

BOGGABRI COAL SITE CONDITIONS



Document Owner	Version	Approval Date	Next Review	Page
HSECT Manager	3.0	16/10/2019	16/10/2022	1 of 21

TABLE OF CONTENTS

1.	PURPOSE	3
2.	DEFINITIONS	3
3.	WHS REQUIREMENTS - GENERAL	4
3.1	Standard of Conduct	4
3.2	Responsibilities and Obligations	5
4.	SPECIFIC REQUIREMENTS	5
4.1	Risk Management	5
4.1.1	Management Plans	6
4.2	Consultation and Communication	6
4.3	Supervision	7
4.4	Monitoring and Review	7
4.5	Reporting	7
4.5.1	Incident Reporting and Investigations	7
4.5.2	Statistical Reporting	8
4.6	Fitness for Work	8
4.6.1	Alcohol and Drugs	9
4.6.2	Fatigue	9
4.6.3	Smoking	10
4.7	Mobile Plant, Vehicles and Equipment	10
4.7.1	Light Vehicles	10
4.7.2	Mobile Plant	11
4.7.3	Equipment	11
4.8	Training and Competence	11
4.9	Emergency Management and Preparedness	12
4.10	First Aid and Injury Management	12
4.11	Site Access and Security	12
4.12	Hazardous Substances	13
4.13	Ladders	13
4.14	Personal Protective Equipment (PPE)	14
4.15	Permits to Work (PTW)	14
4.15.1	Ground Disturbance, Excavations and Trenching	15
4.15.2	Hot Work	15
4.15.3	Confined Spaces	15
4.15.4	Work at Heights	16
4.15.5	Control of Energy	16
4.16	Radiation Management	16
4.17	Lasers	16
4.18	Fire Protection	17
4.19	Amenities	17
4.20	Traffic Management	17
4.21	Prohibited Items / Conditions	18
4.22	Demobilisation	18
5.	REFERENCES	18
6.	ATTACHMENT A SITE EMERGENCY MAP	20

Document Owner	Version	Approval Date	Next Review	Page
HSECT Manager	3.0	16/10/2019	16/10/2022	2 of 21

1. PURPOSE

Clause 20 of WHSMR prescribes the requirement for the operator to provide information to the contractor about risks associated with the operation.

This document shall support the Contractor Management Plan to provide guidance on the standards required at site prior to engaging and / or mobilising a contractor to site.

This document should be used as a reference for the development of the JSEA / SWMS (BMS-SMS-PRO-001-FRM-001) for minor contractors and the Safety Management Plan for major contractors.

BCOP will review the contractor’s safety management plan as required under clause 22 of WHSMR using BMS-SMS-STD-018-FRM-001 Contractor Management Plan Audit.

2. DEFINITIONS

BBRA	Broad Brush Risk Assessment
BCOP	Boggabri Coal Operations Pty Ltd
BCOP Representative	BCOP person nominated to represent the Company
Contractor Representative	Contractor person nominated to represent the Contractor
BMS	BCOP Integrated Management System
IARG	Idemitsu Australia Resources Group
PCP	Principal Control Plan
PHMP	Principal Management Plan
SMS	Health and Safety Management System
WHSA	Work Health and Safety Act
WHSMA	Work Health and Safety (Mines and Petroleum Sites) Act
WHSMR	Work Health and Safety (Mines and Petroleum Sites) Regulation
WHSR	Work Health and Safety Regulation
Worker	Employee, contractor and others as per WHSA Clause 7

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	3 of 21

3. WHS REQUIREMENTS - GENERAL

This Site Conditions document is to be read in conjunction with all documents forming the contract. The Contractor shall comply with all the requirements of the BCOP site conditions. Failure to comply may result in disciplinary or other action by BCOP within the bounds of the contract.

This site conditions document is not to detract in any way from the Contractors:

- Statutory obligations under any state or federal legislative instrument; and
- Common law obligations in respect of or arising out of the provision of the services

The Contractor acknowledges and agrees that management of safety is a joint responsibility. The Contractor’s H&S responsibilities to comply with relevant legislation are not negated by anything contained, changed or omitted within this document.

Where a Contractor, engages a subcontractor or service provider to perform a portion of the works, it is the responsibility of the Contractor to provide all deliverables of those subcontractors or service providers to BCOP as described in and as required of the Contractor.

In the event that the Contractor is appointed as a Principal Contractor or is directed to by BCOP, the Contractor shall develop and submit for review a site specific Safety Management Plan. The Safety Management Plan shall, as a minimum, meet the requirements as outlined in this document prior to any commencement of works (including mobilisation activities) on site.

Key Performance Indicators (KPIs) may be established by BCOP to measure the performance of the Contractor whilst performing contracted works. These KPIs shall be established and communicated to the Contractor prior to works commencing and the Contractor will maintain documented records of compliance. BCOP retains the right to conduct an audit of the Contractors performance in relation to established KPIs along with any other area that it decides.

Although all efforts are made to ensure that the Contractor has the latest current version, changes to site requirements and / or legislation may result in changes made to this document prior to or during works being performed on site. The Contractor must ensure that they have and comply with the latest current version of this document during works on site.

3.1 Standard of Conduct

At all times, the Contractor shall provide the services, perform its other obligations and exercise its rights or powers in accordance with:

- The reasonable standards of a Contractor said to be experienced in the scope of works
- BCOPs instructions provided that these are reasonable in relation to the scope of works
- The Principal Contractor’s WHS Management Plan (where applicable)
- The Contractor’s approved Safety Management Plan
- Applicable legislation
- Relevant Australian Standards
- Regulator technical and advisory documents.

Failure by the Contractor and / or its workers to comply with the health and safety requirements as advised in this document or from other sources shall be considered as misconduct in addition to which it may constitute a breach of contract. Actions taken by BCOP as a result of misconduct shall be in accordance with the contract provisions along with BMS-ADM-STD-004 Accountability and Personal Conduct Procedure.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	4 of 21

3.2 Responsibilities and Obligations

The Contractor must at all times, at its own expense, exercise all necessary precautions to ensure the health and safety of themselves, their workers and any other persons are not put at risk by the conduct of their business or undertaking. This includes:

- Providing and maintaining a work environment without risks to health and safety
- Providing and maintaining safe plant and structures
- Providing and maintaining safe systems of work
- The safe use, handling and storage of plant, structures and substances
- Providing adequate facilities, and safe access to, for the welfare of workers
- Providing information, instruction, training or supervision that is necessary to protect all persons
- Providing for the monitoring of workers and conditions for the purpose of preventing illness and injury.

This responsibility extends to any sub-contractors engaged.

4. SPECIFIC REQUIREMENTS

4.1 Risk Management

Prior to the commencement of any works on site a risk management process must be undertaken. Depending on the size of the project works or the nature of the risk this may require multiple processes to be undertaken. A summary of the risk management processes that are required on site include:

- BBRA - Required when complex or high risk project works are to be undertaken and is designed to identify and analyse high level risks that may be encountered throughout the works. A BBRA identifies system processes that are currently implemented or required and often will require further risk management processes to be conducted
- Risk Assessment – various risk assessment methodologies may be used suitable to the risk being assessed eg HAZOP, Bow-Tie, Fault Tree Analysis
- JSEA /SWMS - Required prior to undertaking any task on site and is designed to be a logical step by step process to ensure that all risks are identified and controlled. Requires the key steps in the task to be documented and that the risks involved in each of the steps are identified and controlled. It is a useful tool to enable persons to identify what risks they will be exposed to and when in the task they could encounter them. No work is to commence unless a SWMS is in place, has been reviewed and approved by an authorised BCOP representative.
- Permits to Work (PTW). Required when one or more of a specific group of high risk tasks need to be conducted to complete works. They include:
 - Working at Heights
 - Confined Spaces
 - Group isolation
 - Working near power sources
 - Working from crane workbox

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	5 of 21

- Ground Disturbance, Excavation and Trenching
- Hot Works
- Oversize vehicle
- Scaffold.

They are a mandatory step in the works process that outlines specific requirements that must be complied with prior to a task commencing. Permits must always be accompanied by a SWMS and always require multiple authorisation sign-offs. Permits may also require additional documents to be included such as an authorised site map identifying underground services.

Other processes and activities assist in managing risk however the above are the minimum required to conduct works at Boggabri Coal areas of responsibility. The Conduct Works procedure (BMS-SMS-PRO-001) provides further specific guidance on the above and other processes to conduct works and this may be obtained by request to your BCOP representative.

4.1.1 Management Plans

The following management plans have been developed by BCOP to address keys risks at site. These are available on the site’s intranet and can be accessed by your BCOP Representative.

- BMS-SMS-PLN-001 Road or Other Vehicle Operating Area PHMP
- BMS-SMS-PLN-002 Fire or Explosion PHMP
- BMS-SMS-PLN-003 Mechanical Engineering PCP
- BMS-SMS-PLN-004 Electrical Engineering PCP
- BMS-SMS-PLN-005 Health PCP
- BMS-SMS-PLN-006 Emergency Management Plan
- BMS-SMS-PLN-007 Contractor Management Plan
- BMS-SMS-PLN-008 Rail Safety Management Plan
- BMS-SMS-PLN-009 Air Quality, Dust and Other Airborne Contaminants PHMP
- BMS-SMS-PLN-010 Spontaneous Combustion MP
- BMS-SMS-PLN-011 Reclaim Tunnel MP
- BMS-SMS-PLN-012 Stockpile and Dump MP
- BMS-SMS-PLN-013 Ground or Strata Failure PHMP
- BMS-SMS-PLN-014 Explosives CP
- BMS-SMS-PLN-015 Inundation and Inrush PHMP
- BMS-SMS-PLN-016 Radiation MP

4.2 Consultation and Communication

Formal consultation and communication processes must be established for all contractors on site. Dependant on the classification of the contractor and the scope of the contract works these processes include:

- Established BCOP – Contractor Communications Protocol
- Inductions (BCOP and / or Contractor)

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	6 of 21

- Daily pre-start meetings
- Regular toolbox talks (BCOP and / or Contractor)
- Regular contract progress meetings
- Noticeboards
- Emails
- Safety Alerts
- Safety meetings (BCOP and / or Contractor).

In the instance that the Contractor is required to develop and submit a Safety Management Plan, full details of all consultation and communication processes are to be documented including details of records management.

Contractors who are not required to develop and submit a Safety Management Plan must, as a minimum, attend all BCOP coordinated processes and details are to be determined in consultation with the appropriate BCOP supervisor / contract representative.

The Contractor shall ensure that all workers of the Contractor, including subcontractors and service providers of the Contractor are included in all consultation and communication processes

4.3 Supervision

Appropriate levels of supervision must be maintained for all site works. Works are not permitted to proceed without established and available BCOP supervision. The exception to this is if the Contractor is appointed as a Principal Contractor and there is an approved supervisory structure.

All Contractors regardless of classification must have appropriate supervisory level resources onsite to ensure that the health and safety of the contractor’s workers is paramount and maintained at all times.

4.4 Monitoring and Review

All works onsite are subject to monitoring and review processes. Monitor and review activities can be both informal and formal. Major and in some cases Medium Contractors must develop, establish and implement an appropriate and robust monitoring and review program. BCOP has an established and documented monitoring and review program which includes:

- Inspections (pre-shift, weekly and random)
- Audits (systems, compliance etc)
- Task Observations.

All contractors must comply with any reasonable requests to permit and participate in the BCOP monitoring and review processes.

4.5 Reporting

The Contractor shall provide ongoing reports and incident management documentation to BCOP where requested and appropriate in the delivery of the services provided.

4.5.1 Incident Reporting and Investigations

The Contractor shall report to BCOP in respect of any incident (unplanned event regardless of outcome), injury or hazardous circumstance occurring or arising as a result of or in connection with the Contractor’s works. This includes any damage to:

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	7 of 21

- BCOP property
- Contractor property
- Third party property.

All incidents that occur in relation to the services provide shall require the Contractor to:

- Immediately notify BCOP (H&S personnel or Contract Representative) verbally. If the incident occurs during times when the appropriate BCOP personnel are not on site (out of hours) then the Contractor may notify by mobile telephone SMS message.
- In the event that the incident is of a serious nature or requires emergency services to mobilise to site, the Contractor must provide verbal notification irrespective of the time of occurrence of the incident.
- Submit to BCOP an initial written incident report by the end of the shift that the incident occurred. If this is not practicable, no later than the start of the next shift.
- Conduct an incident investigation and submit to BCOP in a reasonable time, as decided by BCOP, after occurrence of the incident.

The requirement for an investigation to be conducted shall be determined by the Contractor or at the request of BCOP.

As required by BCOP, the Contractor shall cooperate fully with BCOP in any investigation carried out by or on behalf of BCOP. This includes providing to BCOP copies of relevant documents, access to persons and a copy of any investigation report carried out on behalf of the Contractor or that are otherwise in the possession of the Contractor.

4.5.2 Statistical Reporting

BCOP compiles internal and external reports on a daily, weekly, monthly and quarterly basis. Contractors will be required to provide reports to BCOP and the frequency and detail required will be dependent on the contract classification. Contractors are required to submit a Safety Management Plan must include details of health and safety statistical records that are maintained and that are to be provided to BCOP.

As a minimum, Contractors will be required to submit monthly statistical reporting including:

- Employee and sub-contractor work hours
- Summary of incidents
- Audit and inspection details (including number conducted)
- Drug and alcohol testing
- Consultation and communication details (number of meetings, type etc)
- Safety observations / Take 5s conducted.

BCOP, at its discretion, may request additional statistical data to be included in any reports.

Minor contractors shall obtain direction from the appropriate BCOP representative on what reporting will be required prior to any works commencing.

4.6 Fitness for Work

All workers must complete a health assessment in accordance with Order 43 with a drug and alcohol test that has been conducted within 7 days. Re-assessment is generally required every 3 years although this may be more frequently if health risks are identified.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	8 of 21

Fitness for Work shall be managed by the Contractor in relation to its own workers (including sub-contractors) but this must be, as a minimum, consistent with the requirements and intent of Boggabri Coal’s processes. Specific site requirements will be communicated through the BCOP induction process however the onus to understand and comply with the site requirements is the Contractors as is responsibility to communicate to its workers.

Major and some Medium (where required) Contractors must include fitness for work management processes (including testing programs and worker management) in their Safety Management Plan.

4.6.1 Alcohol and Drugs

Alcohol and illicit drugs are not permitted on any part of the BCOP site or BCOP controlled works. Personnel under the influence of alcohol, illicit drugs or any other performance impairing substance are not permitted to work on the BCOP site or BCOP controlled works.

Personnel with alcohol BAC levels above 0.000% are classified as being under the influence. Personnel with illicit drug levels as defined in AS4308, AS4760 and / or current legislation are classified as being under the influence.

All contractors and their workers are to comply with the BCOP testing processes and programs and entry to / working on site or on behalf of BCOP is conditional upon compliance with these. Testing processes include:

- Pre-shift login via Onsite Track Easy kiosks
- Random testing by appropriately qualified personnel
- For cause testing
- Prior to initial induction
- After an incident.

4.6.2 Fatigue

The Contractor shall submit to BCOP a fatigue management plan (including the proposed roster) which details how they will manage fatigue risks for their workers (including sub-contractors) while working at or for Boggabri Coal.

The standard maximum contractor works roster at Boggabri Coal is:

- Day works (12.5hrs) 10 concurrent shifts on / 4 concurrent off
- Night works (12.5hrs) 5 concurrent shifts on / 2 concurrent off

Site approved rosters have Fatigue Control Plans which must be followed.

Contractors who wish to work an alternative roster to the currently approved rosters must submit a documented request to their BCOP Contract Representative for approval in consultation with the BCOP Health and Safety Superintendent in accordance with BMS-SMS-PRO-045 Fatigue Management Procedure.

Regardless of the request details, no roster (except in an emergency) can exceed a total of 240 hours in a 4 week shift period.

Emergency works may be approved however this will be at the discretion of both the appropriate BCOP Manager and the HSE Manager. An offsite break period of 10 hours as a minimum must occur between shifts (emergency or planned).

More information is in BMS-SMS-PRO-045 Fatigue Management.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	9 of 21

4.6.3 Smoking

The Contractor shall seek guidance from the BCOP Contract Representative on the current site smoking requirements prior to mobilising to site to commence works and these requirements must be communicated to all workers.

At all times, and in compliance with NSW legislation, smoking is not permitted in:

- Vehicles used for work purposes;
- Inside or within 4 metres of buildings (including crib rooms, switchrooms, containers, offices etc);
- Designated non-smoking areas (eg: hazardous areas, reclaim tunnel etc)

4.7 Mobile Plant, Vehicles and Equipment

All mobile plant, vehicles and equipment used at Boggabri Coal must be fit for purpose and maintained in a safe condition. Contractors, at their expense, must ensure that all plant, vehicles and equipment that they or their sub-contractors are responsible for and propose to use at Boggabri Coal are fully compliant with the site requirements at all times. Specific details of site requirements can be found in:

- BMS-SMS-PLN-003 Mechanical Engineering Control Plan
- BMS-SMS-PLN-004 Electrical Engineering Control Plan
- BMS-SMS-STD-015 Introduction to Site.

These documents can be provided by request from the appropriate BCOP Contract Representative or BCOP Contract Manager.

Mobile plant, vehicles and some equipment (welders, generators etc) are required to be approved by appointed BCOP personnel prior to commencing works or mobilising to Boggabri Coal operational areas. The BCOP Contract Representative can provide details of the specific requirements however a summary is provided below. This is provided as guidance only and the Contractor shall be responsible to ensure that detailed and accurate information is obtained.

Mobile plant, vehicles and some equipment shall only be operated on site by authorised personnel in accordance with *BMS-SMS-SOP-014 Training and Assessment* and associated processes. The authorisation process varies depending on the type of item to be used and the BCOP Contract Representative shall provide guidance.

All mobile plant, vehicles and equipment that is required to be transported to / on site must be done so in a safe and secure manner in accordance with the National Transport Commission and Roads & Maritime Services NSW Load Restraint Guides.

A register and all maintenance records shall be available on site by the Contractor.

4.7.1 Light Vehicles

Light vehicles are not to be used in / mobilised to BCOP operational areas of control without being inspected and approved by BCOP in accordance with *BMS-SMS-SOP-052-ATT-001 Light Vehicle Safety Standard* and will be inspected in accordance with *BMS-SMS-STD-015 Introduction to Site*.

All light vehicles shall be fitted with:

- A functioning two-way radio programmed to receive and transmit the Boggabri Coal frequencies where needed

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	10 of 21

- Fully-charged Dry Chemical Powder extinguisher rated 80B:E is securely mounted on the vehicle in a purpose-built bracket. The extinguisher must be readily accessible
- A first aid kit (minimum requirement list from appendix C in First Aid Code of Practice)
- Identification markers as per BMS-SMS-SOP-052-ATT-001 Light Vehicle Standard
- Amber Beacon / LED light bar (rotating or flashing) which must be installed on top of vehicle and be active when vehicle is used in operational work areas
- Orange reflective flag
- Any other requirement as determined by Boggabri Coal and / or the Contractor to control identified or previously unidentified risks.

4.7.2 Mobile Plant

Mobile plant is not to be used in / mobilised to BCOP operational areas of control without being inspected and approved by BCOP in accordance with *BMS-SMS-STD-015 Introduction to Site*. Mobile plant that is required to be transported to / on site must only be by a fit for purpose transport vehicle (no transport in trucks with sides ie: gravel haulage or tippers) or trailer and secured safely and in accordance with the plant manufacturer requirements.

Oversize vehicles must have follow BMS-PRO-22 Escort and Transport of Equipment.

Delivery drivers must complete the Delivery Driver’s induction and log onto site inclusive of the alcohol breath test.

Mobile plant must be parked, at all times, in a fundamentally stable state (including wheel chocks where required) that prevents unintended movement.

Minor maintenance and repairs shall only occur in designated approved areas. Major repairs shall occur off site unless an appropriate level of risk assessment has been conducted and approval has been given by the BCOP Contract Representative in consultation with the BCOP Health and Safety Superintendent.

4.7.3 Equipment

Equipment shall only be used in / mobilised to BCOP operational areas of control if inspected and approved by BCOP in accordance with *BMS-SMS-STD-015 Introduction to Site*. Equipment that is required to be transported to / on site must be done so in a safe and secure manner in compliance with the National Transport Commission & Roads and Traffic Authority NSW Load Restraint Guide.

The Contractor shall ensure that all tools and equipment are maintained in a safe condition and are inspected, tested and tagged where required in accordance with BCOP and legislative requirements. Registers of all tools and equipment must be developed and maintained by the Contractor

4.8 Training and Competence

BMS-SMS-SOP-014 Training and Assessment is the guiding document upon which all training and assessment is conducted and managed at Boggabri Coal.

Contractors shall ensure that their workers (including sub-contractors) are demonstrably trained and competent to perform their works safely and without risks to themselves and others. As a minimum (and as appropriate to the specific works) the Contractor shall ensure that all workers prior to commencing site works are:

- Inducted (BCOP and / or works specific)
- Authorised as Restricted Isolators

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	11 of 21

- Relevant BCOP SMS Theory assessments
- Verified as competent (BCOP training and assessment process) and authorised to work
- Confined space trained (as required)
- Work at heights trained (as required)
- Electrical workers are appointed
- Mechanical workers are appointed.

Plant Operators must complete a theory and practical assessment process by a site-appointed assessor in accordance with *BMS-SMS-SOP-014 Training and Assessment*. The Department Manager will then authorise the worker for specific plant.

4.9 Emergency Management and Preparedness

The Contractor shall, in consultation with BCOP, prepare and maintain emergency procedures and processes that are appropriate for the risks of the works to be conducted and are consistent with the site requirements. As a minimum these procedures and processes must include:

- A current works location map that clearly demonstrates traffic routes, evacuation areas and other key locations (ie: helipad, parkup areas)
- A contact’s details list that clearly demonstrates:
 - Who (internal and external) must be contacted in the event of an emergency
 - How they can be contacted (ie: mobile phone, radio (including channels) etc)
- Training and competence of first response personnel (ie: first aid)
- Specific action steps to be taken (including sequences) and defined roles in the event of an emergency.

4.10 First Aid and Injury Management

The Contractors first aid provisions shall comply with all relevant Acts, Regulations, Standards, Codes of Practice, Guidelines and Boggabri Coal requirements. The Contractor shall ensure that there are sufficient numbers of trained first aid personnel and appropriate first aid equipment available during the conduct of and the foreseeable risks of its works.

In the event of an injury occurring, the priority must be given to the injured worker and their care. Once initial treatment has been provided the Contractor shall notify BCOP as per Clause 4.5.1 of this document.

If offsite medical treatment or review is required, the injured worker must be accompanied by an appropriate Contractor representative who is aware of and can consult with the medical treatment provider on the Contractor’s injury management and return to work processes.

The Contractor shall ensure that there are procedures and processes established that provides for appropriate rehabilitation and return to work programs for all injured workers.

4.11 Site Access and Security

The Contractor and its workers shall comply with all requirements as determined by BCOP affecting access protocols, entry, exit, security and traffic control in relation to the BCOP operational areas of control.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	12 of 21

Access to Boggabri Coal operational areas of control is conditional upon all persons logging into site with the site login kiosks. All workers must be issued with an access number and card after successful completion of the site induction and prior to being permitted to conduct works on site. Visitors are permitted to access site after logging in as a visitor however they must be escorted at all times away from the login location. Responsibility to ensure that all visitors login and out from the site belongs to the site person that they are onsite to see.

Contractors shall ensure that their workers and others are logged in prior to commencing works or accessing the BCOP operational areas of control. The Contractor shall also ensure that its workers and sub-contractors only access those operational work areas where they are authorised to access in relation to the Contractor’s site works.

Security of the site is of the utmost importance and as such all instructions (verbal, signage etc) must be complied with at all times. All plant, vehicles and equipment must be parked / stored in designated areas and any instances of theft, damage or tampering must be reported to the BCOP Contractor Representative immediately. In the instances of any theft, damage or tampering occurring the scene is not to be disturbed until permission to do so from Boggabri Coal is received.

In the event that unauthorised persons have accessed site and are observed the Contractor shall:

- Not interact with the unauthorised persons
- Ensure the safety of its workers
- Secure the work area
- Ensure the safety, where reasonably practicable, of the unauthorised persons
- Notify BCOP as per the current Protestor Communication Protocol
- Assist BCOP and external authorities where able to.

4.12 Hazardous Substances

The Contractor shall nominate any Hazardous Substances and / or Dangerous Goods that are to be brought to site in the performance of the contract works prior to delivery to site.

For all substances that are to be used on site the Contractor shall:

- Provide copies of the Safety Data Sheet (SDS)
- Ensure that all substances are clearly labelled as per legislation
- Ensure that all substances are approved in ChemAlert
- Ensure that all substances are used and stored in accordance with the SDS
- Ensure workers are trained in the correct use and storage of hazardous chemicals.

If hazardous chemicals exceed the quantities specified in the legislation (Schedule 11 of WHSR), the contractor must provide evidence of notification to SafeWork NSW, a site plan and an emergency plan which is lodged to Fire and Rescue NSW.

4.13 Ladders

Boggabri Coal is actively limiting the use of ladders on site due to the extensive amount of incidents that occur with incorrect or unsafe use. The use of ladders such as extension, straight or step ladders is prohibited (other than for access) unless a risk assessment has been conducted that clearly determines that no other suitable method is available or practicable.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	13 of 21

Contractors shall review all instances of ladder use and determine if their use can be eliminated with alternative methods such as:

- Scaffolds (mobile or erected)
- Elevated Work Platforms (Scissor lift or boom-type)
- Platform ladders / stairs (with fall protection bars) or
- Crane box / man cage

In instances where ladders are required to be used the Contractor shall ensure that all persons are aware of the risks of using the ladder in that particular instance and that safe usage control measures are complied with. All ladders used on site must be industrial rated (certified and labelled), be in good condition and be fit for purpose (ie: fibreglass for electrical and rail corridor works).

The Contractor shall develop and maintain a register of all ladders.

4.14 Personal Protective Equipment (PPE)

The Contractor shall ensure that its workers (including sub-contractors) are provided with and wear adequate PPE that conforms with BCOPs requirements, appropriate Australian Standards and relevant Acts and Regulations which may apply to the performance of the works. The Contractor shall ensure that all signage and notices in relation to PPE as required are displayed appropriately and maintained to an appropriate condition.

As a minimum standard the BCOP PPE requirements include:

- High visibility long-sleeved shirt, jacket and / or vest that complies with Australian Standards (day / night if night works)
- Industrial type full length cotton drill or denim work pants (no shorts)
- Protective safety footwear in good condition with laces and ankle support (elastic sided boots not permitted)
- Gloves attached by a belt clip
- Protective eyewear complying with AS 1337
- Hearing protection (as signed or required in risk assessment)
- Safety Helmet (less than two (2) years from date of issue) complying with Australian Standards
- Other items as determined by risk assessment, SDS, legislation, code of practice/s, Contractor or BCOP.

Green or red clothing is not to be worn in the rail corridor.

4.15 Permits to Work (PTW)

As described in 4.1, permits to work are required for several high-risk tasks. The process requires the roles of a permit holder to supervise the works and a permit issuer to check over the conditions of the permit. The Permit Issuer will generally be a BCOP representative. All persons working on or affected by the task need to sign onto the permit as verification that they have understood the risks and conditions of the permit.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	14 of 21

4.15.1 Ground Disturbance, Excavations and Trenching

Prior to the commencement of any ground disturbance or excavation works, the Contractor shall ensure that the appropriate permit to work has been completed and approved, drawings/maps of the area to be excavated have been obtained and reviewed, all “Dial Before You Dig” searches have been conducted and reviewed and all services have been positively located.

The Contractor shall ensure that all excavations are appropriately signed and barricaded as per legislation and BCOP requirements. Where practicable no open excavations are to be present during works at Boggabri Coal. Where not practicable the Contractor shall ensure that protective measures are implemented and maintained that prevents or minimise the risks of open excavations to workers and others are established at all times. Daily inspections of all excavations are to occur to ensure that all control measures are implemented, effective and maintained. Records of these inspections are to be readily available for review by BCOP and others.

Excavations and trenches are to be constructed in accordance with all applicable legislation, codes of practice and standards.

More information is contained in BMS-SMS-PRO-004 Ground Disturbance, Excavations and Trenching.

4.15.2 Hot Work

Hot work means welding, soldering, heating, cutting, grinding or vulcanising where a surface temperature of more than 150° Celsius is likely to be generated. If the likely temperature cannot be verified otherwise, then a temperature of more than 150° Celsius is to be assumed.

Prior to the commencement of any hot work, the Contractor shall ensure that the appropriate permit to work has been completed and approved. All hot work activities must be completed in accordance with the conditions as documented in the permit. This includes:

- Fire risk controls (ie: fire extinguishers, water tank, clearing work area etc)
- Fire watch (including time period to remain after hot works completed)
- Total fire ban status
- Emergency protocols.

Persons performing welding activities also need to be authorised as a mechanical tradesperson (boilermaker) by the Mechanical Engineer and complete assessments on the site procedures for hot work and welding.

More information is contained in BMS-SMS-PRO-006 Hot Work.

4.15.3 Confined Spaces

Entry to a confined space means a person’s head or upper body is in the confined space or within the boundary of the confined space. No person is permitted to enter a confined space unless they are appropriately trained and are authorised to do so and the Contractor shall ensure that this requirement is adhered to.

Prior to the commencement of any work that requires entry to a confined space the Contractor shall ensure that the appropriate permit to work has been completed and approved (this includes being issued a permit number). All confined space works activities must be completed in accordance with the conditions as documented in the permit. This includes:

- Atmosphere testing and monitoring (including pre-entry and ongoing)
- Standby (holewatch) person requirements

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	15 of 21

- Emergency protocols
- Records.

More information is contained in BMS-SMS-PRO-003 Confined Space.

4.15.4 Work at Heights

All activities requiring persons to work at heights whereby there is a risk of injury from a fall from one level to another shall only be conducted by appropriately trained and authorised personnel and in compliance with an approved Work at Height permit to work.

The Contractor must manage the risks associated with risks of both people and objects falling.

Where work is to be conducted from an Elevated Work Platform or other suspended platform, a risk assessment must be conducted on each task which must include at least:

- Identification of potential crush points and control measures to manage
- Workers are familiarised and trained on the specific model and type of equipment, as well as the safe use of fall equipment and emergency rescue procedures
- EWP is suitable for the terrain
- Area is barricaded to prevent interaction with traffic.

More information is contained in BMS-SMS-PRO-002 Work at Height.

4.15.5 Control of Energy

All activities requiring energy sources to be controlled shall only be conducted by appropriately trained and authorised personnel and in compliance with an approved Control of Energy permit to work.

Types of energy that may be required to isolate include:

- Electricity
- Air
- Fluid (eg: hydraulic, water)
- Steam.

All site isolations will be conducted by or under the supervision of an authorised BCOP person or the site statutorily appointed Electrical or Mechanical Engineers.

More information is contained in BMS-SMS-STD-016 Control of Energy.

4.16 Radiation Management

Contractors required to work on or near radiation equipment must be suitably competent and appointed using BMS-SMS-PLN-016-FRM-002 Radiation Safety Officer and Worker Appointment Form. All work must be conducted in accordance with the Radiation Safety Management Plan (BMS-SMS-PLN-016).

4.17 Lasers

Due to the high risks associated with class 3B – restricted and class 4 lasers, they are banned at BCOP. Only class 1, 2 and 3A lasers are permitted on site. Where these devices are used on site, the following rules will apply:

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	16 of 21

- No unclassified (unmarked) lasers are allowed on site
- On-site precautions applicable to the class of laser are enforced.

Class 1 lasers are considered safe and may be used on the mine site without restriction.

The danger area for lasers is to be clearly marked and approach signs posted.

All operators of Class 2 and Class 3A lasers shall be trained by the designated Laser Safety Officer in the use of the laser and have access to AS 2397.

Each affected Contractor is to ensure that a trained Laser Safety Officer (LSO) is appointed in writing and is designated the authority for overall management of the control of laser hazards and to supervise the use of lasers. All persons allocated as LSOs shall be certified as having successfully completed a course specified in AS 2397.

More information is contained in BMS-SMS-STD-025 Lasers.

4.18 Fire Protection

The Contractor shall be responsible for and provide, at its own expense, the fire protection of its own buildings, plant, equipment and work environment. The Contractor shall also assist, where requested, in the fire protection of BCOP and / or other contractors' buildings, plant, equipment and work environment.

Boggabri Coal has provided fire-fighting equipment for the purpose of fire protection of buildings, plant, equipment and work environment under normal operating conditions. If additional fire-fighting equipment is required due to the nature or risk of the Contractor's works then the Contractor shall supply at its own expense.

Fire fighting equipment shall be fit for purpose, inspected regularly (in compliance with legislation, standards etc), maintained in good condition and positioned in close proximity to the works.

Contractors shall ensure that all of their workers are trained in the use of the Contractor's fire fighting equipment.

4.19 Amenities

The Contractor shall ensure that there are adequate amenity facilities available on site for its workers. If the scope or scale of the works determines that it is not practicable for the Contractor to provide then the Contractor shall discuss and seek approval from the BCOP Contract Representative to utilise Boggabri Coal amenities. The Contractor is responsible to ensure that its workers understand and comply with the standard of housekeeping and cleanliness expected while using site amenities regardless of who has supplied.

4.20 Traffic Management

Each affected Contractor is to ensure that a trained Laser Safety Officer (LSO) is appointed in writing and is designated the authority for overall management of the control of laser hazards and to supervise the use of lasers. All persons allocated as LSOs shall be certified as having successfully completed a course specified in AS 2397.

The Contractor shall confine its workers to its defined work areas, designated access and egress traffic routes and any other areas as determined by Boggabri Coal.

Prior to commencement of works the Contractor as appropriate shall develop, in consultation with and approval by BCOP, a traffic management plan / map which clearly displays:

- The designated and approved access routes to the Contractors areas of work;

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	17 of 21

- Location of Contractors facilities (ie: crib huts, amenities, workshop, delivery areas, laydown areas etc);
- The designated park up areas including segregation of light vehicles from mobile plant and heavy vehicles;
- Emergency evacuation locations (at least two (2));
- Contractor work areas traffic routes (including light vehicle segregation); and
- The Contractor work areas speed limits.

Traffic movements and road usage has been identified as a Principal Hazard (*BMS-SMS-PLN-001 Roads or Other Vehicles Operating Areas*) and as such Boggabri Coal retains the right to rescind authorisation to access site to any Contractor, individuals and / or vehicles that do not comply with all Boggabri Coal traffic management requirements.

The Contractor, in its area of responsibility must provide, erect and maintain all barricades, guards, fencing, signage, temporary roadways, pedestrian access ways, and lighting required for the protection of persons in their work area.

At the completion of works the Contractor must demobilise, remove, remediate all work areas to ensure that there are no risks remaining that may harm people, vehicles or the environment. Determination on the adequacy of these works is at the discretion of Boggabri Coal.

4.21 Prohibited Items / Conditions

Notwithstanding anything contained throughout this document the following are prohibited in the Boggabri Coal operational areas of control:

- Firearms;
- Alcohol and / or illicit drugs;
- Persons affected by alcohol and / or illicit drugs;
- Pets;
- Children under the age of 15 years (unless approved by BCOP);
- Cameras (unless approved by BCOP); and
- Mobile phones that are not approved for use on site.

4.22 Demobilisation

Contractors shall demobilise from site in a safe manner that doesn't create unacceptable risk for its workers or others. All work sites must be left in a condition acceptable to BCOP with no waste remaining or remedial works required. All signage, barricading and fixings are to be removed.

BCOP retains the right to instruct the Contractor to return to site, at its own expense, to remove any rubbish, waste or unwanted items left behind.

5. REFERENCES

- BMS-SMS-PLN-001 Road or Other Vehicle Operating Area PHMP
- BMS-SMS-PLN-002 Fire or Explosion PHMP
- BMS-SMS-PLN-003 Mechanical Engineering PCP
- BMS-SMS-PLN-004 Electrical Engineering PCP

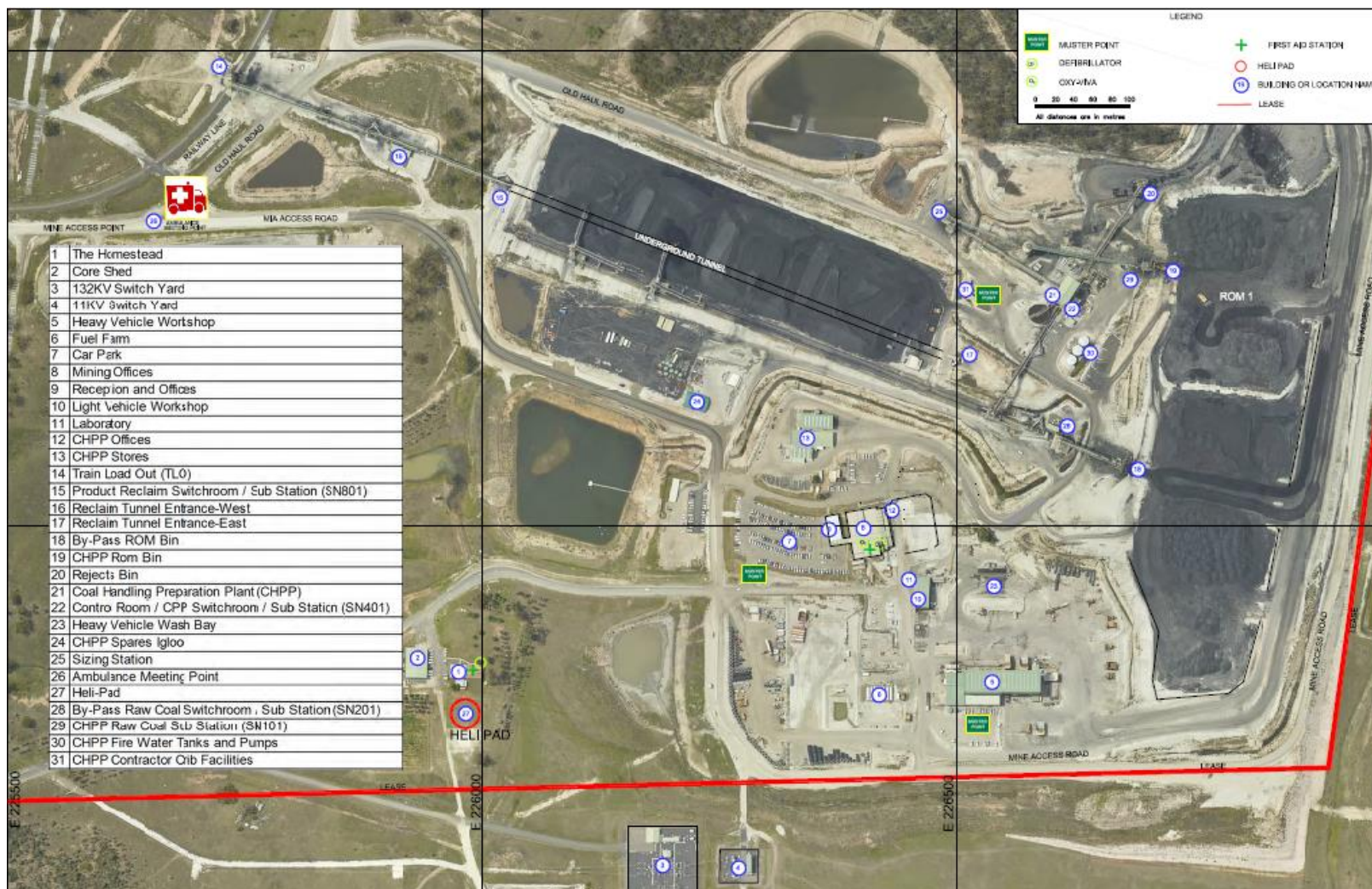
Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	18 of 21

- BMS-SMS-PLN-005 Health PCP
- BMS-SMS-PLN-006 Emergency Management Plan
- BMS-SMS-PLN-007 Contractor Management Plan
- BMS-SMS-PLN-008 Rail Safety Management Plan
- BMS-SMS-PLN-009 Air Quality, Dust and Other Airborne Contaminants PHMP
- BMS-SMS-PLN-010 Spontaneous Combustion MP
- BMS-SMS-PLN-011 Reclaim Tunnel MP
- BMS-SMS-PLN-012 Stockpile and Dump MP
- BMS-SMS-PLN-013 Ground or Strata Failure PHMP
- BMS-SMS-PLN-014 Explosives CP
- BMS-SMS-PLN-015 Inundation and Inrush PHMP
- BMS-SMS-PLN-016 Radiation MP
- BMS-SMS-PLN-016-FRM-002 Radiation Safety Officer and Worker Appointment
- BMS-SMS-PRO-001 Conduct Works
- BMS-SMS-PRO-001-FRM-001 JSEA SWMS
- BMS-SMS-PRO-002 Work at Height
- BMS-SMS-PRO-003 Confined Space
- BMS-SMS-PRO-004 Ground Disturbance, Excavations and Trenching
- BMS-SMS-PRO-006 Hot Work
- BMS-SMS-SOP-014 Training and Assessment
- BMS-SMS-SOP-052-ATT-001 Light Vehicle Safety Standard
- BMS-SMS-STD-015 Introduction to Site
- BMS-SMS-STD-016 Control of Energy.

Element	Version	Approval Date	Next Review	Printed	Page
Risk Management	3.0	16/10/2019	As required	13/02/2023	19 of 21

- BMS-SMS-STD-025 Lasers

6. ATTACHMENT A SITE EMERGENCY MAP



Element	Version	Approval Date	Printed	Page
Risk Management	3.0	16/10/19	13/02/2023	20 of 21

Element	Version	Approval Date	Printed	Page
Risk Management	3.0		13/02/2023	21 of 21

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