



**DEEP EXPLORATION
TECHNOLOGIES CRC**
Uncovering the future

Mine Safety Plan (MSP)

Version F

Version	Date	Revision Description	Prepared	Reviewed	Approved
A	June 2011	Version A	MACSS	Richard Hillis / Peter Kanck	
B	August 2011	Version B	DET CRC	Richard Hillis / Peter Kanck	
C	November 2011	Version C	DET CRC	Richard Hillis / Peter Kanck	DET CRC Board of Directors 16/12/11
D	August 2012	Version D	DET CRC	Richard Hillis/ Peter Kanck	
E	March 2013	WHS Legislative Review	MACSS	Samantha Fryk	
F	February 2014	Clarified 'catastrophic' fire rated days and added section on extreme heat management	DET CRC	Ian Hardwick	

**This MSP is relevant for:
Brukunga Drilling Research & Training Facility**

This MSP aims to;

- ▶ Meet the Work Health Safety Act 2012, Work Health Safety Regulations 2012 and relevant industry standards for surface exploration requirements
- ▶ Set measurable objectives & targets to meet industry best practice

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1 – Project Descriptor

- ▶ *Establish and maintain a management system that conforms to the minimum legislative requirements*
- ▶ *This should also assist the organization in meeting applicable legal or other OH&S regulations.*

[Work Health Safety Act \(SA\) 2012](#)

[Work Health Safety Regulations \(SA\) 2012](#)

[Mines Works & Inspection Act \(SA\) 1920](#)

[Mines Works & Inspection Regulation \(SA\) 1998](#)

- ▶ *Keeping of record of operator*

Preliminaries:

Deep Exploration Technologies CRC Limited (DET CRC) recognises its obligations to consult with workers to identify, assess and control risks associated with its operations.

This Mine Safety Plan (MSP) is the overarching Health & Safety document and must be communicated to all persons at the mine and ensure that no worker at the mine can start work without having access to this plan. Therefore all workers and visitors are to be given a site induction & summarising the MSP and notified where the up-to-date MSP is kept.

This MSP describes the Deep Exploration Technologies CRC Limited (DET CRC) (work health safety) management system and safe systems of work applied to deliver a high standard of health & safety performance, aligned to guide and support the Management Team toward meeting work health & safety policy objectives and legislative requirements and drive continuous improvement processes.

This plan is regularly reviewed, and in consultation with workers at the mine, contributions from stakeholders are taken into consideration.

The MSP sets measurable targets against industry best practice, Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012. This will define a consistent structured approach to effective health & safety management.

Mine Site Details:

Project Name	Brukungu Drilling Research and Training Facility
Address where work is to occur	Brukungu – UBD Map 150 L12
Expected Start Date	June 2011
Estimated Duration	7 Years
Company	Deep Exploration Technologies CRC Limited ABN: 98 140 422 135 ACN: 140 422 135
Primary Contact / Project 1.4 Leader	Darren Caldwell – 0400 375 902 Boart Longyear
Alternate Site Contact / Project Manager	Alex Hardy – 0439 845 508 Drill Rig Project Manager – Boart Longyear
CFS State Training Centre	Reception – 08 8398 9900
DMITRE	Peter Grindley – 8388 6527

Project Description:

Deep Exploration Technologies CRC Limited (DET CRC) research will focus on reducing the cost and increasing the success of mineral exploration at depth, under cover. This relies on developing new drilling technologies and new technologies for the analysis of these drill holes.

Such technologies will need to undergo field testing where drilling can be undertaken in an area of known mineralisation. The R&D platform of the Deep Exploration Technologies CRC Limited (DET CRC) thus includes developing a Drilling Research and Training Facility at Brukunga. Such testing cannot be undertaken in an operating minesite due to the expense of interruptions to operations and the related potential safety hazards.

In collaboration with the Resources and Engineering Skills Alliance (RESA) or other partners, it is also planned to leverage off the presence of drilling equipment at this Facility in order to develop a driller training facility.

The former Brukunga Mine site and adjacent Country Fire Service (CFS) Brukunga Training Centre provide an ideal location for developing the Drilling Research and Training Facility. The South Australian State Government has responsibility for the mine site and the CFS for its adjacent Brukunga Training Centre. Deep Exploration Technologies CRC Limited (DET CRC) has negotiated a 'Deed of Access' to the mine site with the State Government in order to locate drilling equipment in the mine site and use that equipment for the testing of drilling technology and for training drilling workers.

The duration of specific technology testing activities at the mine site is likely to be a few days or weeks. It is estimated that ongoing activities related to testing new drilling technologies would lead to the drilling of approximately one hole per year, likely to be 300-800 m deep. These holes might test new down-hole mud motors, remotely steerable bits, new bit designs, new rods, new side tracking and multilateral techniques and also new logging technologies that may replace the need for physical core samples (e.g. tools logging elemental concentrations and recording images of the wellbore wall). Drilling techniques will be modified and improved by yet-to-be-developed technologies, but in all cases drilling will follow the requisite regulations and will be in consultation with DMITRE as overall Brukunga minesite manager and following the Operations and Risk Management Plan developed in collaboration with DMITRE.

Driller training courses will also utilise the drill rig. There will be residentially-based training (at the CFS facility) and co-ordinated by RESA (Resources and Engineering Skills Alliance SA) or other partners. It is currently estimated that each course will be of approximately three weeks duration. Courses are likely to involve around 10 trainees each. Part of each course will be classroom-based at the CFS facility and part will be rig-based on the Brukunga mine site.

The drilling rig used in the facility (SC-9) will be provided in-kind to the Deep Exploration Technologies CRC Limited (DET CRC) as part of Boart Longyear's contribution to the CRC. It will be operated and maintained by Boart Longyear and WHS in the immediate (excluded) vicinity of the rig will be under the control of Boart Longyear. WHS within the Brukunga Mine site (area covered by the Deed of License) are the responsibility of Deep Exploration Technologies CRC Limited (DET CRC).

The WHS requirements will also need to link appropriately to those of the CFS whose facility will be accessed routinely by researchers and trainees.

► **DET CRC
Management
Organisation
Chart**

The training program is currently coordinated by RESA and delivered by the RTO Drillskill. However, these arrangements are subject to change e.g. the project coordinators or RTO may change.

The researchers testing technology at the site will largely come from DET CRC participants¹ and affiliates. They will be required to follow DET CRC's WHS requirements on the Brukunga Mine site.

No mineral extraction occurs on site.

Project Organisation Management Structure:

Deep Exploration Technologies CRC Limited (DET CRC) Project Organisation Chart outlines the structure and reporting at Deep Exploration Technologies CRC Limited (DET CRC):

See Appendix 1 Organisation Chart

Offsite Senior Organisation Manager:

Chief Executive Officer	Richard Hillis – M. 0418 110 737
Address	26 Butler Boulevard Adelaide Airport Adelaide SA Australia
Phone	08 8375 8481
Fax	08 8313 0935
Email	richardhillis@detcrc.com.au

Disclaimer:

Deep Exploration Technologies CRC Limited (DET CRC) does not guarantee or warrant the accuracy, completeness or currency of the information in this document, and reserves the right to make changes to the information at any time.

Deep Exploration Technologies CRC Limited (DET CRC) expressly disclaim all liability for any loss or damage which may arise from a third party's unauthorised use or reliance upon any of the information in this document. This publication contains information regarding the operations of Deep Exploration Technologies CRC Limited (DET CRC). It includes obligations to ensure your health and safety when performing work related functions. To ensure you comply with your legal obligations, you must refer to the relevant Work Health Safety Act and Regulations.

Roles & Responsibilities:

Chief Executive Officer

Richard Hillis – As CEO is responsible and accountable for all operations at the Brukunga mine site undertaken by Deep Exploration Technologies CRC Limited (DET CRC) and its contractors. He has 25 years' experience as a geologist. As the CEO he will be responsible for identifying and recording all management structure information and has oversight of the MSP.

[Work Health Safety Act \(SA\) 2012,
Part 2—Health and safety duties](#)

[Work Health Safety Act \(SA\) 2012,
Division 2—Primary duty of care](#)

[Work Health Safety Regulations
\(SA\) 2012, Chapter 10—Mines](#)

¹ Participants are large companies and research institutes who sponsor the CRC along with the government bodies involved.

Project 1.4 Leader

Darren Caldwell (Project 1.4 Leader), Senior Engineer - Research & Development. Darren has been with Boart Longyear for 5 years and has extensive experience in the development of new technologies for Boart Longyear's operational drilling services division.

In the absence of either of the two above, Alex Hardy – Project Manager is the acting site representative /project manager

Previous Persons Occupying Positions – Nil.

Summary of responsibility – Persons in control of the work must provide and maintain so far as is reasonably practicable:

- A safe working environment.
- Safe systems of work.
- Plant and substances in a safe condition.
- Must provide adequate facilities of a prescribed kind for the welfare of workers at any workplace that is under the control and management of the PCBU.
- Must provide such information, instruction, training and supervision as are reasonably necessary to ensure that each worker is safe from injury and risks to health.

Terms and Definitions:

A Person Conducting a Business or Undertaking (PCBU)	<p>A person conducts a business or undertaking:</p> <ul style="list-style-type: none"> • whether the person conducts the business or undertaking alone or with others; and • whether or not the business or undertaking is conducted for profit or gain. • A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association. • If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.
Worker	<p>A worker is anyone who carries out work for a PCBU, such as:</p> <ul style="list-style-type: none"> • an employee • a contractor or sub-contractor • an employee of a contractor or sub-contractor • an employee of a labour hire company

- an apprentice or trainee
- a student gaining work experience
- an outworker
- a volunteer.

GUIDELINE / REFERENCE / LINKS

[Work Health Safety Act \(SA\) 2012, Division 2- Section 19, Primary Duty of Care](#)

Statutory Positions

- ▶ *Ensure persons who hold a statutory position are provided with sufficient training and resources to discharge their responsibilities*

[Work Health Safety Act \(SA\) 2012, Division 4- Section 27, Duties of Officers](#)

[Work Health Safety Act \(SA\) 2012, Section 28, Duties of Workers](#)

2 – Due Diligence

All parties involved with work of any nature have a responsibility for safety and health at work under the various State and Commonwealth legislation. Sound environmental management is also part of the legislation. This includes the PCBU, workers, and others, such as people who control the design and construct buildings or manufacture and supply plant or substances.

The duties under the various Acts (Work Health and Safety Act 2012) are expressed in broad terms, including:

- A PCBU must, as far as practicable, provide a work environment in which workers are not exposed to hazards and provide information, instruction, training and supervision.
- Workers must take reasonable care for their own safety and health, and that of others, at work.
- Workers must, as far as practicable, ensure their work does not adversely affect the health and safety of others.

Such wide ranging duties are called “General Provisions” reflecting that “Due Diligence” is owed in law by one person to another.

Where additional duties are required, a written or verbal confirmation of additional duties must be provided.

Duties of Officers:

An officer is a person who has control of a workplace. An officer shall, “so far as is practicable”:

- Provide and maintain a safe work environment.
- Provide and maintain systems of safe work.
- Provide and maintain personal protective equipment.
- Provide training, instruction, information (in common language) and supervision.
- Provide safe access and egress to the workplace.
- Report in the event of an accident or incident that is regulation to report.
- Maintain plant in a safe state.
- Provide adequate, competent supervision.
- Keep information & records relating to WHS.

Duties & Rights of Workers:

An “worker” (and any person by whom work is done under a contract of employment) has the following responsibilities:

- Take reasonable care of their own health and be fully fit for their work.

- Avoid adversely affecting the health and safety of others at work
- Report all hazards, incidents and injuries.
- Utilise all personal protective equipment provided by the PCBU.
- Comply with all instructions and utilise systems of work provided.
- Ensure they are not affected by the consumption of alcohol or other drugs so as to affect the safety of others.

Workers must:

- Comply with the MSP.
- Follow the emergency procedures.
- Before commencing work and at frequent intervals during the day examine the working place and any machinery or system intended to be used so as to be satisfied that it is safe.
- Take actions within the workers responsibility to control a danger at the mine.
- Must immediately report to the workers immediate supervisor or other senior person, any situation that the worker believes could present a risk to health and safety and that is not within the worker's competence to control.

A worker who works at a mine has the right to remove himself or herself from any location at the mine when circumstances arise that appear to the worker, with reasonable justification, to pose a serious danger to the worker's own health, safety or welfare.

Duties of Person Conducting a Business or Undertaking (PCBU):

Person Conducting a Business or Undertaking will:

- Comply with MSP and inform any non-compliance.
- Ensure that the workplace and work methods for which the PCBU is responsible are safe.
- Ensure that hazards at the workplace for which the PCBU is responsible are identified and that associated risks are controlled.
- Ensure that safety information concerning the workplace for which the PCBU is responsible is communicated to relevant persons, particularly other supervisors at the change of a shift.
- Have regard to appropriate risk management standards at the workplace for which the PCBU is responsible.
- Implement risk management practices in areas that the PCBU controls.
- Inform the Mine Operator if any part of the mine does not conform to the MSP.

Duties of all Persons:

They will:

- Comply with the MSP.
- Inform & report any non-compliance.
- Ensure that safety information concerning that part or aspect of the workplace for which they are responsible is communicated to

[Work Health Safety Act \(SA\) 2012, Division 2-Section 19, Primary Duty of Care](#)

[Work Health Safety Act \(SA\) 2012, Division 4- Section 27, Duties of Officers](#)

[Work Health Safety Act \(SA\) 2012, Section 28, Duties of Workers](#)

relevant persons, particularly other supervisory workers.

- Not to misuse or damage anything provided in the interests of health, safety or welfare or place at risk the health or safety of any other person while that person is at work.
- Implement risk management practices in that part or aspect of the workplace for which the supervisor is responsible.

GUIDELINE / REFERENCE / LINKS

[Work Health Safety Regulation \(SA\) 2012, Part 2—Application](#)

▶ www.safework.sa.gov.au

▶ www.legislation.sa.gov.au

3- Legal Requirements

Deep Exploration Technologies CRC Limited (DET CRC) is committed to complying with all relevant legislation and other requirements applicable to all health & safety risks.

The MSP refers to all legislation , regulations and codes, guidelines or standards applied to the mine, that are used to manage and maintain a safe work environment.

The MSP covers all activities at work which are governed by the above items. This plan also covers all persons at work who may have a need to use any of these items in the course of their work.

This plan will be continually updated as new systems are developed or new standards, codes or guidelines are applied to the mine. Changes to legislation affecting project activities will be communicated before the updating of relevant change.

The list of items which are referred to in this plan are complete to the best of knowledge of the Person Conducting a Business or Undertaking at the date of issue of this document.

The provisions of the Work Health and Safety Act 2012 and the subordinate regulations under this Act maintain precedence over other provisions of the legislation for the purposes of this MSP, Duties & Rights of Workers /.

Legislation:

Name of Legislation	Location of Copy
Work Health and Safety Act 2012	Online Version
Work Health and Safety Regulations 2012	Online Version
Mine Work Inspection Act 1920	Online Version
Mine Work Inspection Regulation 1998	Online Version
Dangerous Substances Act 1979	Online Version
Dangerous Substances Regulation 2002	Online Version

Codes, Standards & Guidelines:

Code, Standard or Guideline	Location of Copy
First Aid Code of Practice 2010	First Aid COP 2010

Working Hours Code of Practice 2010	Working Hours COP 2010
Machinery & Equipment Safety	Machinery & Equipment Guideline
Electrical Safety	Electrical Safety Guideline
Working at Height	Working at Heights Guideline

GUIDELINE / REFERENCE / LINKS

4 – Document Control

Deep Exploration Technologies CRC Limited (DET CRC) will ensure that all MSP documents are maintained and controlled in a consistent manner. This will guarantee that they are current, approved for use and available for training purposes at all times.

The Chief Executive Officer is responsible for maintaining the “Document Control Master List” and for issuing and filing of documents. The most senior person in the management structure is required to sign off on all documents approving their use. All documents referred will have the following written on the bottom of each page:

- ✦ document Number;
- ✦ date it was written or reviewed; and
- ✦ page number.

All MSP documents will be approved for use and entered on the “Document Control Master list” prior to distribution including inspection forms, induction sheets and site rules.

As new documents are developed in the MSP the “Document Control Master List” will be updated.

See Appendix 02 Document Control List

Keeping Records & Reporting:

Deep Exploration Technologies CRC Limited (DET CRC) will keep the records concerning health and safety that are required by the Work Health and Safety Act 2012 and the Regulations, in the manner required by the Regulations and for at least the time required by the Regulations.

Records of notifications of incidents will be kept at the mine for at least 7 years.

Records of medical and first aid treatment will be kept at the mine site for at least 7 years.

Health surveillance records must be kept as a confidential record for 30 years. The informed consent of a worker must be obtained before any personal health information obtained as a result of health surveillance is provided to another person.

Old documents are to be removed from circulation and stored securely.

Deep Exploration Technologies CRC Limited (DET CRC) intent is to keep/store the relevant documents for a minimum of 7 years.

[Work Health Safety Regulations \(SA\) 2012 Schedule 1 Responsibility Matrix](#)

[Work Health Safety Regulations \(SA\) 2012, Division 6—Health monitoring](#)

[Work Health Safety Regulations \(SA\) 2012, Chapter 8—Asbestos](#)

GUIDELINE/REFERENCE/LINKS

[Work Health and Safety Act \(SA\) 2012](#)

5 – Operating Policies

To promote a cohesive understanding of work health safety management objectives, Deep Exploration Technologies CRC Limited (DET CRC) work health safety policy will be communicated to all Workers as part of the site induction and included in contractor tender documentation.

The work health safety policy will be reviewed periodically and approved by the CEO. The work health safety policy will be made available on the Deep Exploration Technologies CRC Limited (DET CRC) website and at the project site office. The policy outlines the overall health and safety direction and objectives' and demonstrates Deep Exploration Technologies CRC Limited (DET CRC) commitment to improving health and safety performance.

All activities conducted by contractors are to be carried out in accordance with the health & safety policy and in intent to the legislation.

A review of the MSP and the operating policies will be conducted on an annual basis.

Work Health Safety Policy:

The Work Health Safety Policy includes a commitment to adhere to laws and regulations and continually improve work health & safety performance. This is achieved by providing a safe and healthy work environment. Striving to continually improve safe working conditions and comply with relevant legislation and codes of practice. Brukunga is a NON Smoking site.

See Appendix 03 Health & Safety Policy

Rehabilitation Policy:

Deep Exploration Technologies CRC Limited (DET CRC) is committed in principle and practice to providing early and effective workplace rehabilitation and to provide early intervention to facilitate recovery from injury or illness.

See Appendix 04 Rehabilitation Policy

GUIDELINE/REFERENCE/LINKS

[Work Health Safety Regulations \(SA\) 2012, Division 5—Control of risk obligations of persons conducting businesses or undertakings](#)

[Work Health Safety Regulations \(SA\) 2012, Division 3—First aid](#)

[Work Health Safety Regulations \(SA\)2012, Chapter 10—Mines](#)

[Work Health Safety Regulations \(SA\) 2012, Section 617-Self-Rescuers](#)

[Work Health Safety Regulations \(SA\) 2012, Section 618-Stability of Ground](#)

6 – Emergency Preparedness

Deep Exploration Technologies CRC Limited (DET CRC) is aware of the risks associated with our operations and is committed to being prepared for emergencies and crisis, aiming to reduce impacts upon our people, organisation, environment and local community.

Deep Exploration Technologies CRC Limited (DET CRC) emergency management plan will consist of:

Site Plan and Location Plan:

The site plan and location plan will be displayed at Deep Exploration Technologies CRC Limited (DET CRC) Site and Offices. A letter informing local emergency services of the Deep Exploration Technologies CRC Limited (DET CRC) operations / existence will be distributed by the Senior Manager.

A copy of the emergency call sheet will be sent with this letter and include the GPS location of the site.



Emergency Response Serious Injury:

The person discovering an emergency is required to:

- **Maintain the safety of themselves and others in the vicinity as a first priority.**
- **Evaluate the extent of the emergency.**
- **Take action to prevent further injury.**
- **Initiate emergency response at site level by making contacting with your immediate supervisor or the senior manager.**
- **The Project 1.4 Leader will ask questions in accordance with the emergency procedure and take action as necessary to control the situation and protect all site Workers.**

In the event of a medical or rescue emergency the person coordinating the emergency response at site is required to initiate emergency assistance from an external source by **calling "000" or "112" on a mobile phone.**

When contact is established with the external emergency operator, the caller may be asked for the following information:

- **Your name, location and phone number**
 - **Nature of the emergency**
 - **Type of injuries**
 - **Number of people injured / involved**
 - **What assistance is required**
 - **What hazards exists**
- DO NOT HANG UP UNTIL INSTRUCTED TO DO SO**

Remote Work:

The Brukungu mine site is being treated as a remote location. Hence the work team must be provided with a suitable means of communication to call for assistance. Other emergency equipment is provided according to risk assessment and environmental conditions.

There are to be a sufficient number of first aid kits & trained persons on site.

[Work Health Safety Regulations \(SA\) 2012, Division 6—Remote or isolated work](#)

- ▶ **Remote' means a workplace that is more than a 20 minute drive away from:**
 - a) an SA Ambulance station that is staffed by paid paramedics; or
 - b) an occupational health service capable of

mounting an emergency response; or
c) a hospital or medical centre capable of mounting an emergency response.

- ▶ **Bushfire Info hot line 1300362361**

- ▶ **Emergency Response Sheet**
- ▶ **Assess requirement for First Aid equipment**
- ▶ **Emergency Equipment register**
- ▶ **Emergency Preparedness to be reviewed Quarterly**

High Risk, Catastrophic Rated Fire Days:

Extreme Bushfire Days – Catastrophic rating:

Drilling will not occur on site on Catastrophic Rated Fire Days. Note that nobody is to be on site during ‘Catastrophic’ fire rated days.

Put your survival first, ensure the risk is properly assessed – Prepare know and practice a plan for:

- When you will leave?
- Where you will go?
- What you will do if you cannot leave?
- How you will get there?
- When you will return?

Emergency Response Sheet:

Deep Exploration Technologies CRC Limited (DET CRC) emergency management is directed to medical emergencies.

The Emergency Response Sheet is explained in the site induction and provided to all workers and displayed prominently.

The site specific induction given to all site workers and visitors explains:

- That as the PCBU, Deep Exploration Technologies CRC Limited (DET CRC) is required to make provision for safety in the event of an emergency.
- The use of Emergency Response Sheet and the location of these sheets.
- Emergency warning to those on site will be by voice, mobile phone and UHF radio.
- **Alex Hardy (Project Manager)** is qualified Senior First Aid provider. Addition First Aid personnel are located at the CFS.
- Where First Aid kits are located.
- Muster Point is located at the Brukunga Mine /CFS entrance (Pyrites Road).

Deep Exploration Technologies CRC Limited (DET CRC) Ensures:

- Adequate site personnel have St John’s Ambulance Senior First Aid training. These people will renew their training as required. A list will be posted beside all first aid equipment, with the names of the first aid officers.
- Adequate First Aid equipment is kept in all vehicles and on site.
- Adequate communications (mobile telephones are kept in all vehicles or on workers). For contact numbers please refer to the Emergency Response Sheet.
- First Aid training includes treatment for electrical shock or burns.
- Emergency Preparedness and Emergency Response Sheets are reviewed at least every three months.
- The Emergency Response Sheets are distributed to workers and displayed prominently on site.

The Evacuation plan and Emergency response sheet has been developed by the Project 1.4 Leader after consultation with the workforce and local emergency services. Completed procedures will be communicated to the workforce through our safety meetings.

The procedure will be tested by way of an emergency drill, each quarter per year. Emergency procedures will be set-up and Workers trained in the use of these procedures and their roles during an emergency.

See Appendix 05 Emergency Call Sheet

GUIDELINE/REFERENCE/LINKS

7 – Hazard Identification & Risk Control

[Work Health Safety Regulations \(SA\) 2012, Chapter 3—General risk and workplace management](#)

[Work Health Safety Regulations \(SA\) 2012, Division 7—General duties of a person conducting a business or undertaking involving the management or control of plant](#)

Deep Exploration Technologies CRC Limited (DET CRC) follows the guidance provided in accordance with AS3100 Risk Management Standard. This document provides for common and general operations and also outlines our approach to risk management and hazard control.

All Deep Exploration Technologies CRC Limited (DET CRC) workers are instructed to keep risk to an acceptable level by following these steps:

- Identify, analyse and assess risk.
- Avoid or remove unacceptable risk.
- Monitor levels of risk and the adverse consequences of retained residual risk.
- Investigate and analyse causes of accidents and high potential incidents to prevent their recurrence.
- Review effectiveness of risk control measures.
- Take appropriate corrective and preventative action.

Risk Assessment is carried out using conventional probability and consequence risk assessment matrix the **DMITRE** risk matrix is provided below.

Risk Assessment Matrix

		Likelihood of Consequence					
		E Rare	D Unlikely	C Possible	B Likely	A Almost Certain	
Severity of consequence	5	Insignificant	Low	Low	Low	Moderate	High
	4	Minor	Low	Low	Moderate	High	High
	3	Moderate	Moderate	Moderate	High	High	Extreme
	2	Major	High	High	Extreme	Extreme	Extreme
	1	Catastrophic	High	Extreme	Extreme	Extreme	Extreme

Control of Risk:

Is carried out where the elimination of risk is not reasonably practicable. The following measures are taken in the order specified are taken to minimise risk to the lowest acceptable level.

- ▶ AS/NZS: 3100 Risk Management
- ▶ AS1319 Safety Signs

- ▶ AS/NZS: 1768 Lightning Protection
 - ▶ Classified Plant Register
 - ▶ Calibration Equipment Register
 - ▶ Plant Maintenance and Registration
 - ▶ Pre-start Inspections
 - ▶ Hazardous Substance Register
- Review of Risk Risk management review processes should be scheduled at a frequency consistent with the nature of the hazards, magnitude of the risk or changes in normal operation such as;*
- ▶ Expansion, contraction, restructuring
 - ▶ Reappointment of responsibilities
 - ▶ Changes to methods of working or patterns of behaviour

1. *Eliminate the hazard*
2. *Substituting the hazard giving rise to the risk with a hazard that gives rise to a lesser risk, this may include isolating the hazard from the person put at risk*
3. *Minimising the risk by engineering means,*
4. *Minimising the risk by administrative means (for example, by adopting safe working practices or providing appropriate training, instruction or information),*
5. *Least preferred, using personal protective equipment.*

Implementation of Control Effectiveness:

Corrective Actions identified will be recorded on a register identifying responsibility and timeframe to complete, close out can only be confirmed once the effectiveness of the control is confirmed.

Hazard Identification is the responsibility of all on site and all Workers are encouraged to work safely and thereby identify hazards. Deep Exploration Technologies CRC Limited (DET CRC) hazard management system includes:

- Incident/Hazard Reporting form
- Periodic workplace assessments & work process reviews
- Pre start inspections, mechanical reports
- Safety meetings

Specific checks are carried out and include the following:

- Following initial site set up and at monthly intervals the site will be subject to a safety inspection using a Workplace Inspection Checklist
- When plant arrives on site an initial safety inspection is conducted by the supplier / owner or contractor using a suitable mechanical checklist
- Drill rig daily pre start checks, daily vehicle safety checks.

All forms are located in the appendices of the MSP.

Journey Management from Adelaide Airport to Brukunga Minesite

The journey from Adelaide Airport to Brukunga is considered low risk.

Low-risk trips may be managed under a standard set of driving procedures and do not require specific documentation or approval unless determined by local managers.

Low risk trips are defined by any one of the following:

- trip distance less than 50 km (daylight hours)
- a regularly driven route under normal conditions
- trips between Adelaide Airport / DET CRC Head Office and Brukunga Drilling Research and Training Facility

See Appendix 06 Journey Instructions and Map

GUIDELINE/REFERENCE/LINKS

[Work Health Safety Act \(SA\) 2012, Part 3-Incident Notification](#)

- ▶ *AS1885.1 National Key Deliverables for Workplace Injury and Disease Recording*
- ▶ *Notification of a Dangerous Occurrence Form*

8 – Incident & Accident Investigation

Reporting Process:

- The first priority is the safety of all workers, environment and communities
- Reporting of incidents should be done as soon as is practicable and by the quickest means available
- Do not move plant and equipment unless you have to for safety

All accidents and incidents resulting in:

- Time off work
- Medical treatment
- Near hit occurrence
- Hazard identification
- Severe equipment damage
- Environmental damage

Are to be reported to the Project Manager, DMITRE and/or CFS both verbally and using the Incident/Hazard Reporting Form.

The Project Manager shall also report Incidents to the **Work-safe 1800 777209** where any of the following has occurred:

- A fatality
- A serious injury or illness of a person
- A dangerous incident

This Notice must be given as soon as is practicable (no later than 24 hours) by telephone or in writing. The written notice can be given by fax, email or other electronic means. A person giving notice by telephone must give the details of the incident requested by the regulator; and if required by the regulator, give a written notice of the incident within 48 hours of that requirement being made. A written notice must be in a form, or contain the details, approved by the regulator.

Every time an injury occurs on the site the nature of the injury, details of those hurt, the time and date and the details of medical treatment and other details are to be recorded using the Record of injury and medical treatment log & the Incident / Hazard Report Form.

See Appendix 07 Incident / Hazard Reporting Form

GUIDELINE/REFERENCE/LINKS

[Work Health Safety Regulations \(SA\) 2012, Division 6-Health Monitoring S368](#)

- ▶ *Fitness for work Policy*
- ▶ *Approved Code of Practice for*

9 – Health & Fitness

DET CRC is committed to providing a safe working environment by eliminating conditions and work practices that could lead to:

- Illness or personal injury
- Equipment or property damage

Every person on the project is expected to behave responsibly and present for work in a fit and healthy state.

Working Hours

- ▶ *Drugs & Alcohol in the Workplace Guideline*
- ▶ *AS4308 Procedures for the collection, detection and quantitation of drugs of abuse in urine*
- ▶ *AS3547 Breath Alcohol Testing*
- ▶ *AS4760 Procedures for Specimen collection – oral fluid*
- ▶ *Drug and Alcohol Services Council*

- ▶ *Safe Work SA Code of Practice on Working Hours*
- ▶ *Safe Work SA Heat Stress Information*

The aim of Fitness for Work Policy is to protect people at our site from the harmful effects of alcohol, drugs and fatigue. We are committed to ensuring that all people working on our site are in a physical and mental state that will allow them to fulfil their work competently without putting themselves and others at risk.

Deep Exploration Technologies CRC Limited (DET CRC) intend to openly discuss and educate all Workers and visitors on fitness for work policy and to respect the consultation process.

All workers and visitors are covered by this policy.

This policy will be publicised within the worksite and DET CRC will provide suitable training and education program for all workers where necessary. Details of the policy will be included in induction and on-going training.

Contractors are responsible for ensuring they have programs in place to maintain the health and fitness for work of their workers.

See Appendix 08 Fit for Work Policy

Drug & Alcohol Management:

Deep Exploration Technologies CRC Limited (DET CRC) is committed to providing a safe, reliable and desirable work environment for all workers operating on its sites.

Any worker deemed to be under the influence of drugs or alcohol during their shift shall be stood down.

The *Fitness for Work Policy* defines the management of drugs and alcohol on site.

Deep Exploration Technologies CRC Limited (DET CRC) drug and alcohol management training and education program will where necessary cover:

- What constitutes harmful drug and alcohol use.
- Dealing with the long term user and those intoxicated in one-off situations.
- The effects of alcohol and drug use on health, safety and work performance.
- General statistics on workplace drug and alcohol use and related injuries and incidents.
- The consequences for workers who fail to comply with company drug and alcohol guidelines.

Fatigue Management:

No worker is expected to work unreasonable hours on site. The Fitness for Work Policy details the guidelines for managing the risks associated with fatigue.

Fatigue can be the result from long work hours, travel, hot working conditions, overwork, insufficient sleep, insufficient relaxation time or stress (from work or home). The Organisation understands that fatigue can be a significant risk to workers, particularly when driving long distances and working long hours.

Workers must advise their direct report before commencing work if fatigue may influence their ability to carry out their work safely. Workers shall be made aware of the symptoms and causes of fatigue and their responsibilities with respect to fatigue management through relevant training.

Health Surveillance:

- ▶ *Boart Longyear controlled area in the immediate vicinity of the drill site marked by signage*
- ▶ *AS1270 Acoustics–Hearing Protectors*
- ▶ *AS1337 Eye Protection*
- ▶ *AS1338 Filters for Eye Protectors*
- ▶ *AS1715 Selection, Use and Maintenance of respiratory protective devices*
- ▶ *AS1716 Respiratory Protection*
- ▶ *AS1801 Occupational Protective Helmets*
- ▶ *AS1891 Industrial Fall-Arrest Systems and Devices*
- ▶ *AS2210 Occupational Protective Footwear*

Deep Exploration Technologies CRC Limited (DET CRC) will ensure regular surveillance of the health and safety of persons working at the mine.

The surveillance may include the periodic provision of medical examinations for each worker working at the mine that is exposed or likely exposed to work health risks at the mine including risks due to air pollution, noise and vibration.

Any record of health surveillance will be retained for at least 7 years or until the worker leaves employment at the mine.

Deep Exploration Technologies CRC Limited (DET CRC) will arrange, if required, at the contractors expense any of the following medical examinations:

- The medical examination of persons who propose to work at the mine to establish their level of health before commencing work.
- The medical examination of persons who work at the mine to establish whether working at the mine is affecting their health.
- The medical examination of persons ceasing to work at the mine to establish their level of health at that time.

Personal Protective Equipment & Hygiene:

Deep Exploration Technologies CRC Limited (DET CRC) will provide safe systems of work and ensure contractors supply safe equipment for workers. All Workers must protect themselves by complying with instructions, rules and standard work procedures and must not take undue risks which may jeopardize their safety and health.

Minimum Project PPE Requirements for the 'controlled area' includes:

- Steel Cap /Safety Boots
- High Vis Clothing
- Eye Protection

As per JSA, Hand protection, dust mask, hearing protection

PPE requirements are also to be identified and included in JSA and worn in accordance with MSDS for transport, handling, storage and use of hazardous substances. Workers / Researchers provide their own PPE.

General health, hygiene and sanitation facilities and procedures will be maintained in the field for the benefit of all workers.

The Project 1.4 Leader is to ensure:

- Correct location and treatment of toilet and general waste disposal facilities.
- Access to toilet facilities at CFS.
- Provision of washing and showering facilities at the CFS site.
- Cleanliness with food storage, preparation and utensils.
- Provision of fresh drinking water.
- Good dietary habits.
- General housekeeping around work sites and camps.
- Advising companions of allergies, afflictions and personal medication needs, e.g. diabetes.
- Reporting of injuries and illnesses.
- Up-to-date tetanus, Hepatitis A and Hepatitis B vaccinations as stipulated.

- Pre-employment and regular medical checks as required.
- Mosquito repellents.
- Prohibition of smoking, drugs and alcohol at work sites.

Extreme Heat:

It is acknowledged that hot weather is a common occurrence at the Brukunga Minesite. The Boart Longyear drill crew is competently trained at working in the heat and in hydration management. The Boart Longyear drill crew is responsible for providing instruction to other workers on site including researchers and these workers are obligated to follow this instruction.

In accordance with this Mine Safety Plan no drilling can take place on 'Catastrophic' fire rated days. Workers are encouraged to use common sense on very hot but non-catastrophic fire rated days by commencing and finishing work earlier and/or by postponing non-essential labor-intensive work.

GUIDELINE/REFERENCE/LINKS

10 – Field Operations

Deep Exploration Technologies CRC Limited (DET CRC) day to day field operations and standards are detailed in the Brukunga Operations and Risk Management Plan developed in collaboration with DMITRE. The implementation of these standards will ensure that operational risks are identified, understood and reduced to an acceptable level before work commences.

Contractors are engaged with a requirement to comply with all WHS legislation and supply the relevant documentation for the safety of all persons working near their plant or equipment.

Mine Record Book

A mine record book and register will be maintained on site containing:

- The names of the workers occupying positions in the management structure.
- Record of inductions received.
- Record of attendance by all visitors.
- Reports, findings and recommendations resulting from inspections, audits and investigations, monthly safety inspection, quarterly emergency drills.
- Directives issued under the Acts by inspectors, inspection officers and other persons allowed to issue directives.
- Records of remedial actions taken.
- Records and reports about all serious accidents and high potential incidents that have happened at the mine.
- Any reports and information prescribed under the regulations.
- Record annual reviews of the MSP.

The register is available for inspection on request by a government official, site check inspector or by any person who works at Deep Exploration Technologies CRC Limited (DET CRC).

- ▶ *Mine Record Book and Register*
- ▶ *Mine Record Book and Register, Section 294 – Inspection Record System*
- ▶ *Mine Record Book and Register, Section 295 – Site Report*

- ▶ *Electrical Equipment Register*
- ▶ *AS3000 Electrical Installations*
- ▶ *AS3012 Electrical Installations—Construction and Demolition Sites*
- ▶ *AS3760 In-Service Safety Inspection and Testing of Electrical Equipment*

The following may apply in particular circumstances

- ▶ *AS1210 Pressure Vessels*
- ▶ *AS 2030 Gas Cylinders*
- ▶ *Classified Plant Register*
- ▶ *Lifting Equipment Register*
- ▶ *Calibration Equipment Register*
- ▶ *Plant Maintenance and Registration*
- ▶ *Pre-start Inspection*

Electrical Safety

All electrical work on a Deep Exploration Technologies CRC Limited (DET CRC) site must be carried out by appropriately competent, qualified workers.

Isolation (lock out & tag out) and permit systems are implemented to control the risks of hazardous energy. Requirements are to be implemented by workers working on their plant and equipment.

Electrical safety requirements are communicated as part of the general induction and identified using a JSA.

All electrical equipment & hand tools are subject to regular inspection, test and tag requirements.

Workers must be aware of the relevant standards, regulations, procedures, hazards and safety requirements prior to working on, or in, the immediate vicinity of electrical systems.

Earth, static and lightning protection systems must be installed, tested and inspected in compliance with relevant standards.

Work on high voltage generation equipment shall only be carried out by workers competent in high voltage equipment in accordance with high voltage regulations.

Work on electrical equipment should be carried out after it has been de-energised and isolated. Where this is not possible such work shall only be undertaken by workers accredited in “live” techniques and authorized by a suitably qualified and competent person following a risk assessment.

A site electrical register of all portable electrical equipment requiring inspection and testing must be maintained. Following testing of such electrical equipment a compliance tag must be fitted. Electrical equipment without a compliance tag shall be withdrawn from service.

All mains-powered portable electrical equipment must, when connected by a socket outlet, be protected by a Residual Current Device.

See Appendix 09 Electrical Equipment Register

Road Going Vehicles / Plant & Equipment

Processes shall be developed, implemented and maintained to control the risks associated with Mobile plant.

Workers shall identify and assess the risks of all tasks that require work where there is any movement of powered mobile plant.

The worker must develop a documented system of work (SWMS) and this will be assessed by Project Manager prior the commencing task.

Key Requirements:

- The pre-start inspection is specific to the needs of the type of plant, and is completed at the designated intervals.
- Workers operating mobile plant are verified as being appropriately licensed and/or their competency to operate the plant has been verified.
- Traffic movement plans have been developed and local traffic management and controls have been established.
- Park-up area delineated & controlled.

[Work Health and Safety
Regulations \(SA\) 2012, Division
1—Licensing of high risk work](#)

[Work Health and Safety
Regulations \(SA\) 2012, Division
2 - Accreditation of assessors](#)

- ▶ *National COP for
Induction (Construction
Work)*
- ▶ *Site Induction Checklist*
- ▶ *DET CRC Skills and
Competencies Register*

- Warning devices are fitted and in good working order.
- Reversing beepers on road plant audible.
- Above ground and underground services have been identified to prevent inadvertent contact.
- There is a plant maintenance regime in place.
- All earthmoving equipment is fitted with compliant ROPS/FOPS and fitted with seat belts.
- Workers certified for prescribed work/Trainees have log books.
- Daily Plant Operator's checklist sighted.

See Appendix 10 Vehicle Inspection Checklist

Training & Competency

Training will be implemented to meet the company needs and promote health & safety awareness for workers. The site induction, and other site specific inductions and training relevant to their tasks are the standards adopted as a minimum requirement for all Deep Exploration Technologies CRC Limited (DET CRC) workers.

Training requirements will be periodically reviewed and identified as the project develops. Deep Exploration Technologies CRC Limited (DET CRC) will engage suitability qualified, reputable external training providers where necessary to provide any further training needs. Training and induction will be recorded in the Deep Exploration Technologies CRC Limited (DET CRC) training and induction register.

A skills and competencies register to monitor competence and assessment is to be maintained for workers. Contractors are to provide the same for their workers.

Site Induction

Inductions are to be given to all workers and site visitors and provide a summary of this MSP. The Site Induction Checklist must be signed by the instructor and the inductee before work can commence.

The site induction includes:-

- Explanation of Deep Exploration Technologies CRC Limited (DET CRC) Due Diligence under the Act and the Regulations.
- Deep Exploration Technologies CRC Limited (DET CRC) Work Health & Safety Policy, Fitness for Work Policy and Rehabilitation Policy.
- Management Structure.
- Communication / Consultation.
- Site Location and Emergency Preparedness.
- Incident and Accident Reporting Procedures.
- Hazard Identification, Risk Assessment and Risk Control.
- The use of Personal Protection Equipment.
- Housekeeping.
- Manual Handling.
- Vehicle and Driver awareness.
- Safety around Drill Rigs.
- The DET CRC site safety rules that reflect the expected requirements for all

DET CRC managed project work.

See Appendix 11 Site Induction Record

Site Safety Rules

The following “Golden Rules” are set in place to reinforce fundamental key principles contained in this MSP for working safely. Blatant or continued disregard for Project rules, standards and requirements by workers may result in withdrawal/ termination of employment or other disciplinary action.

In addition to the requirements detailed within this guideline.

Deep Exploration Technologies CRC Limited (DET CRC) must ensure all; workers and third party subcontractors observe the following **Golden Rule** requirements:

- ▶ Everyone has an obligation to stop work that is unsafe.
- ▶ All workers to be trained and competent in the work they conduct.
- ▶ Follow Safety Procedures and obey safe work instructions.
- ▶ All accidents and incidents are to be immediately reported.
- ▶ Emergency contingency plans will be in place before commencement of work.
- ▶ Pre-job Risk Assessments and SWMS to be updated whenever there are changes to the working environment.

LIFE PRESERVING RULES - NEVER:

- ▶ Consume alcohol or use prohibited drugs on site.
- ▶ Knowingly give an instruction to perform an unsafe act.
- ▶ Remove any personal tag / lock belonging to another person without authorisation.
- ▶ Knowingly operate equipment that is in an unsafe condition.
- ▶ Operate machinery or equipment without appropriate training or authorisation.
- ▶ Enter without authorisation, a barricaded area.
- ▶ Fail to wear fall protection equipment; within 2m of an open void on the surface; or where there is the potential to fall greater than 2m.
- ▶ Fail to report an injury or serious incident in a timely manner.
- ▶ Work near / under unsupported ground or suspended loads.
- ▶ Fail to isolate equipment before working on it.
- ▶ Knowingly leave unsafe equipment in service.

See Appendix 12 Site Golden Rules

GUIDELINE/REFERENCE/LINKS

- ▶ *Safety agenda items to be recorded in meeting minutes*
- ▶ *Hazard Incident Report Form*

11 – Communication & Consultation

Consultation between management and workers will be facilitated during the development, implementation and regular review of plans, policies and procedures.

Deep Exploration Technologies CRC Limited (DET CRC) workers will be consulted regarding proposed changes to the work environment, processes or practices,

actions or decisions that could affect health & safety.

Communication will include management meetings, workers safety meetings, notice boards & website. Meeting Minutes, documentation and other relevant information regarding work health safety and the environment will be disseminated and retained.

Consultation with workers in all safety matters is facilitated by a fortnightly site safety meeting where all workers are consulted with respect to health and safety matters, including changes to work procedures.

On any site or area of work over which Deep Exploration Technologies CRC Limited (DET CRC) has control:

- Any person engaged on site, or their representative, will be promptly consulted about any work-related issues that may affect their health and safety.
- The views of any worker engaged on that site, or their representative, will be considered regarding any health and safety issues that may affect them.

We achieve this through:

- Conducting regular safety / toolbox talks with our workers / to help transfer information.
- Involving workers in workplace inspections.
- Hazard reporting which allows immediate hazards to be raised outside of regular meetings.

GUIDELINE/REFERENCE/LINKS

12 – Contractor Management

Deep Exploration Technologies CRC Limited (DET CRC) Contractor Management Procedure will allow the mine to control all visitors to the mine, including their plant and equipment. It will ensure that visitors and workers and contractors are suitably trained and equipped, and that their plant and equipment is safe and fit for purpose for the work being carried out.

All people visiting the site, whether for private or commercial reasons, will be controlled by our Contractor Management Process. This will be achieved by ensuring that all people are made aware of their health and safety requirements, including equipment standards.

Each category of visitor/contractor/worker will be controlled according to the level of risk they will be exposed to on site.

Each visitor/worker/contractor will be assessed against the following table to determine the type of induction required. If the company representative believes the contractor/worker/visitor may be exposed to a higher risk category, then nothing shall prevent them from insisting that the contractor/worker/visitor complete a higher category of induction.

Visitor type	Who (example)	Type of control	By who	Frequency
Site Visit	Visitors, Industry reps, Govt. Officers, Contractors	Site rules, Stay in company of worker. PPE Mine Record book Other_____	DET CRC Project Manager or Driller on site	On initial visit
Contractors	Trucking contractors Electrician Vendor / Supplier New workers	Site induction Site Rules Evidence of competency Insurances PPE Check equipment Copy of SWMS's Other_____	DET CRC Project Manager or Driller on site	Annually
Site Induction	Major contractors Drilling Research Affiliates Drill Trainees Project work Any activity considered high risk	As per medium risk, plus Approved Relevant safety documentation (as stipulated) Other_____	DET CRC Project Manager or Driller on site	On initial visit

See Appendix 13 Contractor Management Checklist

Disciplinary Process

Where a breach of a legislative requirement, a Life Preserving Rule, Site H&S procedure identified the Project 1.4 Leader / Project Manager shall ensure that any disciplinary action taken is in accordance with an approved procedure. In the absence of a disciplinary procedure and dependent on the nature of the breach, the process as outlined below should be used:

- ▶ first breach - verbal warning/counselling
- ▶ second breach - written warning/counselling
- ▶ Third breach - appropriate disciplinary action taken

Where a breach of a legislative requirement, a Life Preserving Rule or Site WHS procedure has occurred and is considered blatant, the person's site access may be withdrawn at the discretion of Deep Exploration Technologies CRC Limited (DET CRC) or the Project 1.4 Leader / Project Manager after consultation with the relevant persons.

Corrective Action

Corrective and preventive actions arising from investigations and emergency response activities must be implemented, and their effectiveness assessed.

An electronic Corrective Action Register is maintained as a reference for all pending actions and improvements. The Corrective Action Register records all actions arising from:

- ▼ Audit reports.
- ▼ Workplace Inspections.

The identification of a Non Conformance may require;

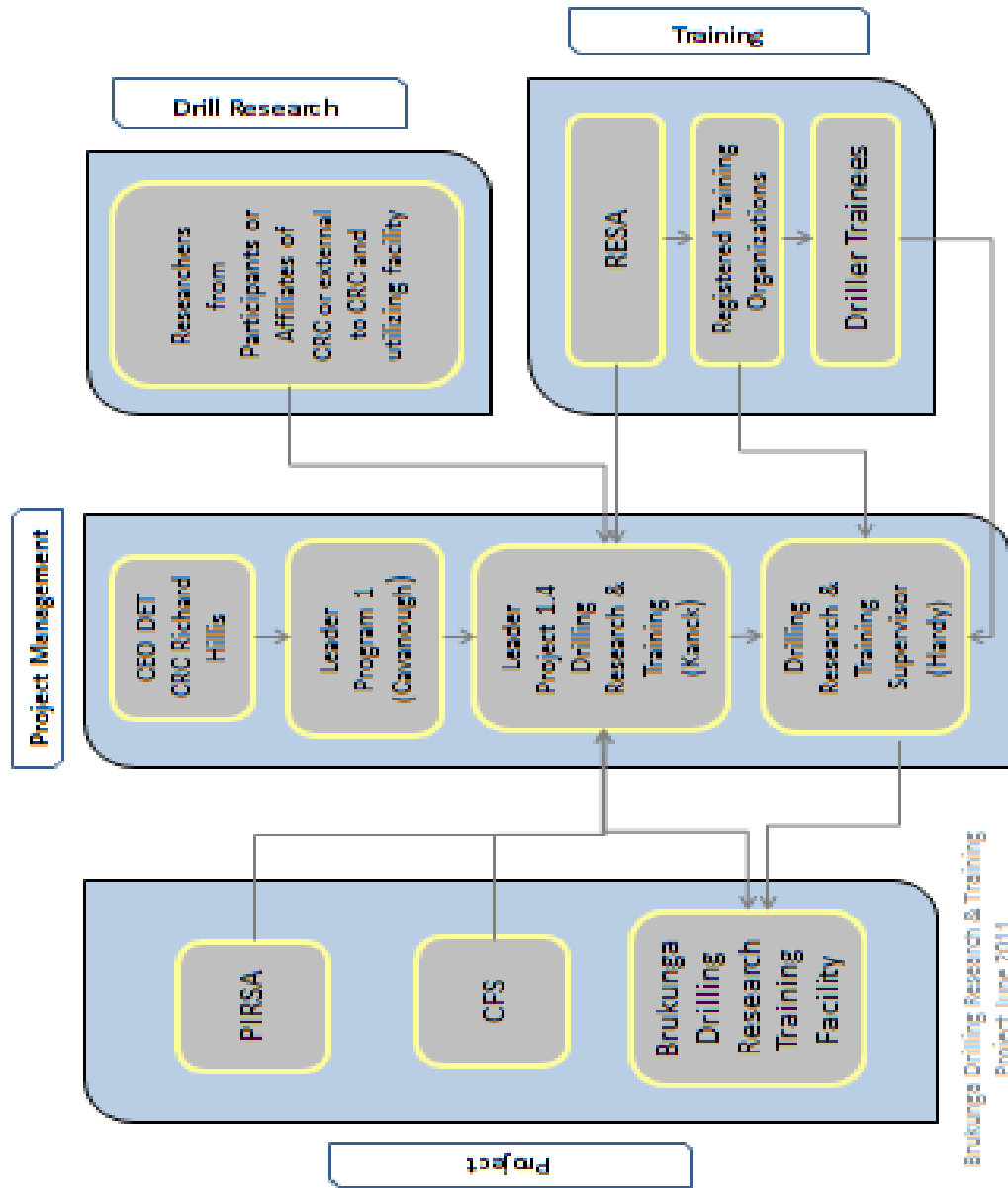
- ▶ *Collate results of audit / hazard reports to identify and addresses trends and take appropriate remedial action, non-conformances will be documented and acted upon.*

- ▶ *Corrective Action*

<p>Register</p>	<ul style="list-style-type: none"> ➤ Toolbox Talks – weekly DMITRE meetings. ➤ Hazard Reports. ➤ Remedial actions from incident reports. <p>For each action, responsibilities and a timeframe must be noted. The Corrective Action Register must be reviewed at least every 10 working days.</p>
<p>GUIDELINE/REFERENCE/LINKS</p>	<h2>13 – Site Office Safety</h2>
<p>Work Health Safety Act (SA) 2012 and Work Health Safety Regulations (SA) 2012</p> <ul style="list-style-type: none"> ▶ AS 3745-2002 <i>Emergency Control organisation for buildings, structures & workplaces</i> ▶ AS1851 <i>Maintenance of Fire Protection Systems and Equipment</i> 	<p>This section applies to the administrative functions and off site, office areas for DET CRC; The typical hazards that exist in the administrative areas for Deep Exploration Technologies CRC Limited (DET CRC) include:</p> <ul style="list-style-type: none"> ➤ The threat of fire or other type of emergency in the workplace. ➤ Trespassers; unauthorized entry into the workplace. ➤ Working alone or out of normal hours. ➤ Ergonomic issues that arise from defective equipment and furniture and workstation arrangement. ➤ The risk associated with electrical appliances and other equipment in use at the workplace. ➤ Working surfaces & walkways. ➤ Storage handling & packaging including manual handling. ➤ Hazardous substance storage & use. ➤ Lighting. <p>Appropriate measures including the conduct of biennial workplace inspections, sourcing & retention of material safety data sheets, testing & tagging of electrical appliance will be undertaken in accordance with the legislative requirements. Any relevant training required to mitigate the risks identified via the inspection process will be arranged by the Senior Manager.</p> <p>See Appendix 14 Site Office Safety Checklist</p>
<p>GUIDELINE/REFERENCE/LINKS</p>	<h2>14 – Management Review</h2>
<ul style="list-style-type: none"> ▶ <i>Management Review Meeting minutes</i> 	<h3>Management Meetings</h3> <p>Senior management review of the MSP system of work will be performed annually to ensure the systems continued suitability, adequacy and effectiveness.</p> <p>Policies, objectives, responsibilities and other elements of the MSP, in light of audit results, change in business activities/circumstances will be amended and improved where necessary.</p> <p>The management review process will be documented, necessary action plans generated and implemented as required.</p>

Appendix 1 Organisation Chart

Project Organisation Relationship Chart



Brukunga Drilling Research & Training
Project June 2011

Appendix 2 Document Control List

DOCUMENT TITLE	DOCUMENT #	ISSUE DATE	CHANGE MADE	REVIEWED
Mine Safety Plan - MSP	Version A	06/11		P Kanck/R Hillis
Mine Safety Plan - MSP	Version B	08/11		P Kanck/R Hillis
Mine Safety Plan - MSP	Version C	11/11		P Kanck/R Hillis
Mine Safety Plan – MSP	Version D	08/12		P Kanck/R Hillis
Mine Safety Plan – MSP	Version E	03/13	Legislative Review	S Fryk, MACCS
Mine Safety Plan – MSP	Version F	02/14	Clarified ‘catastrophic’ fire rated days and added section on extreme heat management	I Hardwick, DET CRC
Organisation Chart	Appendix 1	06/11		
Document Control List	Appendix 2	06/11		
Work Health & Safety Policy	Appendix 3	06/11		
Rehabilitation Policy	Appendix 4	06/11		
Emergency Call Sheet	Appendix 5	06/11		
Journey Instructions and Map	Appendix 6	09/11		
Incident / Hazard Reporting Form	Appendix 7	06/11		
Fit for Work Policy	Appendix 8	06/11		
Electrical Equipment Register	Appendix 9	06/11		
Vehicle Inspection Checklist	Appendix 10	06/11		
Site Induction Record	Appendix 11	06/11		
Site “Golden Rules”	Appendix 12	06/11		
Contractor Management Checklist	Appendix 13	06/11		
Site Office Safety Checklist	Appendix 14	06/11		
Brukungu Site Stakeholder Weekly Meeting	Appendix 15	09/11		
CFS Helicrane - Safety Procedure	Appendix 16	09/11		
Complaints Register	Appendix 17	09/11		

Appendix 3 Work Health Safety Policy

Deep Exploration Technologies CRC Limited (DET CRC) is committed to protecting the health and safety of all persons in the workplace including workers / affiliates and other visitors.

All workers / affiliates and visitors have a due diligence including; the responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

The PCBU's objective is to conduct its testing / research and training operations in a professional way while providing a healthy and safe workplace. Deep Exploration Technologies CRC Limited (DET CRC) will take all reasonable and practical steps to improve work safety conditions and will strive to uphold its core values of safety, knowledge, integrity and leadership in order to achieve its objective.

DET CRC is committed to:

- Complying with all applicable work health & safety acts, regulations, standards and other.
- Providing safe plant and equipment, for controlled work.
- Require that companies providing contract services to Deep Exploration Technologies CRC Limited (DET CRC) manage their work health & safety in line with this policy.
- Ensuring all managers remain directly responsible and accountable for the health, safety and welfare of their workers.
- Provision of appropriate Work Health & Safety Training to all relevant persons.
- Maintaining relevant policies, procedures, systems, information, training and organisational structures to support and communicate effective health and safety practices.
- Establishing clear targets and objectives to improve health and safety in the workplace.
- Identify performance measures, set improvement targets, measure and report performance at all levels
- Effectively disseminating health and safety information to all workers.
- Consult with and promote active participation of workers in the management of their own and other's health, wellbeing and safety
- Proactively pursue the identification of all hazards and eliminate or, if not possible, manage the risks to as low as reasonably practicable.
- Actively responding to and investigating all incidents, and ensuring injured workers are returned to suitable work at the earliest possible opportunity through equitable claims management and rehabilitation practices.

Deep Exploration Technologies CRC Limited (DET CRC) will implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness to facilitate continuous improvement.

For the purposes of this policy, "worker" includes any consultant, trainee or contractor to the organisation. Consultation and cooperation with stakeholders will be key to achieving health & safety performance that meets and, where appropriate, exceeds the requirements of its partners, customers and the community.

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix 4 Rehabilitation Policy

DET CRC is committed to providing a healthy, safe environment and preventing occupational illness and injury. If a work related injury or illness does occur, our priority is to support and provide the necessary resources required for effective post-injury management, minimising the impact on the individual and their family.

To deliver our commitment we will:

- Comply with the requirements of the Workers Rehabilitation and Compensation Act 1986 and Regulations 2010
- Appoint a Return to Work (RTW) Coordinator to facilitate RTW and rehabilitation processes
- Formulate a suitable Plan at the earliest possible time in consultation with the worker, their treating medical practitioner, the rehabilitation provider and, if applicable, the insurer
- Provide meaningful alternate work duties at the earliest possible time to aid the injured person's recovery in the event they are unable to undertake normal duties
- Communicate regularly with the worker & their family in the event that return to work is delayed temporarily
- Ensure all participants in the rehabilitation process take a consistent approach to managing workplace rehabilitation
- Encourage and promote understanding and acceptance of rehabilitation amongst all workers to support and assist recovery and return to work
- Treat all injured workers with respect and equity including ensuring confidentiality of information obtained during rehabilitation processes
- Review this policy and associated procedures annually as a minimum, with the aim of ensuring best practice approaches to RTW and rehabilitation are maintained.

Workers participation in workplace rehabilitation is mandatory for injuries or illnesses that are deemed work related.

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix 5 Emergency Call Sheet

EMERGENCY PREPAREDNESS

In the event of a medical, rescue or other emergency,

DIAL “000” or Mobile “112”

DO NOT HANG UP UNTIL INSTRUCTED TO DO SO

Be ready to provide information such as:

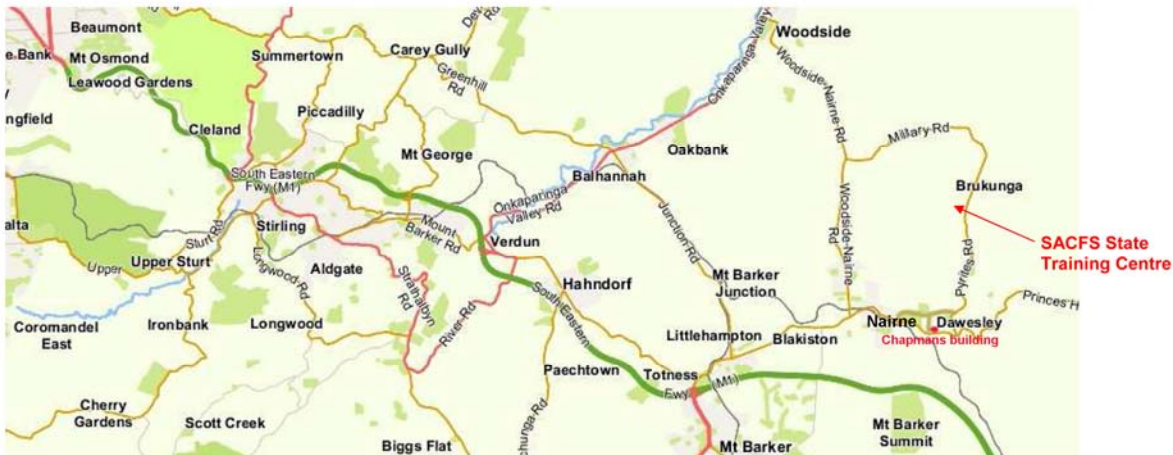
- Your name, location and phone number
- Nature of the emergency
- Type of injuries
- Number of people injured / involved
- What assistance is required; and
- What hazards exists.

GPS Location:

OTHER EMERGENCY CONTACTS NUMBERS		
External Assistance		Contact Number
Project Office – Boart Longyear		Ph: 8375 8375
Ambulance		Ph: 000
Police		Ph: 131 444
Fire		Ph: 000
Poisons Information Centre		Ph: 131 126
Electricity (D.B.Y.D)		Ph: 11 00
Safe-work SA		Ph: 1800777209
Environmental Protection Agency		Ph: 1800100833
DMITRE Brukunga Site Office		Ph: 8388 6527
DMITRE Project Manager		Ph: 8226 2992
CFS Brukunga Office		Ph: 8398 9900
Brukunga Site Phone		Ph: 0400 346 940
Darren Caldwell –Project 1.4 Leader		Ph: 0400 375 902
Names of Workers trained in first aid:		Assembly Point:
Alex Hardy – alternative CFS Brukunga		CFS/Brukunga Entrance (Pyrites Road)
Location of First Aid kit: - Drill Container, vehicles FIRST AID ROOM located at CFS site.		Location of Fire Extinguishers: Drill, container, vehicles
Responsible for maintenance of first aid kit:		Responsible for maintenance of Fire Extinguishers:
Alex Hardy		Alex Hardy

Appendix 6 Journey Instructions and Map

SACFS State Training Centre location



The Brukunga Drilling Research and Training Facility is located approximately 1 hour's drive (52 km) from Adelaide Airport and adjacent to the SA CFS State Training Centre in Brukunga.

All visits must be pre-arranged with the Project 1.4 Leader or Project Manager. Visitors should enter the SA CFS State Training Centre and wait to be met at the mine site gate by the Project 1.4 Leader or Project Manager. You will need to coordinate your arrival with the Project 1.4 Leader or Project Manager.

From Adelaide follow signs for Glen Osmond Road and/or Mount Barker/Melbourne/South Eastern Freeway. Travel on the South Eastern Freeway, turning off at the Mount Barker exit (40 kilometres from Adelaide Airport), veer left into Littlehampton. It is a further 12 km from Littlehampton to Brukunga.

Continue from Littlehampton to Nairne. Once in Nairne, travel through the Main St turning left on to Bridge St (located towards the end of the township at the Chapman's building/warehouse), which turns into Sydney Rd, then into Pyrites Rd. Continue on this road for approximately 5kms.

Drive carefully and observe all speed limits, especially on the narrow roads between the Freeway and Brukunga.

You will find the SA CFS State Training Centre is the first establishment on the left once you have entered the Brukunga township.

Appendix 7 Incident / Hazard Reporting Form

Completed Forms to DMITRE, Deep Exploration Technologies CRC Limited (DET CRC), Boart Longyear

Name		Date & Time of Occurrence		Reported to Person in Control	
	 /..... /..... at am/pm		.../.../... atam/pm	
Occupation		Location			
Employer's Name		Shift			
Witnesses					
Nature of Injury		Bodily Location		Mechanism of Injury	
Injury Classification:			Personal Protection equipment in use at time:		
<input type="checkbox"/> Personal Injury or Potential			<input type="checkbox"/> Structural Damage/Failure		
<input type="checkbox"/> Plant Failure/Malfunction			<input type="checkbox"/> Production/System Degradation		
<input type="checkbox"/> Fire or Explosion			<input type="checkbox"/> Electrical Hazard		
<input type="checkbox"/> Pollution/Spill			<input type="checkbox"/> Toxic/Corrosive Emission		
<input type="checkbox"/> Near Miss			<input type="checkbox"/> Other – specify		
<u>Events Prior to Incident / Hazard</u>					
<u>Describe the Incident/Hazard</u>					
<u>How can a recurrence be prevented or the hazard removed?</u>					
Report Completed by:					
Name:	Position:	Signature:	Date:		
Report Reviewed By:					
Name:	Position:	Signature:	Date:		
Attach Additional Information (Draw sketch if applicable)					

Appendix 8 Fit for Work Policy

Deep Exploration Technologies CRC Limited (DET CRC) has a due diligence to ensure that all workers are fit for work while they are on DET CRC workplaces.

The objectives of this Policy are to provide and promote a safe working environment by:

- improving and maintaining fitness for work;
- improving and maintaining ability to meet its due diligence obligations;
- improving and maintaining an awareness of fitness for work responsibilities;
- providing appropriate assistance to overcome problems that could impair fitness for work;
- monitoring compliance with and enforcement of this Policy,

Deep Exploration Technologies CRC Limited (DET CRC) is committed to providing and maintaining a working environment in which our workers are not exposed to any hazards arising from long working hours or the use and abuse of alcohol or drugs.

All Deep Exploration Technologies CRC Limited (DET CRC) workers are required to report for work in a fit condition, in order to perform their required duties in a safe, competent and proficient manner.

All Deep Exploration Technologies CRC Limited (DET CRC) workers are prohibited from working when under the influence of alcohol or drugs, or upon producing positive Drug & Alcohol screening test results.

Deep Exploration Technologies CRC Limited (DET CRC) workers may be subjected to Drug & Alcohol tests.

During our safety induction process, Deep Exploration Technologies CRC Limited (DET CRC) will actively educate workers about the dangers of drug and alcohol abuse in the workplace. Workers will be made aware of the symptoms and causes of fatigue and their responsibilities with respect to fatigue management through induction & training programmes.

DET CRC will take all reasonable precautions in the placement of workers to ensure the hours of work; shifts/rosters and workplace conditions do not create an unacceptable risk of fatigue.

Where possible, our workers will not work in excess of 10 hours per day on a workplace assignment. In the event that DET CRC workers are required to work in excess of 12 hours per day, a risk assessment will be conducted by the Site Supervisor to ensure the safety and wellbeing of the workers.

DET CRC's Fitness for Work Policy defines the responsibilities of workers, visitors and any other person who is on a DET CRC site or intends to enter on a DET CRC site.

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix 9 Electrical Equipment Register

Project / Location:

Note: Testing must be carried out strictly in accordance with State Electrical Safety Requirements

<i>Equipment</i>	<i>Make</i>	<i>Plant No.</i>	<i>Test Date</i>	<i>Result</i>	<i>Signature of Tester</i>	<i>Licence/Cert No.</i>

Appendix 10 Vehicle Inspection Checklist

Defects of a safety nature must be reported immediately																			
Registration:		Nominated Driver:										Week Ending:							
Note	Operation of										Condition								
Inspect and report defects in comments and defects area below	Wheel nuts	Brakes & Park brake	Seat Belt	Head Lights	Indicators & Flashing Light	Horn / Rotator Light / Reverse Alarm	Wipers operation	First Aid Kit	Spare Wheel & Jack & Brace	Fire Extinguisher	UHF Radio	Windscreen Washer Level	Brake Fluid Level	Battery Terminal / Acid Lev	Hoses & Belts Condition	Coolant Level Water Leaks	Engine Oil Level	Oil Leaks	Tyre & Rims Condition
	Check each week before use																		
Record																			
Make / Model						Odometer Reading						Date							
Comments & Defects																			
Remote Travel						Vehicle Warning Lights :													
<i>Note: Applicable to journeys >250 km (not applicable for journeys from Adelaide Airport to Brukunga)</i> <ul style="list-style-type: none"> ▶ Mandatory Journey Plan ▶ Satellite & Mobile Phone ▶ Min 20 Litre Drinking Water ▶ Tool Kit ▶ GPS & EPIRB ▶ 2 x Spare Tyres 						Stop Vehicle immediately & refer to manufacturers recommendations													
						Urgent Repairs:													
						Remove the keys & place an out of service tag – notify your manager													
						Non Urgent Repairs:													
						List all repairs on the service inspection checklist – notify your manager													

Appendix 11 Site Induction Record – Project Work

Name:	Position	Date
		/ /
Main Tasks	Minimum Qualifications and Experience for this position are: Main Tasks: Skills requirements: Reporting Requirements:	

Certificate for Prescribed Occupations & Qualifications Held: (Copies to File)							
						Y / N	Drivers Licence
						Y / N	General industry Induction
						Y / N	First Aid

Induction Elements Covered			
H&S Policy	<input type="checkbox"/>	Fitness for Work	<input type="checkbox"/>
Applicable Legislation	<input type="checkbox"/>	Consultation	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Hazard Identification & Risk Control	<input type="checkbox"/>
Safe Work method Statements / SWMS	<input type="checkbox"/>	Personal Protective Equipment	<input type="checkbox"/>
General Work Site information	<input type="checkbox"/>	Reporting of Events	<input type="checkbox"/>
Management Structure	<input type="checkbox"/>	Light vehicles & Heavy Equipment	<input type="checkbox"/>
Emergency Preparedness	<input type="checkbox"/>	Site Specific Hazards (safety around drill rigs)	<input type="checkbox"/>
Due Diligence	<input type="checkbox"/>	Other / Special Requirements	<input type="checkbox"/>

In case of Emergency	
Next Of Kin	
Contact Details	
Blood Type- if known	
Allergies & Medication	

Medical (Fitness for Work)	
Do you suffer from any illness, injury, or allergy where medical treatment would be required, or that could affect your ability to perform your duties?	YES / NO
If yes, details here	
Some positions within the Organisation may be subject to a random drug & alcohol test. Do you have any issue with this requirement?	YES / NO

Vehicle Policy	Observe all road traffic rules report accidents in work vehicles
Code of Conduct	Acceptable standards of behaviour are required when representing the Organisation
Declaration	In signing this Induction Register, I acknowledge that any misrepresentation of facts may be sufficient cause for access to site to be withdrawn, or dismissal.
I have discussed and confirm that I understand the site procedures as detailed in the relevant sections of the HSE Management Plan	
Worker Signature:	Date
Induction Carried out by:	Date

Appendix 12 Site “Golden Rules”

The following “**Golden Rules**” are set in place to reinforce fundamental key principals contained in this MSP for working safely. Blatant or continued disregard for Project rules, standards and requirements by workers may result in withdrawal/ termination of employment or other disciplinary action. In addition to the requirements detailed within this guideline.

DET CRC must ensure all; workers observe the following **Golden Rule** requirements:

- ▶ Everyone has an obligation to stop work that is unsafe
- ▶ All persons to be trained and competent in the work they conduct
- ▶ Follow Safety Procedures and obey safe work instructions
- ▶ All accidents and incidents are to be immediately reported
- ▶ Emergency contingency plans will be in place before commencement of work
- ▶ Pre-job Risk Assessments and SWMS to be updated whenever there are changes to the working environment

LIFE PRESERVING RULES - NEVER:

- ▶ Consume alcohol or use prohibited drugs on site
- ▶ Knowingly give an instruction to perform an unsafe act
- ▶ Remove any personal tag / lock belonging to another person without authorisation
- ▶ Knowingly operate equipment that is in an unsafe condition
- ▶ Operate machinery or equipment without appropriate training or authorisation
- ▶ Enter without authorisation, a barricaded area
- ▶ Fail to wear fall protection equipment; within 2m of an open void on the surface; or where there is the potential to fall greater than 2m
- ▶ Fail to report an injury or serious incident in a timely manner
- ▶ Work near / under unsupported ground or suspended loads
- ▶ Fail to isolate equipment before working on it
- ▶ Knowingly leave unsafe equipment in service

Appendix 13 Contractor Management Checklist

The purpose of this checklist is to facilitate the review of the contractor safety management requirements. Where the answer to the question is 'no', the Project 1.4 Leader /Project Manager should take the required action. All questions must be answered. To be completed **PRIOR** to commencement of work.

This document is to be issued to contractors or tender applicants and it is to be assessed & authorized by the Project 1.4 Leader / Project Manager, before the applicant arrives on site.

DET CRC has identified the following activities as being HIGH RISK ACTIVITIES. Please provide additional evidence of how your company will address these risks.

- 1.
- 2.
- 3.

DET CRC has identified the following H&S restrictions/specifications as requiring special consideration. Please address these special restrictions/ specifications:

- 1.
- 2.

REQUIREMENT	EXAMPLE OF EVIDENCE	DOCUMENT NO.
Company HS Policy	H&S Policy	
H&S Management System	H&S Management Manual	
Names of key workers (Project Manager, Supervisor, Safety Rep, their position descriptions and CVs.	Documents with the safety component of the P.D.'s for key workers	
Risk Assessments / Job Hazard Analysis process	Procedures	
Standard Work Instructions SWI's and / or procedures for relevant work activities	Work Instructions, Procedures or WMS	
Competency / Training of workers	Worker Training Records, Register of skills & competencies	
Induction of workers / operatives in company H&S Management System	Worker Induction Records	
Industry specific training by external provider	Worker List with Manufacturer / Supplier Summary	
Hazard inspections procedure / process	Procedure / Inspection Reports	
Compliance checks on plant and equipment	Procedure, registers of compliance checks, statement of compliance regime if applicable	
Incident reporting & investigation process	Actioned Reports and Register	
Rehabilitation Policy	Current Registration Cert. & Process	
Fitness for Work (D&A) Policy	Outline of Testing Regime / Procedure	
MSDS system / availability	Samples / List of MSDS if applicable	
Supervisor's formal Safety Training	Examples of Stated Courses (e.g. Safety Supervisor - SA)	
Electrical Tool & Equipment	Test n Tag Register - current	
Permit system, isolation	If applicable	
Letter / Statement from M.D. commitment	What will be improvement / difference will there be with safety on this project / contract from your last project / contract	
Copies of current Insurances (COC)	Work cover , public Liability, Professional Indemnity, Travel, Vehicle	
Number of WHS convictions and PINs (Statutory Infringement/ Improvement Notice)	Statement of number of convictions and PINs	
Previous 12 months LTIFR & LTISR & TRIFR	Rates, & Figures for previous 3 years if applicable	

Information to be supplied to Contractors:

Client Document	Reference	Attached Y / N
Project Risk Assessment		
Special Conditions of Contract		
H&S Policy		
'Golden Rules'		

Approved to proceed with access / work on site:

Project Manager:

Sign:

Date:

Contractor H&S Documents to be provided, in support of submissions; attach to this form

Appendix 14 Site Office Safety Checklist

Office Location:				
Inspection Completed By:		Date:		
<p>It cannot be over emphasized enough, if the inspection is to be meaningful and effective corrective actions identified shall be noted on this form. Any "No" responses will require immediate corrective action if practical or recorded in the corrective action register against a timeline for completion & follow up.</p>				
Office Safety Inspection Checklist		Yes ✓	No x	Comments/Corrective Actions
Emergency Preparedness				
Aisles / Walkways	Are aisles/walkways free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are aisles at least 36" (914mm) wide?	<input type="checkbox"/>	<input type="checkbox"/>	
Exits	Are exits easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are exits free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are aisles/walkways free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are emergency evacuation/relocation instructions posted?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are emergency contact details displayed and are they the latest listing?	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency	Are workers familiar with evacuation/relocation procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are fire extinguishers in place, clearly labelled and recently serviced?	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Evacuation /Relocation	Are all fire extinguishers clear of any obstructions i.e. there should be nothing up against or hindering access to them?	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Equipment				
Working Surfaces & Walkways				
Housekeeping	Are Electrical / Phone / Computer wires adequately stowed / secured?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there any frayed or damaged electrical and data cables?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there adequate space for safe passage?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are all areas clear of rubbish i.e. no build-up of materials that could create a fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are work areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	
Stairways	Are steps and landings in good repair and free of cracked or loose steps?	<input type="checkbox"/>	<input type="checkbox"/>	
	Do steps have a slip-resistant surface?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are handrails provided and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Sumps	Are sumps clearly marked and roped off?	<input type="checkbox"/>	<input type="checkbox"/>	
Office Safety Inspection Checklist		Yes	No	Comments/Corrective Actions

	✓	x
Storage Techniques		
Is primary storage between knee and shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>
Are bookcases/file cabinets/storage shelves filled from the bottom up and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are heavy boxes stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>
Are bulky and/or sharp objects stored at waist height or lower?	<input type="checkbox"/>	<input type="checkbox"/>
Are materials stored to prevent items from protruding into aisles?	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substance Storage/Use		
Are containers properly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
Are material safety data sheets on file?	<input type="checkbox"/>	<input type="checkbox"/>
General Safe Practices		
Were workers observed working in a safe manner	<input type="checkbox"/>	<input type="checkbox"/>
Are spills promptly cleaned up (as needed)?	<input type="checkbox"/>	<input type="checkbox"/>
Misc. Other		
Is spare PPE available for workers and /or visitors i.e. hard hat, glasses, hearing protection and vests?	<input type="checkbox"/>	<input type="checkbox"/>
Others Please list	<input type="checkbox"/>	<input type="checkbox"/>
Others Please list	<input type="checkbox"/>	<input type="checkbox"/>

Inspection Summary & Comments:

Items Identified for corrective action have been rectified or will be recorded in the corrective action register for completion by a target date.

Inspection Conducted by:	Signature:	Date:
Managers Signature:	Signature:	Date:

Appendix 15 Brukunga Site – Stakeholder Weekly Meeting

Meeting Location:				
Meeting Attended By:	Name(s)	Date:		
DMITRE				
CFS				
DET - CRC				
Boart Longyear				
Other				
Meeting must be attended by DMITRE, CFS, DET-CRC representatives				
Topic		Yes ✓	No x	Comments/Corrective Actions
Safety Reports				
Any Reports	Any reportable incidents?	<input type="checkbox"/>	<input type="checkbox"/>	
	Any near misses	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards Identified	New hazards	<input type="checkbox"/>	<input type="checkbox"/>	
	New potentials?	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
DET – CRC Activity Report				
Planned visitors		<input type="checkbox"/>	<input type="checkbox"/>	
	Names	Org	Dates	
Planned Activities	Status (visitor/contractor/researcher)	<input type="checkbox"/>	<input type="checkbox"/>	
	Risk Assessment Required	<input type="checkbox"/>	<input type="checkbox"/>	
	Risk Assessment Approved by DMITRE	<input type="checkbox"/>	<input type="checkbox"/>	
Activity Detail				
NON CRC Site Activities				
CFS	CFS – Helicopter Activity Expected	<input type="checkbox"/>	<input type="checkbox"/>	

	Non Helicopter Activity	<input type="checkbox"/> <input type="checkbox"/>	
	Catastrophic Fire days expected	<input type="checkbox"/> <input type="checkbox"/>	Dates
	Other	<input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/>	
DMITRE	DMITRE Activity planned	<input type="checkbox"/> <input type="checkbox"/>	Dates
CRC	Activities planned (General)	<input type="checkbox"/> <input type="checkbox"/>	
Other			
Complaints Register			
DMITRE	Raised By	<input type="checkbox"/> <input type="checkbox"/>	Comments/Corrective Action
	Resolution Achieved	<input type="checkbox"/> <input type="checkbox"/>	
CFS		<input type="checkbox"/> <input type="checkbox"/>	
CRC		<input type="checkbox"/> <input type="checkbox"/>	

Other		<input type="checkbox"/> <input type="checkbox"/>	

Inspection Summary & Comments:

Items Identified for corrective action have been rectified or will be recorded in the corrective action register for completion by a target date.

Inspection Conducted by:	Signature:	Date:
Managers Signature:	Signature:	Date:

Appendix 16 CFS Helicrane – Safety Procedure

This Appendix awaits consultation with CFS heavy lift helicrane workers at the commencement of the fire season.

NOTES: