



VULCAN MINE

Safety and Health Management Plan



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1. INTRODUCTION

This plan describes the Vulcan Mine Safety and Health Management System and provides a framework to facilitate the implementation of the system at the mine.

2. PURPOSE

The primary purpose of this plan is to provide an easily interpreted reference document that ensures that commitments, safeguards and control measures are being implemented, monitored, audited and improved.

This plan has been developed to inform and direct personnel about the specific practices, resources, sequencing, controls and checks that are applicable to activities at the Vulcan Mine.

3. DEFINITIONS

AED	Automated External Defibrillator.
BBRA	Broad Brush Risk Assessment.
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.
IMS	Integrated Management System.
JHA	Job Hazard Analysis.
MIA	Mine Infrastructure Area.
MOP	Mine Operating Procedure.
OCE	Open Cut Examiner.
OEM	Original Equipment Manufacturer.
PHMP	Principal Hazard Management Plan.
ROM	Run of Mine.
RSHQ	Resources Safety and Health Queensland.
HSET	Health, Safety, Environment and Training.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
SSE	Site Senior Executive.
SWP	Safe Work Procedure.

4. COMPANY INFORMATION

Vitrinite Pty Ltd (Vitrinite), is a privately owned company holding an extensive strategic coking coal tenement portfolio within Queensland's world-class Bowen Basin. The Vulcan Project is currently the most advanced project within Vitrinite's portfolio. It contains the Vulcan Mine and significant exploration targets.



5. MINING ENVIRONMENT AND ACTIVITIES

The Vulcan Mine comprises a new, small-scale coking coal mine, located approximately 30 kilometres north-west of Dysart and 35 kilometres south-east of Moranbah. The mine lies immediately west of BHP Billiton Mitsubishi Alliance's Peak Downs Mine.

The Jupiter hard coking coal target has been defined and selected for open cut development via a single pit. The project will operate for approximately four years and will extract approximately six million ROM tonnes of hard coking coal at a rate of up to 1.95 Million tonnes per annum. Mining will initially commence with the excavation of an approximately 600,000 ROM tonne bulk sample before ramping up to full-scale mining. ROM coal will be trucked off site for toll washing at a nearby facility.

A small out-of-pit waste rock dump will be established prior to commencing in-pit dumping activities that will continue for the life of the operation. Ancillary infrastructure, including a ROM pad, the MIA, offices, roads and surface water management infrastructure will be established to the west and south of the open cut.

Mining will be conducted by open cut mining in compliance with the conditions of the Mining Lease with progressive backfilling of the pit. In summary, the mining method comprises the following stages:

- clearing and grubbing;
- topsoil removal and stockpiling;
- drilling and blasting;
- overburden, interburden and partings removal and dumping;
- selective coal mining to maximise recovery and minimise dilution;
- coal haulage to ROM stockpile;
- crushing and dry-sorting;
- operate and maintain reject co-disposal system;
- manage and maintain all site services;
- mine planning and development;
- progressive re-contouring of waste dumps; and
- re-spreading of topsoil.

As mining commences, exploration activities are planned to continue. This work will include all aspects for exploration, including field mapping, drilling, seismic surveys and environmental surveys, etc.

6. WORKFORCE

The Vulcan Mine is anticipated to require a workforce of between 30 and 120 employees and contractors, at various stages of the operation. It is anticipated that less than approximately one quarter of this workforce would be present on site at any one time due to shift and roster arrangements and the inclusion of off-site haulage positions in this total. The workforce will be primarily sourced from the regional area and make use of the existing accommodation camp facilities and private housing at Moranbah and Dysart. In addition to the predominantly local workforce, it is anticipated that some drive-in/drive-out and fly-in/fly-out personnel will be required.

For the purposes of this plan, it is assumed the workforce will reside in a mixture of accommodation facilities including camp and private residences. It is assumed there will be a 50/50 split between Dysart and Moranbah and travel to site will be 80% bus and 20% private vehicle. Initially, during the bulk sample there will be one 12-hour day shift on a seven day roster. Once full-scale mining commences, operations will switch to two 12 hour shifts per day on a seven-day roster.

7. SAFETY AND HEALTH MANAGEMENT SYSTEM

The SHMS is based on the principles of continual improvement and adopts the methodology of 'Plan, Do, Check and Act'. The structure and approach of the system generally align to AS/NZS ISO 45001:2018 Requirements with guidance for use Occupational health and safety management systems – Requirements with guidance for use, and has been written to meet the intent of AS ISO 31000 Risk Management - Guidelines, AS ISO 19600:2015 Compliance management systems – Guidelines, as well as the requirements stated in s62 of the *Coal Mining Safety and Health Act 1999* (Qld). This plan has also been drafted with the



intent of coordinating with the site AS/NZS ISO 9001:2016 based Quality management system and ISO 14001 based Environmental Management System.

Figure 1 provides a conceptual structure of the SHMS framework in the form of the Deming's Cycle.



Figure 1: Safety and Health Management System Framework

Table 1: ISO 45001 Structure and Content

PLANNING (P)	
04 CONTEXT OF THE ORGANISATION 4.1 Understanding the organisation and its context 4.2 Understanding the needs and expectations of workers and other interested parties 4.3 Determining the scope of the OHS Management System 4.4 OH&S Management Systems	05 LEADERSHIP & WORKER PARTICIPATION 5.1 Leadership and commitment 5.2 OH&S policy 5.3 Organizational roles, responsibilities, accountabilities and authorities 5.4 Participation and communication
06 PLANNING 6.1 Action to address risks and opportunities 6.2 OH&S objectives and planning to achieve them	
DOING (D)	
07 SUPPORT 7.1 Resources 7.2 Competence 7.3 Awareness 7.4 Information and communication 7.5 Documented information	08 OPERATION 8.1 Operational planning and control 8.2 Management of change 8.3 Outsourcing 8.4 Procurement 8.5 Contractors 8.6 Emergency preparedness and response
CHECKING (C)	ACTING (A)
09 PERFORMANCE EVALUATION 9.1 Monitoring measurement, analysis and evaluation 9.2 Internal audit 9.3 Management review	10 IMPROVEMENT 10.1 Incident, nonconformity and corrective action 10.2 Continual improvement



Figure 2: Key components of the Health and Safety Management System Framework

8. INTEGRATED MANAGEMENT SYSTEM

The Vulcan Mine IMS is the central repository of the SHMS. All CMWs will have access to the SHMS via the IMS.

The SHMS Document Structure that will sit inside the IMS is as per Figure 3:

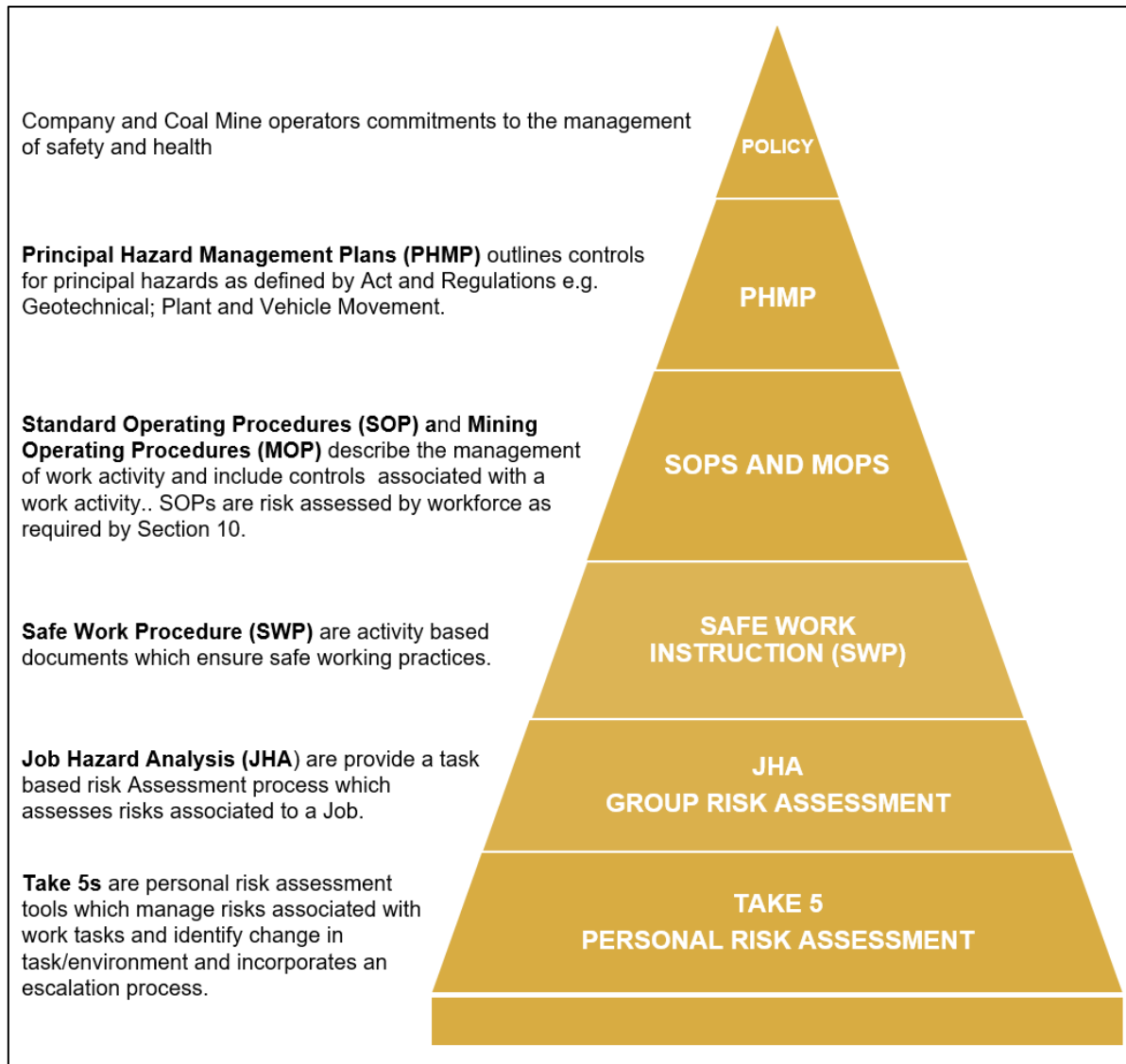


Figure 3: Safety and Health Management System Document Structure

9. LEADERSHIP AND ACCOUNTABILITY

The Safety and Health Policy describes Vulcan Mine's commitment and overall approach to safety and health management.

Vulcan Mine is committed to the goal of an injury free workplace through the elimination of workplace injury and illness. As part of our commitment, Vulcan Mine shall develop and maintain a documented SHMS.

9.1. Demonstrate Leadership

Vulcan Mine management and supervisory personnel lead by example through the provision of suitable resources to implement and monitor performance, the identification and correction of any non-conforming conditions or behaviours, and active promotion of individual responsibility.

Vulcan Mine requires managers who are responsible for the management of the mine to do the following:

- promote safety and health initiatives through workforce engagement;
- provide resources and support necessary for effective safety and health management;
- conduct site inspections and reviews on safety and health performance;
- lead incident investigations;
- participate in the management risk review process; and
- review the effectiveness of contractor management procedures.



10. POLICY

Vulcan Mine policies guide the management and implementation of process designed to ensure effective management of key business and operational functions, including safety and health.

Vulcan Mine core policies are:

- VUL-POL-01 Safety and Health Policy;
- VUL-POL-02 Environment Policy;
- VUL-POL-01-04 Community Policy;

The Safety and Health Policy establishes the standard for safety and health management at the mine. The policy covers all personnel who work at the mine, including company employees, contractors and visitors.

Vulcan Mine is committed to conducting its business without compromising the safety and health of any employees, contractors, visitors, stakeholders or the general public.

Vulcan Mine is committed to providing and maintaining a working environment where no-one is exposed to unacceptable levels of risk. All personnel are required to report fit for work. This includes being well rested and free from the influence of alcohol and recreational drugs.

11. ROLES AND RESPONSIBILITIES

11.1. Structure

The SSE has overall responsibility for safety and health performance. In addition, all CMWs have safety and health responsibilities and obligations under both the SHMS and the legislation. It is the responsibility of each CMW to ensure that they fulfill their obligations and it is the responsibility of the SSE and Vulcan Mine to provide the necessary resources and conditions to enable this to happen effectively.

The Management Structure and Roles and Responsibility Procedure describes employee responsibilities and authorities, the management structure, delegation of authority and statutory appointments.

Approved copies are located via the Mine Record as required by the CSMHA s55 and available on the Vulcan Mine IMS. The SSE shall give notice of any change in the organisational or management structure at the mine to the inspector for the region within 14 days after the change happens. Changes to the organisational structure must also be recorded in the Mine Record in accordance with s55 of the CSMHA.

11.2. Appointment of Key Personnel

All key personnel appointed by Vulcan Mine will be subject to the written approval of the SSE. All management and supervisory personnel are to be appointed in writing clearly stating their obligations to discharge their duties in accordance with the intent of the SHMS.

11.3. Authority

Vulcan Mine workers have authority to act to improve safety and health performance and request resources to conduct their job in a safe manner. Should personnel at any time feel any requirements for safety and health have not been fully met on their job or in an area adjacent to them, then they have the authority to 'stop the job' and develop a safer work method, source alternative tools or other resources, or not continue with the task.

Authorities for safety shall include, but not be limited to, requests for alternative work methods, review of risk assessments, tag out of unserviceable equipment and preventing others from performing unsafe acts.

11.4. Responsibilities

Responsibilities of key positions are described within the relevant Position Descriptions, the Management Structure and the Roles and Responsibilities Matrix.



11.5. Organisational and Management Structure

Vulcan Mine has a process for establishing and maintaining an organisational and management structure with clear roles, responsibilities, authorities and expectations. The organisational and management structure provides clear accountability for deliverables. The organisational and management structure is presented in Figure 4, below.

Employees have written job descriptions and those descriptions are communicated to them.

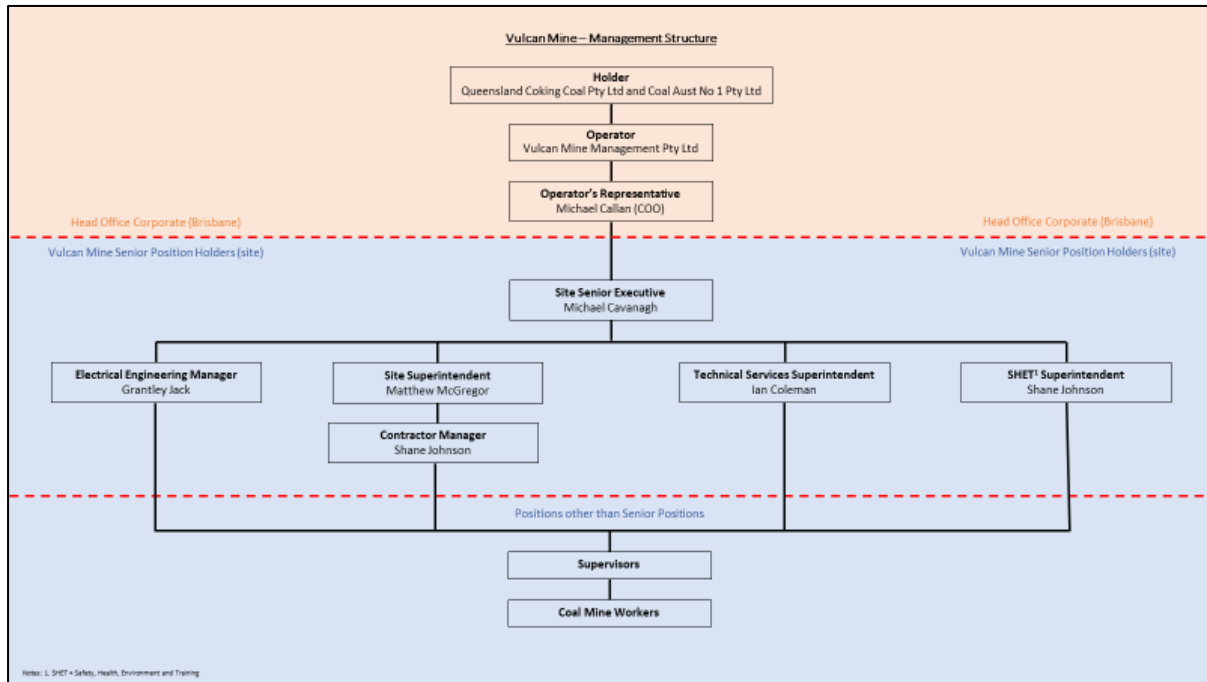


Figure 4: Organisational and Management Structure

12. TRAINING AND COMPETENCE

12.1. Training

All Vulcan Mine workers shall undergo such instruction, training or other learning process determined by the Training Needs Analysis to ensure that they are competent to carry out their work in a safe manner.

No-one shall be expected to perform a task without first being adequately trained to perform the task safely and competently. The SSE will ultimately determine whether the person carrying out the task is deemed competent to do so.

All training at the Vulcan Mine shall be conducted in accordance with VUL-PLN-082-Training Plan

All personnel who are competent to present training and assess the workers competencies must be appointed by the SSE in accordance with s82(f) of the CSMHR using the approved form.

Competency packages will be developed and mapped against:

- Resources and Infrastructure Industry Training Packages (RII);
- national industry training packages; and
- competencies recognised by the Coal Mining Safety and Health Advisory Committee.

12.2. Site Induction

The Vulcan Mine Site Induction is compulsory for all CMWs. It includes elements of training, assessment and familiarisation of the SHMS and includes policy, plans and procedures. Required minimum competencies and the site induction ensure that Vulcan Mine CMWs are trained in how to conduct and



participate in the risk assessment process. This is essential to ensure workers understand how to identify potential hazards and implement controls to reduce risks to an acceptable level.

Periodic refresher training shall be scheduled as defined by the site Training Needs Analysis.

13. LEGAL REQUIREMENTS

13.1. Access to Legislation and other Requirements

Legislation including the Coal Mining Safety and Health Act 1999 and the Coal Mining Safety and Health Regulation 2017 can be obtained from the Queensland Government <https://www.legislation.qld.gov.au/>.

Vulcan Mine has access to the Standards Online database provided by SAI Global. This is administered by the HSET Department and they should be contacted in order to obtain access to standards.

In addition to legislation and standards, other relevant material will include Codes of Practice, Guidance Notes, Safety Bulletins and Alerts. This material can be obtained from the relevant websites.

13.2. Changes to Legal and other Requirements

Changes to legal and other requirements may result in relevant notifications to CMWs and must be managed in accordance with VUL-SOP-002 Change Management.

14. OBJECTIVES

The Vulcan Mine Safety and Health Policy establishes broad objectives. The key overall safety and health objectives are:

- To comply with all relevant statutory duties, regulations, industry codes and standards, making adequate provision of resources to meet these requirements.
- To monitor and review the Safety and Health Management Plan with the aim of continually improving job safety and risk awareness.
- To provide and disseminate adequate information, instruction and training for employees and other relevant stakeholders to increase personal understanding of occupational safety and health hazards and to ensure proper supervision.
- To provide assistance and information to ensure incidents are investigated thoroughly and that all recommendations are followed through to ensure continuous improvement.
- To involve employees, contractors, suppliers and clients on safety and health matters, and consult with them in ways to reduce occupational hazards and improve control methodologies.
- Maintain a risk management process to eliminate or minimise safety and health risks throughout the organisation's operations.
- To ensure that adequate and safe plant, personal protective equipment and working environments are maintained throughout the organisation's operations.
- To set measurable short and long-term objectives and targets in safety and health management as part of an ongoing action plan and regularly review its performance against the objectives of this policy.

14.1. Performance Indicators

Performance indicators are established for measuring the effectiveness of the SHMS. Key performance indicators are shown in Table 2 below. The performance targets shall be communicated to CMWs.



Table 2: Safety and Health Performance Indicators

Performance Indicator	Description	Target
LTIFR Lost Time Injury Frequency Rate	The numbers of lost time injuries/diseases per million hours worked. Lost time injury/disease - an occurrence resulting in a fatality, permanent disability or time lost from work of one shift or more.	0
TRIFR Total Recordable Injury Frequency Rate	Total number of recordable (lost time, medical treatment and disabling cases) injuries/diseases per million hours worked.	0
Number of overdue safety and health corrective actions	Total number of overdue actions in the Actions Register e.g. relating to incidents, inspections, audits etc.	0
Percentage compliance from independent SHMS audit.	The percentage of assessment criteria considered to be adequate.	90%

15. HAZARD AND RISK MANAGEMENT

The VUL-SOP-049-Risk Management has been developed to:

- describe the process for the identification, analysis, evaluation, ranking and control of risk;
- ensure safety and health risk assessments are conducted in accordance with relevant requirements; and
- ensure work tasks are carried out so the risks arising from those operations are within acceptable levels and As Low As Reasonably Achievable (ALARA).

Figure 5 below shows the conceptual structure of risk management documents and processes.

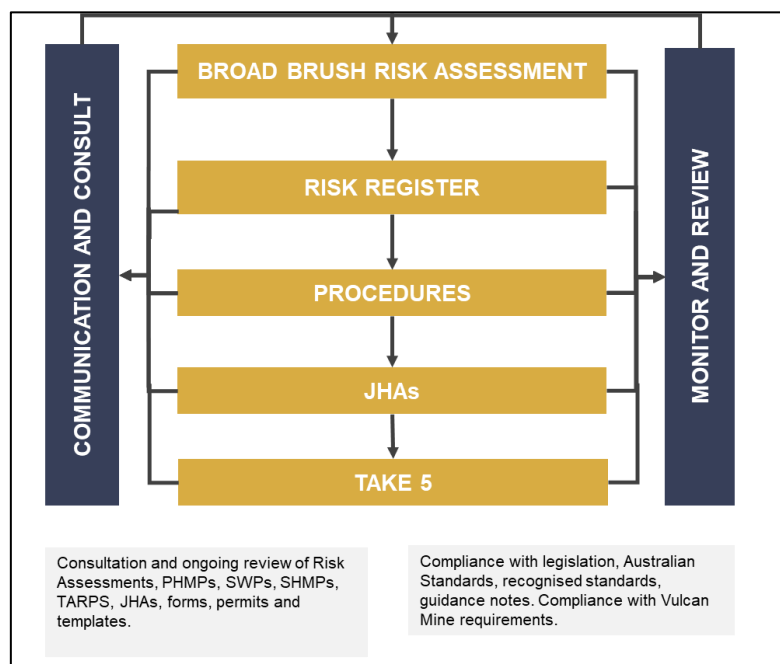


Figure 5: Conceptual Structure of Risk Management Documents



15.1. Broad Brush Risk Assessment

A Broad-Brush Risk Assessment shall be undertaken to determine risks associated with the mine operations.

15.2. Safety and Health Risk Register

A Risk Register based on the BBRA shall be developed and maintained as a 'live document'. The Risk Register may be a component of a global risk register encompassing other risk types (e.g. environment, financial, etc)

Safety and health risks identified through a formal risk assessment must be recorded in the Risk Register.

15.3. Principal Hazard Management Plans

Principal Hazard Management Plans shall be prepared and implemented at the mine for Principal Hazards identified within the BBRA.

The PHMPs must:

- identify, analyse and assess risks associated with principal hazards; and
- include standard operating procedures and other measures to control risk.

15.4. Standard Operating Procedures

The preparation of Standard Operating Procedures must include:

- review of the methods of controlling the hazards stated in the database kept by the Chief Executive Officer under section 280(1)(a)(i) of the CMSHA;
- consultation with a cross-section of the mine's workers involved in carrying out a task to identify the hazards associated with the task and ways of controlling the hazards;
- a risk assessment tool;
- preparation of a draft SOP which must be provided to the Vulcan Mine workers consulted in the development of the document; and
- provision of a final SOP by the SSE if the workers agree with the draft SOP.

15.5. Job Hazard Analysis

A Job Hazard Analysis is a job-based tool used to identify hazards and controls where a more detailed risk management tool is required, and can be applied by an individual or by following a more structured approach through a workgroup or small team.

JHAs must be recorded using the JHA form and in accordance with VUL-SOP-049-Risk Management.

JHAs can be used to assess and manage hazards other than safety (e.g. environment, community, etc.).

Actions arising from JHAs shall be tracked through VUL-REG-18-04-Actions Register.

15.6. Take 5 Tool

The Take 5 is a personal risk management tool which uses a set of hazard prompts (a basic checklist). The Take 5' tool is used to increase safety awareness by ensuring a person consciously thinks through their work tasks prior to commencing work and whilst undertaking work.

15.7. Hazard and Near Miss Reports

Hazard and Near Miss Reports must be made available throughout each work area. CMWs shall be instructed on how to use these reports to proactively record hazards and near misses and ensure appropriate actions are taken to rectify issues.



Corrective actions from Hazard and Near Miss Reports must be documented within VUL-REG-18-04-Actions Register and monitored for adequate completion.

Information on the Hazard and Near Miss Reports must be trended for reoccurring hazards to ensure they are mitigated. Completed Hazard and Near Miss Reports must be retained as a record.

15.8. Quarterly Risk Reviews

Quarterly Risk Reviews shall be conducted as part of management review activities.

A management representative from all departments must participate in the reviews. Additional hazards and risks identified during the Quarterly Risk Reviews must be documented on the Risk Register.

16. CHANGE MANAGEMENT

The change management process shall include consideration of safety and health risks arising from significant changes to processes, equipment, people, work environment, work conditions and work hours.

Change shall be managed in accordance with the VUL-PRO-001-Contractor Management Procedure.

Evidence showing consideration of safety and health risk assessment and management shall be maintained. As a minimum, this can be demonstrated through the following processes and records:

- development, completion and review of JHA, work procedures and processes;
- completion of VUL-FRM-02-02-Change Management Form;
- communication of relevant information between affected parties through meeting minutes, newsletters, emails, memos, notifications, inductions and orientations;
- review of feedback;
- review of key documents such as management plans, structural and layout drawings, location maps showing changes affecting safety and health; and
- change management events entered within IMS and Actions Register, recording documentation and evidence.

17. MANAGEMENT AND OPERATIONAL CONTROLS

17.1. Controls

Management and operational controls shall address the findings of risk assessments at the mine, using the most effective practicable combination of measures available. The selection of controls shall take into account the following factors:

- the 'hierarchy of control' shall be considered when selecting controls;
- elimination shall be adopted as the appropriate control if it is reasonably practicable to do so;
- legal requirements;
- good practice and/or industry best practices; and
- the potential for the introduction of new hazards through the implementation of new controls.

17.2. Safety and Health Management System Documentation

Controls are documented within the SHMS in the following key documents:

- Standard Operation Procedures;
- Mining Operation Procedures;
- Safe Work Procedures;
- Job Hazard Analyses; and
- Permits.



18. Health and Hygiene

A program shall be put in place to periodically monitor risks to CMWs' health at the mine. This shall include monitoring for exposure to unacceptable levels of noise, respirable dust and hazardous substances. The results shall be recorded and analysed to identify any increase in exposure or risk.

If monitoring reveals a considerable increase in the level of risk to a worker, notification of monitoring results will be made available to the Appointed Medical Advisor. If a worker is exposed to a hazard at the mine which may increase the level of risk to the worker, the worker's exposure to the hazard will be periodically monitored to assess the level of risk.

Records of such monitoring will be kept for 30 years.

Prior to employment at the Vulcan Mine, new employees shall undergo a medical examination in accordance with s46 of the CSMHR.

For this purpose, unless the person is under a short-term subcontract with an acceptable health risk rating, all company and contracted personnel at the Vulcan Mine are considered as permanent employees and are required to be certified under the scheme as medically fit to carry out their specific duties at the mine or associated facilities.

19. PARTICIPATION AND COMMUNICATION

Vulcan Mine has a process for identifying, generating, approving and issuing significant information to appropriate internal and external stakeholders.

19.1. Communication Channels

A system of effective communication of matters related to safety and health is most important in any program to prevent incidents on site. Workers are encouraged to deal with safety issues as they arise in a proactive manner raising the concerns with their Supervisor.

Communication/notification to operations personnel shall be completed via the following forums:

- site inductions;
- internal newsletters and bulletins;
- incident alerts;
- meetings;
- pre-shift meetings;
- daily communications meeting – across all business areas;
- weekly production meetings;
- communications noticeboards;
- mine area inspection report;
- signs;
- radio calls; and
- external bulletins and alerts.

Whilst production is taking place, communications between all workers may take the following forms:

- two-way radio communication;
- one-on-one communication;
- production/quality meetings;
- management review meetings; and
- training sessions – safety, scenario training.

Feedback from safety and health meetings shall be provided to work crews. The meeting minutes shall be posted on noticeboards, including the actions and outcomes from events and hazard reports. Actions arising from the meetings, inspections and risk assessments are logged in VUL-REG-18-04-Actions Register to ensure appropriate corrective and preventive action by relevant responsible persons, including completion timeframes.



Contractors shall be made aware of any changes to site specific procedures, processes and practices, and are involved in site communication sessions, including pre-shift, safety and committee meetings, which relate to their work activities.

19.2. Notification

Workers shall be notified of:

- safety and health policy, including changes to the policy;
- life-threatening situations;
- emergencies and the location of known hazards;
- key learnings, risks and significant incidents and legal requirements;
- safety and health related topics relating to work activities;
- safety and health performance, including the results of audits, inspections and reviews;
- incidents and/or system failures; and
- design/operation changes which may affect workers.

19.3. Communication of Identified Hazards

Hazards identified in accordance with the Risk Management Procedure including risks with the potential to cause injury to persons, damage to equipment or the environment, shall be communicated in the Pre-Start/Shift Meetings.

19.4. Emergency Communication

Declaring an emergency at the Vulcan Mine will be made by the first person to identify the emergency. The primary means of declaring an emergency is via the two-way mine radio using the call “**EMERGENCY – EMERGENCY – EMERGENCY**”. Refer to VUL-SOP-035 Emergency Planning and Response for information on raising an emergency.

Current emergency contact details shall be displayed in all crib rooms, offices and other areas where it will provide workers with immediate information on what to do and who to contact in an emergency.

19.5. Communication of Legal and other Requirements

Information from relevant regulatory authorities shall be regularly checked to monitor changes in safety legislation, standards or initiatives which may affect mine operations. Where relevant, such information is to be communicated to the workforce.

Directives and reports of inspections carried out at the mine by industry inspectors shall be recorded in the Mine Record and displayed on noticeboards.

Approved SHMS documents including policies, plans and procedures are shared on the IMS with access available to all workers.

19.6. Pre-Start Meetings

Daily Pre-Start meetings are focused on the establishment of a safe system of work. The planned activities for the shift are discussed and processes such as permits, authorisations, changes in the scope of work, hazards and aspects, work environment, crew composition and the introduction of new equipment are evaluated.

Events occurring on previous shifts are discussed with workers to share findings and key learnings.

19.7. Safety/Toolbox Meetings

Safety/Toolbox Meetings are held monthly to discuss the tasks and related safety aspects with the work group, developed primarily to share safety and health information with workers.



Supervisors proactively encourage workers to contribute to the discussions, providing an open forum for any safety or other issues to be raised.

Subject material for safety/toolbox meetings is at the discretion of Supervisors but assistance and additional material will be provided by the HSET

Department. This will include company, industry and other material as required. A Training Attendance Form shall be completed for recording purposes.

19.8. Handover Meetings

Shift or roster handovers shall be completed by the Supervisors who are coming on shift and finishing shift.

All handovers include a written handover document to assist with effective communication of information from one shift to another. This is designed to promote a seamless transition of operations and should include any operational and safety and health information arising from the shift or roster.

19.9. Open Cut Examiner Report

Open Cut Examiner reports will be completed at the end of each shift by the shift OCE. The report will include the results of inspections conducted by the OCE and other safety, health and operational information essential to the safe operation of the pit. Each report will be lodged in the mine record. The on-coming OCE will read the report from the previous shift and provide written acknowledgement that they have read the report.

19.10. Safety and Health Alerts and Bulletins

Internal Critical Event Alerts are communicated company-wide at the completion of an investigation. Operations can benefit from review of the key learnings and recommendations. External (other organisations) information bulletins or alerts shall be distributed and displayed on site notice boards.

19.11. Consultation with the Workforce

Supervisors and mine management are to actively pursue a consultative approach and support the involvement and motivation of workers in the development, execution and review of risk management practices, safety initiatives and safe work practices, including management plans and procedures.

Workers shall be involved in and/or consulted with:

- the development, implementation and review of procedures to identify hazards and their controls;
- incident investigations, as appropriate;
- the development and review of safety and health policies and objectives; and
- possible changes that may affect workplace safety and health;

Workers are required to be consulted in relation to matters that may affect their safety and health, including when:

- conducting the hazard identification and risk assessment process;
- making decisions about ways of eliminating or minimising risks;
- making decisions about the adequacy of facilities on site; and
- proposing changes which may affect safety or health.

Consultation with and involvement of the workforce in matters concerning safe production is encouraged on a day-to-day basis.

20. Site Safety Health Representatives and Committee

Where workers request Site Safety and Health Representatives to be elected, the request shall be facilitated. The function of the Site Safety and Health Committee shall be documented in consultation with the workforce.



The Committee shall meet at an agreed frequency, not less than quarterly. As a minimum, nominated workers from each area of the site shall attend the meeting which includes management, supervisors, elected Safety and Health Representatives and a Chairperson.

21. DOCUMENTS

21.1. Document Portal

Procedures, documents and forms are kept within the SHMS document library. The SHMS is located on the IMS and the company provides access to all CMWs and visitors.

All documents shall be easily accessible, version controlled and current, and shall include drawings, plans, site-specific procedures and forms. A documented control process will be used to track and monitor changes to the SHMS.

21.2. Document Management

Documents shall be reviewed and updated as outlined in relevant procedures or when there is a change to processes on site pertaining to procedure, to ensure currency. Copies of relevant working documents shall be available to the workforce both electronically and in hard copy. Hard copy documents shall be marked, 'Uncontrolled Document When Printed' and obsolete hard copies shall be destroyed.

Any compliance documentation or reference sources required for safety or statutory purposes will be stored electronically. Access to electronic copies will be provided to all CMWs and visitors. Alternatively, Vulcan Mine workers may ask their Supervisor, OCE or the HSET Superintendent to assist in accessing the required documents.

All obsolete electronic documents shall be immediately 'inactivated' and 'archived' in the system, once it is determined they are no longer relevant. Periodic reviews of documentation should identify obsolete documents.

21.3. Records

Safety and health records are to be maintained by the HSET Department.

Records which do not contain confidential information are to be made available to any site-based CMW who wishes to view them. CMWs may not view another CMW's personnel records. Access to personnel records shall be restricted to designated members of the HSET Department, Human Resources Department and the SSE.

Monthly returns as required by the relevant government authorities are to be completed and a record is to be retained in the Mine Record.

21.4. Safety and Health Management System Documents

Procedures within the SHMS will be shared within the IMS for all Vulcan Mine workers to access.

SHMS documents shall undergo a review when triggered by the following occurrences:

- a directive from the Mines Inspectorate or a Site or Industry Safety and Health Representative is directly applicable to the specific SHMS document;
- a directive from the SSE;
- a change to relevant legislation;
- a change to material referred to in legislation or the SHMS - e.g. Recognised Standards, Queensland Guidance Notes etc;
- a change to material considered site standard or best practice e.g. OEM operational and maintenance manuals, instructions, etc.;
- a site incident or accident investigation outcome is directly applicable to the specific SHMS document;
- an externally sourced incident or accident investigation outcome directly relevant to the specific SHMS document – e.g. Mines Inspectorate safety bulletins, RSHQ HPI reports, etc; and



- expiry of five years from the last review of the document.

21.5. Document Communication and Implementation

Once complete and managed via the change management process, all new and changed documentation shall be communicated and implemented as soon as practicable, following the publication by the HSET Department.

Depending upon the information criticality and the subsequent need for individuals to be aware, understand or display competency, various site processes may be used, for example:

- email notifications of new/changed document;
- toolbox talk to work groups (including contractors); and
- training presentations and assessment to ensure a high degree of understanding/competency.

22. PROCUREMENT

When it is proposed to use contractors to provide services at the Vulcan Mine, the person responsible for defining the scope of services must identify and ensure the safety and health requirements are incorporated into the contractual conditions.

Consultation with end users, internal consultative structures and those with specialist expertise may be required to help define these requirements for each contract.

Vulcan Mine specific safety and health requirements shall be included when the formal contract is being prepared and attached to the contract documents.

All contractors shall be managed as per the requirements of VUL-PRO-001-Contractor Management. This includes the requirement for all contracts and contractors to be approved by the Contractor Manager and for the Contractor to have provided an SSE approved Safety and Health Management Plan prior to mobilisation.

22.1. Contractor Plant, Equipment and Tools

The Contractor Manager shall provide the contractor with the process for contractor owned and operated Equipment. This process must be followed prior to any plant, equipment or tools being mobilised to site.

A plant, equipment and tools register must be maintained for the duration of the scope of works for that contractor.

Regardless of the nature or scope of works, all contractor employees must be inducted and authorised to conduct any work activity as per the requirements of the Training Scheme.

Where a Contractor is to perform work utilising their own hazardous chemical or dangerous goods, these must be approved prior to arrival on site in accordance with the site requirements for hazardous chemicals in accordance with VUL-SOP-056-Hazardous Substances.

22.2. Mobilisation to Site

Upon arrival to site, the Contractor Manager will meet the Contractors and shall be responsible for:

- checking all items detailed above to verify the accuracy of the previously supplied information;
- ensuring the contractor's vehicles, equipment, machinery, infrastructure and tools are inspected and tested by competent persons before being authorised for use;
- ensure all contractor vehicles are fitted with appropriate communications (e.g. mine radios) as appropriate;
- providing contact points for management and supervision of the contract;
- ensuring site inductions are conducted by an appointed inducting officer, and all contractors are effectively trained, deemed competent and authorised to work on site;
- ensuring other information as is necessary to ensure the safety and health operational aspects of the contractor's work meets Vulcan Mine requirements and expectations;



- defining the contractors work area; and
- ensuring contractors vehicles are compliant with the site requirements.

22.3. Monitoring of Contractor Performance

The Contractor Manager shall monitor and ensure suitable supervision for the work of the contractor to ensure their compliance with the SHMS.

23. EMERGENCY PREPAREDNESS

The VUL-PLN-002-Emergency Management Plan has been developed to enable Vulcan Mine to effectively manage emergency incidents which may occur at the mining project.

Access to first aid facilities, equipment, training, services and personnel required for the provision of first aid treatment shall be available to all workers at the workplace, including contractors. Where required, contractors shall contribute to the emergency response preparedness and be involved in training activities or emergency response testing scenarios.

24. Medical and First Aid Facilities

Medical and first aid facilities shall be established in accordance with the Risk Assessment and detailed in VUL-PLN-002-Emergency Management Plan.

As a minimum, a first aid room shall be established at the Vulcan Mine Office and industrial first aid or trauma kits shall be located at strategic locations across the mine, as will AED devices. Selected vehicles will also carry trauma kits and AED devices (e.g. the OCE vehicle). All other light vehicles shall carry a basic first aid kit. First aid supplies shall be determined in consultation with experts and the First Aid in the Workplace Code of Practice (2019).

First aid personnel are responsible to assist in the administering of basic first aid where required and to maintain first aid supplies and equipment. Vulcan Mine will ensure an appropriate number of trained and qualified first aid personnel are available and on site at all times to respond to minor injuries or treatments.

25. Emergency Equipment

Emergency response equipment will be made available depending on the emergencies highlighted in the Risk Assessment and detailed in the VUL-PLN-002-Emergency Management Plan. Equipment will be:

- compliant with statutory and risk-based requirements;
- fit for purpose;
- within any applicable use-by date;
- available in sufficient quantities; and
- inspected, tested, maintained in a serviceable condition and calibrated where necessary.

26. INCIDENT, NON-CONFORMITY AND CORRECTIVE ACTION

26.1. Incident and Injury Management

All safety and health incidents must be reported and investigated in accordance with VUL-MOP-015-Incident Reporting and Investigation. All incidents must be reported immediately and must be captured within the IMS before end of shift regardless of severity or consequence.

The level of investigation and response required is determined in accordance with the VUL-MOP-015-Incident Reporting and Investigation.

The SSE may direct some or all operations to cease as a result of an incident. Work shall not recommence until the SSE is satisfied the risks have been mitigated and are at an acceptable level.

Actions arising from the investigative process will be recorded in the Actions Register which will be monitored for completion of corrective actions.



26.2. Corrective Action

Corrective actions shall be entered, tracked and monitored. The action taken shall be, to a degree, appropriate to mitigate any impacts caused and risks encountered.

As soon as reasonably practicable after a non-conformance is identified, the relevant Supervisor will rectify any non-conformance or risk, initiate and implement corrective/preventative action to prevent recurrence of the non-conformance or remove the identified risk.

26.3. Non-Conformance, Corrective and Preventative Action

All outcomes from audit and assurance activities must be captured and actions entered into the VUL-REG-18-04-Actions Register for transparency and monitoring of completion.

As with all assigned actions, the responsible person for the assigned action must be consulted to establish accountabilities are assigned to the correct person and agree on a suitable timeframe for completion.

27. AUDIT

An Audit Schedule shall be established and executed at planned intervals to determine whether the SHMS:

- complies with the requirements of applicable standards;
- has been effectively implemented and maintained; and
- is effective in meeting the Vulcan Mine policies and objectives.

27.1. Audit Planning

Safety and health audit activities shall be planned and tracked using the Audit Schedule.

Vulcan Mine workers including subcontractors and other relevant stakeholders shall be involved in safety and health audit activities.

28. MONITORING AND MEASUREMENT

28.1. Inspections

Workplace inspections are undertaken by OCEs, Supervisors, the HSET Department and mine management for the purpose of verifying compliance with the SHMS.

Workplace inspections shall be conducted on a daily basis, as well as monthly area inspections in line with the Inspection Schedule and all corrective actions from the inspections shall be entered and tracked in VUL-REG-18-04-Actions Register.

28.2. Testing, Calibration and Maintenance

Equipment testing, calibration and maintenance shall be scheduled and undertaken at regular intervals and in accordance with OEM and regulatory requirements. Vulcan Mine utilises electronic databases for management of equipment such as the IMS. Equipment requiring regular testing, calibration and maintenance include but are not limited to:

- lifting and rigging;
- classified plant;
- electrical tools and equipment;
- emergency response equipment;
- gas detection equipment;
- fire extinguishers and hoses;
- breathalyser units;
- two-way radios; and



- environmental monitoring equipment

29. MANAGEMENT REVIEW

A formal management review of safety and health performance shall be conducted quarterly and benchmarked against similar size open cut coal mines in statistics as published annually by RSHQ and other industry bodies. Regular statistical analysis of site safety and health data will be undertaken to enhance understanding of overall site performance.

The management review shall be facilitated by the HSET Superintendent and SSE with the attendance and participation of all the site management team.

All actions and recommendations arising from the facilitated management review must be captured within VUL-REG-18-04-Actions Register and should be reviewed as part of the audit process to ensure effectiveness.

The corrective actions from audits, inspections, meetings or risk assessments shall be recorded in the VUL-REG-18-04-Actions Register and will be monitored by management to ensure closure in a timely manner.

A management system review shall be undertaken in accordance with the Review Procedure. Documents developed under the SHMS and any relevant risk assessments shall undergo a review when triggered by the following circumstances:

- a directive from a regulator or other key stakeholder;
- a request from the SSE;
- a change to legislation;
- a change to material considered standard or best practice e.g. Australian Standard; OEM Manuals;
- an event (injury, damage, audit, inspection etc.);
- incident alert at the completion of an investigation;
- an externally sourced investigation outcome e.g. bulletins, alerts etc; and
- a recommended control from a risk assessment/management process.

30. CONTINUAL IMPROVEMENT

As soon as reasonably practicable after a hazard, non-conformance or other issue has been identified, workers shall rectify immediately where possible and if not, initiate and implement corrective actions to prevent recurrence.

31. REFERENCES

- AS ISO 19600:2015 Compliance management systems – Guidelines
- AS ISO 31000:2018 Risk Management - Guidelines
- AS/NZS ISO 14001:2016 Environmental management systems – Requirements with guidance for use
- AS/NZS ISO 9001:2016 Quality management systems - Requirements
- AS/NZS ISO 45001:2018 Requirements with guidance for use Occupational health and safety management systems – Requirements with guidance for use
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- Safe Work Australia (2019). First aid in the workplace Code of Practice
- VUL-SOP-015-Incident Reporting and Investigation
- VUL-SOP-049-Risk Management
- VUL-PLN-082-Training Scheme
- VUL-PLN-002-Emergency Management Plan
- VUL-SOP-002 Change Management
- VUL-REG-18-04-Actions Register
- VUL-SOP-035 Emergency Planning & Response
- VUL-SOP-056-Hazardous Substances



32. REVIEW

This document shall be reviewed at a minimum every two 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.

33. DOCUMENT CONTROL

Version	Date	Description	Document Controller
01	21/05/2020	Initial Draft	Rachael Dacker
02	14/05/2021	Review & formatting	Nicole Davey