



FIXED PLANT PRECISION MECHANICAL MAINTENANCE

BURGESS BLA

Pre Employment Safety Induction

INTRODUCTION

Burgess BLA, a specialized engineering company, have been operating in Australia and internationally since 1992 carrying out work on various mine sites.

Our policy is to achieve the highest standard of work ensuring personal safety, the safety of others and the safe operation of equipment and machinery.

COMMITMENT

Burgess BLA is committed to abiding to all statutory acts, regulations and Standards that are in force as a minimum criteria, however we endeavour to achieve a level of Occupational Safety and Health that reaches beyond these legal requirements.

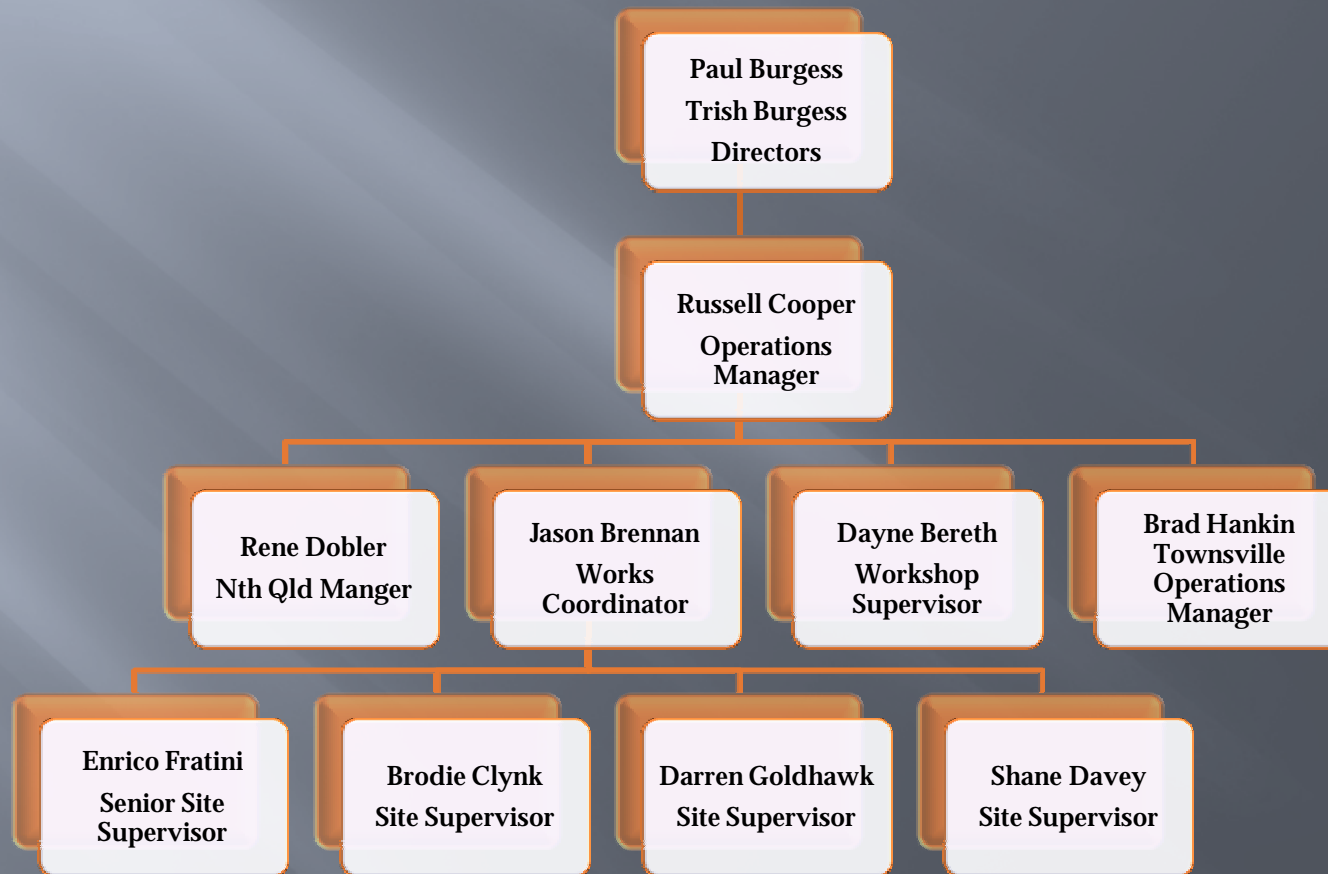
AIM

The company aim is to maintain and continue improving it's professional standards so as to always provide the best possible service to our client.

PERSONNEL COMMITMENT

Burgess BLA personnel have committed themselves to providing a professional attitude and work ethic to each job carried out. With this we have become one of Australia's leaders in fixed plant precision maintenance working at 50 different mine sites around Australia.

COMPANY MANAGEMENT STRUCTURE



Experienced technical site service personnel are located throughout Australia –
Kalgoorlie and Townsville

BURGESS BLA SAFETY INDUCTION

INTRODUCTION TO THE METHODS
AND SAFETY ASPECTS OF BURGESS
BLA

INDUCTION

- ∅ This induction is for you to learn the safety health & environment system (S.H.E.) and work ethics for carrying out work in a safe, environmental friendly and professional manner.
- ∅ The basic fundamentals of onsite maintenance that Burgess BLA promotes.
- ∅ It will show you the different procedures in which way we do our job and also the different applications that have been developed.
- ∅ To understand the S.H.E. management system for carrying out work in a safe and professional manner.
- ∅ Our behaviour at work and socially, for we work, travel and live together for 50% of the year.

Burgess BLA Safety Health & Environmental Policy

- Ø *It is the Company's policy to provide and maintain a high priority to the Safety Health of all its employees and to avoid exposing others to risk. Care of the environment is of equal importance as our company believes we are only caretakers of the environment for our future generations.*
- Ø *Implementation of this policy will be achieved by compliance with legal requirements, provision of sound advice, strong safety supervision, formal training, adequate employee involvement and other facilities as required.*
- Ø *In fulfilling this commitment we will provide and maintain a safe and healthy work environment and ensure that equipment, work places, processes and practices comply with all statutory requirements and relevant Australian Standards as a minimum criteria, but will endeavour to achieve a level of safety health and environmental care which reach beyond these legal requirements.*
- Ø *The general provisions of this policy require a programme of activities and procedures to be continuously updated and effectively implemented, including but not limited to:*
 - ı *safe systems of work,*
 - ı *safe plant and equipment,*
 - ı *environmental considerations,*
 - ı *education, information and training, and*
 - ı *qualified, competent employees and supervision.*
- Ø *Burgess BLA shall ensure that all personnel acquaint themselves with, observe and comply with all safety rules, regulations and directions in their area and other companies Safety Health and Environmental care whilst on their sites.*
- Ø *Employees at all levels of Burgess BLA are to ensure their own health and safety, and to extend that concern to other people within the workplace, report all unsafe conditions and to actively support the Safety Health and Environmental programme.*
- Ø *All members of management are required to ensure that this policy and the Safety Health and Environmental program are effectively implemented in their area of control.*

PAUL BURGESS
Managing Director

Introduction to Burgess BLA

Welcome to Burgess BLA

Burgess BLA is a specialised engineering company focused on maintenance and installation of rotating equipment that is utilised in the processing area of the mining industry.

The company is set up with two mobile workshops ready to respond with limited notice to any breakdown within Australia.

With the head office of Burgess BLA in Kalgoorlie Western Australia and another workshop in Townsville QLD.

Understanding Duty of Care

- ø **EMPLOYERS** provide: information, instruction, training, supervision & PPE.
Maintain workplaces, plant & systems of work
- ø **EMPLOYEES** shall comply with instructions, wear PPE, report any hazard, near miss & injury.
Don't misuse or damage equipment.
Ensure their own Health & Safety & ensure the Health & Safety of others.

WORKSHOP SAFETY

- Eye Protection, steel caps, gloves & hearing protection as required. PPE to be worn at all times.
 - Double eye protection when grinding.
- Maintain a high level of housekeeping at all times clear up spills & rubbish *immediately*.
- Keep walkways fire equipment access ways clear.
 - Ensure personnel are clear prior to operating equipment (i.e. forklift, gantry, etc).
 - No horseplay or practical jokes

Vehicle & Mobile Equipment Operations

- ∅ Only personnel who have current Licences and certificates are to operate plant & equipment.
- ∅ W.A./QLD TRAFFIC RULES APPLY. personal shall be liable for any fines or damage to vehicles driven/operated outside these rules.
- ∅ Seat belts to be worn at all times
- ∅ No smoking in vehicles
- ∅ Operate equipment within the manufactures guidelines/limits
- ∅ Pre-start checks shall be conducted at the beginning of each shift

Fatigue Management

- ∅ Maintain a regular diet & daily routine.
- ∅ Maintain your personal fitness level.
- ∅ Ensure quality of sleep.
- ∅ Avoid excessive alcohol, caffeine & tobacco products prior to sleep.
- ∅ Random Drug & Alcohol testing is conducted at Burgess BLA

Safety Management meetings

- ø Safety meetings are conducted once month.
- ø Pre-start meetings on site before each shift.
- ø Pre-starts checks to be conducted on all mobile equipment at the beginning of each shift.
- ø Weekly BLA management meetings are conducted on Monday mornings.

JSA's

Job Safety Analysis

- ø The JSA is a document that lists each task step by step
- ø It then identifies the hazards associated with each task.
- ø Then by identifying each hazard a control method can put in place to ensure a hazard does not occur.
- ø Every job must have a JSA prior to commencing a task, this is mandatory on all sites.
- ø The JSA's help individuals understand the scope of work prior to undertaking the task.

EMERGENCY EVACUATION PROCEDURES Kalgoorlie Workshop Facility

In the case of an emergency evacuation the following shall be adhered to:

Stay calm

Inform senior BLA personnel & others

Turn off equipment

Attempted to minimise the impact of the emergency without placing yourself or others at risk

Make your way (don't run) to either of the Muster points located:

Muster point "1" Brooks Road gate

Muster point "2" Williams Road gate

Stay at Muster point until instructed otherwise

Do Not leave premises

Do Not attempt to re-enter the building until instructed

CONTACT DETAILS – FIRE & RESCUE 90 211044

HOSPITAL 90 805888

POLICE 90 219777

EMERGENCY Dial "000"

EMERGENCY EVACUATION PROCEDURES Townsville Workshop Facility

In the case of an emergency evacuation the following shall be adhered to:

Stay calm

Inform senior BLA personnel & others

Turn off equipment

Attempted to minimise the impact of the emergency without placing yourself or others at risk

Make your way (don't run) to either of the Muster points located:

Muster point "1" Trade Court gate

Muster point "2" Commercial Avenue gate

Stay at Muster point until instructed otherwise

Do Not leave premises

Do Not attempt to re-enter the building until instructed

CONTACT DETAILS – FIRE & RESCUE 07 4799 7074

HOSPITAL 07 4796 1111

POLICE 07 4726 1000

EMERGENCY Dial "000"

Incident & Accident Reporting

- ; Employees have a “Duty of Care” to report all incidents & accidents immediately to your supervisor:
 - ØAny potentially serious occurrence
 - ØAny situation the constitutes a hazard
 - ØInjury or harm
 - ØDamage to plant & equipment

A number of BLA personnel hold First Aid Qualifications

Inspection of Electrical tooling

∅ Electrical equipment inspection & tagging.

Colour Coding

- Period 1 Jan-Mar **RED**
- Period 2 Apr-June **GREEN**
- Period 3 July-Sept **BLUE**
- Period 4 Oct-Dec **YELLOW**

- ∅ Only licensed personnel work on electrical equipment
- ∅ Check all electrical equipment prior use
- ∅ Report & Tag out faulty electrical equipment
- ∅ Don't operate mobile equipment within 10m of overhead powerlines.

Inspection & use of Lifting Gear

The correct use & inspection of lifting equipment before use is as follows;

- ø The use of wire slings (check that the inspection tag is current, and for any broken wire strands)
- ø The use of soft web slings (check that the inspection tag is current, and for any torn material)
- ø The use of shackles (check that the inspection tag is current, and for any damages)
- ø The use eye bolts (check that the inspection tag is current, and for any damages, when fitting the eye bolt you must make sure that the shoulder is tight on the top surface)

High Pressure Water Blaster

- ∅ High pressure water.
- ∅ Operate within rating of equipment and task.
- ∅ Check high pressure lines and fittings are in good condition prior use.
- ∅ Ensure the safety of others - secure (danger tape/signs) work area prior commencement of task
- ∅ Check oil levels prior to commencement of task.
- ∅ Additional PPE may be required: double eye protection, wet weather gear.

The Sandblasting

- ∅ Make sure that you are competent to operate a sand blasting unit.
- ∅ The area is well ventilated
- ∅ Ensure dust and sand/garret particles will not contaminate any nearby processes or property.
- ∅ Check condition of lines and nozzles

Working at heights

- ∅ Inspect harnesses & lanyards prior use.
- ∅ Check that each safety harness & lanyard have a current inspection tag
- ∅ Ensure it's fitted correctly.
- ∅ Attach the Carabeena to a secure anchor point. (not to handrails).
- ∅ When working with a man-cage comply with all Working at Heights safety procedures

Tools & Equipment

- ø Mobile workshops
- ø Oxy Propane
- ø Porta Powers
- ø Hi Torque Equipment
- ø Threaded Bar
- ø Rattle Guns
- ø 9" Grinders
- ø The use of ladders

Mobile workshops



Oxy Propane

- ∅ Check condition of lines & gauges for leaks
- ∅ Ensure threads are free of oils & grease.
- ∅ Ensure flashback arresters are fitted.
- ∅ Secure cylinders in an upright position.
- ∅ Additional PPE, personal heat shielding (face, hands and body).
- ∅ Fire equipment nearby.
- ∅ Ensure high level of housekeeping is maintained

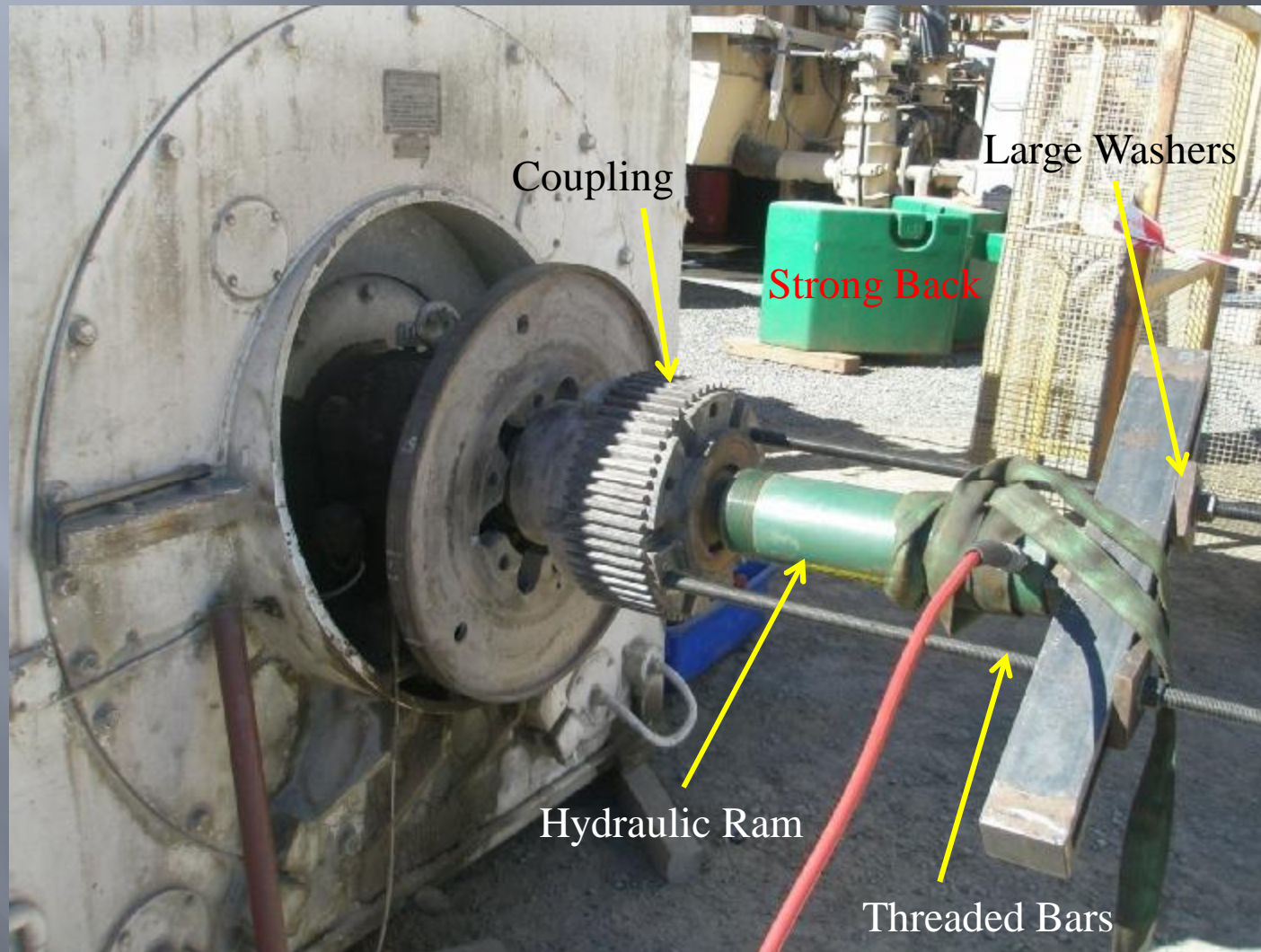
Porta Powers

- ∅ Operate within rating of equipment and task.
- ∅ Check high pressure lines and fittings are in good condition prior use.
- ∅ Secure (barricades, danger tape/signs) work area prior commencement of task
- ∅ Check oil levels are prior commencement of task.
- ∅ Secure tooling prior use.

Hi Torque Equipment

- ∅ Operate within rating of equipment and task.
- ∅ Check high pressure lines and fittings are in good condition prior use.
- ∅ Secure (danger tape/signs) work area prior commencement of task
- ∅ Check oil levels are prior commencement of task.
- ∅ Secure tooling prior use.

Coupling Removal



Rattle Guns

- ø Ensure all connections are fitted with safety clips.
- ø Hearing protection & gloves to be worn.
- ø Ensure air lines are positioned not to cause a trip hazard.
- ø Ensure correct socket securing pin is used. (not wire).

9" Grinders

- ∅ Ensure correctly rated & type of discs fitted.
- ∅ Double eye protection to be worn.
- ∅ Ensure to safety of others while operating.
- ∅ Ensure correct balance is maintained.
- ∅ Guard is in place.
- ∅ Backing plate is in good condition.

Tagging & Isolation

Ø **Danger Tag:** **Red**, White & **Black** shall be placed & removed by all personnel required to work on equipment when isolation is required.

Ø **Out of Service Tag:** **Yellow** & **Black**

Can be placed by anyone when plant & equipment is faulty and removed once the plant & or equipment has been repaired by a competent person.

The use of ladders

- ø Ensure ladders are in good condition prior to use.
- ø Ladders shall only be used, by maintaining a 4(vertical) to 1(horizontal) ratio at all times.
- ø The ladder must be secured at the top prior to use.
- ø When on a ladder you must maintain three points of contact.
- ø Metal ladders must not be used around high voltage electrical equipment.
- ø Do not stand on the top 3 rungs of a ladder.

Chemicals

- Ø **MSDS** (Material Safety Data Sheets) **are available for all chemicals used by BLA**
- Ø **Personnel are required familiarise themselves with any hazards associated with the use, storage, transport, first aid & PPE requirements.**
- Ø **Do not store chemicals in soft drink containers**

Environment

- ∅ All personnel have a duty to care for the environment
- ∅ Prior stripping equipment ensure oils, greases & fluids can be contained.
- ∅ Barricades to be used for containment when sand & water blasting, painting, etc.
- ∅ Do not pollute drains, waterways, the atmosphere, ground or damage vegetation.
- ∅ Dispose of rubbish and waste in containers provided.
- ∅ BLA personnel are liable to personal fines for breaches of these EPA laws as all personnel have be trained and informed of these requirements.

Environment

- ∅ Prior degreasing of components all waste products are to be placed in containers provided.
- ∅ Solids are to be removed with a scraper prior application of degreaser.
- ∅ High pressure water blasting is to be conducted on the wash-down facility wearing the correct PPE which includes a face shield.
- ∅ All other waste products are to be disposed of in the approved manor.
- ∅ Burgess BLA supports recycling of all waste products

Conclusion of Induction

Burgess BLA would like to thank you
for your attention to this vital aspect
of working at Burgess BLA, and look
forward to a great working
relationship for the future