



VULCAN MINE

Standard Operating Procedure

Hygienic Facilities



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1. PURPOSE

The purpose of this procedure is to describe the requirements and to ensure hygiene related hazards and risk associated with the hygiene of facilities are managed including cleaning and maintaining fixed air conditioning units at the Vulcan Mine.

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	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.
PPE	Personal Protective Equipment.
SDS	Safety Data Sheet.
SHMS	Safety and Health Management System.
SSE	Site Senior Executive.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Fixed Air-Conditioning Units

Trained, competent and authorised personnel are required to carry out maintenance on fixed air-conditioning plant and equipment.

To prevent the build-up of harmful levels of bacterial contamination, mould or dust in susceptible equipment, air-conditioning plant and equipment shall receive scheduled maintenance at least once every six months as part of the Maintenance Planning and Management System.

An inventory of air-conditioning equipment shall be maintained showing the maintenance scheduling for each item of plant. This shall be maintained by the maintenance supervisor.

The equipment to be maintained shall be shut down while maintenance or cleaning is being carried out to prevent particulate matter being passed through the system.

4.2. Maintaining a Hygienic Work Environment

4.2.1. Bathrooms and Toilets

Adequate toilet facilities should be provided to service the number of expected users (a general guide is one toilet for every fifteen people). Toilets should be connected to a sewer system, however if this is not practicable, self-contained freshwater flushing or open closet portable toilets shall be provided. Toilets not connected to a sewer system shall be emptied regularly to ensure they are maintained in a sanitary condition. The provision of temporary portable toilets may be the only practicable solution for short-term or remote workplaces.

Separate clearly signposted toilets should be provided for males and females and should be positioned to maintain privacy for users. Female toilets shall be provided with an adequate and hygienic means for the disposal of sanitary items.



Toilets shall be adequately ventilated, fitted with a hinged seat and lid, and a hinged door capable of locking from the inside.

Appropriate systems and materials shall be provided for the regular cleaning of toilet facilities by designated persons and the removal of sewage waste by licensed contractors. Persons who use toilet facilities shall ensure they maintain them in a clean condition and dispose of any waste appropriately.

Sewage waste levels should be monitored to ensure removal occurs to prevent overflow occurring.

4.2.2. Dining Facilities

Sufficient potable water, bathrooms, toilets, other personal hygiene facilities and dining facilities shall be provided to cater for the needs of the largest number of workers who may be employed at the mine in a single shift.

Dining amenities shall be separated from the work area and be protected from weather. It may be appropriate to provide portable dining amenities for temporary workplaces.

Where the provision of full dining amenities is not practicable, access should be provided to a separate area with the following:

- a sink with running water;
- a clean storage cupboard; and
- a refrigerator to avoid food spoilage.

Dining amenities shall be provided with the following:

- facilities for the storage of food (refrigerated and non-refrigerated);
- facilities for the heating of food;
- facilities for food preparation and consumption;
- facilities for the washing and storage of cups, plates, and utensils;
- tables and seating;
- adequate ventilation;
- waste bins with lids; and
- crockery and cutlery may be provided.

Appropriate systems and materials shall be provided for the regular cleaning of dining facilities and removal of waste. This shall be the responsibility of designated persons. Persons who use dining facilities shall ensure they maintain them in a clean condition and dispose of any waste appropriately.

Persons working in remote areas may face severe constraints in dining facilities and at times the only enclosed facility available may be a motor vehicle; suitable arrangements shall be provided for specific circumstances.

4.2.3. Hand Washing Facilities

Adequate hand washing facilities shall be provided (a general guide is one basin for every fifteen people), taking into consideration the number of users. Hand washing basins shall be separate from troughs or sinks used in connection with the work process. Hand washing basins shall be located near work areas, dining facilities and toilets. They shall be maintained with an adequate supply of non-irritating soap/hand-cleaner, hygienic hand drying facilities and waste bins with lids.

Soap/hand-cleaner should, where possible, be provided from a dispenser.

Personnel should wash hands after using toilet facilities and prior to preparing or consuming food or drink.

4.2.4. Potable Water

Adequate and readily accessible supplies of clean, cool potable water shall be provided at all workplaces. Potable water facilities should be separate from toilet and washing facilities. Potable water systems shall be fully enclosed to avoid contamination. Potable water dispensing points should be fitted with filters and be refrigerated.

Potable water quality shall be subject to regular monitoring and action taken in accordance with the recommendations of the testing organisation.



Portable potable water containers should be provided where water dispensing points are not readily accessible to the work front, these should be insulated.

Where ice is provided it shall be made from potable water only.

4.2.5. Cleaning of Facilities

Facilities on site are for use by all CMWs and as such they are to be kept in a clean and hygienic condition.

All CMWs shall clean up any mess they create; this includes the inside of plant cabs and office areas.

Cleaning of facilities including offices, crib rooms, mobile crib huts and amenities shall be scheduled on a regular basis as required to maintain a high standard of hygiene.

Always read the SDS for the cleaning products prior to use and ensure all instruction are followed, including required PPE.

4.3. Testing and Monitoring

Potable water quality monitoring results shall be compared to the guideline values in the Australia Drinking Water Guidelines.

Where there are elevated drinking water quality monitoring results an investigation shall be undertaken that may include repeat testing additional water treatment or dosing, and communication protocols for any actions to the workforce.

Where there are exceedances in drinking water quality monitoring results, the affected source and distribution infrastructure shall be immediately isolated and arrangements made for temporary alternate supply. An investigation shall be undertaken to determine the cause of the exceedances.

Any affected infrastructure shall be subjected to appropriate cleaning and confirmatory testing prior to re-introduction to service.

5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HSET Superintendent	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
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 contractors)	Shall comply with the requirements of this procedure.



6. REFERENCES

- AS 1668.2-2012 The use of ventilation and air-conditioning in buildings - Mechanical ventilation in buildings
- AS/NZS 3666.1:2011 Air-handling and water systems of buildings - Microbial control - Design, installation and commissioning
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- Code of Practice 2018 [Managing the work environment and facilities](#)
- NHMRC [Australian Drinking Water Guidelines](#)
- Non-potable water. Workplace Health and Safety Queensland www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures/non-potable-water
- NSW Code of Practice for the Control of Legionnaires disease, 2nd edition, NSW Department of Health, June 2004 (under review) www.health.nsw.gov.au/environment/Legionellacontrol/Pages/default.aspx
- QLD Health: [Legionella, legionellosis and Legionnaires' disease](#)

7. 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.

8. DOCUMENT CONTROL

Version	Date	Description	Document Controller
01	03/03/2020	Initial draft	Rachael Dacker
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