



## DET CRC WORK HEALTH & SAFETY POLICY (V5)

| VERSION | DATE             | REVISION DESCRIPTION  | APPROVED  |
|---------|------------------|---|---|
| 1       | 7 October 2010   | n/a, first version.   | Board of Directors                                  |
| 2       | 7 June 2011      | Re-drafting in order that appropriate OHS&E responsibility is ascribed to the relevant organisations within the CRCs structure (i.e. appropriately ascribed to Project Participants)  | Presented to Board but not approved until Version 3 |
| 3       | 16 December 2011 | As per Version 2, as well as further development of policy for DET CRC employed staff.  | Board of Directors                                  |
| 4       | 21 February 2013 | Significant modifications based on legal advice in order to address changes to National Legislation. Name change to WHS (from OHS&E), establishment of process to address risks to workers at Research Participant sites (non-DET CRC worksites), development of an office WHS Guide. | Board of Directors                                  |
| 5       | 12 February 2014 | Various edits to reflect job title change from Business Manager to CFO & modifications to improve version control/document tracking.  | Board of Directors                                  |



## Deep Exploration Technologies CRC Limited Work Health Safety (WHS) Policy Version 5 (12 February 2014)

### A. VALUES & PHILOSOPHY

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A core responsibility of DET CRC is the health and safety of all employees, officers, contractors, students, partners and visitors (collectively referred to as '**Workers**') associated with its activities.

DET CRC is engaged in facilitating the delivery of Research Projects in the field of technologies for mineral exploration. In undertaking its role, DET CRC receives Commonwealth funding, as well as Research Project Participant contributions, including in-kind contributions, which it administers and oversees. Research Project Participants ('**RPPs**') are organisations or individuals in receipt of funding facilitated by DET CRC for the Research Projects.

The health and safety of individuals involved with Research Projects are integral to good science and good business practice. As a condition of Commonwealth funding, DET CRC is required to take reasonable steps to ensure that RPPs comply with all laws and regulations of the jurisdictions in which they are conducting Research Projects.

DET CRC and RPPs operate in a range of legal jurisdictions in Australia. DET CRC notes that health and safety laws and regulations are in transition in Australia and will consequently inform itself, Workers and RPPs of these changes and meet the legislative requirements in all jurisdictions.

DET CRC maintains that consultation and cooperation with Workers and RPPs is pivotal and imperative to achieving on-going work health safety compliance. DET CRC is committed to consistently facilitating and implementing effective means of coordinating and monitoring its worksites and practices with regard to work health safety compliance and expects equal commitment and participation from its Workers and RPPs.

### B. SCOPE & COVERAGE

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#### DET CRC Worksites

DET CRC occupies and operates two worksites:

- Head Office (shared with Boart Longyear), 26 Butler Boulevard, Burbridge Business Park, Adelaide Airport, South Australia.
- Brukunga Drilling Research and Training Facility ('Brukunga DRTF'), Pyrites Road, Brukunga, South Australia

The following DET CRC Policies & Procedures apply to all Workers and RPPs in respect of work undertaken at all DET CRC Worksites:

- **DET CRC Work Health & Safety Manual**

This document incorporates the operational requirements and legal obligations of both DET CRC and Workers in respect of workplace safety, risk management and human resources issues, as well as policies & procedures specific to the Head Office shared with Boart Longyear.

An electronic copy of the DET CRC Work Health Safety Manual is located on the DET CRC Website and a hard copy is located in the DET CRC CFO's office at the Head Office and the DET CRC Laboratory at the Brukunga Facility.

The following DET CRC Policies & Procedures apply to all Workers and RPPs in respect of work undertaken at the Brukunga Drilling Research and Training Facility:

- **Brukunga Drilling Research and Training Facility Mine Safety Plan**

This document incorporates all site-specific operational and safety policies & procedures applying to Workers & RPP's at the Brukunga Drilling Research and Training Facility.

An electronic copy of the Mine Safety Plan is located on the DET CRC Website and a hard copy is located in the DET CRC CFO's office at the Head Office and the DET CRC Laboratory at the Brukunga Facility.

### **DET CRC Workers at Other Worksites**

Where DET CRC Workers are required to attend any other worksite for the purpose of DET CRC business/functions, the following policies & procedures will apply:

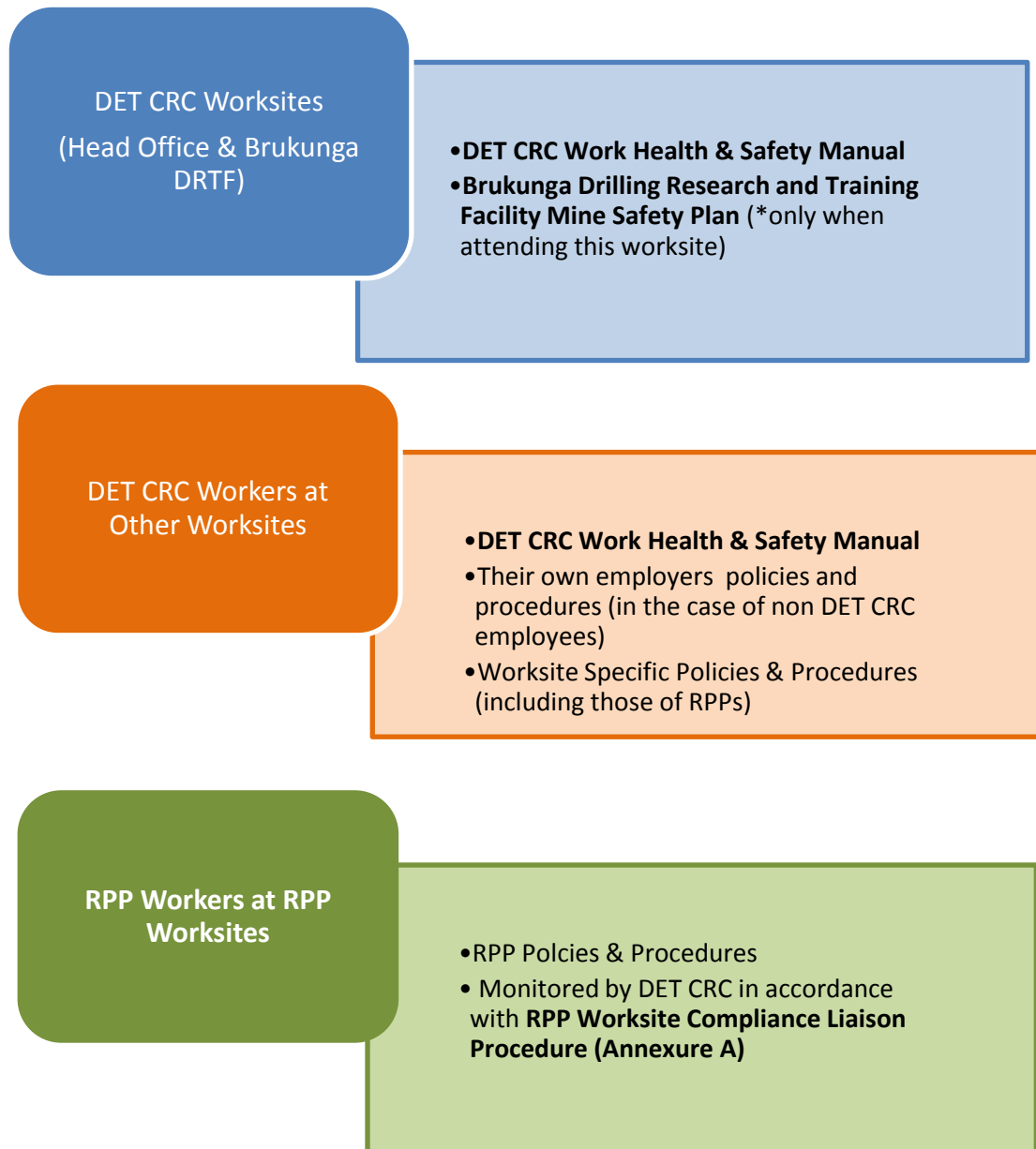
- DET CRC Work Health & Safety Manual;
- Their own employers policies and procedures (in the case of non DET CRC employees); and
- Worksite specific policies & procedures (including those of RPPs).

### **RPP Workers at RPP Worksites**

RPP Workers refers to individuals engaged by RPPs that are working on DET CRC Projects.

As RPP Worksites are not within the sphere of DET CRC's power or control, it is the responsibility of RPPs to implement appropriate policies & procedures in compliance with all work health safety laws that apply to Research Projects undertaken by RPPs at RPP Worksites.

The following diagram demonstrates the application and operation of work health safety policies & procedures in respect of Workers and RPPs working on DET CRC Worksites, Other Worksites and RPP Worksites:



*\*Note that in situations where multiple WHS Policies apply and there is inconsistency between the Policies then the Policy with the more onerous obligations will apply.*

## C. DET CRC WORK HEALTH SAFETY RESPONSIBILITIES

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### DET CRC Worksites

In implementing and maintaining processes for the identification, analysis, evaluation and treatment of issues related to work health safety, DET CRC acknowledges that it is the responsibility of the Governing Board and

Executive Management Committee to implement, review and monitor all necessary policies, procedures, practices and strategies by the undertaking the following:

1. Work Health & Safety Compliance is to be a standing agenda item at Executive Management Committee meetings.
2. Work Health Safety Compliance is to be a standing agenda item at Governing Board meetings.
3. In their respective meetings, the Executive Committee and the Governing Board will:
  - a. Receive and consider reports and other submissions from middle management concerning identified work health safety and environmental compliance issues.

The middle management reports are to include details of all work health safety incidents involving death or injury or potential death or injury to Workers, the steps taken to remedy and improve or otherwise deal with the work health safety issues and any relevant recommendations concerning work processes and resources.
  - b. Analyse work health safety compliance information and identify potential risk and liability issues.
  - c. Formulate/ratify any plan of action to address any work health safety issues identified and give directions for implementation.

### **DET CRC Workers at Other Worksites**

The process identified above will also apply in relation to where DET CRC Workers are required to attend and work at Other Worksites including RPP Worksites.

DET CRC will liaise with persons operating, managing, or occupying such worksites for the purpose of sharing/obtaining relevant information concerning work health safety issues.

### **RPP Worksites**

DET CRC is responsible for obtaining specific information concerning Research Project progress and compliance with funding requirements. DET CRC is not responsible to implement policies & procedures, manage, monitor or supervise RPPs in relation to Research Projects (unless undertaken at DET CRC Worksites).

DET CRC will regularly liaise with RPPs in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)** which outlines the steps to be taken by the nominated DET CRC officer/employee in liaison with RPPs and reporting back to DET CRC.

Unless a specific employment contract exists indicating an intention to the contrary, DET CRC is not an employer of any individual associated with a Research Project being undertaken by RPPs.

### **RPP Responsibilities**

RPPs must implement and maintain compliant work health safety management systems in respect of Research Projects.

Research Project work undertaken by RPPs and their employees, contractors, partners, students and volunteers ('**RPP Workers**') at worksites where RPPs are the owners, operators, managers or occupiers ('**RPP Worksites**'), is solely governed by the policies & procedures established by the RPPs in respect of that work.

RPPs are responsible for the employment/engagement of all RPP Workers working on Research Projects, including project leaders and team leaders necessary to oversee the day to day operation of the Research Project.

RPPs must maintain records and statistics relating to the number and type of work health safety incidents occurring in connection with a Research Project, as required by the relevant law of the jurisdiction in which the Research Project is being undertaken.

RPPs must report any workplace safety incident, including death, injury (or potential injury), to DET CRC within 48 hours from the occurrence in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)**. Such reporting must be in writing and outline the circumstances giving rise to the incident, specify the consequence(s) of the incident (i.e. damage, injury) and subsequent steps taken by the RPP to address the incident.

## **Annexure A**

### **RPP Worksite Compliance Liaison Procedure**

The DET CRC CFO is the DET CRC WHS Officer.

#### **RPP Worksites**

The DET CRC WHS Officer is responsible to regularly meet/communicate with a RPP Nominated Liaison in respect of compliance with the Research Project Agreement, in particular, the RPP's work health safety obligations in relation to undertaking the Research Project.

#### **Reporting Procedure**

##### **1. Reportable Incidents**

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Where a reportable work health safety incident occurs to a RPP Worker on a RPP Worksite, the DET CRC WHS Officer must be notified within 48 hours of the occurrence of the incident, the circumstances giving rise to the incident, the consequences (such as death, injury, potential injury, damage or potential damage to property), remedial/preventative steps taken and whether it has been reported to the applicable statutory authority.

The DET CRC WHS Officer must prepare a written report to the DET CRC Executive Management Committee and the DET CRC Governing Board within 24 hours of notification of a reportable incident.

##### **2. RPP Quarterly Meetings**

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The DET CRC WHS Officer will meet with or contact RPP Nominated Liaisons on a quarterly (three-monthly) basis throughout the duration of all current Research Projects to discuss and minute RPP compliance issues, including environmental issues and work health safety incidents, hazards and potential incidents/ hazards to RPP Workers in undertaking Research Projects ('the Quarterly Meeting').

The RPP Nominated Liaison will submit any reports prepared by or on behalf of the RPP to the DET CRC WHS Officer at the Quarterly Meeting outlining any compliance issues identified in relation to the Research Project during the current quarter, including what steps were/need to be taken by the RPP to address the compliance issues.

##### **3. Report to DET CRC Executive Management Committee**

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At the conclusion of the Quarterly Meeting, the DET CRC WHS Officer will prepare a written overview of all reports provided by RPPs and/or detail of the Quarterly Meeting discussions concerning RPP compliance issues ('the RPP Compliance Overview').

The DET CRC WHS Officer will submit the RPP Compliance Overview to the DET CRC Executive Management Committee and, if necessary, will further address the matters contained therein at the next scheduled meeting of the DET CRC Executive Management Committee.

##### **4. DET CRC Executive Management Committee Meeting**

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The DET CRC Executive Management Committee will meet on a monthly basis. Meetings may be convened outside the ordinary meeting timetable if urgent action is required.

DET CRC work health safety and environment compliance will be a standing item on the DET CRC Executive Management Committee meeting agenda.

RPP compliance with Research Project parameters and obligations will be a standing item on the DET CRC Executive Management Committee meeting agenda.

The DET CRC WHS Officer will be required to submit a RPP Compliance Overview and/or report in person in respect of the Quarterly Meetings at each scheduled DET CRC Executive Management Committee meeting.

Where a RPP compliance issue is identified in respect of any Research Project, the DET CRC Executive Management Committee will review the provisions of the applicable Research Project Agreement with regard to whether a serious breach has occurred and make recommendations as to what steps should be taken by DET CRC.

If further action is considered necessary, the DET CRC Executive Management Committee will prepare a written report of their findings and recommendations in respect of the RPP compliance issue to be submitted for consideration and action (if appropriate) by the DET CRC Board.

## **5. DET CRC Governing Board Meeting**

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The DET CRC Governing Board will meet on a quarterly basis. Meetings may be convened outside the ordinary meeting timetable if urgent action is required.

DET CRC work health safety and environment compliance will be a standing item on the DET CRC Governing Board meeting agenda.

RPP compliance with Research Project parameters and obligations will be a standing item on the DET CRC Governing Board meeting agenda.

The DET CRC Governing Board shall consider reports/recommendations prepared by the DET CRC WHS Officer / DET CRC Executive Management Committee concerning a RPP, Research Project or the provisions of the applicable Research Project Participant Agreement and ratify actions it considers necessary.

The DET CRC Board shall consider all other reports/recommendations submitted to it in relation to DET CRC operations and ratify such actions it considers necessary to address identified compliance issues.