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Short Term Contractor

Induction

Revision Summary

First Issue	Issue Date		Implementation Requirements	Approved By
1	2 Apr 14		New Induction developed to support Short Term Contractor process	Rob Cunningham (HSE Manager)

Version No.	Revision Date	Slide No.	Revision Details	Approved By
2	26 Feb 15	11, 12 & 54	Updated slides to reflect changes in short term contractor requirements.	Rob Cunningham (HSE Manager)

Note: update the version on the website after any changes to this document!!

Course Agenda

No.	Topic	Slide
0	Northparkes Mines	4
1	Managing People at Northparkes Mines	10
2	Requirements prior to you arriving at Northparkes Mines	15
3	Requirements after you arrive at Northparkes Mines	26
4	Health, Safety and Environment Management System	44
5	Environmental Management	47
6	Health Management	51
7	What next?	53

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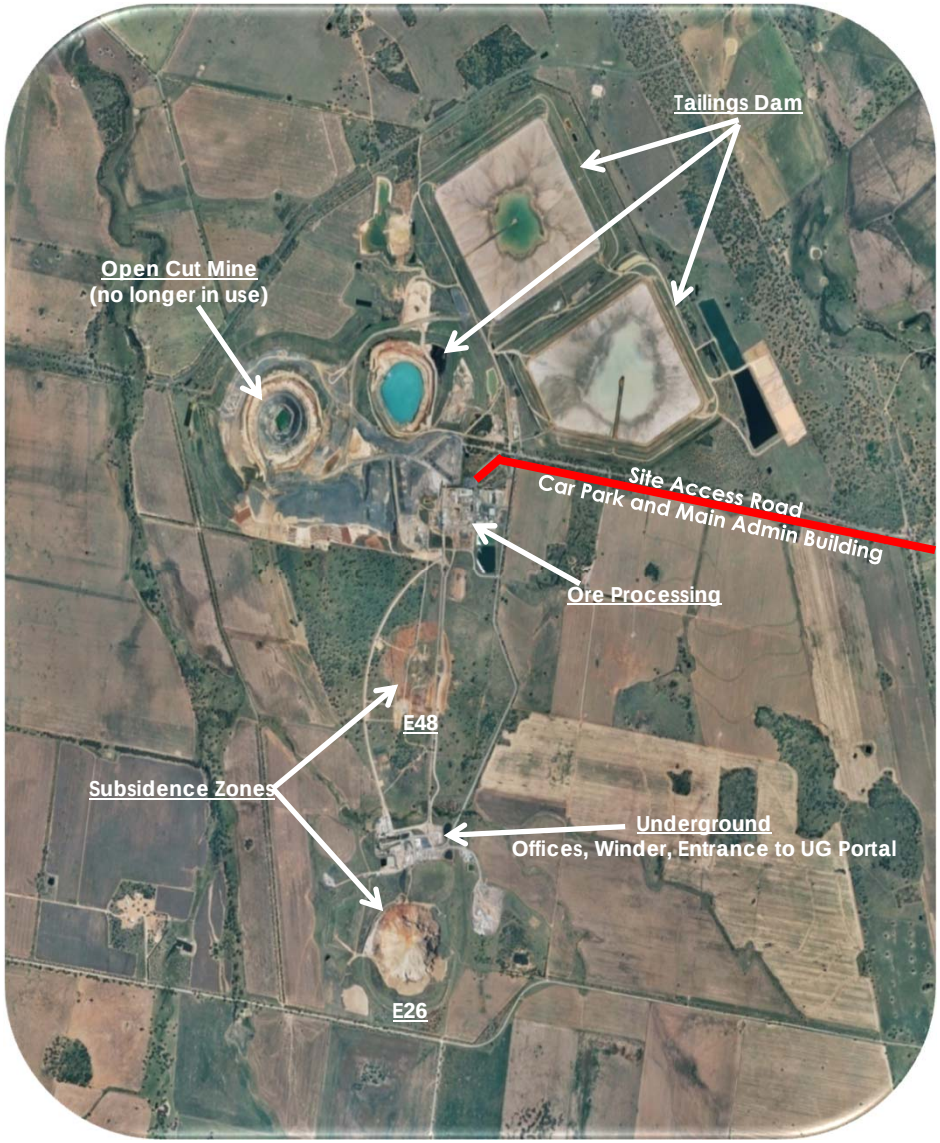
Northparkes Mines

Talk to your ***site contact***, should you require more detailed directions to Northparkes Mines.



Layout of Northparkes Mines

Northparkes Mines (NPM)

Northparkes Mines (NPM) is an unincorporated joint venture between CMOC Mining (80%), Sumitomo Metal Mining Oceania Pty Ltd (13.3%) and Sumitomo Corporation (6.7%) and is located approximately 27km north-north west of Parkes in central west NSW.

NPM currently operates a block cave mine (E48) and an ore processing plant.

NPM has been operating since 1993 and has approvals that allow for the development and operation of two open cut mines, two underground block cave mines, exploration activities and associated works.

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Our vision is supported by our values

We are a safe, efficient copper producer, delivering on our promises, contributing to our people, customers and the community in which we live, beyond 2030.

SAFETY COMMUNICATION ONE TEAM IMPROVEMENT LEADERSHIP LIFE-BALANCE

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Zero Harm Operations

'it is how we work … it is doing every task the right way, every time, not because we have to, but because we want to'

NPMs expectations of you

- No one will resort to unsafe behaviours in order to
  - achieve a schedule ('production pressure')
  - come in on budget
  - or for any other reason … ***THIS MEANS NEVER!!***

- We expect that you will talk to your ***site contact***, if you see anything which concerns you in the workplace or in the behaviour of the people around you.

***Note**: everyone is responsible for safety at NPM!!*

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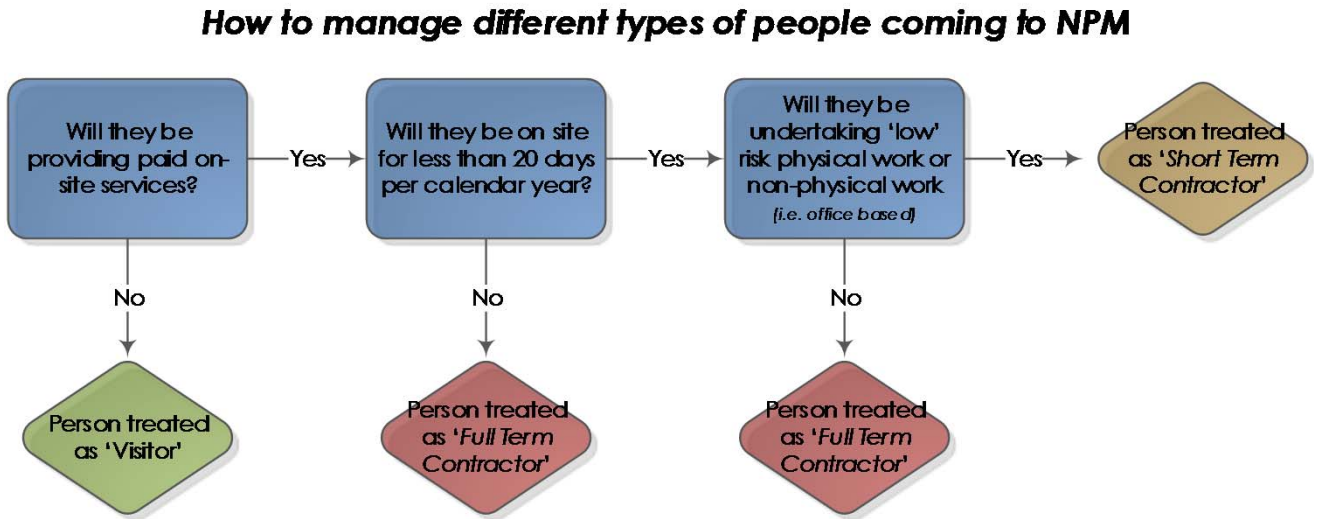
Managing people at NPM

There are different types of people who need to access NPM. Depending on the reason, will depend on how they are managed.

This induction has been developed to manage the Short Term Contractor.



What is a Short Term Contractor?

- A Short Term Contractor is someone who will be
  - providing paid on-site services
  - on-site for less than 20 days per calendar year
  - undertaking low risk physical work or non physical work (i.e. office based work)

- What is physical work?
  - it is any manual task that involves the use of a tool and/or piece of equipment (this does not include inspections of work areas, technical support, consultation or office work)

What can't a Short Term Contractor do?

- A Short Term Contractor cannot undertake high risk activities, such as
  - using tools and/or pieces of equipment
  - isolating energy sources and/or performing electrical work
  - operating vehicles and machinery
  - working at heights or in confined spaces
  - handling dangerous goods or hazardous substances

- You have a responsibility to ***STOP*** work if you are asked to perform any of the above tasks, for which you are not adequately trained to undertake at NPM.

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The purpose of this Induction is to …

- At the completion of this induction, you will have an understanding of
  - NPMs responsibilities whilst you are on site
  - your responsibilities as a Short Term Contractor
  - the specific requirements prior to arriving on site

***Note**: this induction does not prepare you to undertake high risk activities.*

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NPMs legal responsibilities

NPM has a duty of care to ensure all employees and contractors are provided a safe place to work.

- This means NPM needs to
  - eliminate risks to health, safety, environment and community, so far as is reasonably practicable
  - if it is not reasonably practicable, then NPM needs to minimise those risks so far as is reasonably practicable

- How does NPM achieve this?
  - identify hazards, assess the risk, control the hazards, monitor the controls
  - supply guidelines
  - provide safe systems of work, training and education

Your legal responsibilities

- Whilst on site, you must
  - take reasonable care for your own health and safety, as well as the health and safety for the environment and community, in which we operate
  - take reasonable care that your actions do not negatively impact upon the health and safety of other people, as well as the health and safety for the environment and community, in which we operate
  - comply with all reasonable instructions given to you by your ***site contact*** (i.e. stop work when change occurs and notify your ***site contact*** immediately)
  - co-operate with all site policies and procedures

Unsafe work … who is responsible?

- You cannot perform unsafe work … it is as simple as that!!

- NPMs responsibilities
  - supply a safe and health workplace
  - supply PPE that is suitable for the task
  - supply training and education
  - ensure the controls required to perform safely are readily available
  - consult on decisions that affect you

- Your responsibilities
  - assess the hazards for all tasks and reassess when changes occur
  - identify controls for all hazards
  - use those controls and stop immediately, if the job still unsafe

Personal Protective Equipment (PPE)

- Minimum PPE requirements (office areas)
  - long pants
  - long sleeved collared shirt
  - flat, enclosed footwear (i.e. no sandals, thongs or high heels)

- Mandatory (operational areas)
  - clothing with reflective stripes (pants and shirt) or a high visibility vest
  - laced up steel capped safety boots
  - hard hat
  - safety glasses
  - gloves

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Personal Protective Equipment (PPE)

All PPE used at NPM needs to conform to the relevant AS/NZS Standard. Look for these codes on your PPE (or the packaging they come in).

Fit For Purpose Hand Tools

- All hand tools at NPM will be
  - manufactured by means of an engineering method
  - subject to compliance under the current AS/NZS standard in place for that tool
  - fit for purpose for the specific task that the tool will be used for

- Talk to your ***site contact***, should you require more detailed information in relation to any potential tools you may bring to site.

Restricted items at NPM

- The following items are not allowed on site
  - firearms
  - drugs or alcohol
  - weapons for the purpose of harm
  - dogs

- Talk to your ***site contact*** should you require the following items on site
  - cameras / video cameras (will require approval prior to use)
  - hazardous substances (will require approval prior to use)
  - electrical appliances, including phone chargers, laptops, etc. (will require inspections prior to use)

Your security whilst at NPM

- To help keep us all safe and secure, you will need to
  - have your identification card on you at all times
  - ensure your equipment can be easily identified (i.e. engraved)
  - report all security incidents

***Note**: random person and vehicle searches are undertaken upon arrival and leaving site.*

Fit For Work

Fit for Work means coming to work physically and mentally able to do your job safely. Fatigue, injury / illness, drugs and alcohol, dehydration and stress can all impact upon your fitness for work.

- What you need to be aware of prior to arriving on site
  - the site alcohol limit on site is 0.000% BAC
  - you are required to declare any medication to your ***site contact*** that may impact your fitness for work

***Note**: it is your responsibility to come to work 'fit for work'!!*

Drive safely to NPM

- The main road to NPM is Bogan Road and
  - has native wildlife prevalent throughout the area … ***watch out for kangaroos***
  - is a travelling stock route … ***be aware of live stock***
  - has a speed limit of 100 km/h … ***drive to conditions … not to the speed limit***
  - has a railway crossing at Goonumbla … ***stay alert and take notice of any warning lights and bells***
  - can be impacted by foggy or wet conditions … ***drive to conditions … not to the speed limit***
  - is surrounded by farms … ***do not throw your cigarette butts out the window***

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What to do when you arrive at NPM?

- Park your vehicle in the main car park and proceed to the Access Control building.

- Your ***site contact*** will be notified and they will
  - escort you to your work area (on the first day)
  - advise you where to meet on the remainder days of your visit (you will be supervised during your time on site)
  - explain to you
    - the conditions and rules of entry
    - emergency evacuation procedure for your area
    - specific PPE requirements
    - specific hazards in the work area

What to do when you arrive at NPM?

- Upon arrival, you will be subjected to random drug and alcohol testing.

- You will be issued with an identification card (for the duration of your visit), which is required to be on you at all times and returned at the end of your time on site.

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Life Preserving Rules at NPM

Always come to work ***fit for work***.

Never come to work under the influence or in possession of drugs or alcohol.

Always work from ***supported ground*** and never work under a ***suspended load***.

Never work under unsupported ground or under a suspended load.

Always follow our ***working at heights*** procedures.

Never work at heights without proper fall prevention or protection.

Always have a ***valid licence*** for the equipment you are operating and ensure the equipment is safe to use.

Never operate mobile equipment without a valid licence and/or if it is in an unsafe condition.

Always follow our ***confined space*** procedures.

Never enter a confined space without following the correct procedures.

Always do an appropriate ***risk assessment***, such as a PTHA or JHA before starting a task and have all the ***required permits*** to complete the task.

Never start a task without doing a risk assessment or without having all the required permits.

Always follow our ***isolation*** procedures.

Never work on plant or equipment without following our lock out isolation procedures.

Always report ***incidents*** and ***hazards*** promptly.

Never fail to report incidents (including injuries) on the shift they occur.

Always use ***safety devices*** as you have been trained to use them and how they are designed to operate.

Never tamper with safety devices or make them inoperable. The wearing of seat belts is mandatory.

Always ***wear compulsory PPE*** and keep the PPE in good condition.

Never undertake a task without the required PPE.

If you breach any of these rules, you will face disciplinary action, up to termination.

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Safety signs you will see around NPM

HAZARD DANGER

HAZARD CAUTION

PROHIBITION

MANDATORY COMPLIANCE

EMERGENCY INFORMATION

FIRE INFORMATION

Driving safely at NPM

- Prior to operating any work vehicle, you must
  - have a valid licence and complete any relevant NPM training modules
  - carry out a full pre-start on the vehicle
  - observe all road signs (including speed limits)
  - wear seat belts, whenever the vehicle is in motion
  - park your vehicle fundamentally stable

- It is a site requirement to ***reverse park*** your vehicles in all of the main car parks.

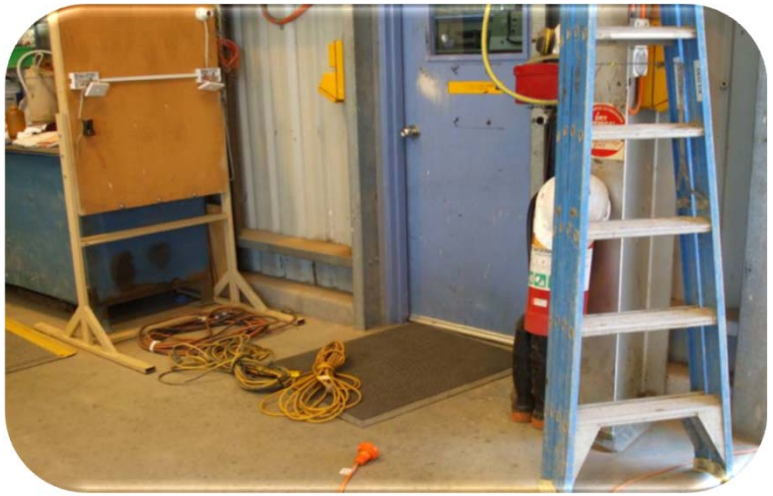
Your work area

- A large portion of injuries are as a result of slips, trips and falls. To prevent these, ensure
  - cables are tidy and not trip hazards
  - walk ways are free of obstacles
  - areas are clean and free from spills
  - where available, always use hand rails
  - if you cannot mitigate a hazard … report it immediately

Hazard Management

A hazard is a source of potential harm or a situation with a potential to cause actual or perceived loss or damage to people, the environment, or plant and equipment.

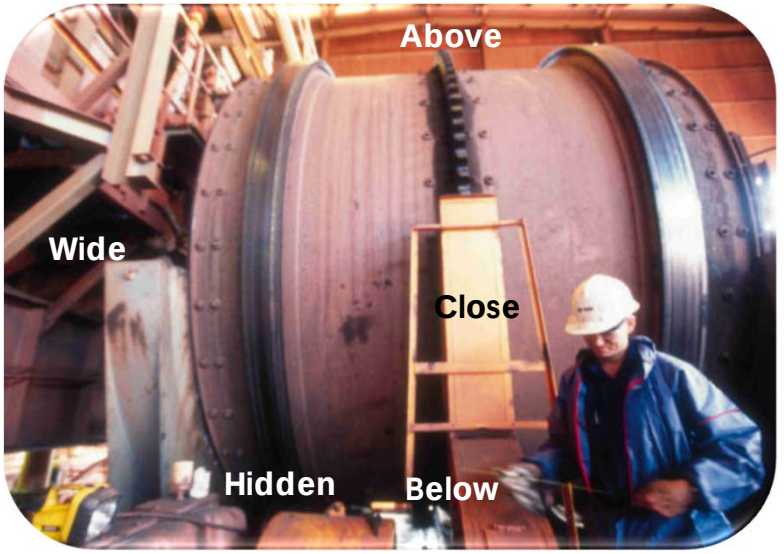
- Three questions to ask if you identify a hazard
  - could this hazard cause harm or damage
  - who could be harmed or what could be damaged
  - how could harm or damage occur



Hazard Management

- In your work area, ensure you look above, below, wide, close and hidden for any hazards.

- Hazards become incidents through
  - distractions
  - poor planning
  - communication breakdown
  - task awkwardness
  - not recognising the hazard



- If you identify a hazard in your work area, ensure you inform your ***site contact***.

Incident Management

An incident is an event that results in, or could have resulted in, one or more of the following impacts

- *an occupational injury / illness*
- *damage to physical assets, the environment, process, product or reputation*
- *disruption to a community*
- *exposure to legal liability*
- *security threat*

Reportable Incidents

- A reportable incident is any
  - injury / illness
  - property damage
  - damage to the environment
  - near miss that has the potential for any of the above

Notifiable Incidents

- A notifiable incident is any reportable incident to an external authority, examples may include
  - the loss of control of a vehicle or machinery
  - any incident involving electricity
  - unplanned fall of ground
  - any noise or dust exceedances

***Note**: do not disturb an incident scene, unless it is necessary to protect people or prevent further damage. All incidents must be investigated and it is vital that critical information at the scene is left undisturbed.*

Reporting HSE events

- Events can be
  - an incident
  - a hazard
  - a suggestion for improvement

- Inform your ***site contact*** immediately you become aware of an incident or a hazard in your work area.

Note: *do not leave a hazard for somebody else to find they may just find it by accident!!*

First Aid

- Should you require first aid, it is important to note the following
  - all injuries must first be reported to your ***site contact***
  - the main first aid room is located at Access Control
  - first aid boxes are located in key areas around site

Note: do not wait until the next day to report an injury … it can prevent you getting the help you need.

Emergency Procedures

- In all cases, the first person at the scene needs to
  - stay calm
  - check for danger
  - assess the incident
  - take appropriate action

Radio: Emergency, Emergency, Emergency

Phone: 222 or 6861 3222

Note: *answer all questions asked by the operator and do not hang up until told to do so.*

Risk Assessments

- Prior to undertaking work at NPM, your ***site contact*** will ensure that a risk assessment is completed and that you are issued with a Permit to Work.

- A risk assessment is a tool for managing hazards and risks before and during tasks.

- It ensures that all of the hazards have been identified and adequate control measures are in place.

Risk Assessments

- The following tools are used at NPM
  - a Pre-Task Hazard Assessment (PTHA) needs to be used for every task … regardless of whether you are working under a JHA or an SOP
  - a PTHA is a personal risk assessment and focuses on your work environment for that particular time (i.e. is there someone working above or below you; could the weather conditions impact how the task is to be performed)
  - a JHA or an SOP is a task based risk assessment and focuses on the hazards of performing that particular task (i.e. what are the specific hazards associated with performing this task)

- Your ***site contact*** will assist you with these tools prior to the commencement of your task.

Quality Safety Interactions

- Whilst on site, an employee may engage you in a conversation in relation to the task you are performing … the purpose is to
  - actively reinforce safe behaviours in a positive way
  - involves all personnel across site
  - is an open and honest discussion about the task being performed

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HSE Management System

- NPM has developed a system to manage its HSE performance, so that we can
  - work safely and responsibly
  - comply with regulations
  - manage hazards
  - report and investigate incidents
  - measure and evaluate performance

- The HSE Management System is a continuous improvement cycle based on the principles of Plan, Do, Check and Review.

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Health, Safety and Environment Policy

In summary …

no work must be undertaken without a clear understanding of a safe method that minimises the risk of injury and environmental harm and a commitment to follow that safe method

HEALTH, SAFETY & ENVIRONMENT POLICY

We care about people and the world in which we live. We recognise that excellence in managing health and safety, and commitment to environmental responsibility are essential to long-term success.

We are committed to:

- The prevention of incidents that may lead to: injuries, illnesses, pollution, property and environmental damage, conflict with our neighbours and community and security threats, process or product quality impacts; We call this ZERO HARM OPERATIONS
- Operating in accordance with all applicable laws and our Health, Safety and Environment standards;
- Adopting leading practice in key health, safety and environment areas through continual improvement;
- Having 'SMART' objectives for improving our health, safety and environmental performance;
- Providing the resources needed to meet our performance objectives;
- Encouraging employee participation and promoting employee awareness of health, safety and environmental threats and opportunities; and
- Understanding and respecting expectations of our people, the community, and customers for responsible and effective management of health, safety and environment risk.

Our Responsibility

As employees, contractors and visitors, we have a responsibility to comply with and support this Policy. We undertake work only after the appropriate risk assessment has been completed and we have the knowledge and commitment to complete the job in line with our ZERO HARM OPERATIONS approach.

Northparkes is proud to publicly report on its performance so that those who are impacted by or have an interest in our activities can assess and provide feedback on our achievements.

I thank you for your help and commitment to ZERO HARM OPERATIONS.

Stef Loader, General Manager, Northparkes Mines
5 September 2014

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Environmental Performance

- NPM recognises that excellence in managing health, safety and environment is essential to our long term success.

- NPM is certified to ISO14001 standards.

- Through effective management practices, NPM will
  - improve processes, practices and products
  - minimise emissions and waste
  - conserve energy and natural resources

Environmental Responsibilities

- Whilst on site, you need to
  - understand the environmental risks associated with your role and how to manage these
  - understand the basic legal requirements of your role
  - report incidents
  - understand and participate in the HSE system
  - follow correct management procedures
  - raise environmental issues and concerns

Environmental Responsibilities

- To achieve this, NPM ensures that
  - we integrate health, safety and environmental considerations into the day to day activities of everyone at NPM
  - employees, contractors and visitors conform to those practices which are consistent with the NPM Health, Safety and Environment Policy
  - we manage our significant environmental impacts, of
    - water
    - air quality
    - land management
    - rehabilitation
    - flora and fauna
    - waste
    - noise and vibration
    - cultural heritage

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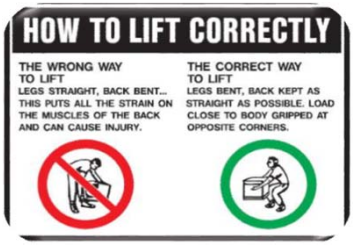
Staying healthy at NPM

Drink fluids to keep yourself hydrated

Manage your fatigue



Plan your lift

NPM is a tobacco and smoke free site

Declare medication ... if it may impact your work

Protect yourself from the sun

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Lastly

- As a reminder you must
  - carry your identification card with you at all times
  - swipe in and out each day you are on site
  - ensure your ***site contact*** knows where you are (do not walk around site unescorted)
  - not undertake high risk physical work on site (you will need to complete the general induction and any additional training modules, if this is required)
  - inform your ***site contact*** if the date of your visit changes

***Note**: the Short Term Contractor Induction is only valid for three months. If you require to come back to site after this period … you will be required to complete this induction again.*

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Welcome … please have a safe visit!!

- You will now need to
  - complete the assessment
  - scan and email completed assessment to NPM.contractormanagement@northparkes.com

  OR
  - fax completed assessment to ***6861 3444***