



VULCAN MINE

Mine Operating Procedure Housekeeping



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1. PURPOSE

The purpose of this procedure is to assist in maintaining a clean, tidy and safe work environment in all areas and assist in the prevention of an accident, injury or environmental impact.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors and visitors.

The controls within this procedure are mandatory.

3. DEFINITIONS

Authorised Person	A person who has the required competencies and who has been appointed by the Site Senior Executive to carry out a designated scope of duties.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specified task.
JHA	Job Hazard Analysis.
MOP	Mine Operating Procedure.
SHMS	Safety and Health Management System.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Mandatory Requirements

The core mandatory requirements and expectations of Vulcan Mine are that all workers (including internal employees, contractors and visitors) will follow the SHMS as it applies when working. Should a system gap be identified, a Supervisor must be notified immediately, and a risk assessment conducted before the work can continue.



Further mandatory requirements identified include the following:

- all workers will comply with CMSHA s. 39 Obligations of persons generally;
- all workers shall be trained, competent and authorised to be on site and to carry out those tasks specific to their role;
- all workers must present themselves in a state fit for duty and unaffected by drugs, alcohol, fatigue and other physical or psychological impairment;
- all workers will conduct a personal risk assessment (i.e. Take 5) prior to undertaking tasks and in the event of a change to the conditions, process or environment;
- there are risk assessments (JHAs) in place under which tasks are being carried out. These risk assessments may indicate controls that go above and beyond the legislative or SHMS requirements and must be followed;
- errant behaviours are prevented through compliance to the training scheme, and managed appropriately through supervision and site discipline procedures;
- at any stage should a worker feel unsafe or at risk when undertaking a task, they are to stop work, make the area safe (if necessary and possible) and immediately report this to their Supervisor; and
- if a worker sights another worker undertaking a task, which they feel is unsafe or at risk, that work may be stopped, and a Supervisor immediately notified.

4.2. General

Good housekeeping means maintaining the necessary standards of workplace cleanliness and tidiness to keep the workplace and the site free of unnecessary congestion and equipment, thus minimising slip and trip hazards. The standard of housekeeping provides an indication of the care workers have for their workplace, colleagues and the environment.

4.3. Amenities including Crib Room and Site Ablutions

Lunch areas shall be maintained in a clean and tidy state. Items are to be stored appropriately in cupboards or cabinets supplied, not left on floors or entry and exit points.

Bathrooms shall have adequate hand washing and drying facilities.

Kitchens, bathrooms and other communal areas shall be appropriate in size to cater for the number of employees using them.

All CMWs shall dispose of leftover food and rubbish in the receptacles provided.

Where dishwashers are provided, they must be used.

4.4. Cleaning and Waste

Waste shall be removed on a regular basis and shall include various waste reduction strategies, including reduction, recycle, re-use and disposal. Receptacles shall be vermin proof and should not be over filled.

All CMWs are expected to place any stray rubbish identified into the appropriate receptacle.

Cleaning shall be conducted in accordance with the VUL-SOP-095-Hygienic Facilities.



4.5. Floors, Walkways and Stairs

All work areas shall be kept clean and tidy at all times.

Floors must be kept clear of objects and substances, which could potentially cause slips, trips or falls. There is an obligation on all CMWs to rectify hazards where practicable or report to the Supervisor if they are unable to rectify.

Walkways, stairways, emergency exits and corridors are to be kept clear to ensure free passage.

Received goods must be stored away immediately and not left to clutter areas or obstruct passageways.

Electrical and telecommunication cables shall be taped or adhered to the floor where they cross walkways or where they pose a trip hazard. Electrical leads in work areas shall be hung on lead stands appropriately to avoid leads being left lying on the ground.

4.6. Vehicle and Plant Cabins

Waste shall not be left in vehicle and mobile plant cabins. Vehicle and plant cabins shall be cleaned at the commencement and end of each shift by the operator.

4.7. Inspections

Area inspections should include checking the cleanliness and tidiness of work areas both on site and in the offices.

Inspection records shall be maintained and any corrective or preventative actions raised shall be monitored until closed out.

4.8. Storage Racks, Shelving and General Storage Areas

Consideration shall be given to the type, size, weight and accessibility requirements for any items being stored.

Filing cabinets and drawers should be closed when not in use.

Light items must be stored on higher shelves, and heavier items at mid-level, within easy reach.

Boxes, equipment and materials are to be stored in a manner that prevents objects from falling.

5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Manager	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
Managers/Superintendents	Shall be responsible for their area of operations and the implementation and application of this procedure; Provide adequate training, information, structure and supervision to ensure that this procedure is implemented; Carry-out a periodic review of activities to ensure the appropriate application and understanding of this procedure; and Ensure immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from these activities.
Supervisors	Ensure all CMWs are familiar with, have access to and comply with the requirements set out in this procedure.
All CMWs (including visitors and contactor)	Shall comply with the requirements of this procedure.

6. REFERENCES

- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- VUL-SOP-095-Hygienic Facilities

7. REVIEW

This document shall be reviewed at a minimum every two (2) years, or as follows:

- when there is a change of method and/or technology and/or legal or other requirement that may affect the accuracy of this document;
- when operational changes occur that effect the currency of the document;
- when there has been a significant event to which this document was relevant; and
- as a result of relevant audit findings.

8. DOCUMENTS

Version	Date	Description	Document Controller
01	21/05/2020	Initial draft	Rachael Dacker
02	26/06/2020	Risk workshop	Shane Johnson
03	17/05/2021	Review & Formatting	Nicole Davey
04	16/06/2025	Review and Update	Kelly Jensen