified.

"Fire" - any incident of fire within the designated site area.

"Cranes / Rigging Equipment" - any incident/ accident involving cranes or rigging equipment.

"Electrical" - electrical incidents may include fires, electric shock or burn, injury, faulty electrical equipment, testing and tag out procedures.

MAS Mechanical Pty Ltd

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2.4.6 Incident and Hazard Reporting and Investigation

In establishing and maintaining procedures for investigating incidents/accidents and taking appropriate corrective and preventative action Mas Mechanical Pty Ltd is committed to the following:

- All accidents/incidents will be reported and investigated as soon as possible after occurrence,
- Training of relevant staff in incident investigation, hazard identification and risk assessments,
- Identifying the cause(s) of incidents/accidents,
- · Identifying and implementing the necessary corrective action,
- Implementing or modifying controls necessary to avoid repetition of the incident/accident,
- Recording any changes in written procedures resulting from the corrective action,
- Ensure relevant personnel are trained and involved in the investigation of injuries, illnesses and incidents, and
- Ensure investigation reports will contain recommendations for the implementation of corrective actions.

Responsibilities will be assigned to identify personnel who will implement corrective actions arising from investigation reports. Corrective action will be discussed with personnel affected prior to implementation. Corrective actions resulting from incident investigations will be evaluated to determine their effectiveness.

Mas Mechanical Pty Ltd Management shall assign responsibility to identified personnel for implementing corrective actions arising from investigation reports. Corrective actions shall be discussed with personnel prior to implementation and evaluated to determine their effectiveness.

All personnel are required to rectify hazards they identify, if it is practicable and safe to do so. If a person is unable to rectify a particular hazard, it shall be reported to their supervisor as soon as possible.

If a hazard cannot be immediately rectified, it shall be reported on the client's form for reporting incidents and hazards. Rectification of the hazard is then the responsibility of the Mas Mechanical Pty Ltd Management. Completed hazard reports will be filed at site by Mas Mechanical Pty Ltd, with a copy to the client's Management.



2.4.7 Reporting Accidents and Near Miss Incidents

Every person is responsible for reporting accidents and near miss incidents, without delay after the occurrence. The report will be made initially to that person's direct supervisor, who will then complete a clients "Hazard Report Form". The objective of this form is to get brief information to Management as soon as practical, for reporting purposes prior to completion of any investigation and resolution or preventative measures.

Completed notification forms will be copied to the client's Management by end of business on the day of occurrence.

Mas Mechanical Pty Ltd will immediately advise the client's Management of the following work related occurrences:

- Potential lost time injuries
- Restricted work day cases
- Serious near miss incidents
- Incidents involving vehicles or designated plant (cranes etc)
- Fire
- Live electrical contact

As soon as practicable, Mas Mechanical Pty Ltd will commence completion of the "Incident Investigation Form".

Hazard/accident/incident reports will be reviewed at Safety Committee meetings and relevant information communicated back to the work force at Tool box meetings and Supervisor Safety meetings by Mas Mechanical Pty Ltd Management.

2.4.8 Statutory Reporting Requirements

The types of serious accidents or high potential incidents that must be reported to the relevant inspector (DNR&M or WH&S) include:

- An incident causing the death of a person;
- An incident causing a person an injury that endangers, or is likely to endanger, the persons life;
- Damage to, or failure of, winding equipment;
- An incident which causes, or is likely to cause, the person a permanent significant injury or illness:
- The failure of explosion protected equipment;
- An electric shock or electrical burn to a person;
- An unplanned ignition or explosion of an explosive;
- An incident causing an emergency evacuation of the mine, or part of it, other than as part of a training exercise;
- A catastrophic or major structural failure of plant.



If Mas Mechanical Pty Ltd has cause to give such notification, Management will immediately advise the client's Management or their authorised deputy who are responsible for contacting the DNR&M. In most cases where notification is required to be given to a WHS Inspector, it will be the responsibility of Mas Mechanical Pty Ltd Management to notify.

2.4.9 Safety Performance Measurement Rates

Mas Mechanical Pty Ltd shall compile the following monthly statistics in accordance with AS1885 1-1990: "Workplace injury and disease recording standard".

- 1. Incident Rate = number of occurrences in the period x100 number or workers
- 2. Frequency Rate = number of occurrences in the period x1,000,000 number of hours worked in the period
- 3. Average Time Lost Rate = number of working days lost number of occurrences in the period

This formula shall be applied to Lost Time Injuries, while formulas 1 and 2 shall also be applied to Medical Treatment Injuries and First Aid Treatments.

Mas Mechanical Pty Ltd has a strong belief that we should aim for zero harm to workers, the community and the environment.



2.5 EMERGENCY PLANNING

2.5.1 Emergencies (Definitions)

An emergency may be:

- a fire or explosion
- an equipment failure or structural collapse
- an escape of toxic or combustible materials
- an electrical power failure
- industrial sabotage, bomb threat, earthquake, or similar occurrence
- flood, and
- any potential life threatening occurrences

2.5.2 Emergency Procedures

In the event of any emergency situation all personnel shall follow the site procedure for emergency action and take appropriate action which may include the following:

- Stop all work.
- Extinguish all possible sources of ignition.
- Disconnect any "live" equipment.
- Close any water, gas or air valves which supply any equipment being used. Always ensure the equipment being supplied has been properly turned off before shutting off the supply.
- Remove all mobile equipment in use to a safe place. Ensure it does not obstruct vehicles required for such an emergency, e.g. fire trucks, ambulance.
- Ensure area is clean and close doors on leaving.
- Leave the emergency scene and congregate, if possible, at the nearest evacuation assembly point, otherwise, at a safe place designated by the Supervisor.

If an emergency situation involves contacting Security Control, Emergency Services, the Medical Centre, or the Safety Officer, Mas Mechanical Pty Ltd employees are trained to:

- State who they are,
- Where they are,
- A brief description of the situation,
- Any emergency equipment required, and

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• Not to hang up until told to do so.

N.B. Employees are advised: If they are in danger, stay where they are. Let the emergency response team come to them.

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2.5.3 Evacuation of the Workplace

Mas Mechanical Pty Ltd will develop and implement procedures for the evacuation of personnel from their workplaces. The objective of the emergency procedures will be to minimise the possible consequences of the emergency by:

- localising the effects of an incident and, if possible, eliminate it;
- preventing fatalities and injuries;
- reducing damage to buildings, stock and equipment;
- reducing damage to the environment;
- accelerating the resumption of normal operations.

The evacuation procedures will be developed following an assessment of the likely risk to health and safety of the workforce and the probability of events, such as fire, explosion or bomb threat, occurring.

Supervisors or their nominees will act as Incident Controller and assume responsibility until the appropriate Emergency Services Officer takes control.

The Incident Controller shall be responsible for accounting for all personnel in the workplace and shall notify the Emergency Services Officer of the roll call results.

Supervisors in each work area will ensure that all personnel under their control (including Trade Contractors and visitors) are accounted for before they themselves leave the area. They are to report details to Mas Mechanical Pty Ltd Management.

The Safety Officer shall be responsible for -

- the coordination of training of all personnel in the evacuation procedures;
- ensuring the posting of the evacuation procedure on all notice boards; and,
- ensuring the issue of a copy of the procedures to all personnel at the In-house Specific Safety Induction Course.

2.5.4 Fire in the Workplace

2.5.4.1 Fire Prevention

It is important to develop good housekeeping in all work areas to prevent fires occurring (i.e. remove rubbish, remove oils and greases from floors, use and store welding and cutting equipment and flammable liquids properly) and where required for the site obtain a hot work permit.

Mas Mechanical Pty Ltd will ensure all personnel know the location, identification and how to use all fire extinguishers, hose reels and fire assembly points in the nominated work area. If in doubt, employees should ask the Supervisor for information.

2.5.4.2 Fire Fighting Equipment



Fire fighting equipment shall be placed throughout the nominated work site, in all light vehicles and mobile equipment. Employees should familiarise themselves with the location of all fire fighting equipment in their work area before commencing work.

The use of fire extinguishers for any other purpose than to fight a fire is strictly prohibited. The use of fire fighting equipment must be reported to a Supervisor immediately. Used extinguishers must be returned to stores for filling and servicing immediately, regardless of whether or not the extinguisher is empty.

2.5.4.3 Fire Fighting

Employees are trained in the following points:

- Do not aim the extinguisher or hose output nozzle at the centre of the fire it may only serve to spread it. Work from the near edge and, with a sweeping motion, drive the fire to the far edge.
- Do not stand downwind of a fire the smoke and flames can be dangerous. Machinery fires burn
 with great intensity. The air downwind may be superheated and could cause damage to lung
 tissue
- Do not stand downhill of a fire, as the run-off may be dangerous.
- If there is a chance of chemicals or explosives being involved in the fire, evacuate the area.

2.5.5 Medical and First Aid Requirements

Prior to the commencement of work at a nominated work site, Mas Mechanical Pty Ltd shall ascertain the availability of ambulance services and the nearest medical/ hospital facilities. On commencement at the nominated work site, Mas Mechanical Pty Ltd shall display in a suitable prominent position on site a notice clearly defining the name, location and phone numbers of the nearest medical centre/ hospital, doctor, ambulance and first aid officer.

Mas Mechanical Pty Ltd shall ensure that a fully qualified First Aid Attendant is available at each independent work area on site at all times whilst work is being performed. The names of the first-aid personnel shall be posted in the nominated crib room. In addition, first-aid kits shall be located throughout the nominated work sites. The aim is to ensure that personnel who are injured in the workplace receive prompt and effective first-aid and that the incident is investigated so that preventative action can be initiated. The retrieval of an injured person will be a consideration when designing work platforms and access scaffolds, and as a condition of confined space entry.

First-aid personnel are to record all treatment given in accordance with statutory requirements and provide a copy to Mas Mechanical Pty Ltd Management at the end of each month. Each of the respective Trade Contractors shall ensure that the Safety Officer is notified on the appropriate form of any accident where the injured person is off work for a period of one full shift or more (a Lost Time Injury).

All employees who sustain a minor injury are required to report the matter to their Supervisor and seek treatment from the appropriate first- aid officer, or follow the specific site procedure if it differs. The first-aid officer will determine if the injury requires further medical treatment off-site. In the event that medical treatment is required, the first-aid officer will advise the authorised medical practitioner or local hospital that an injured person will be reporting for treatment on a referral form.



A Mas Mechanical Pty Ltd Officer will accompany the injured person to assist them to obtain the additional medical treatment required. They shall accompany the injured person until they safely return to the nominated work site, are admitted to hospital or safely reach their home on the recommendation of an authorised medical practitioner.

The injured person's Supervisor will notify Mas Mechanical Pty Ltd Management immediately so that procedures for rehabilitation can be initiated if required. If the injury is such that the person cannot be moved and an ambulance is required, the

Supervisor must immediately inform Mas Mechanical Pty Ltd Management.

In the event of a fatal accident, Mas Mechanical Pty Ltd Management will notify the Police and the Principal Contractor. The area where the incident occurred will be roped off, where nothing is to be disturbed, until the investigation by the Authorities and Management has been completed.



2.6 WORK REQUIRING PERMITS OR SPECIFIC APPROVAL

- **2.6.1 Confined Space:** Normally considered as enclosures having limited means of access and egress, eg. tanks, vessels, bins, silos, boilers, pits, septic tanks, sewers, underground utilities, pipelines and similar structures. Employees of Mas Mechanical Pty Ltd will not enter a tank or confined space in operation areas until a valid Confined Space or Tank Entry Permit, signed by the responsible Supervisor is posted at the work area and all personnel are in compliance with this permit.
- **2.6.2 Connections to Existing Services:** Approval shall be obtained in writing by Mas Mechanical Pty Ltd Management before any excavation, opening up or connection into existing underground services.
- **2.6.3 Excavations:** Excavating, concrete breaking, or drilling inside or outside buildings where potential dangers may exist in operation areas. No digging manually or by machine is permitted without a permit. This includes the driving of stakes or star pickets where the depth will exceed 300 mm.
- **2.6.4 Explosives:** Approval shall be obtained in writing by Mas Mechanical Pty Ltd Management prior to the storage, handling and use of explosives on a nominated work site.
- **2.6.5 Fire Water Lines:** Approval shall be obtained by Mas Mechanical Pty Ltd Management before opening or connecting to a fire water line, or using water from hydrants or other fire water line sources for purposes other than fighting fires.
- **2.6.6 Hot Work:** Approval shall be obtained by Mas Mechanical Pty Ltd Management before hot work or spark producing activity in certain operating areas and in some construction areas takes place. (welding, cutting, mobile equipment, etc.)

Permit systems are established to protect personnel and equipment. These entail proper checking systems and define criteria necessary to be installed and maintained during the time covered by the permit, so that work being referred to is carried out in a safe and proper manner.



2.7 CERTIFICATES OF COMPETENCY

A copy of all Certificates of Competency shall be submitted to Mas Mechanical Pty Ltd Management for record before employees commence work in any of the following categories:

- Crane Operator
- Dogman
- Machinery Operator
- Plant Operator
- Rigger
- Scaffolder
- Shot firer
- Welder

2.8 OCCUPATIONAL HEALTH

2.8.1 Inclement Weather, Heat Stress, Cold Stress

Mas Mechanical Pty Ltd shall ensure all employees are aware of the requirements to protect themselves against inclement weather and potential heat stress or cold stress.

2.8.2 Sun Care

Over exposure to the sun by employees shall be discouraged by Mas Mechanical Pty Ltd and steps shall be taken to ensure that proper clothing is worn. Protective sunscreen lotions with a minimum SPF 15+ shall be made available to all employees. All employees shall be advised of its availability and advised to use it on exposed skin areas.

2.8.3 Allergies/Long Term Illness

Mas Mechanical Pty Ltd shall ensure that new employees provide them with information regarding possible allergies or long term illness. This information shall be recorded and maintained in the onsite First Aid post or in the office files in the strictest confidence.

2.8.4 Banned Substances

Substances banned by any authority or site regulation or rule shall not be brought on to site or any leases associated with Mas Mechanical Pty Ltd operations.

2.8.5 Drugs and Alcohol

The company Drugs and Alcohol Policy will be adhered to.

2.9 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

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Mas Mechanical Pty Ltd shall provide employees with personal protective clothing and equipment to suit the particular work activities in accordance with statutory requirements and nominated safety procedures.

2.9.1 Head Protection

Safety helmets shall be worn by all personnel where designated on any Mas Mechanical Pty Ltd work site.

Safety helmet under this section means a device that is designed to be worn on the head as a protection against injury and which complies with AS1801. Safety helmets should be checked regularly for signs of damage and replaced as necessary.

2.9.2 Eye Protection - All Personnel On Site

All persons on the nominated work site shall wear approved safety glasses. A wide range of types of eye protection is available from simple glasses or goggles to full face shields. Employees shall choose and use the style appropriate to the job.

In addition all persons working on or about operations and jobs such as welding, grinding, cutting, chipping, chiselling, wire brushing, lathe work, paving breaking, rock or cement drilling, using heavy hammers or sledges, handling glass, casting, tinning, babbitting or pouring lead or zinc, and powered tool operation, shall wear well fitted cover-all type goggles or safety glasses and face shields which are high impact resistant and comply with the requirements of AS1336, AS1337 and AS1338.

2.9.3 Foot Protection

Safety footwear that complies with the requirements of AS2210 shall be worn by all personnel on site. Thongs, sandals or sand shoes will **NOT** be permitted under any circumstances.

2.9.4 Hand Protection

Protective gloves that comply with AS2161 shall be worn to protect employees' hands from injury and specifically when handling:

- Sheet metal
- Wire or wire screening
- Rough timber
- Any materials where the hands may be subject to abrasive action
- Acids, chemicals or hazardous liquids or substances.
- Welding, cutting or grinding

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2.9.5 Body Protection

The wearing of long sleeve shirts and trousers is recommended to give protection against the hazards of rough surfaces, hot metal sparks, hot or corrosive vapours, liquids, gases or compressed air, or explosive flash.

Sun screen lotion is available and should be used as appropriate.

2.9.6 Hearing Protection

Noise is monitored in decibels (dB) which is a measure of pressure associated with sound waves. If we are exposed to high noise levels over long periods of time, our hearing can be permanently damaged.

Where measured noise levels exceed 85 dB on the "A" rated scale, or where noise is irritating, or causes ringing in the ears, personnel exposed to this noise shall be provided with and wear suitable ear protection at all times.

Ear muffs, ear plugs or other hearing protection supplied and used shall comply with the requirements of AS1270.

Every effort shall be made by Mas Mechanical Pty Ltd to ensure that all machines, plant and equipment are equipped with suitable noise-reducing baffles, mufflers or panels in order to reduce the ambient noise to a permissible level.

2.9.7 Safety Harnesses

If there is the slightest chance of falling, a harness shall be worn. Some work locations will stand out as clearly dangerous, while others may carry a secondary risk, such as where a railing may not be of sufficient height to prevent a fall.

Safety harnesses and lanyards supplied and used shall comply with the requirements of AS1891.

Safety harnesses with lanyards shall be worn by all personnel working **2.0 m** (DME)/ **2.4m** (WHS) or more above ground level in an elevated location where no approved handrail is provided.

Each lanyard shall be no more than **1.8 m** long and arranged so that the wearer can fall no more than **600 mm** before the lanyard is fully extended.

Employees, while working on a light duty swing stage (suspended type scaffold), shall wear a safety harness and ensure their lanyard is attached to an independent life line that is adequately secured and of sufficient size to support the intended load. The life line shall be fastened to the top of the tank, chimney or building where the employee is working and drop free to the ground.

A safety harness should also be used where you may be required to enter a confined or limited access space. In this case, a safety observer would also be required at the other end.

2.9.8 Respirators



Respirators suitable for the particular hazard shall be worn at all times when working in an environment which is detrimental to the respiratory system. Fresh air supplied hoods shall be worn by those engaged in grit blasting and guniting.

Fresh air or supplied air type respirators shall be worn when entering an area that has been tested and contains toxic gas or where the oxygen content is below **19.5%** by volume. If testing equipment is not available the suspect area shall not be entered without all persons wearing supplied air respirators and the confined space entry procedure in place.

Persons required to wear respirators should be clean shaven.

Whenever a self contained supplied air-type respirator is in use, a fully charged, standby air container shall be available and ready for immediate use at the location. All respiratory equipment in use shall comply with AS1715 and AS1716.

2.9.9 Hair Protection

Persons with long hair shall confine their hair in a manner so as not to risk injury when working near moving equipment or machinery.

2.9.10 Personal Protection on Welding Operations

Welding masks, hoods or screens shall comply with the requirements of AS1338.

All welders engaged in oxy-acetylene or other gas welding or brazing shall wear protective goggles that comply with the requirements of AS1338.

Aprons, leather sleeves, gauntlet gloves, welding spats (or overalls of flame-proof material) shall be worn by welders and assistants where there is danger of injury to body areas or burning by hot material.

Only ear plugs or ear covers that are "non-flammable" shall be worn by persons during welding/cutting operations.

Where welders and their assistants are required to work in damp places where danger of electric shock exists then approved adequate protection shall be provided to insulate and/or isolate them.



2.10 ISOLATION PROCEDURES

There are three types of tags used by Mas Mechanical Pty Ltd on nominated work sites:

- 1. Danger Tags;
- 2. Warning Tags/ Out of Service Tags; and
- 3. Information Tags

2.10.1 Danger Tags

Danger tags are for personal protection only and are used in conjunction with safety locks. In situations where persons may be endangered by the operation of machinery, electricity, gas, liquids or heat, they must protect themselves by using a correctly filled out Danger tag. The Danger tag and safety lock must be attached to the isolating mechanism once the correct isolation has taken place. (N.B. Employees are advised that only the person who places the Danger tag can remove it. It is an offence to remove someone else's Danger tag.)

Danger tags must not be used in place of Warning/ Out of Service Tags

2.10.2 Warning Tags/ Out of Service Tags

Warning tags/ Out of Service tags are for the Protection of equipment/ machinery only. They are designed to partially or totally restrict the use of a piece of equipment or machinery. N.B. Employees are advised that the person who fixes the defect is responsible for removing the Warning/ Out of Service tag.

Warning / Out of Service tags must not be used in place of Danger tags

2.10.3 Information Tag

An information tag serves a dual purpose:

- To pass on information about equipment that does not have the potential to cause injury; &
- To give information on a fire extinguisher that has been used or is faulty.

Employees are advised that information tags can be placed by anyone.

Any equipment displaying an information tag must not be used until the operator has read and fully understand the information being passed on.

When the reason for the information tag no longer exists the tag can be removed by:

- The person who attached it
- The operator responsible for the equipment
- Maintenance personnel responsible for the repair/inspection of the equipment.

Only rigid adherence to the tagging procedure by all Mas Mechanical Pty Ltd personnel can ensure the safety of workers

2.11 MANUAL HANDLING AND LIFTING OF MATERIALS

Revision 2



Back pain, especially low back pain, account for a large percentage of all workplace injuries, and they are also more long term and more costly than most other types of workplace injuries. The injuries are largely due to incorrect manual handling methods. Therefore, due to the high incidence and severity of back pain, there is a need for education in this area.

2.11.1 Recommendations: Methods of Correct Manual Handling

Mas Mechanical Pty Ltd management recognises that the risk of back injury reduces if the following simple rules are followed by employees and contractors:

- Look over the path Ensure there are no obstructions in the direction of travel.
- Size up the load Get an idea of the weight. If it is too heavy, get mechanical aid or a work mate to help you.
- **Position feet correctly** Position one foot beside the load and one foot behind the load. The body should face the direction of travel.
- Lift with a natural curve in back Maintain the natural curve of the back.
- **Use leg muscles during lifting** The strongest muscles in the body are the thigh muscles. Use them to lift.
- **Hold load close to body** This ensures that minimum and even pressure exerts on the discs of the lower back.
- Bend the knees When placing loads bend the knees.
- Use mechanical lifting aids where ever possible.

By employing these principles employees can reduce the risk of damage to spinal structures, and hence decrease the incidence of back pain and dysfunction.

2.11.2 Lifting of Materials

Employees of Mas Mechanical Pty Ltd will:

Wear gloves when handling hot materials or objects with sharp or ragged edges.

When an object requires two or more employees to handle, one employee should give the signal for lifting or lowering the object in unison.

Block round objects to prevent rolling. Employees are instructed not to move a suspended load over the head of another employee.

Riding on a suspended load is prohibited.

All lifting devices must be kept in good condition.

Exceed the capacity of any lifting device is prohibited.

Any damage to lifting equipment must be reported immediately to the Supervisor.

2.12 HOUSEKEEPING



It is the responsibility of Mas Mechanical Pty Ltd to maintain all areas in which work is being carried out, in safe, tidy and sanitary conditions at all times. All rubbish, waste or surplus materials shall be collected at the conclusion of each shift and taken to a disposal area approved by Mas Mechanical Pty Ltd Frequency of collection is to be programmed to avoid excessive accumulation of rubbish.

To avoid injuries, all protruding sharp points shall be eliminated or removed as they appear. This includes nails in wood materials, scrap welding rods, reinforcing rods, pipe ends, scrap metal, tin and broken glass.

All materials not being used shall be properly stored to avoid creating a safety hazard, both above and on ground level.

All platform and walkways shall be kept clean, i.e. all scrap wood, paper, pipe, bolts, nuts, welding rods, bricks, etc. shall be removed.

Any sheet metal or wooden material shall be secured at all times to prevent the wind from dislodging it and creating a safety hazard. This particularly applies to metal deck roofing.

All walkways shall be kept clear. At the end of the work day or shift all welding leads, electrical extension cords, pipes, hoses, etc. shall be removed from walkways. This applies to those hanging over walkways where they may create a safety hazard for walking and mobile traffic.



2.13 ELECTRICAL SAFETY

2.13.1 Electric Shock

If any employee receives an electric shock it is imperative that personnel ring the nominated work site emergency number. Under no circumstances should the casualty walk to another area - e.g. office, medical centre etc. Employees are instructed **not** move the casualty unless he/she is in further danger. If required, this should be done safely. The medical personnel will come to the area of plant where the casualty is located. If located in a workshop or other location the Queensland Ambulance Service should be contacted to take the person to hospital for examination by a doctor. This procedure must be followed with all electric shocks, regardless of how minor they seem.

An electric shock may cause:

- Spasmodic contraction of muscles (which may lead to a dislocated joint).
- Fractured bones.
- Destruction to flesh (from simple burns to damage to muscles and internal organs).
- Brain damage.
- Death from interruption to the heartbeat.

Employees are advised: Just because the person looks okay from the outside - doesn't mean all is okay on the inside!

2.13.2 In the Case of an Electric Shock

Employees are advised that if the casualty is still in contact with the live wires - they may be a conductor. Employees should not touch them and become a casualty.

Employees are advised to remove the casualty from the electricity source by isolating the source - that is **SWITCH IT OFF**. If this is not possible then the following can be used to remove the casualty from the source:

- rubber gloves
- hands wrapped in a dry cloth or rag
- wood
- plastic
- rope
- rubber boots

If casualty is conscious employees should:

- remove casualty from electricity source
- seek medical help



If casualty is conscious and has a burn from the entry/exit site employees should:

- * remove casualty from electricity source
- * hold burn under running cold water
- * seek medical help

If casualty is unconscious employees should:

- * remove casualty from the source
- * DRABCD
- * call our or radio for someone to get medical help

Employees advised to never leave the casualty

POINTS STRESSED TO EMPLOYEES

- * There are no safe values of current.
- * Remove the casualty from the electricity source.
- * Keep CPR skills up to date.
- * Never leave the casualty alone.
- * Seek medical help with all electric shocks.



2.13.3 Electrical Equipment

The goal of Mas Mechanical Pty Ltd Management is to prevent all electric shocks; therefore the following requirements must be met at all times:

Unless specified or agreed otherwise, all equipment and installations shall comply with:

- The requirements of all Statutory Authorities having jurisdiction.
- The relevant Standard Documents.
- The relevant clauses of the most recent revisions of all relevant Australian Standards and Codes of Practice, or in their absence, with the relevant IEC or British Standards.

A licensed electrician will test all Mas Mechanical Pty. Ltd's electric tools, appliances, and extension leads as required by the state authority. The tested item will be affixed with a tag identifying the next test date, the tester's initials and his license number.

All temporary power panels shall have covers installed at all times. All open or exposed breaker spaces shall be adequately covered. Only circuit breakers shall be used in temporary electrical power panels.

All portable generating equipment must be equipped with operable built-in earth leakage protection. Plug-in earth leakage protection devices will only be permitted as minor electrical tool or extension lead distribution boxes at the immediate work face.

All extension cords shall be of heavy duty sheathed type and shall be no more than 30m in length. Where they are used underground they shall be made of approved flexible cable. Where practical, cords and leads shall be kept at least 2 metres off the ground or what ever height is necessary for them to be protected from traffic and creating tripping hazards. Alternative protection shall be installed where it is impractical to keep items off the ground.

Mas Mechanical Pty Ltd shall provide a system for High Voltage Access Permits when accessing power distribution systems that normally carry voltage in excess of 1000 Volts.



2.14 SIGNS, SIGNALS, BARRICADES AND LIGHTS

Mas Mechanical Pty Ltd shall provide and maintain clearly visible signs, signals and barricades at all times where a hazard exists. All signs shall comply with AS1319.

Mas Mechanical Pty Ltd shall protect all roads and thoroughfares which are closed to traffic by effective barricades on which shall be placed acceptable and highly visible warning signs. All barricades and obstructions shall be illuminated by means of warning lights from sunset to sunrise.

Mas Mechanical Pty Ltd shall provide all open trenches and other excavations with suitable barriers, signs and lights as required for adequate protection. Obstructions, such as material piles and equipment, shall be provided with similar barriers, warning signs and lights.

When any work is performed at night or where daylight is shut off or obscured, Mas Mechanical Pty Ltd shall provide artificial light sufficient to permit work to be carried on efficiently, satisfactorily and safely, and to permit thorough inspection. During such time period the access to the place of work shall also be clearly illuminated. All wiring for electric light and power shall be installed and maintained in a safe manner.

All Mas Mechanical Pty Ltd employees working in an area of potential traffic hazard shall wear approved reflective type vests and sign post the roadway accordingly.

Signs, signals and barricades shall be removed when the hazard no longer exists.

Suitable signs shall be erected in designated areas which shall advise that only authorised persons shall enter the area. Strict compliance with signs shall be enforced.



2.15 HAZARDOUS MATERIALS, TOOLS AND EQUIPMENT

2.15.1 Hazardous Materials

Prior to commencement of the work Mas Mechanical Pty Ltd shall provide detailed information including Material Safety Data Sheets (MSDS) for all chemical products they intend to use on site.

Mas Mechanical Pty Ltd shall abide by the requirements of the relevant State Dangerous Goods Regulations and Australian Standard AS 1940-1988 "The Storage and Handling of Combustible and Flammable Liquids".

Mas Mechanical Pty Ltd shall provide for:

- Removal and disposal of hazardous waste;
- Installation of fire detection and protection equipment in all fire hazardous work areas and storage areas; and
- Approved hazardous material storage.

2.15.2 Precautions to be taken with Hazardous Substances

At a place where hazardous substances are kept Mas Mechanical Pty Ltd shall ensure that:

- Precautions are taken to prevent the occurrence of accidents through fire, explosion, leakage of hazardous substances or other causes.
- Precautions are taken to prevent a person, without the prior permission of the employer, from entering the workplace or any depot or building at the workplace, or from having access to any hazardous substances in or on the workplace.

2.15.3 Consignment Records

Mas Mechanical Pty Ltd shall make and keep on site, a book that records:

- the name of every person to whom,
- the address to which, and
- the date on which

any hazardous substance is consigned from the work site, together with the description and quantity of the substance consigned.

The record book shall be kept by Mas Mechanical Pty Ltd for 2 years after the date on which it is made.

2.15.4 Handling of Substances

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Mas Mechanical Pty Ltd shall ensure that:

- All hazardous substances received into a workplace are conveyed immediately into the depot in which they are to be kept;
- All hazardous substances taken from a depot for dispatch from the workplace are removed immediately from the workplace;
- Hazardous substances are not conveyed within a workplace except in packages or containers that
 comply with the requirements of the Australian Dangerous Goods Code or by means of pipes so
 constructed and connected that gas or vapour cannot escape from the pipes during the
 conveyance.

Mas Mechanical Pty Ltd shall ensure that a package containing a hazardous substance in the workplace, when opened for the removal of the substance:

- is left open only for the time necessary for the removal of the substance, and then immediately closed:
- If any hazardous substance remains in the package and if it is outside a depot, that the package is immediately placed in a depot; and
- Any hazardous substance that is removed from a package is immediately taken to a safe place.

2.15.5 Material Safety Data Sheets

A MSDS shall be kept for each hazardous chemical known to be present in the workplace. A copy of all MSDS shall be located in Mas Mechanical Pty. Ltd's First Aid facility.

All MSDS shall comply with the National Occupational Health and Safety Commission publication "Guidance Notes for Completion of a Material Safety Data Sheet".

2.15.6 Radiation and Radioactive Sources

All work in relation to radiation and/or radioactive sources shall conform to the requirements of the applicable State Radiation Act and the 1982 Federal Code of Practice - Radiation.

2.15.7 Lasers

Safe Practices and Procedures shall be complied with in the use or operation of continuous wave and pulsed lasers. Further information on specific safety procedures may be obtained from the State Occupational Health and Safety Authority or the Federal Department of Health, Canberra, ACT 2600, Australia.

Mas Mechanical Pty Ltd personnel shall not install or operate a laser or laser product (other than a class 1 laser product) at the workplace without having the knowledge of and experience with lasers necessary to do so with safety.

Mas Mechanical Pty Ltd shall not permit the use of a laser or laser product (other than a class 1 laser product) in relation to a project on which they are engaged without the prior approval of the Safety



Officer. No lasers over class 3A to be used on Construction sites. A register of lasers shall be maintained by the Contractor.

2.15.8 Compressed Gas Cylinders

Acetylene, oxygen and LP gas cylinders used for welding and burning operations shall have all valves properly shut off at the end of each work day. Flash back arrestors shall be fitted to the regulators. It is also preferable to fit flashback arrestors to the hand piece.

All cylinders shall have the valve cover cap in place except when cylinders are in use.

Acetylene, oxygen and LP gas cylinders shall be supported in an upright position at all times, full or empty, restrained by cable or chain and shall be stored in a cool, dry, well protected and ventilated location.

Fire extinguishers shall at all times be in close proximity.

In storage areas, oxygen, acetylene and LP gas cylinders shall be isolated from one another.

A proper cradle shall be used when raising and lowering cylinders from a crane or hoist. Chain, cable or rope slings shall not be used as cradles.

2.15.9 Hand and Power Tools

All hand and power tools used by Mas Mechanical Pty Ltd shall be maintained in a safe condition at all times.

Mas Mechanical Pty Ltd shall not issue or permit the use of unsafe hand or power tools.

Electrical power tools shall only be used where the electrical supply is provided through an earth leakage system.

Pneumatic power tools shall be secured to the hose connector by approved safety clamps, pins or similar devices.

Only properly trained Mas Mechanical Pty Ltd employees shall operate power-actuated tools. Training records or equivalent documentation shall be maintained by Mas Mechanical Pty Ltd for each of its employees using power-actuated tools during performance of the work.

2.15.10 Explosive Powered Tools

Mas Mechanical Pty Ltd shall comply with all relevant State Statutory Regulations pertaining to the use of explosive powered tools.

The use of explosive powered tools shall be restricted to tools of the low velocity piston type and only persons who hold the necessary competency and training shall be permitted to use such tools. When

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not in use the explosive powered tool box shall be locked. Cartridges are to be stored in a separate lockable compartment.

Under no circumstances shall a tool be fired in such a manner as to cause the projectile to fly free. Safety glasses with side shields and hearing protection shall be worn by operators when firing an explosive powered tool.

When a tool is being used the operator shall display clearly legible signs at or near the place where the tool is in use at all times. Signs should read:

"DANGER - KEEP CLEAR - EXPLOSIVE POWERED TOOL IN USE"

A log book of service records shall be kept. A register of Explosive Powered Tools shall be kept.

No work shall be permitted if personnel are working in the immediate line of fire.

2.15.11 Explosive Blasting

Mas Mechanical Pty Ltd is required to obtain approval in writing in the form of a Permit to Blast prior to any explosive blasting.

Mas Mechanical Pty Ltd Blasting Procedures will be used except where these conflict with existing procedures for the nominated Project site.

2.15.12 Abrasive Blasting

All abrasive blasting must be carried out in accordance with the requirements of section 2.5 of AS1627.4.

The following protective equipment shall be used or worn by personnel engaged in abrasive blasting operations:

- An air line respirator of the continuous-flow type in a protective hood to cover the head (protective helmet), neck, shoulders and chest.
- An air purifier and filter for removal of oil, water and any other organic-matter contaminant that might be discharged from the compressor.
- A pressure regulator with an attached gauge if the pressure in the compressor exceeds 25 p.s.i. (170 kPa).
- An air line hose of not more than 100 metres for each person.
- Hood view ports made of impact-resistant safety glass, or plastic covered by a metal screen.
- Gauntlet type leather gloves.
- Approved Safety shoes or lace up boots, each type to have safety toes.
- Clothing made of strong-fibred material to resist flying abrasive material wear or damage.
- An alarm that is part of the system, which shall automatically signal both audio and visual alarms should the carbon monoxide (CO) level become dangerous.
- Adequate hearing protection devices.
- A discharge nozzle with a "dead man" control.

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2.15.13 Compressed Air

This section includes scabblers, water/air jets, impact wrenches, grinding tools, etc.

Always **USE CARE** when working with compressed air - wear suitable eye protection to guard against airborne substances; ear protection where noise is likely to be an irritant; respiratory protection where dust is present. Employees should observe the following rules:

- Compressed air shall not be used to blow dust, dirt or particles from the body or hair, or for personal cleaning purposes of any nature.
- Compressed air used for cleaning down machines or equipment shall not exceed an air pressure of 200kPa at the nozzle head or outlet and the nozzle or outlet shall be fitted with a suitable isolating valve and shall be a "self-shielding" type.
- When using the interlocking type of connection on an air line, use safety clips through the holes provided. Ensure that safety chains on couplings are connected. This prevents accidental disconnection.
- Care must be exercised before turning the air supply off or on, so that other employees who have equipment connected to the same system are not endangered through failure or unexpected supply or air.

2.15.14 Arc and Gas Welding

The following safety precautions need to be taken when arc or gas welding:

- Unless an alternative method is approved a welding earth return shall be placed on the material being welded adjacent to the arc.
- Proper clothing (overalls covering body, arms and legs), gauntlet type gloves, welding goggles, spats and head covering shall be worn by all welders and their assistants.
- Gas cylinders, not held or supported by a mobile trolley, shall be secured in an upright position to a suitable support with a chain or other suitable approved material.
- No welding or cutting shall be performed on drums, barrels, tanks or other containers until it has been established they are free from flammable or explosive liquids or vapours and a work procedure has been prepared and approved.
- Welding machines must be turned off and disconnected at the end of each work day or when lift unattended. On-off keys shall be left in position.
- In elevated areas, where falling sparks could cause damage, a fire or explosion, fire proof blankets shall be used to isolate the work from the surrounding area. This applies to work such as welding, gas cutting and grinding operations. Particular attention is to be paid to work over cable trays, instrumentation, conveyors etc.
- Welding screens shall be used to prevent sparks from flying into adjacent areas and to screen nearby workers from welding flash.
- All electrical welding cables shall be maintained in good condition. There shall be no bare wires, and connections shall be solidly made so that no sparking or hot spots will occur.
- Welding rods must be removed from the hand piece when the welder has finished welding or when the welder is left unattended.

2.15.15 Grinding Operations



The following safety precautions must be taken when grinding:

- All grinding and abrasive wheels used on the nominated Mas Mechanical Pty Ltd work site shall be provided with substantial guards enclosing the exposed sections of the wheel except that section of the wheel
- All equipment used for grinding and shall be the correct speed rating for the grinder being used.
- Bench and pedestal type grinders shall also be provided with a protective shield of perspex or armour glass over the wheel to prevent sparks or metal contacting the operator. They shall also have an adjustable material rest which shall be positioned a maximum of 3 mm clearance from the grinding wheel.
- Suitable safety glasses with a face shield or mono goggles shall be worn by the operator of grinding tools at all times while grinding.
- When grinding in elevated situations, or where there is the danger of hot sparks or foreign matter flying from the grinding wheel, suitable screens shall be provided to prevent injury to persons nearby.
- Grinding tools shall only be operated by suitable trained operators.



2.16 WORKING AT HEIGHT

2.16.1 Fall Protection

Mas Mechanical Pty Ltd shall develop and implement a safe working procedure where employees are required to work on unguarded surfaces above open pits or tanks, steep slopes, moving machinery or similar locations; or working from unguarded elevated work locations above water or ground, temporary or permanent floor platforms, scaffold construction, or when otherwise exposed to the possibility of falls hazardous to life or limb.

Mas Mechanical Pty Ltd shall submit their Safe Working Procedures for approval prior to commencing work.

Safe operating methods that may be used include the following:

- Scaffolding with standard handrails, stationary or otherwise.
- Ladders.
- Man-cage from a crane.
- Suspended platform (staging, bosuns chair etc.).
- Safety belts or harnesses with lanyards. Anchorage of the lanyard shall be to an object capable of supporting 2500kg.

Ladders shall be used to gain access or egress from elevated work areas. When safety harnesses are the only form of fall protection to be used, employees shall remain tied off at all times while they are not protected by a standard handrail. Fall potential of 2.0m (DME & WHS) or more or as otherwise legislated on any side of the work area constitutes the need for anti fall protection. Any employee working or operating equipment over exposed rebar shall be tied off, at all times. Rebar must be capped.

Safety harnesses and other fall protection devices shall be worn and used in accordance with the manufacturer's instructions. Where possible lanyards shall be secured to both "D" rings. Where only one "D" ring is used it shall be located in the middle of the employee's back.

An elevated work performed outside of standard guard-rails shall require safe tie-off. All employees will be educated by Mas Mechanical Pty Ltd on how to perform elevated work using safety harnesses and safe tie-off requirements.

2.16.2 Circumstances Requiring Use of Safety Harnesses



All Mas Mechanical Pty Ltd personnel shall be required to wear and use safety harnesses as detailed in the section "Working at Height".

This includes:

- In any elevated work area, 2.0 metres or more form the ground that is not protected by any other form of approved fall protection.
- Working in areas within 2.0 metres of floor opening or floor edges that are not protected by any other form of approved fall protection or approved floor opening covers.
- In any elevating work platform or suspended staging or scaffolding.

2.16.3 Scaffolds

The following instructions have been compiled as an aid for Mas Mechanical Pty Ltd scaffolders. For further scaffolding requirements, employees should consult their Supervisor or the appropriate scaffolding legislation.

- Footings or anchorage for any scaffold shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement.
- No unstable objects such as concrete blocks shall be used to support scaffolds or planks.
- Any part of a scaffold weakened or damaged shall be repaired or replaced immediately.
- All scaffold planking shall be free of knots an cracks and shall completely cover the required area for the work platform.
- Scaffold planks shall be laid tight, butt jointed at ends or overlapped. Overlaps are to occur directly above scaffold supports and as per State Regulation.
- Safe access shall be provided to the scaffold platform. Specifically, a ladder with a safe mean of access to the platform forms the ladder and rest platforms every 6.0m.
- Scaffolds shall be equipped with a top rail, mid rail and kick board.
- Scaffolding not adaptable to guard rails shall require the use of safety belts or harnesses with the lanyard attached to a secure anchorage. Mobile scaffold casters shall be secured and locked prior to any person using the scaffold.
- No personnel shall be on a mobile scaffold when it is being relocated or moved in any way. Access shall be via internal ladders only.

2.16.4 Ladders

The following rules must be observed at all times when using ladders:

- Make sure the ladder is without defects and is placed securely against a solid backing at a safe angle of about 75 degrees with the horizontal.
- The use of ladders with broken or missing rungs or steps, broken or split rails or other defective construction is prohibited.
- Clean mud or greasy substances from your footwear before climbing.
- Face the ladder and hold the rungs with both hands whenever climbing up or down.
- If the job requires you to work while standing on a ladder, you must use a safety harness.
- Ladders must be securely tied at the top or have someone in attendance holding it.
- Ladders shall extend no less than 1 metre above the landing.



- When climbing or descending a ladder nothing is allowed to be carried in the hands. Tools should be carried in a shoulder bag or hoisted up by means of a hand line.
- Do not reach out to far from a ladder in any direction, move the ladder as the work requires it.
- Do not use two ladders spliced together. Get one long enough to reach the job.

2.16.5 Elevated Work Platforms

All Mas Mechanical Pty Ltd employees who intend to use elevated work platforms must ensure that the following safe work procedures are adhered to:

- The work platform is operated safely by a properly trained user and is used in accordance with its operating instructions.
- The safe working load at the work platform is not exceeded.
- Never operate on more than 5 degrees of slope.
- Never position ladders, steps or similar items on units to provide additional reach for any purpose.
- Wear safety harnesses where specified.
- Be aware of clearances when travelling or operating.
- Do not enter or exit from the platform when elevated.
- During travel keep a safe distance from changes in slope depressions, debris, buildings, and other obstacles.
- Ensure brakes are operating satisfactorily before operation.

2.16.6 Working on Roofs

Prior to approval being given to work on roofs where safety mesh and edge protections is required; Mas Mechanical Pty Ltd shall provide a Safe Working Procedure and ensure the following items have been checked:

- Mesh compliance with man-proof standard.
- Fixture of man-proof mesh to manufacturer's standards.
- Edge protection to National Standard No. 4 as minimum requirement.
- Access and egress points identified and adequate.
- Method statement of delivery, unloading, loading, tying down and placement procedures for roof works.



2.17 CONFINED AREAS AND EXCAVATION/TRENCHING

2.17.1 Confined Areas and Spaces

Prior to commencing work in a Confined Space, a safe entry procedure shall be submitted for approval by Mas Mechanical Pty Ltd. Such areas include but are not limited to storage tanks, process vessels, bins, ventilation or exhaust ducts, sewers, pipelines, open-topped pits, basements, temporary wood framing covered with plastic and enclosed areas with only one means of access. Mas Mechanical Pty Ltd shall abide by the requirements of the relevant State Legislation in regards to entry to confined spaces and bins when developing this procedure.

All Mas Mechanical Pty Ltd employees who are required to enter confined areas or spaces shall be instructed as to the nature of hazards involved, necessary precautions to be taken, and trained in the use of protective and emergency equipment required.

Before any Mas Mechanical Pty Ltd employee is permitted to enter into any confined area or space, the atmosphere within the space shall be tested to determine the oxygen level and concentrations of flammable vapours, gases or toxic contaminants.

When welding, cutting or heating in confined areas or spaces, ventilation shall be provided. When sufficient ventilation cannot be provided without blocking the means of access, Mas Mechanical Pty Ltd employees shall be protected by air line respirators and an employee shall be positioned outside the confined area to maintain communication with those working within and to aid them in an emergency.

2.17.2 Excavations and Trenching

The following safety precautions need to be addressed prior to the commencement of any excavations or trenching:

- The Mas Mechanical Pty Ltd Supervisor must obtain a signed digging permit form the Electrical Supervisor or representative.
- Mas Mechanical Pty Ltd will have an employee to work in conjunction with earth moving equipment (to act as observer and to use hand tools) when working close to electrical cables and pipelines.
- Barricades must be at least 1 metre high using approved materials on ALL EXCAVATIONS to protect employees. Any portion of a barricade that has been removed to allow movement of materials and machines must be replaced at the completion of that operation.
- Sufficient safe access will be provided out of and across excavations. Employees are advised not to take shortcuts out of excavations.
- Employees should stock pile materials well away from the edges of excavations to prevent pressure cave-ins or material falling in.
- All excavations and trenches 1.5 metres or more in depth must be shored, stepped or sloped back to the angle of repose where a possibility exists that the sides may collapse.
- Spoil must be placed 600mm or more from the edge of the excavation.
- Diesel or petrol engines operating in close proximity shall be positioned so that exhaust gases cannot enter excavation or the air intakes of compressors or ventilators.

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- Warning lights and designs will be provided where necessary,
- Employees should be in a position to be seen by others when working in deep excavations.

The Supervisor will be responsible for routine inspections of all excavations and trenches. If evidence of cave-ins, slides or cracking is apparent, work must cease in that location until the appropriate rectification work is carried out.

2.18 MOBILE EQUIPMENT

2.18.1 Transport

Employees' private vehicles shall not be permitted to enter the construction site and shall be parked only in designated areas.

All persons driving on site must hold a current driving license.

Drivers of motor vehicles shall be instructed to exercise judgment as well as observe posted speed limits.

Light vehicles shall give way to all heavy equipment.

Pedestrians have right-of-way over motorized traffic.

Horns shall be used for safety at blind corners, when passing etc.

Established hand signals or turn signals are to be used.

Ignition keys are to be left in vehicles at all times when within the construction site.

Reckless driving or other non-observance of these instructions shall be cause for withdrawal of driving privileges on the designated Project and all other areas associated with the Project.

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2.18.2 Equipment and Vehicles

Only authorised vehicles shall be allowed in nominated areas of the Project.

All equipment must be inspected daily before use by the operator. Formal inspections must also be made by Mas Mechanical Pty Ltd at 30-day intervals with proper documentation maintained at the work site. Copies shall be made available upon request.

Defective equipment shall be removed from service immediately and not put back into service until all repairs have been completed.

All rubber-tyred self-propelled scrapers, rubber-tyred front-end loaders, rubber-tyred dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler-type loaders and motor graders shall be equipped with approved rollover protection and seat belts.

All operators of construction equipment shall be properly licensed, certified and trained by a competent person. Copies of all licenses, certificates and training records shall be maintained on the work site by Mas Mechanical Pty Ltd and copies shall be made available upon request.

In addition, all operators shall receive formalised onsite training from Mas Mechanical Pty Ltd and shall have competency testing before being allowed to operate equipment. The loss of a State Vehicular License means the loss of site competency to operate.

All equipment with an obstructed view to the rear must have a reverse signal alarm audible above the surrounding noise level, or a flagman.

All cracked and broken glass shall be replaced before bringing vehicles on the work site. If glass is broken or damaged on the work site and if damage is severe enough to cause a potential safety problem, the machine shall be taken out of service until such damage has been repaired.

Vehicles used to transport employees shall have roof cover and seats firmly secured and adequate for the number of employees to be carried and all passengers should be properly seated. Standing on the back of moving vehicles is prohibited.

Locations for storage of all fuels, lubricants, starting fluids etc. shall be reviewed and agreed by Mas Mechanical Pty Ltd prior to establishing the storage facility.



2.18.3 Cranes

Mas Mechanical Pty Ltd will use the Mobile Crane Code of Practice 2006 as a guide for managing the health and safety risks associated with mobile cranes. All cranes shall carry a current certificate from the relevant testing authority or have an up to date service log book that confirms the crane is in a safe operating condition prior to Mas Mechanical Pty Ltd using the crane on any work site. A copy of this certification or log book shall be made available upon request and shall be available for inspection whilst the equipment is on site.

All mobile cranes with a SWL of more than 10 tonnes are classified as registrable plant and will have current registration certificates.

All crane operators shall be properly licensed, certified and trained by a competent person in the operation of the particular crane they are operating. Training shall include the identification of existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees. License, certification and training records shall be maintained on the work site by Mas Mechanical Pty Ltd and made available upon request.

The following practices will be adhered to by crane operators:

Lifting will not take place unless load charts are in the crane cabin and are referred to. The rated load capacity of cranes shall not be exceeded.

The Crane operator's manual is to be kept on the crane at all times.

The number of persons on the crane crew will be determined by a risk assessment undertaken for the appropriate job.

Crane operators shall not leave the crane unattended for any reason with a load suspended from the lifting hook.

Wind conditions will be taken into account.

Lifting gear will be regularly inspected.

The swing radius of cranes will be suitably barricaded where necessary.

Equipment shall not be operated where any of the equipment or load will come within the local/state safe work zone of transmitted voltage of electrical distribution or transmission lines.

Mas Mechanical Pty. Ltd's employees shall not ride the headache ball, hook or load being handled by the crane.

Equipment shall not be lubricated while in use.



Rated load capabilities, recommended operating speeds, special hazard warning, specific hand signal diagram and special instructions shall be visible to the operator while s/he is at the control station. Load cells, where provided, shall be clearly visible.

No person shall be allowed to work under the load of cranes. Tag lines shall be used on all loads. Special caution should be used in concrete kibble operations.

Tower Cranes shall be left in weather vane mode when not operational.

2.18.4 Critical Lifts

This procedure provides guidance for control of lifts with cranes which are considered to be critical. Lifts that fall into this category are those lifts which:

- Exceed 75 % of the crane's rated capacity of the crane configuration.
- Require two (or more) cranes to make the lift.
- Are to be made where the load or crane boom could fall on critical equipment.

A competent rigging/lift co-ordinator shall oversee the total operation.

2.18.5 Crane Configuration

The Crane Lift Permit shall be completed by the supervisor of the lift prior to a "critical lift". After the permit has been completed by the supervisor, the designated project personnel will review and sign off on the lift permit in the order listed on the permit. Copies of the permit will be placed in the cab of the lift-crane, and in the Mas Mechanical Pty Ltd office.

2.18.6 Crane Capacity Restriction

If, when completing the permit and lift calculations, it is determined the lift exceeds 95 % of the crane configuration capacity the lift shall not be made. If by changing the crane configuration within manufacturing specifications a greater gross capacity may be gained, the change shall be made and the lift undertaken. If not, a larger capacity crane or two cranes shall be used.



2.18.7 Crane Work Near Overhead Electrical Wires And Hazardous Pipelines

The following procedure applies if a crane must operate where it is possible for **any part** to come within the designated safety zone of an energised electrical line or pipeline containing hazardous materials:

Mas Mechanical Pty Ltd, the person in charge of the overhead equipment, and the Principal Contractor in charge of the work are to be contacted. These individuals will decide whether the electrical or pipe system will be isolated, insulated or protected.

Written approval to proceed must be obtained. Mas Mechanical Pty Ltd shall comply with any special precautions nominated in the approval.

No crane shall be operated under these conditions unless:

- A signal man is present whose sole function shall be to assure that clearances are maintained.
- Signs and barricades are posted around the crane warning personnel to stay clear.
- The crane operator is the only person on the rig.
- All Crane Operators shall be instructed to stay on the rig in case of contact with any electrical line.

A copy of this procedure shall be posted in the crane cab.

Cranes or other equipment having elevating booms shall not be parked overnight or over a weekend directly under any high tension line. Booms must be lowered or the equipment relocated.

Correct identification of all overhead electric power lines is vital e.g. tiger tails etc.

2.18.8 Rigging Equipment

All rigging equipment shall be free from defects, in good operating condition and maintained in a safe condition. All rigging equipment shall have identification attached on each item.

Synthetic flat webbing slings shall not be used for any lifting purposes unless written approval has been given by Mas Mechanical Pty Ltd Where such approval is given for their use, additional slings, chains or wire rope shall be rigged on the load to provide security for the load. These backup slings shall be capable of supporting the load should a failure of the synthetic slings occur.

Rigging equipment shall be inspected by a designated, competent employee of Mas Mechanical Pty Ltd prior to initial use on the site and monthly thereafter to ensure that it is safe. Records shall be kept onsite of each of these inspections by Mas Mechanical Pty Ltd and shall be made upon request. No rigging equipment is to be used other than for its intended purpose, e.g. slings and chains are not to be used for towing.

Mas Mechanical Pty. Ltd's damaged rigging equipment shall be immediately removed from service and, where necessary, destroyed to prevent further use.

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2.18.9 Materials on Trucks

All loads on any truck shall be securely tied to prevent accidents.

In the plant area trucks handling loose materials shall be provided with a tailgate to prevent material from falling out and the load shall be trimmed to avoid spillage.

If material (earth, rubbish, wood, stones or other litter) falls from a truck, Mas Mechanical Pty Ltd shall clean up the area immediately.

All loads that extend one (1) metre or more beyond the tail of a truck bed shall have a red flag marking the end of the load.

Private vehicles shall not be allowed near any working areas (construction, mining, plant construction, rail) and shall be confined to access roads, to the accommodation facility and office areas.

2.18.10 Earthmoving and Other Mobile Equipment

Mas Mechanical Pty Ltd shall establish formal operator training sessions and ensure proper competency testing is completed and recorded before employees are allowed to operate mobile equipment.

Hard hats shall be worn by operators at all times when they are outside of an approved enclosed cab.

Before operating any earthmoving or mobile equipment the operator must carry out a pre-start safety check in accordance with the manufacturer's instructions.

Operators shall do a "walk-around" check to make certain that other workers are clear before starting the machine.

Employees shall not jump on or off machines. They must not attempt to climb on or off a moving machine.

Before repairs are made on earthmoving equipment, the persons repairing the equipment shall ensure the appropriate equipment is made safe and tagged out in accordance with the tag out system.

Equipment should be driven entirely off the road, whenever being left on site. Where any portion of the machine projects into the road, it shall be adequately marked with lights, flashers or flares; bright red flags of minimum size 600mm by 600mm should be used in daytime.

Head and eye protection must be worn in any vehicle without overhead, roll over or wind screen protection.

The operator shall not leave his machine on an inclined surface or on loose material with the motor idling. Vibration may put the machine in motion.



Heavy or large mobile equipment shall be equipped with a reversing signal alarm which will operate automatically with selection of reverse gear. The alarm shall give an audible signal suitable for the conditions.

The signal may be continuous or intermittent, but will sound during the entire time of backward movement. Exceptions may be applied for from Mas Mechanical Pty Ltd for light-service trucks, power shovels and double ended rollers.

It is recommended that when ambient light levels are below 20 Lux, a continuous flashing amber light is visible.

Mas Mechanical Pty Ltd shall provide a road escort procedure to control the interface between light vehicles and other equipment whenever heavy equipment or mobile cranes travel on site roads. Large over length / over width load movement is also to be covered by this procedure.

Directions and instructions from those persons in control of escort activities, either single vehicle or convoy shall be obeyed.

Where oversized loads travel on public roads, the appropriate authority requirements shall be followed. Where oversized loads travel on site, the loads shall be flagged.

Consideration shall be given to the requirement for an indication of the hazard ahead for any vehicle, plant or equipment which is approaching the oversized load from any other direction. Reference should be made to local Main Roads Department requirements.

2.18.11 Operation of Dump Trucks

When dump trucks are required to tip at an open edge, a windrow is to be provided to a height equal to axle height of the largest truck being used.

Gradients leading to excavations where material is being dumped are to be at a slope suitable for the dump trucks being used.

All trucks when tipping on gradients are to be located parallel to the gradient whenever possible. Where practicable all gradients are to be trimmed to ensure trucks do not tip whilst positioned across a gradient.

At all times when tipping at open edges a spotter is to be provided to guide and direct tipping operations. Truck operators shall comply with the spotter's directions at all times. During night tipping operations adequate lighting and a spotter shall be provided.

Particular attention is to be paid to overhead electrical cables and conveyors.

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2.18.12 Bulldozers and Tractors

The condition of the equipment shall be checked before operating. This shall include brakes, clutches, steering mechanisms, hydraulic and electrical systems. Any defect shall be immediately reported to the supervisor or maintenance tradesman for correction.

Equipment with defects which may affect the safety of its operator are to be tagged out and not operated.

When working a bulldozer down steep slopes, the blade shall be lowered to secure a load of earth in front of it and maintained down the slope. If the load is lost, the blade should not be jammed into the ground as a brake as this could cause overturning.

When coupling a tractor to other equipment, workers shall stand clear of the space between the units. The machine shall be stopped, the transmission placed in neutral, and the brakes set before a person is allowed to couple the equipment.

At the end of a work shift, or when leaving the machine, the power shall be shut off; the brakes shall be set, blade landed, and the shift lever placed in neutral.

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2.18.13 Scrapers

Operators shall avoid sharp downhill turns, and shall not turn top heavy with the apron up in the air.

When going downhill, the operator shall not take the machine out of gear because increased speed will make control of equipment difficult. Operators shall leave the machine in gear and use the brakes to control speed.

Special care should be taken on greasy clay surfaces.

To prevent the scraper from slipping off the edge of a fill area, the centre of the filler shall be kept low and the outside edges high until the required grade is reached.

2.18.14 Road Graders

Graders being operated on roadways shall be fitted with a flashing amber light.

If it is necessary to grade against the traffic flow warning signs or barricades must be in place or alternatively a flagman shall be used to warn traffic.

Earth moving equipment has right of way at all times, emergency vehicles excepted.

2.18.15 Shovels and Loaders

All persons shall keep clear of the bucket swing and the cab rotation. Operators should never swing the bucket over other workers. Under no circumstances are lifting operations to be conducted over workers below.

When soil is soft, the equipment is to be on a solid foundation, such as mats or heavy planking, with outriggers fully extended before starting operations. Before operating on a bank next to an excavation, Mas Mechanical Pty Ltd must determine whether shoring or bracing is necessary.

Employees should never operate closer than local electrical authority designated distance from overhead electric lines, or must see that power is temporarily shut off, or the wire relocated.

Operators should make sure the bucket is kept on the ground or on blocking when not being operated. They should never leave the cab while the master clutch is engaged.



2.22 Communication of Occupational Health and Safety

The following paragraphs summarise the policies, procedures and guidelines to which all employees, visitors, job contractors and other parties must comply:

2.19.1 Health and Safety Objectives and Targets

Mas Mechanical Pty Ltd Management shall establish, implement and maintain documented health and safety objectives and targets at each relevant function and level within its organization. When establishing and reviewing its objectives Mas Mechanical Pty Ltd Management shall consider its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements and the views of interested parties. The objectives and targets are to be consistent with the health and safety policy, including the commitment to measuring and improving health and safety performance.

2.19.2 Health and Safety Plans

Mas Mechanical Pty Ltd Management shall establish and maintain Management plans for achieving its objectives and targets. They shall include:

- a) Designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organization; and
- b) Outlining the means and time frame by which objectives and targets are to be achieved.

Procedures shall be established to ensure current plans are reviewed, and if necessary amended to address such changed at regular and planned intervals, and whenever there are changes to the activities, products or services of the organization or significant changes in operating conditions.

2.19.3 Training for Emergency Preparedness & Response

Potential emergency situations will be identified and procedures documented. Mas Mechanical Pty Ltd will allocate responsibilities for control of emergency situations to individuals and communicate this information to all employees.

Employees will receive training in emergency procedures appropriate to their allocated emergency response responsibilities and degree of risk.

Emergency procedures will be regularly rehearsed and reviewed.

Emergency equipment, exit signs or alarm systems will be inspected, tested and maintained at regular intervals.

Information sessions will be held as necessary to cover Emergency Phone Numbers, Assembly Points, Evacuation Procedures and Emergency Procedures for Mine Sites.

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2.19.4 Toolbox Meetings

Toolbox Meetings will be conducted by Mas Mechanical Pty Ltd Line Management to discuss health and safety. Toolbox meetings will be held regularly at intervals determined by Management and the client (eg Weekly/Fortnightly). These will be attended by all members of the work group.

Locations of the toolbox meetings are to suit Mas Mechanical Pty Ltd logistics at the time. The Client Management shall be notified of the location and timing of the meeting. Minutes of the meeting shall be forwarded to the client.

2.19.5 Contractor Kick-Off Meeting

Before commencing work at the site, Mas Mechanical Pty Ltd will attend a meeting with relevant representatives of the client to discuss day prior events associated with production, safety and health issues.

2.19.6 Records of Meetings

A record of attendees and of matters discussed will be kept for all Health and Safety Meetings. The chairperson of each meeting is responsible for ensuring such records are kept.

Mas Mechanical Pty Ltd will forward a copy of all such records of their Health and Safety meetings to the Client Management within 4 days of the meeting being held.

2.19.7 Occupational Health and Safety Committee

The participation of employees and their input into the Occupational Health and Safety decision making process is fundamental to the successful implementation and sustainability of an effective Occupational Health and Safety Management system.

All employees will be encouraged and given every opportunity to participate in Occupational Health and Safety matters. Employees will also be involved in the Hazard Identification process and in the development of procedures for the Management of associated risks.

Employee Occupational Health and Safety representatives are to be elected by the Employees and will be competent to carry out their duties, where necessary representatives will receive the required training. A record of the names of the elected members of the Occupational Health and Safety Committee will be discussed at Tool Box Meetings, Safety Meetings and employees advised.



2.20 Health and Safety Management System

2.20.1 Tracking Legislative Change

Mas Mechanical Pty Ltd is committed to providing a safe workplace for its workforce and a commitment to comply with relevant OH&S legislation and as a result of that commitment the most up to date information is required. Mas Mechanical Pty Ltd will, if and when required, engage safety consultants. Safety consultants will be part of the audit and review system and will ensure that all our policies and procedures are current with legislation.

It will be expected that consultants will be familiar with current legislation through consultation with the Department of Mines and Energy.

2.20.2 Job Role Descriptions

A JRD will be written for each employee. The JRD will cover organizational structure, reporting hierarchy, employees' direct responsibilities, scope of work to be completed and specifications for particular jobs required by Mas Mechanical Pty Ltd.

Employees will be given a full briefing on their JRD and will be required to sign off saying they understand their role. JRDs will be updated annually or as new jobs come on line. The JRD process can be found on the following page_of this Safety Management Plan.

2.20.3 Evaluation and Review

Mas Mechanical Pty Ltd Management shall establish procedures and at intervals that it determines, make a documented review of the Health and Safety Management System to ensure its continuing suitability, adequacy and effectiveness. The review should be at least yearly depending on the complexity of the system and level of risk encountered.

Mas Mechanical Pty Ltd Management shall review the continued relevance of, and change where appropriate, policy objectives, responsibilities and other elements of the Health and Safety Management System with a commitment to continuous improvement.



2.21 JOB DESCRIPTION PROCESS

- 1. The General Manager completes Job Description (JD) for employee. This should be a collaborative process with the employee.
- 2. The General Manager and employee agree on performance targets. These are documented in the Action Plan (AP). Performance targets, including any individual development actions, must be consistent with the overall goals of Mas Mechanical Pty Ltd.
- 3. The General manager and employee agree on four (4) key behaviours that will be used to measure how an employee goes about achieving his or her personal accountabilities and action plan.
- 4. JD and AP are forwarded to the Director for review. The JD, AP and key behavioural indicators are then signed by the MD, Operations Manager and employee.
- 5. The General Manager and employee each keep a copy of the JD and AP and a copy will be placed on the employee's personnel file.
- 6. The General Manager and employee will have an informal feedback session after 3 months to ensure that actions are on track, positive behaviours are reinforced and behavioural issues are addressed.
- 7. The General Manager will refer to the JD and AP when it is time to conduct the employee's Personal Effectiveness Review.

2.22 TRAINING PROCESS

The General Manager and Engineer/Manager will:

- plan training for employees,
- allocate adequate resources for training / assessment,
- ensure that all prerequisites have been completed,
- ensure the trainee is ready to commence training / assessment
- modify the individual's training plan accordingly



APPENDIX 1

SAFETY NANAGENIENT TABLE



APPENDIX 2

DOCUMENTS AND FORMS



APPENDIX 3



ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.1 SAFETY ORGANISATION POLICY	All Mas Mechanical Pty Ltd employees	All employees must read and sign the Company Safety Policy	Upon commencing employment.
3.2 PROFESSIONAL HEALTH & SAFETY RESOURCES	Mas Mechanical Pty Ltd Management	Management of Mas Mechanical Pty Ltd may contact safety consultants or the Department of Mines and Energy WH&S division consultants to assist them in meeting their obligations under the relevant Occupational Health and Safety legislation. This would include ongoing safety education and hazard identification and elimination.	At all times.
3.3 MEDICALS	Mas Mechanical Pty Ltd with appropriately qualified medical personnel	Pre-placement medical examinations shall be undertaken to determine an employee's suitability for a particular job. The particular requirements will vary from position to position, and shall be designed to protect both the employer and employee. The examination is a record of an employee's general health at the time of hiring and further examinations will show deviations that could be of assistance in workers' compensation claims or common law suits.	Prior to job commencement.
3.4 INDUCTIONS 3.4.1 General	Relevant Company	As per Relevant Company pre qualification and Induction format.	Prior to Company Lease access.
3.4.2 In House Induction	Mas Mechanical Pty Ltd	As per Mas Mechanical Pty Ltd's In-house Induction format.	Upon commencing employment.
3.5 COMPANY COMMITMENT	Manager	Thoroughly inspect the construction or workplace site including the main workshop throughout the duration of work.	Weekly.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.6 MANAGERS' RESPONSIBILITY	Mas Mechanical Pty Ltd Management	Relevant information is to be entered into the Manager's log book as a statutory requirement.	As required.
3.7 SECURITY	Mas Mechanical Pty Ltd Management	A suitable security system shall be installed and each workplace shall be fully enclosed to prevent access from unauthorised personnel.	Prior to Project commencement.
3.8 ON-THE-JOB			
HEALTH & SAFETY COMMUNICATIONS 3.8.1 Pre-start Meeting	Management/ Supervisor	All employees involved in the workplace are to discuss procedures, safety standards and requirements.	Prior to commencement of job.
3.8.2 Shift Safety Instructions	Supervisor	All instructions relating to work procedures and safety requirements are given.	Daily
3.8.3 Tool Box Talks	Supervisors/ Safety Reps	Related hazards are discussed in detail and preventative controls are explained.	Weekly
3.8.4 Safety Meetings	Supervisors/ Safety Reps	Discussion of procedures, safety standards and requirements.	Monthly

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.9 ACCIDENT/ INCIDENT	3.9 ACCIDENT/ INCIDENT REPORTING All Mas Mechanical Pty Ltd Employees	All accidents, hazards and incidents must be reported through the relevant emergency number.	ASAP following the event.
REPORTING		Management is to be informed of any accident/ incident as soon as practicable after the event by the Mas Mechanical Pty. Ltd.'s Supervisor, i.e. Minor accidents/ incidents reported by the end of the shift.	At all times.
		Serious accidents/ incidents are to be reported immediately after the occurrence.	At all times.
		If serious personal injury or damage to plant occurs, the area must be left "as is" until advice is received from Management or Safety Adviser.	At all times.
		This does not apply where interference is necessary to aid or relieve any person involved in any such accident or to prevent further injury to person or property.	As required.
		Investigation forms are to be completed and investigations carried out by the Supervisor and a safety consultant.	ASAP following the event.
3.10 ACCIDENT INVESTIGATION	Mas Mechanical Pty Ltd and Safety Consultants	Following investigation of accidents, hazards and "near misses" and after determining the cause, recommendations will be made to change work practices or modify plant, etc., so that the risk to the health and safety of persons is eliminated or greatly reduced.	ASAP following the event.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.11 ACCIDENT/ INCIDENT	All Mas Mechanical Pty Ltd Employees/	All accidents, hazards and incidents must be reported through the relevant emergency number.	ASAP following the event.
REPORTING		Management are to be informed of any accident/ incident as soon as practicable after the event by the Mas Mechanical Pty Ltd Supervisor, i.e. Minor accidents/ incidents reported by the end of the shift.	At all times.
		Serious accidents/ incidents are to be reported immediately after the occurrence.	At all times.
		If serious personal injury or damage to plant occurs, the area must be left "as is" until advice is received from Management or Safety Adviser.	At all times.
3.12 PLANT INSPECTIONS AND AUDITS	Mas Mechanical Pty Ltd. Management	Formal safety inspections of the work site will be undertaken daily or at such other intervals as may be considered desirable by Mas Mechanical Pty Ltd Management.	Daily.
		Findings shall be documented on a printed form. Hazards shall be rectified immediately wherever possible.	
3.13 APPOINTMENT OF HEALTH AND	Mas Mechanical Pty. Ltd.	The health and safety representatives shall be elected to the position by the employees in the workplace and must be an employee at the work site.	Prior to job commencement.
SAFETY REPRESENTATIVES		He or she shall act as such only in respect of the area for which he or she was elected.	At all times.
		He or she shall report all matters that in his or her opinion, concern the health and safety of persons at the work site.	At all times.
		He or she shall be entitled to participate in the activities of the health and safety committee.	At all times.
3.14 CERTIFICATION AND TRAINING	All appropriate Mas Mechanical Pty Ltd Personnel	Prior to operating any piece of machinery or carrying out any certifiable occupation employees shall be appropriately certified and trained to carry out these duties competently.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.15 HAZARD IDENTIFICATION 3.15.1 Safety Inspections	Mas Mechanical Pty Ltd	Inspection of work procedures, housekeeping standards, machinery and equipment, and relevant Personal Protective Equipment.	Daily.
3.15.2 Risk Assessment	Mas Mechanical Pty. Ltd.	A risk assessment is to be carried out on the workplace to identify potential hazards and high risk procedures which in turn require a detailed specific risk assessment.	Prior to commencement of job.
3.15.3 Emergencies	All Mas Mechanical Pty Ltd Personnel	Emergency services should be summoned by the Emergency Number allocated to the specific area of work.	As required.
/ Evacuation		Conditions should be made safe or the fire contained by any reasonable means, providing that this does not expose any employee to danger. If this cannot be achieved, the area should be evacuated without delay. The only exception to this rule is when it is necessary to provide medical aid, relieve any person involved in any such incident, or to prevent further injury to person or property.	At all times.
		The Supervisors are expected to make a final check to ensure that the area is clear of personnel, providing that to do so does not expose them to danger. Evacuees should travel directly to their pre-arranged emergency assembly point for a roll call.	At all times. As soon as possible after emergency.
3.16 PERMITS	Mas Mechanical Pty Ltd Supervisor	Advance notice of at least one working day must be given when requesting permits. A general written authorised permit to work must be obtained for the given area and for any of the listed activities: * Confined Space * Hot Work * Excavation/ Trenching * Fire Water Lines	At all times. Prior to carrying out any work in an area.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.17 PERSONAL PROTECTIVE EQUIPMENT 3.17.1 Head Protection	All Personnel	All persons, (including visitors) entering the workplace shall wear a safety helmet complying with Australian Standard 1800-1981 and 1801-1981. Only exceptions will be in the workshop, in the immediate vicinity of workplace offices and amenities providing that overhead activities are not in progress.	At all times.
3.17.2Eye Protection	All Personnel	Approved eye protection shall be worn in areas designated by signs.	At all times.
3.17.3 Foot Protection	All Personnel	Safety footwear, of a type approved in accordance with Australian Standard 2210-1980 must be worn when in the workplace.	At all times.
3.17.4 Hand Protection	All Personnel	Protective gloves that comply with AS 2161 shall be worn to protect employees' hands from injury.	As required.
3.17.5 Clothing	All Personnel	All persons, including visitors, are expected to wear appropriate clothing when seeking entry to a workplace. In general, a sleeved shirt and long trousers shall be considered the minimum acceptable protection.	At all times.
3.17.6 Hearing Protection	All personnel	Ear muffs shall be worn in areas where high noise levels exist or in areas designated by signs.	At all times.
3.17.7 Respiratory Protection	All Personnel	Respirators must be worn in work areas where health hazards exist due to the accumulation of dust, fumes, mist or vapours.	At all times.
3.17.8 Safety Restraints	All Personnel	A safety harness and safety lanyard with a shock absorber incorporated shall be provided for any person required to work at height on a building or structure where there is a possibility of falling a distance greater than 2.0 metres.	At all times.
3.17.9 Additional PPE	All Personnel	Tasks requiring the use of additional or specialised protective equipment shall be provided by Management.	At all times

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.18 HYGIENE			
3.18.1 Cleanliness	All Personnel	When washing hands, use only soap and water or special cleaning materials provided. Petrol, kerosene or other solvents are not to be used to clean hands.	At all times.
3.18.2 Sanitation	All Personnel	Sanitary facilities shall be accessible in all work areas for employee use. If there are male and female employees then there must be a separate toilet facility for each.	At all times.
3.18.3 Infection	All Personnel	If you are ill, notify your Supervisor and see a doctor as soon as possible.	At all times.
3.18.4 Workplace Facilities	All Personnel	All crib rooms, offices and other amenities are to be kept in a healthy, clean and sanitary condition.	At all times.
3.18.5 Smoking	All Personnel	Smoking is prohibited in offices, confined areas and where designated by signs.	In any designated area.
3.18.6 Heat Exhaustion/ Dehydration	All Personnel	Fresh cool drinking water is available at centrally located positions to avoid the occurrence of heat exhaustion and dehydration.	At all times.
3.19 VEHICLES/ MOBILE PLANT 3.19.1 Workplace	Operators /Drivers	Privately owned vehicles will be required to park in an area nominated by	At all times.
Access		Mas Mechanical Pty. Ltd.	
		Access is limited to vehicles involved in maintenance, delivery or removal of materials or equipment.	At all times.
3.19.2 License/ Certification	Operators /Drivers	Ensure that all operators/drivers are holders of a current valid license or certificate.	At all times

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.19.3 Pre-start Check/ Maintenance	Operators/ Drivers	Prior to starting the vehicle or mobile equipment the driver or operator shall carry out a pre-start check. All defects shall be reported immediately. A pre-start checklist will be provided in booklets that must be kept in the vehicle.	As required.
		Ensure that all vehicles and mobile equipment are regularly serviced and maintained according to the manufacturer's recommendations.	As required.
		A full maintenance record and service schedule shall be kept.	At all times.
3.19.4 Traffic Regulations	Operators/ Drivers	Operators and drivers must: • Adhere to the speed limits when in plant areas. • Be aware of and comply with, all traffic signs. • Have headlights on when driving on the Company Lease.	At all times. At all times. At all times.
3.19.5 Traffic Control	All Personnel	Personnel are to be aware of heavy vehicle traffic within the area as applicable.	At all times.
3.19.6 Right of Way	Operators/Drivers	All vehicles shall give way to pedestrian traffic.	At all times.
3.19.7 Signs	Operators/ Drivers	Operators and drivers shall obey all permanent and portable signs and signals situated throughout all plant areas.	At all times.
3.19.8 Traveling to Operations in the District	Operators/ Drivers	 Operators and drivers must ensure: that the vehicles are serviced and checked. that a spare tyre, jack and wheel spanner is present. there is ample supply of water in the vehicle. a wide brimmed hat and sunscreen is supplied. 	Prior to journey. Prior to journey. Prior to journey. Prior to journey.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.20 HAZARDOUS MATERIALS, SUBSTANCES AND GASES 3.20.1 Material Safety Data Sheet	Management	Any potentially hazardous material, substance, chemical, or gas which may be stored or used on site shall have a Material Safety Data Sheet provided.	At all times
3.20.2 Storage	All Personnel	All flammable materials, substances and gases shall be stored away from all sources of ignition and direct sunlight and in accordance with statutory regulations. Appropriate signs shall be erected and the area should be enclosed to prevent unauthorised access. Oxygen cylinders shall be stored separately from compressed gas cylinders. Compressed gas cylinders must be stored in an upright position and chained or tied. Cylinders left overnight in the work place must have the valves closed. Cylinders must not be used, transported or stored, lying down. The valves of cylinders must be capped to ensure oil and grit does not enter the valve outlet.	At all times. At all times.
3.20.3 Asbestos	All Personnel	When there is a high probability of working with asbestos, the minimum PPE shall include overalls and a dust mask. Where a material suspected of being asbestos is found in the normal course of work, work must cease immediately. An immediate verbal report shall be made to the Mas Mechanical Pty Ltd Supervisor who will arrange for a prompt assessment to be carried out. In the meantime, the suspect material shall be kept free from all contact or disturbance. A special shed or bins shall be made available to hold asbestos that has been double bagged in approved asbestos bags whilst awaiting transport from site and disposal. All asbestos shall be transported in clearly marked carry bags and an approved burial trench shall be used for its disposal.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.21 FIRE PREVENTION 3.20.1 Fire Extinguishers	Supervisor	At fire risk areas, Supervisors must ensure that a suitable number of fire extinguishers of the appropriate type are available. Signs will display the location of fire extinguishers. All fire extinguishers shall be maintained in a full and working condition.	At all times.
3.21.2 Reporting	Supervisor/Personnel	Personnel shall be familiar with the location of fire extinguishers. Any fire incident, no matter how minor, must be reported to Management as soon as possible and an investigation undertaken to identify cause.	At all times.
3.22 EXCAVATION WORKS 3.22.1 Approval	Supervisor/ Management	A digging permit is required to perform any excavations.	Prior to the commencement of excavations.
3.22.2 Barricading	Supervisor	All excavations shall be barricaded to prevent accidents. Barricades shall be sturdy, clearly visible and secured around the entire perimeter of the excavation. Barricades will be constructed of material that is a minimum standard. (Refer to Project Safety Adviser)	At all times.
3.22.3 Shoring	Supervisor	All excavation works shall be shored where there is any likelihood of the walls collapsing and where the trench exceeds 1.2m in depth.	At all times.
3.22.4 Benching and Battering	Supervisor	When benching or battering the walls of an excavation, an angle of repose of 45 degrees should not be exceeded unless certified by an engineer.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.23 SCAFFOLDS	Scaffolder	No persons other than a licensed scaffolder or permit holder working under the supervision of a licensed scaffolder shall erect, dismantle, alter or otherwise interfere with any scaffold.	At all times.
		Scaffolders must install appropriate signage during construction, dismantling, adjustment or modification of scaffolding.	At all times.
		Signs are to be clean, unobstructed and placed in conspicuous places.	At all times.
3.24 SIGNS, SIGNALS, BARRICADES	All Personnel	Mas Mechanical Pty Ltd shall provide and maintain clearly visible signs, signals and barricades where a hazard exists. All signs shall comply with AS1319.	At all times.
AND LIGHTS		All barricades and obstructions shall be illuminated by means of warning lights from sunset to sunrise.	At all times.
		Mas Mechanical Pty Ltd shall provide all open trenches and other excavations with suitable barriers, signs and lights as required for adequate protection.	At all times.
		Obstructions, such as material piles and equipment, shall be provided with similar barriers, warning signs and lights.	At all times.
		Mas Mechanical Pty Ltd shall provide artificial light sufficient to permit work to be carried on efficiently, satisfactorily and safely, and to permit thorough inspection.	At all times.
		All wiring for electric light and power shall be installed and maintained in a safe manner.	At all times.
3.25 FORMWORK 3.25.1 Pre-planning	Mas Mechanical Pty Ltd Management	Formwork design shall be approved.	Prior to erection.
3.25.2 Erection of Formwork	All Personnel	Should be assembled in accordance with the formwork documentation.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.25.3 Placement of Concrete	All Personnel	To ensure uniform placement of concrete, placement should only be performed by persons who have received training in this work.	At all times.
3.25.4 Stripping of Formwork	All Personnel	Should comply with the formwork documentation and ensure the gradual transfer of the load from the formwork to the permanent structure.	At all times.
3.26 ELECTRICAL EQUIPMENT & INSTALLATION 3.26.1 Electric Shock	All Personnel	In the event of an electric shock the correct reporting procedure must be followed i.e. Ring the site emergency number and do not move the patient unless he/she is in further danger.	At all times.
3.26.2 Electrical Work	All Personnel	All electrical work, installation, conductor ratings, safety and working clearances shall be in accordance with the Supply Authority Regulations, AS3000 and AS3007, and must comply with the Mines Regulations Act.	At all times.
3.26.3 Double Adapters & Piggyback Plugs	All Personnel	An employer must not use, or allow a worker to use, a double adapter or piggyback plug in construction work.	At all times.
3.26.4 Elevated Electric Lines	All Personnel	If any person is likely to come within the danger zone (dependent on voltage) of an elevated electric line at the construction workplace, the employer must consult with the relevant authority and ensure the safety precautions required by the authority are complied with.	At all times.
3.26.5 Safety Switch for Construction Wiring	All Personnel	Must ensure each final sub circuit of construction wiring at the construction workplace is protected by a type 2 safety switch complying with AS 3190-1994 at the switchboard where the final sub circuits originate. The safety switch must be tested at not more than weekly intervals and must be tested by a qualified electrician at not more than 1 yearly intervals.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.26.6 Portable Electrical Equipment	All Personnel	A register of all equipment checked will be kept and a copy of the register supplied on request.	At all times.
3.26.7 Tagging of Equipment	All Personnel	Inspection and the tagging of equipment will be completed as required by the state authority.	At all times.
3.27 TOOLS, EQUIPMENT, MACHINERY & PLANT 3.27.1 Provision/ Maintenance	All Personnel	All equipment, machinery and plant shall be approved, licensed and recorded by the OH & S Authority. All tools, machinery, etc., supplied or used by Mas Mechanical Pty Ltd shall be maintained in a safe working condition with any equipment that becomes defective removed immediately for repair or replacement with safe equipment. A licensed electrician will test all electric tools, appliances, and extension leads. The tested item will be affixed with a tag identifying the next test date, the tester's initials and his license number.	At all times. At all times. Prior to use on Project.
3.27.2 Cranes, Hoists and Winches	All Personnel	Riggers, Dog men and Crane Chasers shall possess current valid Certificates of Competency for the nature of work being carried out. Mas Mechanical Pty Ltd shall ensure that all such certificates remain current during the term of employment. Log books must be kept up to date in cabins of cranes and entries shall be recorded on a daily basis. Slings, ropes and associated equipment shall be maintained in good condition, shall be inspected regularly, and shall not be subjected to loads in excess of their safe working load rating.	At all times. At all times. At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.27.3 Securing Loads to Cranes/ Hoists	All Personnel	Consideration should be given to the size, shape, mass, and centre of gravity of the load to determine the working load limit of the sling.	At all times.
3.27.4 Ladders	All Personnel	All ladders shall be maintained in good condition. Must be secured in position when in use. Shall not be used as a work platform. Must be tied off. Must protrude at least 1 metre above landing platform. Must be at a safe angle of 75° to the horizontal.	At all times.
3.27.5 Lifting Gear	Riggers	All lifting gear will be inspected by an appropriately trained rigger to ensure it is tested, tagged and appropriate to lifting specifications.	At all times.
3.27.6 Safe Means of Access and Egress	All Personnel	Shall: a) provide safe access and egress on entering the construction site, as well as to access all areas of the construction site. b) provide safe access and egress for special equipment required during the work. (e.g Cherry Pickers and Cranes) c) use fall arrest systems where applicable. d) develop safe work procedures for working at heights.	At all times. At all times. At all times. At all times.
3.27.7 Material Handling	All Personnel	Shall: a) use mechanical means wherever practicable. b) inspect slings, chains, shackles, etc. in accordance with the Occupational Health and Safety Regulations, and discuss manual handling techniques for all Personnel.	At all times. At all times. At all times.
3.27.8 Forklifts, Backhoes etc	All Operators	All operators shall possess a current license, and shall ensure compliance with all relevant legislation.	At all times.
3.27.9 Machinery Guarding	All Personnel	All dangerous parts of machinery shall be effectively guarded or enclosed and must be maintained in good condition.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.28 WORK PRACTICES 3.28.1 Welding	Boilermakers	 The following safety precautions must be taken when welding: Portable screens should be used where appropriate. Signs and barriers shall be installed around welding operations, and combustible materials shall be removed or covered. Appropriate protective clothing shall be provided and used. Spats must be worn whenever welding takes place. Welding leads and jack plugs must be kept in good order. Welding machines must be turned off when not in use. Welding rods must not be left in hand pieces. Jumper lead clamps must be used while welding 	At all times.
3.28.2 Heating/ Cutting	Boilermakers	 The following safety precautions must be taken when oxy heating/ cutting: Signs and barriers shall be installed around cutting operations, and combustible materials shall be removed or covered. Flash back arrestors must be connected to the oxy/acetylene torch. Oxy cutting goggles must be used when cutting or welding (not sun glasses). Spats must be worn when oxy cutting. Hoses and gauges must be kept in good condition and checked regularly. A heat shield must be provided to separate oxy and acetylene bottles while being used or carried by an oxy trolley. Always check the valve outlets on oxy acetylene bottles for contaminants before fitting gauges. 	At all times.
3.28.3 Operating Lathes, Borers, Planers etc.	Boilermakers	 The following safety precautions must be taken when operating Lathes, Borers, Planers etc.: No loose clothing is to be worn and sleeves are to be rolled down and buttoned. Shirts must be buttoned fully and tucked into trousers. Long hair must be worn in a hair net. Sward shall only be removed with a suitable tool. Machine bed shall only be cleaned with banister brushes. 	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.28.4 Compressed Air	All Personnel	An employer must ensure compressed air work complies with AS CA12 1970.	At all times.
3.28.5 Explosive Powered Tools	All Personnel	The operator must be competent in the use of the Explosive Power Tool and be able to carry out its operations safely.	At all times.
	Supervisor	The Supervisor must ensure the approval of the Registered Manager has been given.	At all times.
		"Danger: Explosive Power Tools in Use" signs must be installed at all accesses to construction site.	At all times.
3.29 WORK ON	All Personnel	Management must be notified of work on roofs.	At all times.
ROOFS		Mas Mechanical Pty Ltd shall have written work procedures for work on roofs.	At all times.
		To prevent employees falling from roofs work areas must involve edge protection, a fall protection barrier and a means of access that complies with appropriate standards.	At all times.
3.29.1 Personal Fall Protection System	All Personnel	Must be used where an enclosed environment cannot be provided. It must involve an anchor point, a lanyard and components and a harness or belt that complies with Australian Standards.	As required.
3.29.2 Catch Nets	All Personnel	Should be used as a protection of last resort, or during maintenance, demolition or modification of a roof.	As required.
3.29.3 Structural Soundness	All Personnel	Before any person begins work on a roof or portion of a roof the principal contractor should ensure the structural adequacy of the roof frame.	At all times.
3.29.4 Holes in Roofs	All Personnel	Roofing contractors and employees engaged in work on roofs shall ensure holes in roofs are made safe immediately after they are formed.	At all times.
3.29.5 Brittle or Fragile Material	All Personnel	If a roof or part of a roof contains brittle or fragile material this area shall be barricaded off and identified with warning signs.	As required.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.29.6 Access ways across Roofs	All Personnel	If access is regularly required, a permanent walkway may need to be installed.	At all times.
3.29.7 Night Work	All Personnel	Where natural light is insufficient to allow work to proceed safely, adequate lighting must be provided.	At all times.
		A lighting survey of the workplace shall be required before shift work commences.	Prior to shift commencement.
3.29.8 Fatigue	Management	Shall ensure excessive worker fatigue is avoided. If a shift is to exceed 12 hours written permission shall be required.	At all times
3.29.9 Falls from Heights	All Personnel	Control measures to protect a person from the risk of falling from a height should be in place before any work at that height starts.	At all times
3.30 FALLING OBJECTS 3.30.1 Containment Sheeting	Supervisor	Should be used around the perimeter of a building or structure where formwork or demolition work is being carried out to contain falling debris.	At all times.
		Should be supported by the building, structure or scaffolding and should extend at least 1m above the working surface.	At all times.
3.30.2 Toe boards/ Kick boards	Supervisor	Should be erected around the edges of buildings, structures, working platforms and openings in the floor or ground.	At all times.
		Should be securely fixed adjacent to the work surface and extend a minimum of 150 mm above the work surface.	At all times.
3.30.3 Tool Strap	All Personnel	Should be made from synthetic fiber, natural fiber or steel rope or webbing. Tool strap should not be long enough for the tool to swing and hit a person below.	At all times

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.30.4 Lift Box	All Personnel	Lift box should be fully sheeted.	At all times.
		Consideration should be given to ensure the load is fully contained within the lift box.	At all times.
		Should not be used if the load protrudes from the box.	At all times.
		Boxes MUST be inspected before use. If on a Mining Lease the lift box must be inspected by the Mechanical Inspector.	Prior to use.
		Should fully enclose the load.	
3.30.5 Brick Cages	All Personnel	Load should be securely attached to the cage so the materials can not fall from the cage.	At all times. At all times.
3.30.6 Securing Loads to Crane/ Hoist	All Personnel	Consideration should be given to the size, shape, mass, and centre of gravity of the load to determine the working load limit of the sling.	At all times.
3.30.7 Exclusion Zones	All Personnel	When determining the size of the exclusion zone consideration should be given to the possibility of a falling object being deflected by a building or structure. Warning signs should be displayed to warn persons of the hazard of falling objects.	At all times. At all times.
3.30.8 Hoardings	All Personnel	When selecting a hoarding, consideration should be given to the location of work, the amount of access to that area and the type of work to be carried out near the hoarding.	At all times.
3.30.9 Barricades	All Personnel	Should be 1met to 1.25met in height. Should be replaced by a hoarding if inadequate in preventing access to an area where persons may be exposed to the risk of injury from falling objects.	At all times.

hose entering and leaving a place where falling objects red by members of the public be given to not moving loads vided for pedestrians under the	As required. As required. At all times. At all times. At all times.	
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Shall be used to warn persons of falling object hazards at or near a workplace.		
Shall be used in combination with other protective measures.		
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ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.32 ELEVATED WORK PLATFORM (Cherry Picker)	All Personnel	When using elevated work platforms employees must ensure that the following safe work procedures are adhered to: a) the work platform is operated safely by a properly trained user and is used in accordance with its operating instructions. b) the safe working load at the work platform is not exceeded. c) never operate on more than 5° of slope. d) never position ladders, steps or similar items on units to provide additional reach for any purpose. e) full harness with a fall arrest device or a safety lanyard with a built in shock absorber shall be worn. f) be aware of clearances when traveling or operating. g) do not enter or exit from platform when elevated. h) during travel keep a safe distance from changes in slope depressions, debris, buildings, and other obstacles, and ensure brakes are operating satisfactorily before operation.	
3.33 CONFINED SPACES	All Personnel	Work in confined spaces shall be carried out under a confined space work permit system. Any entry into or work in a confined space shall be conducted strictly in accordance with all additional State legislation as well as any additional safety and health requirements imposed by Mas Mechanical Pty. Ltd. No person is allowed to work in a confined space unless that person has been appropriately trained in confined space work and entry. Training must be carried out to comply with relevant confined space regulations.	At all times. At all times. At all times. 6 At all times.
3.34 AIR HANDLING AND WATER SYSTEMS	All Personnel	An installer of an air handling or water system must ensure that it is installed under the Australian Standard.	At all times

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.35 ABRASIVE BLASTING	All Personnel	Abrasive blasting using sand or any substance containing free silica shall not be carried out in the workplace unless prior written permission has been obtained from Mas Mechanical Pty Ltd Management.	At all times
3.36 DEMOLITION	Demolisher	In both the planning and execution of the demolition work, appropriate action shall be taken to prevent demolished materials from falling freely outside the boundaries of the demolition site. An initial investigation of the structure and site shall be carried out as required.	At all times.
		The work shall be executed, by competent persons, with due regard for safe working practices and in accordance with the approved work plan, a copy of which shall be kept on site.	
3.36.1 Supervision	Demolisher	Demolition work shall be directly supervised by the licensed demolisher.	Prior to stripping.
3.36.2 Stability of Structure	Mas Mechanical Pty. Ltd.	The structure to be demolished and all its components shall be maintained in a stable and safe condition at all stages of the demolition work. Temporary bracing, guys, shoring, or any combination of these, shall be added for stability where necessary.	At all times. At all times.
3.36.3 Loading on Floors	Mas Mechanical Pty. Ltd.	Suspended floors and their supporting members shall not be loaded by machinery, or by falling or accumulated debris or rubble, to the extent that they are permanently deformed or in danger of collapse.	At all times.
3.36.4 Protection of Openings	Mas Mechanical Pty. Ltd.	Openings in existing walls and floors, through which there is a risk of persons falling to a lower level, shall be either properly guarded or boarded over and the boarding secured against unauthorised or accidental removal.	At all times.

ACTIVITY	RESPONSIBLE	PROCEDURE	FREQUENCY
3.37 SCAFFOLDING	Scaffolder	No persons other than a licensed scaffolder or permit holder working under the supervision of a licensed scaffolder shall erect, dismantle, alter or otherwise interfere with any scaffold.	At all times.
3.37.1 For Demolition Work	Scaffolder	The control measures which should be implemented for scaffolding for demolition work are: a) Where special duty scaffolding is erected for demolition work, the loading should be suited to the largest intended load, but not less than 6.6 kN. b) The vertical spacing of scaffold ties may have to be reduced to facilitate the demolition cycle c) The installation of containment sheeting on the internal face of the scaffold to deflect any material into the building, therefore reducing the potential for overload on the scaffold. d) The installation of containment sheeting to a height not more than the uppermost tie. e) Allowance should be made for the scaffolder to be at the workplace so the scaffold can be dismantled progressively and in line with the demolition work. f) Consideration of the environmental loads may require "tension splices" or through bolts to be installed at these connections. g) Scaffold planks should be secured to prevent their possible dislodgment from wind uplift, or impact from debris.	At all times.
3.38 HOUSEKEEPING	All Personnel	Storage and stacking of materials shall be restricted to approved storage areas. Appropriate barriers and signs shall be provided for all storage hazards. Solid waste materials shall be disposed of into the bins provided. Spillages must be controlled and cleaned up immediately after they are discovered.	At all times. At all times. At all times. At all times.



MINUTES OF SAFETY MEETING

Date:		
Location:		
PRESENT:	AS PER ATTACHED SHEETS.	
PREVIOUS M	MONTHS INCIDENTS:	
INFORMATI	ON HIGHLIGHTED	
PERIOD SAF	FETY THEME	
NEW ITEMS	RAISED	
PREVIOUS I	TEMS RAISED	
NEXT MEET	'ING:	



Audit Form

Job Site Area:						
Company:						
Date:	Date:					
Numerical Rating Value:			1	Hazard Class:		
0 = Poor/Deficient (comments	5)			A = Required Immed	iate Action	n
3 = Fair / Average	<u>/</u>			B = End of Week		
4 = Good			(C = Schedule		
5 = Excellent						
Safety Check List	Rating (0-5)	hazard class		Com	ments	
House Keeping						
Aisles and Walkways						
Ladders and Stairs						
Floors, Platforms & Railings						
Lighting						
Exits						
Material Storage						
Work Method						
Dust Fumes in Work Area						
Fire Hazards (Remarks)						
Fire Fighting Equipment						
PPE						
Safety Shower / Eye Wash						
Mobile Equipment Cond.						
Prestart Completed						
Authorised Operators						
Chain Blocks, Slings etc						
Compressed Gas cylinders						
Grinders, Drills etc						
Special Tools						
Welding Machines						
Welding Leads & Clamps						
Welder Protective Clothing						
Lockout / Tagging						
Barricades & Signs						
Electrical Tools & Leads						
RATING SCORE TOTAL		INDU	CTION	CERTIFICATES:	YES	NO
POSSIBLE MAXIMUM		(circle yes or no)				
		WOR	K PERN	MIT OBTAINED:	YES	NO
PERCENTAGE	%	(circle	yes or n	o)		
Auditors Name:			Distrib	ution: Manager, Ope	rations Ma	nager,
Signature:			Site Supervisor, All Foreman.			
		•	File:			



Counselling and Disciplinary Procedure

- 1. In the event of unacceptable performance or conduct from an employee it is agreed that in the interest of maintaining a safe, orderly and efficient work environment, the following procedure shall be followed by the Supervisor.
- 2. On the first occasion the employee will be counselled and advised of the consequences of a repeat occurrence. The employee may be provided with a first written warning and a copy held on the employees personnel file. If a written warning is issued, the employee may be re-graded by the supervisors and may be re-rated as to the appropriate level of productivity-based remuneration to be paid.
- 3. On the second occasion a final reprimand or suspension with out pay may occur.
- 4. On the third occasion an extended suspension period with out pay or termination may result.
- 5. The Employee may, at all stages, request the presence of a witness and a copy of the warning may be made available to the witness.
- 6. In accordance with the provisions of the mining warden's requirements, Mas Mechanical may, after appropriate consultation, choose to suspend an employee without pay for up to a week for conduct which would otherwise warrant the issuing of a written warning. In such cases a written warning will not be issued.
 - 7. In the case of a written warning, where there is no further incidents of mis- conduct by the employee for a period of six months, the Employee's record will be cleared to a position as if no first warning had been issued.
 - 8. Not withstanding the above, Mas Mechanical shall have the right to Dismiss any employee without notice, for conduct that justifies Summary dismissal



Appendix A

To All Employees of Mas Mechanical,

It is my intention to introduce DRUG & ALCOHOL Testing in all sections of Mas Mechanical for the following reasons. I am also presenting a 'Drug and Alcohol Policy' for discussion with you.

- 1. Under the 'Workplace Health and Safety Act' Section 28.(1-2) I have an obligation to ensure that the workplace health and safety of each worker at the workplace.
- 2. That my own workplace health and safety and the safety of others is not affected by the way I conduct my undertakings.
- 3. You have a simular obligation (Section 36.) and that is 'To comply with the instructions given for workplace health and safety at the workplace by the employer' and 'not wilfully place at risk the workplace health and safety of any other person at the workplace'. Or 'not to wilfully injure yourself or any other person at the workplace'.
- 4. Under the "Mining Quarrying Safety and Health Act" (Section 36[1-2] you are also obligated to 'to only work at a mine if you are in a fit condition to carry out work without affecting the safety and health of others'; Or 'not to do anything wilfully or recklessly that might adversely affect the safety and health of someone else at the mine.'
- 5. It is my intention to have EVERYONE (myself included) tested on a random basis as per the clients expectations and requirements.
- 6. Failure of the TEST. "Will result in the person being stood down until that person proves that the result is from prescribed medicine." If it is proven that the failure of the test was not due to taking prescribed medicine the clients disciplinary procedure will be followed.
- 7. When introduced you must inform your supervisor, before starting work, of any prescribed medicine being taken or of any medical, dental or any other procedure that may cause a positive reading.
- 8. It is also my intention to have ALL NEW EMPLOYEES tested before commencing work and then on a random basis as per the clients expectations and requirements.
- 9. If the test is failed the person will not be employed or if tested positive during employment will be stood down until the person can prove that the result is from prescribed medicine. If it is proven that the failure of the test was not due to taking prescribed medicine the clients disciplinary procedure will be followed.
- 10. I'm presenting this to you to ensure that it is introduced by consultation with all current workers at the workplace. Any changes must be agreed to and then the policy will be introduced to all Sections of Mas Mechanical.

Max Smith - Director	-
Employees NAME (Print)	
Employees Signature:	Date:
Employees Signature: This document will be held in your personal file of	



Drug and Alcohol Policy

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PURPOSE

The purpose of this document is to set out arrangements for the management of risks associated with alcohol and drugs in the work environment.

SCOPE

This policy and supporting document applies to all employees of Mas Mechanical Pty Ltd. It also applies to other persons undertaking activities on behalf of Mas Mechanical Pty Ltd or whilst persons are on a Mas Mechanical Pty Ltd work site.

DEFINITIONS

For the purpose of this policy the following definitions apply:

Affected by Alcohol or Drugs

A state in which a persons judgement or perception or coordination or reaction time may be affected and thereby render them unable to do their job safely or efficiently.

Drugs

Every substance or article which is a dangerous drug under or within the meaning of Drug Misuse Act 1986, or any other substance, article, preparation or mixture whether gaseous, liquid, solid or in any other form which, when consumed or used by any person, deprives the person either temporarily or permanently of any of the person's normal mental or physical faculties.

POLICY

Mas Mechanical Pty Ltd management recognises the dangers associated with persons being under the influence of drugs and alcohol whilst at work or undertaking work related activities.

It is Mas Mechanical Pty Ltd policy that workers and other persons who enter a Mas Mechanical Pty Ltd site or undertake duties for Mas Mechanical Pty Ltd will not be affected by alcohol or drugs when they:

- **1.** Sign on for work;
- **2.** Are on duty;
- **3.** Are on-call or are required to provide professional safety-related advice and give safety-related instructions when not on duty; and
- **4.** Are acting on behalf of Mas Mechanical Pty Ltd.

Mas Mechanical Pty Ltd management will ensure all employees; visitors and people associated with Mas Mechanical Pty Ltd are informed of the contents of this policy.



RESPONSIBILITIES

Management

The manager has responsibility and authority for developing the Alcohol and Drugs policy and the supporting worker education and information program.

Supervision

Supervisors have the responsibility for ensuring that the requirements of this policy and supporting standards are met in their area of authority.

They also have responsibility for advising all organisations that undertake contracts or third party operations with Mas Mechanical Pty Ltd of the organisation's Alcohol and Drugs policy. Eg Sub Contractors.

Workers

Workers must ensure they are not affected by alcohol or drugs when they:

- **1.** Sign on for work;
- **2.** Are on duty;
- **3.** Are on-call; and
- **4.** Are acting on behalf or Mas Mechanical Pty Ltd

DRUGS & ALCOHOL MANAGEMENT PLAN

Mas Mechanical Pty Ltd management will develop and maintain an alcohol and drug awareness and information strategy.

On employment all workers shall receive a copy of the Alcohol and Drugs policy.

Supervision shall have systems and processes in place aimed at ensuring that all workers receive information on alcohol and drug awareness and education.

Supervision shall have in place the necessary systems, procedures and training to ensure the requirements of the policy and supporting guidelines are met in their area of authority.

Management and supervision who have any doubt about the effects of drugs (legally prescribed or non-prescribed) on the capacity of any worker to perform their jobs safely and efficiently must err on the side of caution, do whatever is necessary to



render the situation safe, and seek advice from a health professional at the earliest opportunity.

CLIENT REQUIREMENTS

Mas Mechanical Pty Ltd will adopt the requirements of the client in relation to Drug and Alcohol and will ensure that all workers are informed of client requirements.

REVIEW

The Manager shall ensure this policy is reviewed for relevance and effectiveness, at least every five years.

MANAGEMENT OF WORKERS AFFECTED BY ALCOHOL OR DRUGS.

Workers affected by alcohol or drugs

Workers will be excluded from their job if alcohol or drugs affect them. A discipline interview will take place.

If a worker is found to be affected or have been affected by alcohol or drugs in terms of this policy they may have committed an act of misconduct. Depending upon the circumstances, they may be asked to show cause why their employment with Mas Mechanical Pty Ltd should not be terminated.

Testing

Mas Mechanical Pty Ltd employees shall undertake Drug and Alcohol Testing at the prescribed intervals and randomly as per the specific clients testing requirements & procedures.

Testing for alcohol and drugs will also be undertaken in accordance with specific site requirements or in accordance with:

- The Traffic Act 1949 by a police officer; and
- Transport Infrastructure Act 1994 by a police officer or authorised person under the provision of the TIA.

Any worker who, whilst on duty, is charged and convicted of driving or being in charge of a vehicle whilst under the influence or alcohol or a drug is likely to have committed an act of misconduct. The matter will be managed under the provisions of Mas Mechanical Pty Ltd Disciplinary Procedures.



PROCEDURE FOR MANAGING A WORKER SUSPECTED OF BEING AFFECTED BY ALCOHOL OR DRUGS.

	Action	Action Officer
1.	It is suspected and subsequently determined through observation or testing that a worker of Mas Mechanical Pty Ltd , contractor or third party operator is affected by alcohol and/or drugs and/or may be unable to perform their job safely and efficiently.	Supervisor
2.	Worker is taken aside and informed that they are not acting as they normally act or informed that they have tested positive and it has been determined they appear unable to perform their job safely and efficiently.	Supervisor
3.	If a contractor or third party operator employs the person, the contractor or third party operator is immediately informed of the situation. The supervisor must institute precautions to render the situation safe.	Supervisor
4.	Worker is asked to provide reasons for their changed behaviour or positive test.	Supervisor
5.	Reasons provided are found to be appropriate and valid (e.g. unexpected onset of medical condition). A suitable remedy is applied (e.g. Sick Leave, request to attend medical practitioner).	Supervisor
6.	Reasons provided are found not to be appropriate or acceptable. Supervisor informs worker that she/he is to be managed under provision of Mas Mechanical Pty Ltd disciplinary policy	Supervisor
7.	Legal processes under the Traffic Act 1949 may be instituted.	Member of Police Service.
8.	Worker informed to report for duty at specified time, at which time a discipline interview will be undertaken.	Manager / Supervisor
9.	Reasonable steps are taken to enable the worker to journey home safely if no intervention by the Police Service	Supervisor

Supervisors are strongly advised to have an additional person(s) available with whom observations may be shared prior to commencing and during the execution of any actions under this policy. A safety committee representative would be ideal for this purpose.



DETERMINING IF A WORKER IS AFFECTED BY ALCOHOL OR DRUGS.

A supervisor is responsible for ensuring that workers are able to carry out their duties unaffected by the influence of alcohol or other drugs.

The following points may provide some assistance whether or not alcohol or drugs affect a worker. Compared with his/her normal condition, note whether there is a difference in the worker's physical appearance, actions, conduct, speech or behaviour. Points of difference may include:

- Bloodshot, glassy, blank, gazed, watery eyes;
- Speech, which is thick, slurred or incoherent;
- Unsteady, swaying stance;
- Gait, which is unsteady, stumbling, shuffling, staggering, slow, deliberate or uncoordinated;
- Demeanour which is dazed, uncommunicative, uncooperative, defiant, argumentative, verbose, morose or in a stupor-like state;
- Breath smelling of liquor;
- Writing which is less legible that normal handwriting; and
- Dishevelled or untidy appearance.

NOTE: Supervisors need to be aware that some of the above symptoms are not exclusively linked to the effects of alcohol or drugs. In some cases a medical condition may be involved. Supervisors need to take whatever action they believe necessary to ensure the situation is safe.

PROCEDURE FOR PRESCRIBED DRUGS.

It is the workers responsibility to present for work capable of doing their job safety and effectively.

If workers consult a medical practitioner to pharmacist and medication is prescribed or advised, they must advise the medical practitioner or pharmacist of the nature of their work so that appropriate information can be given on possible side-effects and their effect on safety and efficiency at work.

Workers have a statutory requirement to work safely. If this obligation cannot be met because of the use of medication they must advise their supervisor.

If supervisors have doubts about workplace safety as it relates to prescribed drugs they should act cautiously to ensure the safety of all concerned. This could result in the exclusion of a worker for reasons of safety until the worker can provide information to the supervisor demonstrating their capacity to work safely.



EQUIPMENT REGISTER

EQUIPMENT:	DATE LAST TESTED BY CERT. PERSON:	RETEST DATE:
------------	-----------------------------------	--------------

ITEM NO	ITEM	INSPECTED OK/DAMAGED	INSPECTED OK/DAMAGED	INSPECTED OK/DAMAGED	INSPECTED OK/DAMAGED	ACTION BY/ WHEN
		DATE:	DATE:	DATE:	DATE:	



INCIDENT REPORT SHEET

SECTION 1 IDENTIFICATION OF INCIDENT							
Supervisor:	Supervisor: Manager:						
Shift Being Worker	d: Day Night						
Date / Time of Incid		ı	a.m./p.m.				
Location of Incider	nt:		•				
Reported to Superv	visor: / /		a.m./p.m.				
Person Initiating F			•				
		FIN	CIDENT				
T et 1 4.	Personal Injury		Electric Shock				
Type of Incident:	Fire		Equipment Damage				
	Environment		Near Miss				
SECTION 2	PERSON	AL	INJURY				
Name:							
Male	Female		Date of Birth: / /				
Occupation:							
Part of body Injured: Nature of Injury:							
Event Description:			<u> </u>				
Outcome:							
			DEED IN C				
TREATMENT DETAILS							
Treatment: First Aid Medical Centre Hospital / Doctor							
Examining Nurse:			Signature:				
INJURY C	ATEGORY	✓	Restrictions:				
Lost Time Injury (
Return to Work - N							
Return to Work - R							



SECTION 3	INCII	DENT DE	TAILS			
TYPE OF INCID	ENT: ✓					
EQUIPMENT	ENVIRONME	ENT	FIRE	NE	EAR MISS	
	1			ı		
Event Description	a:					
Outcome:						
CC			TOTOTOTO	(°C		
SCI	HEMATIC DIAGR	KAM OF IN	CIDENI	(II requi	rea)	

Witness's statements, photos and relevant information must accompany this document.



SECTION 4	INVESTIGATION WORK S	HEE	T	
	perience, machinery / equipment type	& unit	number, n	neasurements,
Work Environment	•			
Equipment:				
What is the standar	rd procedure for this work?			
Was the correct pro If no, why not?	ocedure being used: YE	CS	1	NO ON
SECTION 5	CORRECTIVE ACTIO	N		
Action Details:		By	y Whom	By When
Supervisor:		_	Date:	/ / /
Investigation Repre	esentative:		Date:	/ / /
Manager/ Owner:			Date:	1 1 1



RISK ASSESSMENT / TASK SAFETY ANALYSIS FORM

JOB T	TTLE:				DATE:	
LOCA	TION:				JSA No:	
ITEM	BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	INITIAL RISK	RECOMMENDED	CONTROLS	RESIDUAL RISK
1						
2						
3						
4						
5						
6						



RISK ASSESSMENT	T = CONSEQUE	ENCE (A) + LIKELIHOO	DD (B)					
A. LIKELIHOOD	What is the pro	obability of event happer	ning again in a realistic scer	nario given the planned expo	sure?			
(circle one)	Almost Certain			More than once per month				
	Likely			Less than once per month, but more than once per year				
	Moderate			Less than once per year, but more than once per five years				
	Unlikely			Less than once per five years				
	Rare			Unlikely to ever recur				
B. CONSEQUENCE	What are the p	What are the potential outcomes and their magnitude in a realistic scenario?						
(circle one)	INJURY ENVIRONMENTAL IMPACT					DAMAGE COSTS		
	Very Low First Aid Injury			Localised Emission < \$ 1,000				
	Minor	Medically Treated Injury		Emission Impacts on Other Areas on Site \$1,000 - \$1			\$ 10,000	
	Moderate	Lost Time Injury (< 2 weeks	s)	Moderate Emission Impacts Off Site \$ 10,000			- \$ 50,000	
	Major	Lost Time Injury (> 2 weeks	s)	Major Emission Impacts Off Site \$50,00			- \$ 100,000	
	Catastrophic	Fatality/Potential Fatality or	Permanent Serious Disability	Permanent or Long Term Environmental damage > \$1,00,0			00	
RISK		CONSEQUENCE						
ASSESSMENT	LIKELIHOOD	Very Low	Minor	Moderate	Major		Catastrophic	
	Certain	S	S	Н	Н		Н	
	Likely	M	S	S	Н		Н	
	Moderate	L	M	S	Н		Н	
	Unlikely	L	L	M	S		Н	
	Rare	L	L	M	S		S	



Meeting Attendance Sheet

Meeting Type:	Date:
Time Started:	Time Finished:
Meeting Chaired By:	
ATTENDEES NAME	SIGNATURE



PLANT INSPECTION FORM

DATE:						
TYPE OF PLANT						
LOCATION						
OWNER		OPERATOR				
MAKE		MODEL				
HOUR METER REA	ADING					
NEXT SERVICE DU						
	G ITEMS ARE THE	MINIMIM REO	IIIRFM	FNTS	YES	NO
			CIRLIVI		120	110
ALL SAFETY GUAR	Except for Road Trucks,	Drills, Excavators)				
	DS FILLED					
SEATBELT FITTED	TO EXTRED AND CHAI	CED				
	ER FITTED AND CHAR		WDIG W	TTD.		
	REVOLVING LIGHT F		KING; WI	HIP		
	NGE FLAG ATTACHE		[/ / [203.53.53	
	HECKS ARE TO BE CA		√/x		COMME	NTS
EACH DAY, ANY DEL	FECTS ARE TO BE NOT ENGINE	IED				
Water leaks	ENGINE					
Radiator Hose and Clamps						
Radiator Core Condition						
Vee belts – Condition and a	adjustment					
Fan Bearings Oil Leaks						
Air Intake Hoses and clamp	ns					
Air Cleaner Indicator	23					
Engine Mountings						
Battery Water Level and Co	ondition					
Transmission Leaks	DRIVE TRAIN					
Wheel Hub Oil Leaks						
Wheel Nuts and Locks						
Diffs and tail shafts						
	VEHICLE GYGDENG					
Steering Linkages	VEHICLE SYSTEMS					
Articulation						
Main Frame Cracks						
Air Leaks						
Drain Air Tanks						
Hydraulic operation Hydraulic Hoses and fitting	20					
Park Brake operation	<u> </u>					
Lifting gear conforms						
REPAIRS CARRIEI	O OUT/SERVICING		'			
ii						



ENVIRONMENTAL MANAGEMENT

ECOLOGICALLY SUSTAINABLE DEVELOPMENT (ESD) is a focus of the mining industry. The concept is that mining operations will strive to:

- Achieve development with optimum benefits to the community
- Minimise impact on the environment
- Maximise economic return on investment
- Provide and share these benefits equitably within the current generation and generations to come

Mining is recognised as a potentially high – impact, environmental disturbance. Appropriate planning and strategies can be used to minimise the impact of mining on the environment.

Environmental Protection Act (EPA)

To ensure compliance with the Environmental Protection Act (EPA) mining operations have established a number of systems and practices.

Any incident involving pollution or non – licensed disturbance of the environment must be reported.



ENVIRONMENTAL MANAGEMENT CON'T

Stockpiling of Topsoil

Most mines will remove and stockpile their topsoil, as it is well recognised that topsoil contains organic matter, microbes and seeds essential for successful rehabilitation.

Waste Management

Most mines have policies in place that aim to recycle waste material wherever possible. Recycling is made easier and more cost - effective when waste material is separated into their various categories.

Therefore obey the specific policies of the mines and dump waste in appropriate areas.

Spill Management

Spill management is very important and most effective when put into practice promptly.

If a spill does occur the three (3) key steps are:

1. Cease Stop the spill at the source as quickly as possi	ble
---	-----

- 2. Contain Restrict the movement of the spill to the smallest area possible.
- 3. Clean up Use appropriate absorbent material or other Approved means to collect the spilled material and dispose of it appropriately



ENVIRONMENTAL MANAGEMENT CON'T

Minimising Disturbances

The larger the disturbance the greater the rehabilitation requirement Considerations such as size, location and minimisation techniques should be planned and discussed with the on-site environmental officer.

Waterways

Waterways both permanent and those that flow only after rainfall play and important role in the maintenance of aquatic flora and fauna

Strategies must be in place to control the runoff of mine activities into these systems, such strategies include

- Rainfall catchment areas being constructed (antipollution ponds)
- The storage of chemicals and hydrocarbons as far away from the water body as possible
- These fluids should be stored in a contained area (eg shed or bund)

Feral Animal and Weed Eradication

- Programs are implemented on most mine sites
- Foreign plants and animals have a dramatic impact on native flora and fauna
- Cats and wild dogs destroy native birds and mammals
- Pigs and rabbits destroy the native vegetation resulting in erosion
- Weeds will often take over native flora if left uncontrolled



ENVIRONMENTAL MANAGEMENT CON'T

Cultural Heritage

• Previously undisturbed areas must be inspected to determine if there are sites which require management to prevent the cultural significance of the area

Noise Emission

The noise levels produced by mine sites can be a serious issue for those located in close proximity to the residential community

To minimise the impacts of environmental noise, mining operations use strategies such as:

- The limitation of operating times
- Equipping mobile plant with noise reducing devices



TOOLBOX MEETING MINUTES

Crew:	Superviso	r:	Da	te:
Toolbox Meeting Top	pic:			
Safety / Quality Issues Highlighted:				
issues inginighteu.				
New / Old				Progress to Date
Business:				
Responsible Person Name:	Safety Mat	ters / Issues Raised	•	Action By:
Attendees:				
Name:	Signature:	Name:	Si	gnature
	1		ı	



Name:	Signature:	Name:	Signature
D			
Personnel Absent:			
Name			



Occupational Health and Safety Policy

MAS MECHANICAL Pty Ltd is committed to the highest standard of occupational health and safety and it is the Company's policy that the health, safety and well-being of its employees, visitors and other parties affected by operation shall not be, in anyway, impaired or prejudiced as a result of working with the Company.

MAS MECHANICAL Pty Ltd demonstrates their commitment to the Health and Safety of all persons by ensuring that resources are made available to comply with all relevant legislation, regulations and client requirements and to ensure the health, safety and welfare of all employees and persons who come into contact with the company.

Occupational health and safety is seen as both and individual and a shared responsibility of all employees and management. In the performance of any assigned tasks, all personnel must recognise it is their prime responsibility to consider the health, safety and welfare of themselves and others.

To achieve this Policy the Company will:

- be accountable in the areas of incident prevention, hazard control and removal, injury protection, health preservation and promotion.
- manage risk by implementing management systems to identify, assess, monitor and control hazards, and by reviewing performance.
- develop safety awareness throughout the company and actively encouraging the participation of employees in the improvement of the health and safety performance.
- Set responsible standards and ensure that a high standard of safety is maintained at all times.
- ensure all managers, supervisors, employees and visitors are aware of and accept their responsibilities to provide a safe work environment.

In return, MAS MECHANICAL Pty Ltd requires to employees to:

- Comply with legislation, company rules and client requirements at all times.
- Maintain a safe and tidy work area.
- Report any hazard and actively participate in the improvement of the company health and safety performance.
- Use and wear appropriate protective clothing and safety apparatus provided for use at work.
- Cooperate with, support and promote occupational health and safety in the work environment.

The management of MAS MECHANICAL Pty Ltd upholds a strong commitment to safety and seeks the cooperation of all its employees in endorsing this policy.

Max Smith Director

January 2009



Environmental Policy

MAS MECHANICAL Pty Ltd is committed to proactive environmental management that will reduce the environmental impact of the business related activities. MAS MECHANICAL Pty Ltd management, employees, sub-contractors and visitors will therefore:

- Operate with due regard for applicable environmental legislation, regulations and guidelines and maintain amongst fellow employees and contractors an awareness of their environmental responsibilities.
- Work with Federal and State Governments, the client, the local community, industry, academic and professional bodies and other parties to promote workable and improved codes of practice and regulations relating to environmental management.
- Undertake an assessment of environmental issues to be considered before commencing new activities.
- Evaluate on a regular basis MAS MECHANICAL Pty Ltd's environmental objectives and targets, their impact and the risk potential of the on-going operations.
- Assess the full life cycle of products and promote responsible use and recycling where technically and economically feasible.
- Establish and maintain procedures and methods to minimise environmental disturbance caused by the operations.
- Have respect for the community's view of responsible behaviour in relation to environmental matters.
- Conduct and support research to increase scientific knowledge on the environmental effects of business related activities and develop appropriate processes, technologies and products to meet anticipated environmental needs.

Max Smith
Director

January 2009



Rehabilitation Policy

MAS MECHANICAL Pty Ltd recognises that there are substantial benefits to be gained from an early return to work after an injury to an injured worker.

Experience shows that workplace rehabilitation assists the healing process and helps restore the workers normal function sooner. It involves early provision of timely and adequate services, including suitable duties programs:

- To maintain injured or ill workers at work or
- To ensure the worker's earliest possible return to work **or**
- To maximise the worker's independent functioning if return to work is precluded.

This policy has been developed as a joint worker-management agreement.

MAS MECHANICAL Pty Ltd is committed to:

- a) Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- b) Ensuring suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be medically approved and will be time limited.
- c) Respecting the confidential nature of medical information and ensuring there will be both verbal and written confidentiality.
- d) Ensuring all workers are aware that, in the event of an injury or illness, they will be consulted to develop their rehabilitation plan for a structured and a safe return to work that will not disadvantage them.
- e) Reviewing this policy and procedures at least every three years to ensure it continues to meet the needs of all of us.

Max Smith
Director

January 2009



Loss Control Policy

MAS MECHANICAL Pty Ltd is committed to effectively reducing loss by implementing management systems that consider the situation likely to arise which if not controlled would result in a loss.

The management system shall consider the following aspects, which if not controlled could result in a loss:

- Pre Planning of work in all areas,
- Adequate transportation to provide timely delivery of site materials,
- Employee training during inclement weather,
- Adequate resources in place to reduce the effects of industrial action,
- Audit areas regularly for items that may be the cause of "down time"
- Apply Risk Management techniques,
- Making available other areas for work to continue,
- Planned maintenance, and
- Adequate stocks of equipment and material.

It is MAS MECHANICAL Pty Ltd policy to reduce the effect of loss by planning for situations from which loss is a likely result.

Max Smith	
Director	January 2009



Drug and Alcohol Policy

MAS MECHANICAL Pty Ltd management recognises the dangers associated with persons being under the influence of drugs and alcohol whilst at work or undertaking work related activities.

It is MAS MECHANICAL Pty Ltd policy that workers and other persons who enter a MAS MECHANICAL Pty Ltd site or undertake duties for MAS MECHANICAL Pty Ltd will not be affected by alcohol or drugs when they:

- **1.** Sign on for work;
- **2.** Are on duty;
- **3.** Are on-call or are required to provide professional safety-related advice and give safety-related instructions when not on duty; and
- **4.** Are acting on behalf of MAS MECHANICAL Pty Ltd.

MAS MECHANICAL Pty Ltd management will ensure all employees, visitors and people associated with MAS MECHANICAL Pty Ltd are informed of the contents of this policy.

Max Smith	
Director	January 2009



Fatigue Management

The purpose of this policy is to define the limits of Hours Worked and Rosters.

Where risk to safety and Health is increased through hours of work arrangements, both Employees and Employers must take the necessary steps to address them.

This joint responsibility needs to be appreciated if industry is to function in a safe and healthy working environment.

Both employers and employees should cooperate to achieve this objective

MANAGEMENT RESPONSIBILITES

- Arrangements for hours of work to consider the needs, commitments and responsibilities for all employees who are trying to balance work and other commitments
- Roster design to take into account the need for adequate blocks of rest days to allow for recovery
- Where practical schedule complex tasks to be undertaken during the day
- Defer non urgent work to allow appropriate rest and recuperation for employees

EMPLOYEES RESPONSIBILITIES

- To regularly self assess level of fatigue and fitness for work
- To present for work in a fit and able condition
- To ensure that activities outside of working hours do not compromise their ability to carry out their work duties without risk to their own or to other employee's safety.
- To ensure that they are not in a fatigued state before commencing work
- To immediately notify their supervisor in event of feeling too drowsy to operate safely

Max Smith
Director



Complaints, Grievances and Appeals Policy

Aim.

To ensure any complaints, grievances or appeals are dealt with in a constructive and timely manner.

To establish and maintain a system that follows access and equity guidelines.

Policy

Mas Mechanical Pty Ltd will ensure that customers and clients complaints are treated with the strictest confidence.

Any appeal where a client or customer feels that they have been unfairly dealt with must be made in writing and addressed to the owner / manager as soon as possible to the incident occurring.

The Owner / Manager as an independent person will consider the complaint and make a decision on the relevance of the complaint.

The Owner / Manager will have a confidential discussion with the complainant and make any necessary alterations or adjustments as required and a letter will be sent to the complainant outlining details and reasons for the decision.

The appeals process will be dealt with urgently and finalised within a time span of 5 (five) days.

Max Smith
Director



Aboriginal Peoples Policy

Mas Mechanical Pty Ltd is committed to developing relationships of mutual understanding and respect with the aboriginal peoples of the areas in which we operate or propose to operate.

To fulfil this commitment, the company will:

- Establish and maintain effective, positive and frequent communication with indigenous groups.
- Recognise the desire of aboriginal peoples to fulfil their responsibilities within their traditional culture.
- Mas Mechanical will immediately report any Cultural Heritage damage to the site representative before attempting and clean up or repairs.

Develop mutual understanding and respect between Mas Mechanical Pty Ltd personnel and aboriginal communities and organisations by:

- Educating Mas Mechanical Pty Ltd personnel in an awareness of aboriginal culture and values.
- Explaining the benefits of the mining industry in general in particular to relevant aboriginal communities.

Mas Mechanical Pty Ltd will strive to provide employment opportunities for aboriginal peoples which inturn will provide long term financial benefits to individuals and their families.

Mas Mechanical Pty Ltd shall recognise and observe all state, provincial, and federal laws relevant to aboriginal and cultural matters.