VULCAN MINE

Standard Operating Procedure
Reporting and Rectifying Defects

Contents

1. PURPOSE

The purpose of this procedure is to describe the requirements and to effectively manage the hazards and risks associated with reporting and rectifying defects.

The procedure has been developed to ensure compliance with *Section 98 of the CMSHR*.

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	Competence for a task at a coal mine is the demonstrated skill and knowledge required to carry out the task to a standard necessary for the safety and health of persons.
HST	Health, Safety, and Training.
JHA	Job Hazard Analysis.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
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. Defect Categories

Vulcan Mine prestarts and Full Plant hazard checklist documents determine the category and level of the defect. Defects are reported based on categories.

Category A	• Major defect. • Asset is not to be operated • Defects are to be reported to Supervisor immediately
Category B	• Minor defect. • Asset may still be able to be operated • Defects are to be reported to Supervisor

All defects are to be reported in accordance with **VUL-SOP-076-Using Mobile Plant**.

4.3. Defect Identification

Defects are commonly identified through:

- Pre-operational inspections on assets performed by equipment operators;
- Observations made by operators during the normal course of operating their equipment; and
- During routine maintenance activities.

All defects identified during operator and maintenance inspections must be reported.

If the defect has the potential to cause harm, the asset is to be tagged out of service in accordance with **VUL-SOP-078-Isolation and Tagging**.

Adequate detail of the defect needs to be detailed to enable accurate assessment and rectification of the defect in accordance with section 4.6.

Any defects which create an unacceptable level of risk must be rectified prior to operation of any asset assets on the Vulcan Mine.

4.4. Reporting Defects

When a CMW discovers a defect, the determination of the level of risk (if any) posed by the defect is outlined by the categories.

All defects are to be reported to the respective line supervisor.

Maintenance personnel or supervisor shall verify the defect and decide the course of action required before the asset can return to work.

4.5. Recording Defects

All Prestart Inspection forms and Full plant hazard checklist for all assets operated and maintained by Vulcan Mine (including contractor equipment, as required) must be provided to the Maintenance Department at the completion of each shift, or sooner, depending on the rating of the defect and the requirement for the asset to operate for operational requirements.

Contractor assets which are operated and maintained by the contractor, working on the Vulcan Mine, must meet the Vulcan Mine Standards and SHMS requirements in accordance with **VUL-PLN-043-Contractor Management**.

Defects can be provided to the maintenance department in both hard copy and digital format. It is the responsibility of the maintenance department to ensure adequate records are maintained in accordance with Section 4.7.

4.6. Rectifying Defects

When the defect is reported and recorded in the Maintenance Management System, the maintenance department is responsible for rectifying the defect either by performing maintenance activities immediately or scheduling in maintenance activities depending on the category of the defect and verified by the maintenance personnel to ensure the defect has expose an unacceptable level of risk.

When the defect is rectified, the defect is updated in the Maintenance Management System and records are saved in accordance with Section 4.7.

The Maintenance Department shall provide notification of the rectified defect to the required department.

4.7. Defect Records

Vulcan Mine must maintain reported and rectified defects in the Maintenance Management System, detailing all identified defects, the corrective actions used to rectify the defect and a documented close-out for each defect for all Assets operated and maintained by Vulcan Mine for the lifetime of the asset.

Contractors must maintain their own records on contractor operated and maintained assets and be made available to Vulcan Mine as requested in accordance with **VUL-PLN-043-Contractor Management**.

4.1. Auditing

Records will be used for continuous improvement for tracking and monitoring defect resolution progress to improve asset reliability.

Defect records are subject to site auditing to ensure the effectiveness of the controls within this SOP.

5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Superintendent	Shall ensure 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

- VUL-SOP-076-Using Mobile Plant
- VUL-SOP-078-Isolation and Tagging
- VUL-PLN-043-Contractor Management
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)

7. REVIEW

This document shall be reviewed at least 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	21/05/20	Initial draft	Rachael Dacker
02	09/07/20	Risk Workshop	Shane Johnson
03	14/05/2021	Review and formatting	Nicole Davey
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