



S.H.E. Management *Plan*

**A SAFE WORK PLACE AND ITS PEOPLE
CREATE A GOOD FEELING**

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1. INTRODUCTION

WELCOME TO BURGESS BLA

As a company the philosophies of our Safety, Health and Environmental Policy are reflected within our Health, Safety and Environmental Management Plan and forms a vital element of Burgess BLA Safety, Health and Environmental Management System.

Burgess BLA has prepared this document to ensure all personnel are aware of the essential safety practices and procedures to be followed in the workplace. Our objective is to ensure personal safety, the safety of others and the safe operation of equipment and machinery.

The Company's responsibility is to ensure a safe workplace, safe systems of work and adequate supervision to enable all employees to work in a safe environment.

Employees at all levels of Burgess BLA are to ensure their own safety and health, not to jeopardise their fellow employees or those of another organisation by any act or omission, report all unsafe conditions and to actively support the Safety, Health and Environmental (S.H.E.) programme.

Burgess BLA is committed to providing a service not only to their clients but also to their own employees that minimizes the potential of accident, incident or property damage.

DO IT SAFELY

2. RESPONSIBILITIES

In order for a Safety, Health and Environmental programme to be effectively implemented, responsibilities and accountabilities have to be assigned to aid in safety, health and environmental considerations becoming a vital management function and integrating the S.H.E. Management System with other management systems.

The ultimate success of Burgess BLA Safety, Health and Environment Management Plan will depend on the degree to which all employees accept and participate in the plan.

2.1 MANAGEMENT

Management is responsible for ensuring so far as is practicable a safe and hazard free work environment in which employees are not exposed to hazards. This duty placed on management includes:

- ensuring compliance with current statutory requirements,
- ensuring the necessary training of all employees in relation to all aspects of safety, health and environment,
- provision of competent and trained supervisory staff,



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- providing necessary resources to implement and maintain a pro-active Safety, Health and Environment programme,
- designing, operating and commissioning and decommissioning all facilities and associated infrastructure to avoid adverse environmental impact,
- to ensure compliance of all employees in relation to their 'Duty of Care', and
- to ensure Burgess BLA complies with its obligations under the 'Duty of Care'.

2.2 SUPERVISORY STAFF

The introduction of our Safety, Health and Environment programme placed clearly defined responsibilities upon our supervisory personnel to fulfil and maintain both our legal and Company obligations and responsibilities. This necessitates that supervisory personnel are trained to a level that provides them with the appropriate skills in which to execute these functions, which include but not limited to:

- ensure they maintain a level of knowledge in regard to the statutory requirements to effectively perform their duties,
- ensure regular workplace safety meetings are held and items raised are dealt with promptly,
- minutes of all meetings will be recorded with a copy provided to management,
- to ensure that all necessary forms and registers are maintained,
- effectively monitor the competency of Company employees to perform their duties to the highest levels,
- assist with the investigation of any accident/incident, which may occur, and
- to ensure compliance of all employees in relation to their 'Duty of Care'.

2.3 EMPLOYEES

All employees of Burgess BLA are to ensure their legal responsibilities in relation to the general 'Duty of Care' to take reasonable care for the health and safety of themselves and to avoid adversely affecting the health and safety of any other person through any act or omission at work. In addition all employees:

- shall comply with all duties and procedures required by the statutory authorities or their employer and comply with all Company policies and procedures set down by the management,
- to take correct action to eliminate hazards within the workplace and/or report all accidents and incidents (these include near misses) as soon as practicable,



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- are required not to misuse or interfere with any equipment or item provided for the safety and health of personnel,
- shall maintain and use correctly all Personal Protective Equipment (PPE) which they are issued by the Company or other in the appropriate circumstances,
- shall effectively isolate and tag out any faulty plant or equipment and report the problem to their supervisor as soon as practicable so effective repairs can be arranged,
- to strictly follow all Standard Operating Procedures and Safe Work Practices laid down for particular equipment or tasks,
- to establish and maintain the highest possible standards of housekeeping and cleanliness in individual work areas, and
- co-operate with the Company to enable them to carry out their duties under the 'Duty of Care'.

All employees are encouraged to provide input at safety meetings with regard to improving health and safety at Burgess BLA.

3. TASK & SKILLS TRAINING

Although our historical safety, health and environmental performance indicates minimal risk associated with our operations, there is with all machinery operations some elements of exposure which is minimised through training, employee selection and risk assessment (JSA/THA) before commencement of a particular task.

4. ENVIRONMENTAL CONSIDERATIONS

The management of Burgess BLA believes that effective environmental control is an integral part of a well-managed operation. It recognises a responsibility to protect the value and integrity of the environment in and around the workplace.

The Company has a commitment to operating in an environmentally responsible manner and the key to achieving this is to:

- conduct its activities in compliance with the statutory and legal requirements as a minimum,
- provide adequate training and supervision to ensure employees recognise the potential impact of their activities, and
- design, decommission and commission all associated infrastructure to avoid adverse environmental impact.



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Burgess BLA encourage individual environmental responsibility among employees, each employee will be responsible for carrying out his or her activities in accordance with established environmental standards and procedures.

5. PRE EMPLOYMENT ASSESSMENTS

The management of Burgess BLA requires all prospective employees to make themselves available to undergo a full medical, which shall include drug and alcohol testing.

Subsequent to employment all prospective employees shall inform the management of Burgess BLA of any previous or existing injury or medical condition which may effect their ability to perform their duties.

It is also a requirement that prospective employees grant permission for the management of Burgess BLA to obtain necessary Police Clearance.

A Pre Employment Assessment form is required to be completed by all prospective employees.

6. ASSESSMENT OF SUB CONTRACTORS

Subcontractors employed by Burgess BLA are assessed upon the following criteria and when requested provide information in relation to:

- previous work performance (insurance claims, lost time injury rates),
- present insurance cover,
- maintenance of plant and equipment,
- marcsta training, and
- licensed equipment and personnel.

7. GENERAL WORK RULES AND PROCEDURES

THINK SAFE ACT SAFE WORK SAFE

7.1 ALCOHOL, DRUGS AND SMOKING

Smoking

In the interest of all employees the Company's Policy is to prohibit smoking in all enclosed buildings and structures or Company vehicle.



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Smoking will not be permitted in areas where no smoking signs are present.

In addition, all persons are advised that smoking and/or naked flames are prohibited in high-risk areas.

Drugs and Alcohol

It is the Policy of Burgess BLA that no alcohol, illegal drugs or substances shall be permitted to be stored, consumed, produced, transported or traded at the workplace.

The management of Burgess BLA shall:

- reduce the risk of incidents by providing information, instruction, training and supervision and education,
- as a condition of employment insist a Drug & Alcohol test is conducted as an element of the pre-employment process and be conducted randomly or in the event of a high potential incident,
- manage potential hazards through introducing procedures for dealing with affected persons at the workplace, and
- provide a strategy for the return to usual work duties of affected employees.

7.2 CHEMICALS

In industry there are many chemicals which are potentially hazardous.

Material Safety Data Sheets (MSDS) are provided for all employees who are required to work with chemicals and materials of a hazardous nature. Employees shall be trained in its use and any hazards associated with the particular product.

Hazardous chemicals and materials on Company property are provided with MSDS.

A hazardous Material Safety Data Sheet (MSDS) shall accompany chemicals taken onto site.

No matter how safe a product may appear to be, it is good practice to always observe the following:

AVOID contact with skin.

AVOID breathing it in.

AVOID swallowing it.

DON'T splash chemicals around

PAY ATTENTION TO CHEMICAL WARNING LABELS!



7.3 DANGER TAGS

The management of Burgess BLA recognises this as being one of the most important aspects of their Safety, Health and Environment programme.

Safety tagging procedures have been introduced to reduce risk of personal injury and to prevent damage to plant and equipment that has been placed out of service, or is being tested prior to being put into service.

- The Danger Tag provides personal protection to the individual who places the tag. Personal Danger Tags must be attached to all isolation points prior to commencing work on any plant, equipment and/or machinery. Personal Danger Tags shall only be attached after plant, equipment and/or machinery has been effectively isolated and tagged out with Out of Service Tags by an authorised tagger.
- The Out of Service Tag provides protection to plant, equipment and/or machinery - it gives NO personal protection at all. Plant, equipment and/or machinery is protected by preventing the operation of unsafe or unserviceable equipment.

The Out of Service Tag denotes that plant, equipment and/or machinery has been effectively isolated and ensures that work can be conducted safely by personnel once they have placed their Personal Danger Tags on each isolation point. It also advises other personnel that the plant, equipment and/or machinery **MUST NOT** be operated until all tags have been removed.

Safety Tagging procedures should also be read in conjunction with any "Isolation Regulations" in force.

7.4 ELECTRICAL EQUIPMENT

All portable electrical equipment used by Burgess BLA shall be inspected and a current inspection tag attached by a licensed Electrician.

The operator before each use shall conduct a visual inspection.

Any damaged equipment and leads must be safety tagged, reported and then be repaired or replaced.

7.5 FIGHTING, VANDALISM AND STEALING

Fighting and vandalism to property and stealing are prohibited and will result in instant dismissal.

7.6 FIRE PROTECTION

The Company shall provide adequate fire extinguishing equipment to satisfy the work area and the work being undertaken.

All employees of Burgess BLA shall know where to find and be trained to use the fire equipment located in the work area.

Fire equipment shall be fitted on all Company vehicles with all employees trained in its use.

7.7 FIRST AID

All employees of Burgess BLA shall be required to report all accidents, incidents and near misses to the appropriate supervisor as soon as practicable and all information recorded.

Whilst on external sites all accidents, incidents and near misses are to be reported to their supervisor and the Safety Officer or First Aid Officer on that site so that the correct site procedures may be followed.

All employees requiring first aid will report to the appropriate trained First Aid personnel.

A fully equipped First Aid box is located in the main workshop and all employees shall make themselves familiar with the location and contents.

First Aid kits fitted in all Company vehicles.

7.8 GAS CYLINDERS

Gas cylinders must be secured in an upright position during usage, storage and transportation.

7.9 HOUSEKEEPING

Good housekeeping is the foundation of safe working conditions. A high proportion of accidents can be avoided by following good housekeeping practices.

Every employee has the responsibility to ensure that his or her work areas are maintained and left in a clean and safe condition at the end of their job.

- Keep your workplace tidy.
- Keep material and equipment out of walkways.
- Return tools and equipment to proper storage after use. Coil up hoses when not in use.
- Oil spills liquids and other materials must be cleaned up immediately or covered with fireproof absorbent compound.
- Deposit all trash and scrap in the proper containers provided.
- Never leave oily rags, paper etc lying around the job.

Do not place your work mates in danger by not carrying out good housekeeping practices.

7.10 INDUCTIONS

The management of Burgess BLA requires all employees to attend the Marcsta Induction Training programme in addition to Site Specific Induction programmes.

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7.11 LIFTING EQUIPMENT

All lifting equipment used on site or in-house by Burgess BLA shall be tested (to N.A.T.A. Standards), tagged and a record of tests be available on request.

7.12 MANUAL HANDLING

Supervisors shall ensure that all employees engaged in material handling duties maintain correct lifting techniques as demonstrated in the Marcsta Induction Training Programme as minimum criteria.

LEARN TO LIFT THE RIGHT WAY

7.13 PERSONAL PROTECTIVE EQUIPMENT

If it is not practicable to reduce the hazards in the workplace the management of Burgess BLA shall provide the necessary Personal Protective Equipment, instruction and training appropriate to protect against the hazard.

In support of Company initiatives to eliminate and/or control hazards the minimum Personal Protective Equipment (PPE) that will be worn by all employees working in designated areas shall be safety glasses, steel capped safety boots, long trousers and high visibility long sleeve shirts as the standard work clothing. All standard work clothing must be worn in the correct manner with boot laces tied up, shirts tucked in and no loose or torn clothing.

Additional PPE is required for certain tasks and in specific areas.

- Gloves
- Safety helmets
- Hearing protection
- Respiratory protection
- Safety belts

All personal safety equipment shall be kept in good, clean condition.

7.14 SAFETY SIGNS, NOTICES AND BARRICADES

All signs and notices must be observed. Do not deface or cover any signs or notice because it may result in someone being injured.

If you do not understand the meaning of any safety sign, ask your Supervisor.

7.15 WELDING & CUTTING

The management of Burgess BLA requires all supervisory staff to ensure employees strictly observe all the elements laid out in the standard operating procedures in regard to any hot work, which is to be undertaken.

In all welding operations, leather gauntlets, aprons, spats and welding shields with appropriate lenses must be worn as or when directed.



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When welding or cutting is necessary in known hazardous or flammable areas, fire extinguishers must be readily available for immediate use if necessary.

Do not weld or cut on an enclosed tank which contains flammable liquid, without first thoroughly cleaning it out and filling with water when possible, or ventilating.

Care must be taken to keep welding hoses, cables or connections from being contaminated with oil or grease. All equipment is to be maintained in a safe and serviceable condition.

Be sure that you have adequate ventilation before doing any welding in a confined place. Oxygen gas must never be used for ventilation.

Every precaution must be made to protect others from coming into contact with your immediate welding or cutting area.

7.16 WORK AREA BEHAVIOUR

Behaviour that may be acceptable outside of work can be extremely dangerous and unacceptable in the work area, therefore:-

- do not trip or wrestle another person,
- walk, do not run along walkways or stairs,
- do not play with fire, electricity, compressed air or water hoses,
- never throw things about your work place,
- do not distract anyone who is concentrating on their job, and
- horseplay, skylarking and practical joking will not be tolerated and shall be regarded as dismissible offences.

These activities are prohibited by the management of Burgess BLA and will not be tolerated.

8. ACCIDENT STATISTICS

The directors of Burgess BLA are committed to maintaining their current zero Lost Time Injury Frequency Rates. Management is eager to maintain this record which is clearly demonstrated with our continued endeavour to provide our employees with pro-active Safety, Health and Environmental programmes.

9. OCCUPATIONAL HEALTH AND SAFETY MEETINGS

Workplace safety meetings are held on a monthly basis with all employees required to attend. Minutes of all meetings are recorded for future reference, with a copy posted on the noticeboard.

Tool Box safety meetings are conducted prior to the commencement of each job.



10. REHABILITATION PROCEDURES

Burgess BLA has a commitment to the effective application of meaningful rehabilitation procedures.

Immediately it becomes apparent that an employee is likely to be classified 'unfit for normal duties' due to a work related injury or disease the Company shall notify the employee of their rights under the Workers Compensation and Assistance Act and that they are made to feel secure in on going employment.

The management of Burgess BLA has a commitment to providing productive alternate duties in the event of an employee sustaining a work related injury or disease as a vital part of their rehabilitation procedures.

If the employee is unable to be placed in alternate duties due to the injuries sustained the Company shall maintain contact with the injured employee and provide contact with Workers Compensation and the Rehabilitation Commission to obtain the programmes specialists and counselors to integrate the employee back into the workplace after their accident.

Rehabilitation consultants will be engaged to assess the impact associated with any serious workplace injury received by any of our employees.

11. JOB SAFETY ANALYSIS (JSA)

The management of Burgess BLA is committed to continue with their Job Safety Analysis programme as it forms a vital aspect of the Company's overall Safety, Health & Environmental programme.

12. MOTOR VEHICLE AND MOBILE EQUIPMENT CLASSIFICATIONS AND TRAFFIC RULES

The management of Burgess BLA requires personnel who are operating any of the Company's equipment to abide by the following:

- only licensed or authorised personnel are permitted to operate or drive mobile plant, equipment or vehicles,
- only use approved lifting chains, correct slings and slinging procedures, making sure the loads are secure,
- do not work or pass under suspended loads,
- keep clear of all vehicles and mobile equipment unless you are involved in their operation or direction,
- observe area speed limits at all times,
- WA Road Traffic Code applies on site unless otherwise stated, and
- mobile equipment checklists are completed weekly.