

MINESITE



RECYCLING

**MINESITE
RECYCLING**



Minesite Recycling Pty Ltd

OH&S Policy



MINESITE



RECYCLING

Contents

- ✓ **General Health and Safety**
- ✓ **Loading/Unloading Procedures**
- ✓ **Drug and Alcohol**
- ✓ **Fatigue Management**
- ✓ **Hazard Reporting**
- ✓ **Environmental Policy**
- ✓ **Hazardous Substances**
- ✓ **Communications**
- ✓ **Emergency Procedure**
- ✓ **Copy of Insurance cover**
- ✓ **Vehicle Report**

MINESITE



RECYCLING

MINESITE RECYCLING PTY LTD is committed to providing the highest quality service to our clients. At all times **MINESITE RECYCLING PTY LTD** strives to achieve the highest safe work practices and maintain a Safe working environment through the implementation of the following policies.;

- ✓ **Health and Safety**
- ✓ **Loading/Unloading Procedures**
- ✓ **Drug and Alcohol**
- ✓ **Fatigue Management**
- ✓ **Hazard Reporting**
- ✓ **Environmental Policy**
- ✓ **Hazardous Substances**
- ✓ **Communications**
- ✓ **Emergency Procedure**
- ✓

MINESITE RECYCLING PTY LTD provides a transport service for companies around the goldfields for recyclable material as well as urgent transportation needs and is committed to working and abiding by the highest OH&S standards set by **MINESITE RECYCLING PTY LTD** and its customers.

At **MINESITE RECYCLING PTY LTD** we strive to be the best in mine site clean ups, recycling material for a better environment and meeting our customer's urgent delivery needs. At all times we will put safety before profit and our people before production.

Matthew Sinclair
Director
MINESITE RECYCLING PTY LTD

MINESITE



RECYCLING

Health and Safety

General Housekeeping

Use the worksafe principles of spotting hazards, assessing risks and making appropriate changes where required. Report any potential unsafe work practices to the manager. Do not take risks, and ask if you are at all unsure. Keep all work areas as clean as possible. Keep all floor openings adequately barricaded or securely covered, and replace after work has finished.

General Safety Clothing

The minimum clothing standard is long sleeved shirt, long pants and steel-capped boots. Additional protective clothing may be required for specific tasks.

Head Protection

Employees must wear approved safety helmets on all sites where dictated as part of entry requirements,

Hand Protection

The wearing of gloves appropriate to the task being performed is mandatory in any instance, where there is risk of hand injury occurring.

Eye and Face Protection

All personnel must wear approved safety glasses fitted with side shields where dictated as part of entry requirements. Additional protection may be required:

Hearing Protection

All personnel to wear approved hearing protection when they are working in a designated noise area. Personnel performing tasks generating high noise levels will also be required to wear approved hearing protection even in a non-noise designated area.

Respiratory Protection

Personnel will wear approved respiratory protection devices (dust masks, respirator) where appropriate to the situation. Additional respiratory protection may be required when handling chemicals e.g. breathing apparatus. A failure to use the appropriate protection may result in damage to your respiratory system. Check all warnings on packaging, read Material Safety Data sheets and wear the appropriate protection as required.

Heat Stress

When working in the sun, ensure adequate intake of fluids during the day. Apply sunscreen to exposed areas when working outside.

Manual Handling

Use lifting aids or seek assistance when lifting or moving objects. Try to keep the back straight and use bent knees when lifting to avoid back injury.

MINESITE



RECYCLING

Fall Protection

Harnesses are to be worn wherever there is a risk of falling. A three point contact system (two feet and one hand) must be incorporated whenever disconnection/reconnection of lanyard is necessary. If this system cannot be incorporated then dual lanyards or other means of fall arrest are to be used. Whenever use of fall arrest equipment is required, consideration must be given to retrieval of personnel in the event of a fall .

Ladder Safety Procedures

Ladder angle should be at a ratio of 4:1 i.e. distance between base of ladder and vertical to be no less than one quarter of the height of the ladder. Select the appropriate sized ladder for the job and ensure it is in good condition. Secure the ladder firmly and place it away from traffic areas. Do not use ladders as work platforms as it is mandatory to maintain three points of contact at all times.

Energy Isolation (Lock Out/Tag Out) Procedures

Before commencing work on any mechanical or electrical drive equipment, it must be disconnected electrically and mechanically, locked out with padlocks and tagged out with personal danger tags as a minimum requirement. Different sites may have differing requirements before commencing work, so refer to the site supervisor e.g. permits required at some areas.

Rigging and Crane Safety

Only authorized and licensed personnel may direct the operation of a crane, you must not leave the crane while loads are suspended. At no time should personnel walk beneath a suspended load, or ride on hooks or loads. All components used for lifting must be of adequate safe working load.

Fire Protection and Prevention and Hot Work Procedures

Be aware of potential fire hazards whenever welding, grinding, oxy cutting or using flammable liquids. A fire watcher may be required whilst performing operations. Ensure the appropriate safety equipment is available nearby before commencing work, e.g. fire extinguisher, water hose and take all due care.

Electrical Safety

Assume all wires are live. Regularly check equipment and report any faults immediately. A current test tag should be attached to all electrical equipment, Keep all electrical leads off the ground.

Spill Prevention and Control Program

Check all warnings on packaging, read Material Safety Data Sheets and wear appropriate protection. Report any spills to the manager.

MINESITE



RECYCLING

Vehicles

Only personnel with a current driver's license in the appropriate class are permitted to drive MINESITE RECYCLING PTY LTD'S vehicles and all WA traffic laws are to be obeyed.

Drugs, Alcohol and Smoking

The use of drugs and alcohol is not permitted on site. Personnel appearing under the influence of either will not be allowed on site. The use of prescribed medication must be reported to the manager and recorded. Smoking is not permitted on the premises.

First Aid

A first aid box IS located in the truck. They do not contain any drugs or medications. Please record all treatments on the first aid register, notify the manager and fill out an accident/incident report form

Lifting gear

Ensure that all lifting gear (chains, slings, shackles, wire ropes, hooks) has an inspection Jay a suitably qualified person prior to use and is listed on the lifting gear register. All lifting slings and accessories are to be marked with the manufacturer's identification, safe working load and the grade of steel or alloy and an identification number for recording purposes. Lifting gear that does not have a marked identification number will be removed from use immediately and undergo inspection.

The safety procedures mentioned in this list are a guide for truck operations. There may be site specific rules and regulations to be adhered to when working on other sites. Always ask if you are unsure and refer to your supervisor/manager.

Remember, safety comes first

MINESITE



RECYCLING

Loading/Unloading Procedures

MINESITE RECYCLING PTY LTD is committed to keeping their customers equipment free from damage and delivering it in the same condition as received. At all times employees, subcontractors and our customers safety will be our number one objective.

MINESITE RECYCLING PTY LTD abides by the Coates Hire Drivers manual, doc WR-LP-01, Loading Procedures, and works in accordance to the guidelines set out by the company.

MINESITE



RECYCLING

Hazard Reporting

Employee/Contractor's role

Use the WorkSafe principles:

1.) Spot the hazard
2.) Assess the risk (use the risk assessment matrix)
3.) Make the changes to control or eliminate the hazard by the following (as appropriate)
 - Immediate-and permanent control of hazard if able e.g. repair or replacement of faulty/damaged equipment.
 - Temporary measures of control e.g. close off area
 - Notify manager and complete hazard report

Manager's role

- Establish corrective action and deadline
- Implement corrective action
- File hazard report

MINESITE



RECYCLING

Claims under the Worker's Compensation and Rehabilitation Act 1981

Checklist Prior to Processing of Claim

Employee/Contractor to Complete:

Surname: _____

Given Names: _____

DOB: _____

Position Held: _____

• Is this a new claim Yes / No • Is this a recurring claim Yes / No

Please indicate whether the following have been completed:

Manager advised of accident/incident Yes / No

Accident/Incident form completed Yes / No

Medical Certificate Obtained Yes / No

Worker's Compensation Form completed Yes / No

Witness Statement Form completed Yes / No

Form authorizing information exchange between Doctor and manager completed Yes / No

Application to utilize leave credits completed (if applicable) Yes / No

I acknowledge that all-relevant documents have been-completed to the best of my knowledge and handed to the manager.

Signature of Employee/Contractor: _____

Print name: _____

Date: _____

Manager to Complete:

Please indicate whether the following has been completed:

Claim forms supplied to employee/contractor Yes / No

All relevant forms obtained from employee/contractor and fully filled out Yes / No

Worker's compensation claim advice slip completed Yes / No

All documentation copied Yes / No

-Complete package submitted for processing Yes / No

Date submitted: _____

Signature of manager: _____

Print name: _____ DATE: _____

MINESITE



RECYCLING

Accident and Incident Reporting and Responses

Employee/Contractor Report

This form must be completed when an incident has occurred at the workplace or where the employee/contractor has sustained an injury or suffered harm to their health.

Surname:

Given Names:

DOB:

Position Held:

Date and time accident/incident occurred:

Location:

Witnesses (if any):

- Did the accident/incident involve a "Near Miss" Yes / No
- Equipment property damage Yes / No
- Injury or Illness Yes / No

Describe what happened during the accident/incident:

Describe the nature of the damage to property/equipment or the injury/illness sustained during the accident/incident (if applicable). Be specific:

Provide details of any personal protective equipment or clothing being used at the time:

Provide details of any standard safety practices being performed at the time:

Are there any factors that you think may have contributed to this accident/incident?

Was a Job Hazard Analysis complete prior to job commencement Yes / No

Employee/Contractor Signature :

Print name:

Date:

MINESITE



RECYCLING

Accident and Incident Reporting and Responses

Manager Investigation

Describe how the accident/incident occurred:

Do you agree with the details provided by the contractor/employee relating to the accident/incident?
Yes/No If "no" provide further details:

Provide details of any safety procedures being followed at the time of the accident/incident with respect to the use of equipment and/or machinery:

Provide details of personal protective clothing and equipment (if any) being used by the employee/contractor:

Is there evidence that the contractor/employee contributed to the accident/incident?
Yes / No If "Yes", provide details:

Were there any mitigating circumstances surrounding the accident/incident? Please provide details and any other relevant information:

Provide details of the factors most likely to have contributed to the accident/incident:

Provide details of the sort of immediate action that could be undertaken to prevent another such accident/incident occurring:

Provide details of the sort of long term action that could be undertaken to prevent another such accident/incident occurring:

Manager Signature.:

Print name:

Date:

MINESITE



RECYCLING

**Employee/Contractor Authorization
For Exchange of Information between
MINESITE RECYCLING PTY LTD and Medical Practitioner**

I,

hereby authorize the manager of MINESITE RECYCLING PTY LTD to contact
Doctor

for information regarding my illness/injury and rehabilitation/return to work to assist with planning my return to the workplace in a manner consistent with my medical care required.

I understand that the information will be respected as confidential and handled accordingly.

Signature of employee/contractor:

Print name:

Date:

MINESITE



RECYCLING

Environmental Policy

Wherever possible **MINESITE RECYCLING PTY LTD** aims to reduce the impact on the natural environment via the following policy (The Four **R**'s)

REPLACE material harmful to the environment with less toxic and biodegradable materials, wherever and whenever possible.

REDUCE the use of hazardous materials or chemicals where possible, minimize wastage and employ efficient use of all materials.

REUSE materials and chemicals wherever possible rather than consuming new components all the time.

RECYCLE material on site or relocate to professional recyclers where possible.

MINESITE RECYCLING PTY LTD also has a policy of complying with Material Safety Data Sheets on the use, storage and disposal of hazardous material to minimize its environmental impact.

MINESITE



RECYCLING

Hazardous Substances

Before a hazardous substance is brought on site a current Material Safety Data Sheet must be obtained by the manager and use of the substance reviewed. Material selected will have the lowest hazardous potential that is appropriate for the job. Any hazardous substance on site must be listed in the Hazardous-Substances Register. Prior to any use of the hazardous substance, all personnel involved with its use will have appropriate training prior to the job being undertaken.

Refer to Chemwatch and WorkSafe publications for further advice on any hazardous substance.

Factors affecting the selection of substances to be used by **MINESITE RECYCLING PTY LTD**

- Flammability
- Carcinogenic Effects
- Potential Environmental Effects
- Stability
- Corrosiveness.
- Storage Requirements
- Toxicity

Storage

Any hazardous substance must be stored in its original container with any warnings/labels displayed. Refer to the Material Safety Data Sheets for appropriate storage and use of the substance.

MINESITE



RECYCLING

Communications

MINESITE RECYCLING PTY LTD will keep all employees/contractors informed with relevant health and safety information via:

- Safety bulletins and notes
- Job Hazard Analysis
- Training and induction sessions
- Tool box and safety meetings

MINESITE



RECYCLING

Job Hazard Analysis (JHA)

Jobs subjected to Job Hazard Analysis would include the following scenarios:

- Jobs which have had incident/accident reports filed
 - New jobs, or procedures which haven't been performed before
 - An existing job or procedure is changed or modified
 - Jobs involving unfamiliar tasks
 - Jobs/tasks associated with poor accident record
- There may be other instances where JHA-may be conducted, and some projects may need a JHA conducted for multiple tasks-

Stages of JHA:

1.) Selection of job for JHA, Based on but not completely exclusive to above scenarios.
2.) Job broken down into sequential stages.
3.) Hazards identified at each stage and listed on JHA form.
4.)Determine-preventative measures-and-hazard control .
 - Can the hazard be eliminated altogether?
 - Can the hazardous component of the job be substituted with?
 - Can the hazard be kept isolated from all or most personnel?
 - What sort of Personal Protective Equipment or clothing will be needed when dealing with the hazard?
5.) Complete JHA form and seek approval for job.
6.) Review and repeat if necessary, especially if any change in the steps to the job or job it occurs.

MINESITE



RECYCLING

Emergency Procedure

In the event of an emergency, the following phone numbers may be useful:

Hospital	ph 90805888
Ambulance	ph 90211101
Police	ph 90219777
Fire Brigade	ph 90211044
RFDS	ph 90937500
State Emergency Service	ph 90932877
Poison Information Centre	ph 131126
Emergency Calls Dial	ph 0000

MINESITE



RECYCLING

Application for Employment

Surname:

Given Names:

DOB:

Address:

Contact Phone Numbers:

Position applying for:

Health Questionnaire

Do you have any pre-existing health or medical conditions which would affect your work in the position you are applying for? If yes please provide details

In the past 12 months have you sought medical treatment for any back or neck complaints? If yes please provide details

How many sick days have you claimed in the past 12 months? Please provide details of any illnesses/injuries:

Are you currently taking any prescription medication which may affect your work? If yes please provide details :

Are you willing to take a medical examination?

Yes/No

Are you willing to take an alcohol and/or drugs test?

Yes/No

I acknowledge the above information to be true, to the best of my knowledge.

Signature:

Print name:

Date:

MINESITE



RECYCLING

Employee/Contractor Induction Program

Surname:

Given names:

DOB:

Position Held:

Date Employment Commenced:

The Following is list of items to familiarise New Employees/Contractors with the general workings of **MINESITE RECYCLING PTY LTD.** If you have any questions or concerns during the induction program or at any time afterwards, please feel free to address these issues to **Matthew or Terry Sinclair**

Check List of items to be covered at induction	MSR initial	Employee/Contractor Initial
MSR Health and Safety Policy		
Personal Protective Equipment/Safety Gear(training provided)		
General Housekeeping(walk ways, rubbish, stores, spill prevention and control etc)		
General conduct expected		
MSR truck operation rules		
Machinery guards		
Machinery safety		
Hazardous substances and Material Safety Data Sheets		
Correct lifting procedure		
Lifting equipment location and use		
Hazard Reporting		
First Aid		
Accident and Incident reporting		
Emergency, fire and evacuation procedures		
Tool box meetings		

I acknowledge that I have been instructed on all the above items and understand the procedures that have been demonstrated. I accept that compliance with work place safety procedures is a condition of my employment with **MINESITE RECYCLING PTY LTD.**

Employee/Contractor signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

MINESITE



RECYCLING

Tool Box Meeting

These meetings will be held monthly and attended by all employees/contractors. They are designed to facilitate the identification of workplace hazards, the assessment of the risk such hazards impart on the workplace and to implement changes to remove the hazard.

The following form must be filled out at each meeting and any action required to remove/reduce workplace hazards must be documented by the designated person.

Tool box meetings also provide a means for employees/contractors to raise any safety concerns or general queries and for the manager to inform staff of any changes to current safety policies/procedures.

Date:

Name	Signature	Name	Signature

Issues Raised:

Corrective Action Required:

Action Completed
Manager to Sign

Date Action
Completed

MINESITE



RECYCLING

Risk Assessment Matrix

Probability	Consequences	Risk Score/Priority
<p>Almost Certain -Is expected to occur in all circumstances</p> <p>Likely -Will probably occur in most circumstances</p> <p>Possible -Might occur at some time</p> <p>Unlikely -A small possibility</p> <p>Rare -Not expected</p>	<p>Catastrophic -Death or disability</p> <p>Major - Medical treatment required, High level of property damage</p> <p>Moderate -First Aid treatment, Medium level of property damage</p> <p>Minor -First Aid treatment, Minor level of property damage</p> <p>Insignificant -No injuries, Minor level of property damage</p>	<p>Extreme Risk -Immediate action required</p> <p>High Risk -Senior management attention required</p> <p>Moderate Risk -Management responsibility must be specified</p> <p>Low Risk -Manage through routine procedures</p>

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Probability	Almost Certain	High	High	Extreme	Extreme	Extreme
	Likely	Moderate	High	High	Extreme	Extreme
	Possible	Low	Moderate	High	Extreme	Extreme
	Unlikely	Low	Low	Moderate	High	Extreme
	Rare	Low	Low	Moderate	High	High

Risk Assessment

Probability times Consequences = Risk

MINESITE



RECYCLING

DRUG AND ALCOHOL POLICY

MINESITE RECYCLING PTY LTD is committed to the safety of its employees and subcontractors under a Duty of Care to provide a safe work environment **MINESITE RECYCLING PTY LTD** also believes the same Duty of Care is incumbent on all employees and subcontractors as individuals. Employees are responsible for their own safety and must not, whilst carrying out their work, jeopardize the safety of fellow employees, subcontractors or any member of the public.

Employees fail in their Duty of Care if they attend work whilst under the influence of drugs or alcohol.

MINESITE RECYCLING PTY LTD Policy is to:

- Employ personnel who have successfully undertaken “fitness for work” screening and have agreed as part of their employment conditions, to undertake random screening for drug and alcohol levels when working on mine sites.
- Undertake Drug and Alcohol Testing to Australian Standards 4308-2008 “ Recommended Practice for the collection, Detection and Qualification of Drugs Abuse in Urine”
- Ensure that all employees who are deemed unfit for work are dealt with in an effective, fair and cooperative manner and are managed within the guidelines set within **MINESITE RECYCLING PTY LTD** Drug and Alcohol procedure, “Managing individuals who are unfit for work”
- File an individual’s drug and alcohol results in the strict confidence and release the results to authorized persons only.
- Use educational training and health programs to raise the awareness of **MINESITE RECYCLING PTY LTD** policies and procedures surrounding the use of drugs and alcohol and encourage employees to take responsibility for their actions.
- Provide avenues for employees to seek assistance for alcohol and drug problems through qualified health professionals.

MINESITE RECYCLING PTY LTD is committed to encouraging behavior among employees and subcontractors that it is not acceptable to attend work under the influence of drugs or alcohol. Information regarding education programs and counseling services will be made available to all employees from the relevant **MINESITE RECYCLING PTY LTD** Safety Advisor .

Matthew Sinclair
Director
Minesite Recycling Pty Ltd
05/04/10

MINESITE



RECYCLING

Fatigue Management

Minesite Recycling Pty Ltd

Systems and methods of compliance

All commercial vehicle drivers are to be given at least 24 hours notice to prepare for working time of 14 hours or more. Continuous periods of work time are not to exceed 5 hours. A solo commercial vehicle driver must have the opportunity for at least 7 continuous hours of rest in any 24 hours, preferably between the hours of 10pm and 8am.

Trip rostering practices

Commercial vehicle drivers are not to exceed 168 hours working time in 14 days. Commercial vehicle driver has at least two periods of 24 continuous hours non-work time in 14 days, or 4 periods of 24 continuous hours in 28 days and we are to minimise irregular or unfamiliar work rosters. The schedule is to allow for a 20 minute break from driving for every 5 hours work time.

Commercial vehicle driver readiness for duty policies

All commercial vehicle drivers are required to remain in a fit state for duty including not being impaired by alcohol or drug use.

Commercial vehicle driver health practices

All commercial vehicle drivers' health is to be assessed regularly by a suitably qualified medical practitioner. Medical assessment includes consideration of sleep disorders and other factors that contribute to fatigue, identify health problems affecting ability to work safely, e.g. diabetes, heart disease. We are to provide to all commercial vehicle drivers information and assistance to promote management of their health.

Workplace conditions

Minesite Recycling Pty Ltd will provide a working environment that meets the appropriate Australian Standards for seating and sleeping accommodation, a vehicle cabin should meet the requirement of the Occupational Safety and Health Act 1984. All truck cabins should be air conditioned where practicable, comfortable and the system checked before the trip commences.

MINESITE



RECYCLING

Training and education practices

Minesite Recycling Pty Ltd is to educate all drivers to recognise the symptoms of fatigue, develop strategies to enable better management and assist in making lifestyle changes, including conducting risk assessments and applying control measures.

Prevention of commercial vehicle driver fatigue.

All **Minesite Recycling Pty Ltd** managers, supervisors and commercial vehicle drivers participating in the DFMP and are trained in how to manage commercial vehicle driver fatigue, including factors that cause and affect fatigue.

All **Minesite Recycling Pty Ltd** Commercial vehicle operators management staff, commercial vehicle drivers and other employees involved in the operation of the DFMP are trained in the operation, administration and verification of the DFMP.

Training and education programs are documented and employee participation is recorded.

Documentation and records

Minesite Recycling Pty Ltd will have a DFMP System document showing how the company and its commercial vehicle drivers conform to the Operating Standards where practicable and when the standards are not met, how this is dealt with.

Records that document all work time, breaks from driving and non work time, commercial vehicle driver's schedules, including rosters.

Records include all trips performed, including details of any trip alterations. They show sufficient information to determine that the company and the commercial vehicle driver have conformed to the DFMP.

Personnel records that include copies of current medical certificates and applicable rehabilitation programs are kept on a confidential basis.

Records are kept for a minimum of 3 years.

Management of incidents

Minesite Recycling Pty Ltd will ensure that proper procedures are in place to monitor, record and investigate all incidents and to take corrective action as soon as is practicable.

Also sufficient information recorded for action to be taken to prevent future occurrences of the identified cause of the unsafe incident.

Our Company policies are to promote and encourage all employees, sub-contractors and relief staff to report all unsafe incidents including those where there has been no injury or damage.

Amendments to the DFMP after made as a result of investigations into any unsafe incidents or serious accidents.

