



Mt Lindsay Project Tasmania

HEALTH AND SAFETY MANAGEMENT POLICY

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SECTION 1.0 INTRODUCTION

1.1 Objectives

This Health & Safety Management Policy ("the policy") applies to all sites, leases and offices of Venture Minerals Limited ("Venture") that form part of the Mt Lindsay Project (Project") in Tasmania

The purpose of this policy is to ensure that as a minimum, Venture meets its obligations under the Tasmanian Workplace Health and Safety Act (1995), Amendment, (Mine Safety) 2010 and the Tasmanian Workplace Health and Safety Regulations (1998), Amendment (Mine Safety) 2011.

Venture management will review this policy on an annual basis. More frequent reviews may take place in response to organisational and/or legislative changes.

1.2 Scope

Compliance with this policy document will be a condition of employment at the Project. Non compliance incidents will be addressed by counselling and discipline. This may include termination of employment or, in the case of a contractor, removal from site.

This policy applies to all Venture employees, contractors and any visitor entering property that is part of the Project.

This policy shall be released as a controlled document. The controlling authority shall be the Technical Director of Venture. Non-controlled copies of the policy are not authorised for distribution or use within the Project.

1.3 Legislation and Mandatory Requirements

Tasmanian requirements are contained in and subject to,
Workplace Health and Safety Act (1995) Amendment (Mine Safety) 2010.
Workplace Health and Safety Regulations (1998), Amendment (Mine Safety) 2011
Fair Work Act 2009.

1.4 Guidelines and Elective Standards

Australian Standards; AS/NZS 4360: 2004 Risk Management Guidelines.
Australian Standards; AS/NZS 4801: 2001 Occupational Health and safety Management Systems.
Australian Standards; AS/NZS ISO 9000: 2006 Quality Management Systems.
Australian Standards; AS/NZS ISO 9001: 2008 Quality Management Systems – Requirements.
Safe Mining (CCH); 01 – Introduction: A risk management approach
Safe Mining (CCH); 03 – Management systems outline
Australian Standards; AS/NZS ISO 14001: 2004 Environmental Management Systems

1.5 Abbreviations

EC	Emergency Controller
ERP	Emergency Response Plan
HSMP	Health and Safety Management Policy
FAI	First Aid Injury
FTI	First Treated injury
HAZID	Hazard Identification

HAZOB	Hazard Observation
HAZR	Hazard Register
JSA	Job Safety Analysis
LTI	Lost Time Injury
MI	Minor Injury
MTI	Medically Treated Injury
MSDS	Material Safety Data Sheet
NATA	National Association of Testing Authorities
NM	Near Miss
OH&S	Occupational Health and Safety
PPE	Personal Protective equipment
RDI	Restricted Duties Injury
SOP	Standard Operating Procedure
SWI	Safe Work Instructions
SWP	Safe Work Practices
WPST	Workplace Safe Tasmania

1.6 Definitions

Competent Person: A suitably qualified or experienced person able to carry out a function under regulations.

Dangerous Goods Manifest: A list of quantities and locations of dangerous goods.

First Aid Injury: An injury where the employee can return to their full normal duties after treatment by a qualified First Aider employed by Venture.

Hazard Register: A list of hazards associated with the Project and sequenced according to the risk exposure factors.

Lost Time Injury: An injury that results in one (1) full rostered shift or more (i.e. unable to attend work) at some time (not necessarily immediately) after the shift in which the injury occurred.

Medically Treated Injury: An injury that results in an employee requiring treatment by a Medical practitioner and medical intervention has taken place and or a medical procedure or medication has been prescribed.

Near Miss: A Near Miss incident is an incident that did not result in an injury, illness, plant damage, environmental impact or process loss, but had the potential to have that outcome.

Qualified First Aider: A person holding a recognised and current First Aid Certificate.

SECTION 2.0 LEADERSHIP AND DIRECTION

2.1 Safety Standard

Venture is committed to providing a safe and productive working environment in which the highest levels of Health and Safety are maintained.

Venture is committed to the systematic identification and management of hazards and risks to acceptable levels. All supervisors are expected, and empowered to, ensure that unsafe work practices stop, until all hazards can be mitigated or controlled. A safe and healthy working environment is a collective responsibility requiring the commitment of all employees to ensure successful outcomes.

To achieve this Venture will:

- Ensure the development, application and review of all risk management systems to identify potential hazards in equipment, workplace and operating procedures, and take actions to control or remove those hazards.
- Create and maintain a culture in the workplace whereby employees, contractors and visitors have accountability for maintaining a safe work environment.
- Report, record and investigate all incidents and accidents and ensure appropriate measures are taken to eliminate or manage identified and potential hazards.
- Provide adequate training, information, instruction and supervision to maintain an injury free workplace.
- Ensure continual training and preparedness of emergency response personnel.
- Ensure compliance with the Workplace Health & Safety Act 1995 (Mine Safety) 2010, Workplace Health and Safety Regulations (1998), Amendment (Mine Safety) 2011, Worker Rehabilitation & Compensation Reform Act 1995 and all other state and commonwealth legislative and statutory requirements.
- Ensure personnel have the knowledge and resources to identify and adequately control hazards within their area of control.
- Develop a return to work plan for injured employees, that incorporates consultation with the employee, his/her medical practitioner, management and relevant other applicable parties e.g. rehabilitation service provider.

2.2 Safety Objectives

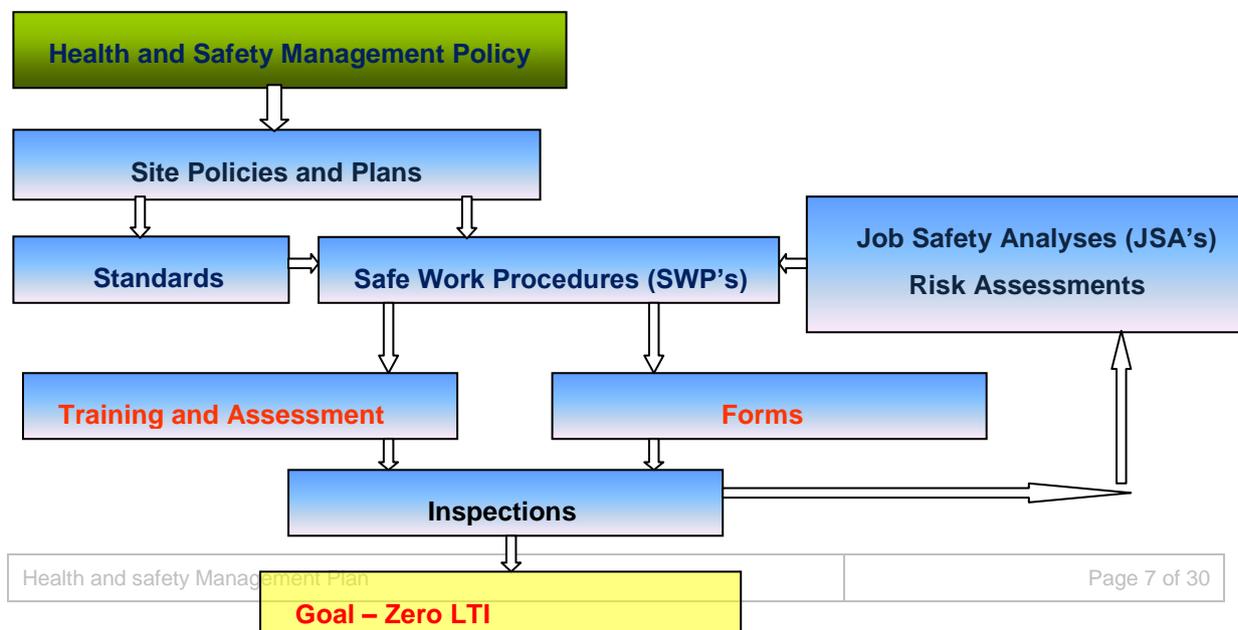
Venture aims to achieve a positive and pro- active Safety Management focus and culture at the Project that results in a safe work place, free from injury and harm to employees, contractors and visitors and one that creates a safe working environment through involvement, consideration and communication for all.

This will be achieved by:

- Implementation of effective risk management systems
- Clear and accountable leadership
- The application of effective performance management processes that demonstrate performance against expectation, identifies gaps in performance, and recognises and rewards good performance
- Engagement of all employees through effective communication and involvement processes
- The development of high levels of employee capability through focused training and learning processes.

2.3 Venture Health and Safety Management Policy Systems Overview

This Flowchart represents how individual components of the system relate and complement each other.



2.4 Leadership and Administration

- 2.4.1 Venture believes that every person on the Project has the right to an environment free of risks to person or property and that productivity will be maximised only when all risks to person or property are eliminated.
- 2.4.2 Venture will ensure that the companies' Health and Safety Policy is communicated to all employees and contractors, those responsibilities for occupational health and safety are clearly defined and that there is visible management commitment to occupational health and safety.
- 2.4.3 Therefore, safety is the first priority in everything that we do.
- 2.4.4 All levels of supervision are expected and empowered to ensure that unsafe works stops until safety can be guaranteed.
- 2.4.5 A safe and healthy working environment is a collective responsibility, requiring the commitment of all employees to ensure a successful outcome.
- 2.4.6 This is achieved by implementing Safe Work Instructions which incorporate as a minimum:
- Safe and orderly systems of work.
 - Safe and orderly working areas.
 - Safe plant and equipment.
 - An informed, trained and educated work force.
 - Provision of safety equipment by each person's employer.
 - Aim for training in First Aid for all personnel.
 - Formal systems for hazard identification and risk assessment.
- 2.4.7 A list of statutory position holders is to be maintained on site; including all appointments previously made under Mines Inspection Regulations.
- 2.4.8 It is recognised that Health and Safety is a line management responsibility as defined in 2.4.9 to 2.4.13.
- 2.4.9 The Project's Site Manager is responsible for protecting the health and safety of its employees at work by complying with the Tasmanian Workplace Health and Safety Act (1995), Amendment (Mine Safety) 2010 as well as all other relevant legislation, regulations, codes of practice, Australian Standards and guidance notes.
- 2.4.10 The Project's Site Manager is the Responsible Person as defined in the Tasmanian Workplace Health and Safety Act (1995), Amendment (Mine Safety) 2010 and is responsible for:
- Ensuring that Venture complies with the Tasmanian Workplace Health and Safety Act (1995), Amendment (Mine Safety) 2010.
 - Authorising changes to the Health and Safety Management Policy.
 - Promoting occupational health and safety initiatives on site and encouraging continuous improvement in occupational health and safety.
 - Ensuring that capital, operating and management costs of occupational health and safety are identified and included in the site and departmental budgets.
 - The occupational health and safety capital, operating and management budget includes provisions for human as well as financial resources.
 - Reviewing occupational health and safety resources annually.

- Ensuring that capital, operating and management costs of occupational health and safety are measured.
- 2.4.11 Managers and Supervisors are Accountable Persons as defined in the Tasmanian Workplace Health and Safety Act (1995), Amendment (Mine Safety) 2010. They are responsible for;
- Implementing the Health and Safety Management Policy.
 - Ensuring compliance with the Health and Safety Management Policy by themselves, employees, contractors and visitors.
 - Promoting occupational health and safety initiatives on site and encouraging continuous improvement in occupational health and safety.
- 2.4.12 Employees and contractor employees are responsible for:
- Complying with the Health and Safety Management Policy.
 - Taking reasonable care for their own safety and the safety of others.
 - Complying with any direction given with respect to any health and safety matter.
 - Continually improving occupational health and safety.
- 2.4.13 Manufacturers and suppliers are responsible for:
- Ensuring that plant and equipment meet legislative requirements and Australian Standards.
 - Providing information and documentation on the safe operation of plant and equipment, including material safety data sheets.
 - Ensuring that substances have adequate labelling in accordance with the National Code of Practice for the Labelling of Workplace Substances.
- 2.4.14 Venture is strongly committed to the Health and Safety of all employees within its workplace. Management commitment is demonstrated by the following:
- Safety is the first agenda item at all meetings, regardless of their main purpose and is discussed in at least as much detail as production issues.
 - Regular safety and toolbox meetings are held with employees.
 - Safety notice boards are installed in prominent locations around the sites, including any workshops and office areas and information on the boards is updated regularly.
 - The Health and Safety Policy is displayed on all safety notice boards.
 - A record of days since the last lost time injury is displayed at the entrance to the site.
 - A suitable safety slogan is developed that demonstrates the company's commitment to safety.
 - Housekeeping and cleanliness of the office block is maintained at a high level.
 - The toilets and changing / showering facility (if supplied) will be cleaned and disinfected daily.
 - The management team is visibly committed to safety through its words and actions.
 - Non-compliance with safety policies, rules or regulations is addressed by appropriate counselling and discipline.
 - Sufficient resources are allocated to health and safety initiatives.
- 2.4.15 The Project's Site Manager will ensure copies of the following legislation are available on site.
- Workplace Health and Safety Legislation.
 - Dangerous Goods Legislation.
 - Workers Compensation Legislation.
 - Industrial Relations Legislation.
 - Applicable awards/agreements.

2.5 Leadership Behaviour

Venture will aim to provide role models in Safety Management by:

- Constantly reinforcing the importance of safety in the workplace.
- Leading the safety communication process.
- Recognising and rewarding good safety performance and behaviour.
- Conducting regular workplace audits in conjunction with the Health and Safety Representatives.
- Managing performance against defined safety objectives.
- Ensuring that safety actions are prioritised and completed in the designated time.

The Health and Safety Management Policy will be reviewed every 12 months. The goal is to develop processes to ensure that we have in place management systems and procedures that will meet the highest of compliance and success. After the initial establishment, the process of continuous improvement will ensure a standard of excellence will be achieved throughout the workplace. Progress against the plan shall be audited internally and across the workplace.

Venture will utilise the Minerals Industry Safety Handbook as a basis for guidance in matters relating to Health, Safety and the Environment.

2.6 Structure

2.6.1 Organisation Structure and Reporting Relationship.

See Appendix 1

2.7 OH&S Policies

Venture has adopted the following Policies on all their sites, leases and offices

- Occupational Health and Safety Policy Statement
- Drug and Alcohol Policy
- Environmental Management Policy Statement
- Equal Employment Opportunity Policy
- Discrimination & Harassment Policy
- Disciplinary Policy
- Code of Conduct

SECTION 3.0 RISK MANAGEMENT

3.1 Policy Statement

Venture recognises that Risk Management is an integral part of good management practice.

- The Company supports safe working practices and safe processes.
- Responsibility for the implementation of risk management activities is accepted by all levels of the company.

3.2 The Aims and Objectives of Risk Management

The aim of the policy is to ensure that risk management processes are embedded throughout the company so that any risk which might threaten delivery of our business objectives is identified, assessed, reduced where possible, and appropriately monitored.

Aims and objectives of the risk management process are;

- To protect all personnel – employees, contractors and visitors – from harm.
- Protect company assets.
- Protect the local community and surrounding area.
- To establish robust recovery procedures to cater for possible “disaster” scenarios.
- To systematically assess company activities to identify, and control risks that could harm personnel, disrupt operations, cause financial loss, or impair our reputation.
- Maintain or introduce cost effective risk control measures to eliminate or modify risks to as low as reasonably achievable (ALARA) and manageable levels.
- To raise awareness of risk management within Venture workplaces.
- To monitor the implementation of standards and procedures that control risks.
- To ensure that all personnel on the Project, are involved in risk management.

- To consolidate all risk management under a single all-encompassing framework.
- To ensure risk management is a continual process.

3.3 Management of Hazards and Risks in the Workplace

3.3.1 Venture will ensure that:

- All workplace hazards are identified; and
- The risk associated with those hazards is assessed; and
- Appropriate control measures are implemented to control that risk.
- All hazards and associated risks are to be entered into the site risk register.
- The risk register is to be updated upon each change to activities, accident or occurrence in the workplace.
- The risk register is to be reviewed annually to ensure all reported hazards remain adequately controlled.

3.3.2 Venture will implement a hazard identification system so that employee's can formally identify and report hazards

3.3.3 All hazards reported using the system will be recorded on a database.

3.3.4 Where possible, hazards will be rectified immediately by the employee or supervisor.

3.3.5 The Project's Site Manager is responsible for:

- Assigning responsibility for any control measure.
- Reviewing the adequacy of any control measure.
- Ensuring control measures are introduced before any hazard causes injury and
- Promoting the use of the hazard identification system.

3.3.6 Outstanding corrective actions will be reviewed fortnightly. Prior to review employees will have access to list of completed and outstanding incident and accident reports.

3.3.7 The Project's Site Manager will ensure sufficient resources are available to implement controls.

3.3.8 The Project's Site Manager will ensure that an identification and assessment of the risks associated with a hazard is undertaken at the following times:

- Before work of a type not previously performed at a workplace is commenced.
- When there is a change in the type of work, practices or plant at a workplace.
- When new information becomes available concerning work, practices, plant or substance that may impact on the health and safety.
- Before introducing any plant/equipment or substance for the first time.

3.3.9 The Project's Site Manager will ensure that all risk assessments are conducted or supervised by person/s trained in the risk assessment process and that risk assessment training is available to all relevant Managers and Supervisors.

3.3.10 The Project's Site Manager will ensure that each risk assessment is reviewed and, if necessary, revised:

- As soon as practicable if there is evidence that it is no longer valid,
- At intervals not longer than 5 years, if there is no such evidence.

3.3.11 If the risk assessment indicates a significant risk to the health and safety of any person, the Project's Site Manager will keep a written record of the assessment.

3.3.12 The record will be kept for a period of 5 years after the last revision and shall be made available to the person who is exposed to the risk if requested.

3.3.13 The Project's Site Manager will ensure that a JSA is developed for all hazardous non-routine tasks.

- 3.3.14 The JSA will be developed by the person conducting the task and shall identify all hazards and appropriate control measures.
- 3.3.15 The JSA will be reviewed and signed off by the Project's Site Manager or delegated before the task is performed.
- 3.3.16 A system of SOPs for routine tasks will be documented and maintained by the Project's Site Manager.
- 3.3.17 Each SOP will be written in consultation with the employees performing the task and must be signed off by The Project's Site Manager.
- 3.3.18 Every SOP will list the hazards associated with each step of the task and the recommended control measures.
- 3.3.19 The Project's Site Manager will ensure that each SOP is reviewed and, if necessary revised;
- As soon as practicable if there is any evidence that changes have occurred to the task; or,
 - At intervals not longer than 5 years if there is no such evidence.
- 3.3.20 The Project's Site Manager will ensure that the exposure of any person to an identified hazard is controlled to eliminate or minimise the risk to the health or safety of the person.
- 3.3.21 This will be achieved using the following hierarchy of control:
- Eliminate the hazard or the hazardous work practice from the workplace.
 - Substitution or replacing the hazard or work practice with a less hazardous one.
 - Isolation or separating the hazard or work practice from personnel or the work area.
 - If the hazard cannot be eliminated, substituted or isolated, engineering control is the next preferred measure in controlling the risk. It may include modifications to tools or equipment, using enclosures, guarding, ventilation or automating processes.
 - Administrative Controls - introducing policies and changes in the work practices and procedures that reduce the risk. This could include limiting the time employees are exposed to the hazard, reducing the number of employees exposed, rotating tasks, lock-out or tag-out procedures or prohibiting eating or drinking in contaminated areas.
 - Personal Protective Equipment (PPE) should only be considered:
 - When other control measures are not practical.
 - When used in conjunction with other methods to improve a greater measure of protection.
 - Where specified by legislation as a basis requirement.
- 3.3.22 Where a significant risk remains after the application of the control measures, the Project's Site Manager shall apply a combination of these measures until the risk is controlled.
- 3.3.23 Venture shall implement a system of planned general inspections to formally identify hazards in the workplace.
- 3.3.24 Planned general inspections of all safety critical areas shall be conducted bi- monthly by the Project's Site Manager, Supervisor and other relevant employees.
- 3.3.25 Hazard checklists will be developed for each work area and identified hazards shall be reported and dealt with using the hazard reporting system.
- 3.3.26 A record of the planned general inspections shall be kept for a period of 5 years.
- 3.3.27 Suitably qualified persons or consultants may be used for design and planning aspects of the operation.
- Design and planning activities are to include the involvement of operational and maintenance personnel.

- All design and planning activities are to include a hazard and risk analysis process to identify where potential hazards can be engineered out.
- 3.3.28 All new plant and equipment must be inspected prior to being placed in service by a competent person:
- A hazard inspection and risk assessment is to be conducted on all new plant and equipment.
 - Non-compliant plant and/or equipment must be stood down until such time that the plant and/or equipment conforms to the appropriate standard.
 - All risk assessments are to be added to the site risk register.
- 3.3.29 All registered plant is to be regularly inspected and maintained to ensure compliance with statutory requirements.

3.4 Management of Work Process

- 3.4.1 Risk assessments will determine the operational controls and procedures that must be in place to ensure work activities are performed safely, worker health is protected and regulatory compliance is maintained.
- Work practices are required to be written in the form of SWP, SOP, SWI or JHAs.
- 3.4.2 Regular monitoring and accountability are necessary to ensure controls are effective.
- 3.4.3 The Project's Site Manager is responsible for ensuring the following are in place:
- Appropriate controls, including operational, process, maintenance and safety and health involvement in the review of design and development of new projects and facilities.
 - Appropriate operating procedures for all work activities including the identification of training, equipment, manpower and logistics requirements.

Procedures should address the following issues:

- Change of management procedures.
 - Preventative maintenance programs.
 - Routine assessment of the effectiveness of operating controls and corrective actions and procedures (Monitoring and Inspections)
 - Communication systems enabling the addressing of employee concerns.
 - Accountability systems including record keeping.
 - Personal Protective Equipment.
 - Housekeeping.
 - Confined space entry.
 - Hazardous energy management.
 - Hazardous materials management.
 - Hot work management.
 - Guarding and barricading.
 - Drilling and blasting operations.
 - Equipment operation and communication.
 - Ground controls (underground and surface).
 - Working at heights.
 - Working alone.
 - Electrical management.
 - Health exposure controls.
 - Trenching and excavation.
- 3.4.4 Front line employees are to be included in determining work procedures.
- 3.4.5 The authorisation of written work procedures, instructions and JHAs is as follows:
- Low residual risk – Line supervisor or Project's Site Manager.

- Medium residual risk – Project’s Site Manager.
 - High residual risk – Project’s Site Manager.
- 3.4.6 Structural work procedure audits will be conducted to ensure safe methods of work are established in work procedures, instructions or JHAs.
- 3.4.7 All work procedures, instructions and JHA’s are to be reviewed at frequencies based on the residual risk assessments as follows:
- Low residual risk – Every 2 – 5 years as appropriate.
 - Medium residual risk – Annually
 -
 - High residual risk – At least every year or upon each use of the written work procedure, instructions or JHAs.

SECTION 4.0 RECRUITMENT and INDUCTIONS

4.1 Recruitment

- 4.1.1 All personnel employed on Venture workplaces shall have proven competencies and the necessary experience in their field of work. Venture will keep a record of Venture employees’ qualifications and their certificates of competency.

Contractor employees must be competent and suitably skilled for their duties. Records of personnel competency shall be maintained by the contractor and produced upon Venture’s request.

The qualifications of Venture and Contractors’ employees and their certificates of competency must be recognised by relevant regulatory authorities. Venture will review all contractors’ and sub-contractors’ training records to ensure all qualifications are appropriate for the Project.

Contractors are required to complete a pre-qualification questionnaire to outline their safety management systems. Once submitted, Venture will conduct an audit, and the findings will be reviewed by the Project’s Site Manager, to ensure the contractor’s compliance to Venture’s eligibility criteria to tender. The audit will be available to the contractor.

4.2 Inductions

- 4.2.1 All persons entering the Project, are required to complete an induction.
- 4.2.2 Visitors will have an abbreviated induction, appropriate to the reason for their visit and will be accompanied by a Venture employee for the duration of their visit.
- 4.2.3 Venture will induct all employees on the following safety and communication issues in the workplace by providing information and materials on:
- Venture’s organisational structure.
 - Introduction to Health and Safety personnel.
 - Venture’s Health and Safety Management Policy and its implementation.
 - Site safety rules list and explanation.
 - Emergency procedures including first aid, muster stations, fire safety and any other relevant information.
 - Information on reporting requirements for accidents, incidents and near misses, and their associated documentation procedures.
 - Security requirements.
 - Written information on hazard reporting systems.
 - Introduction to safe work practices within Venture.
 - Workers’ compensation and rehabilitation policies.
 - Security requirements.
 - Issuing and fitting of personal protective equipment.
 - Employee position description if not already carried out.
 - Information on any other special safety requirements.

- 4.2.4 Venture has an induction program for contractors. This contains the following information:
- Introduction to any Health and Safety personnel.
 - Presentation, explanation and discussion of the Health and Safety Management Policy and its implementation.
 - Safety rules for the site at which they will work.
 - Emergency procedures for the company, including first aid, emergency muster points, fire safety and any other relevant information.
 - Information on reporting requirements for accidents, incidents and near misses, along with associated documentation procedures.
 - Information on security requirements.
 - Introduction on safe work practices.
 - Ensuring access to the correct personal protective equipment.
 - Discussion of work-site specific hazards.
 - Information on other special safety requirements.
- 4.2.5 The Project's Site Manager will ensure that the Managers, Supervisors and employees are provided with instruction and training reasonably necessary to ensure that each employee under their supervision is safe from injury and risks to health.
- 4.2.5 The Manager/Supervisor will ensure that any employee inexperienced in the performance of any work of a hazardous nature receives such training and supervision necessary to ensure the employee's health and safety.
- 4.2.6 The Project's Site Manager will ensure that any employee potentially at risk by a change in the workplace:
- Is given proper information, instruction and training before the change occurs; and,
 - Receives such supervision as is reasonably necessary to ensure the employee's health and safety.

4.3 Contractor Controls

- 4.3.1 Health and Safety performance and programs will be primary considerations for contractor selection. The Project's Site Manager will assess the contractor's OH&S policies and procedures, to ensure consistency with Venture's.
- 4.3.2 All contractors are required to provide and maintain a safe and healthy work environment and are responsible for performing work to company standards.
- 4.3.3 The Project's Site Manager will assign a trained and competent employee, direct responsibility for the management of each contract.
- 4.3.4 Contractors' safety and health responsibilities will be clearly communicated in the scope of work documents.
- 4.3.5 The employee responsible for managing a specific contract will ensure that:
- Each contractor is provided with information about the company's safety and health program requirements.
 - A process is in place to review a contractor's safety and health performance systems within the selection process.
 - Each contractor provides an adequate safety and health plan for the required work based on a risk assessment for the scope of work.
 - The work is conducted in a safe and responsible manner in compliance with standards and regulations.
 - There is effective reporting, investigation and review of all incidents.
 - Ongoing performance monitoring of the contractor includes safety and health performance review, evaluation and corrective action.
 - At the close of each contract, the contractor's safety performance will be reviewed.
- 4.3.6 Contractors should have a demonstrated safety program and track record of safety and health performance including, adequate resources, maintenance of their safety programs, and evidence of management commitment.

- 4.3.7 In cases where there is no proven track record or trained contractor work force, the Project's Site Manager will assist with development and implementation of a safety and health program.

4.4 Visitors

- 4.4.1 Visitors shall not visit the workplace without the approval of the Project's Site Manager. All visitors will have restricted access and shall be under the direct supervision of a company employee whilst on site.
- 4.4.2 Visitors will complete the visitor's induction.
- 4.4.3 The visitor's induction only covers the period of visitation or in the case of regular visitation, six (6) months.
- 4.4.4 Visitors are not to perform any work whilst on the workplace.
- 4.4.5. A register of visitor inductions will be kept.

SECTION 5.0 TRAINING

5.1 Training Methods

- 5.1.1 Venture will, with appropriately trained and qualified management, supervisors and senior employees, train and assess site personnel. Where appropriately trained personnel cannot be found, outside training specialists will be sourced.
- 5.1.2 The Project's Site Manager, in consultation with employees will provide competency-based training programs.
- 5.1.3 Health and Safety training/education programs will be sourced / developed by the Project's Site Manager in consultation with the supervisors (and employees where practicable).
- 5.1.4 Training does not replace the need for high standard management systems or equipment. Training needs will be identified through JSAs, risk assessments, hazard and incident historical data, and by statutory requirements.
- 5.1.5 Training matrices will be continually developed for the workplace. The matrices will cover required skills, licences, SWPs, accreditations and certifications to perform employment roles. Training matrices will utilise both internal and external trainers.
- 5.1.6 Records will be kept for all training program attendances and achieved competencies. Training evaluations will provide feedback for continuous improvement.

5.2 Specialist Health and Safety Skills Based Training

- 5.2.1 Key groups will be identified for targeted training e.g. special function teams, occupational groups, management, supervisors, employees, contractors and visitors.
- 5.2.2 Confined Spaces – All permit issuers and employees shall be trained by authorised service providers.
- 5.2.3 First Aid - All employees trained in first aid shall be trained by authorised service providers.
- 5.2.4 Other external training e.g. Working at Heights, Basic Fire Fighting, Fire Wardens, Hazardous Materials, Dangerous Goods, and Radiation Training will be provided as necessary.

5.3 First Aid Training

- 5.3.1 Venture will ensure the funding of First Aid courses.
- 5.3.2 The Project's Site Manager will ensure that all employees are encouraged, and time is made available for participation in a Workplace Level 2 First Aid course.
- 5.3.3 Training records will be kept on those employees completing their First Aid course and employees will be made aware of upcoming re-accreditation dates.
- 5.3.4 All training will be recorded on the Venture Training Matrix.

5.4 Organisation Education/Training Programs

- 5.4.1 External specialists will be utilised to ensure a behavioural based approach is maintained in the workplace, to assist employees sustain and improve, a safety culture towards best practice.

SECTION 6.0 INCIDENT/ACCIDENT INVESTIGATION and REPORTING

6.1 Reporting and Investigation

- 6.1.1 Employees are to report all incidents, accidents and near miss events to their immediate Project's Site Manager or Supervisor as soon as reasonably practicable.
- 6.1.2 The Project's Site Manager or Supervisor will ensure that an incident report is completed and entered into the incident database within the Incident Management System. Examples of the type of reports to be entered are set out below.
- Hazards.
 - Near Misses.
 - Incidents.
 - Injuries – MI (Minor Injuries), MTI (Medically Treated Injuries), RDI (Restricted Duty Injuries), FTI (First Aid Treated Injuries) and LTI (Lost Time Injury).
 - Property damage.
 - Production Losses.
 - Environmental hazards and incidents.
 - And all other dangerous situations or occurrences.
- 6.1.3 All injury treatments will be recorded in the daily treatment register.
- 6.1.4 All accidents where a person is killed or suffers serious bodily injury (defined as an injury that disables a person to the extent that the person is admitted to hospital as an in-patient) will be reported to the Project's Site Manager as soon as practicable.
- 6.1.5 The Project's Site Manager will report accidents/incidents where a person is killed or suffers serious bodily harm to the Chief Inspector of Mines (Workplace Standards Tasmania) and the Technical Director as soon as reasonably practicable – ultimately within 24 hours, using the designated statutory form.
- 6.1.6 All Notifiable Incidents MUST be reported to the Project's Site Manager and then by the Project's Site Manager to Workplace Standards Tasmania and the Technical Director as soon as reasonably practicable and ultimately within 24 hours.
- A Notifiable Incident is defined as:
- Accidental explosion of gas, dust or explosives.
 - Rock fall that did or could have caused injury or property damage.
 - A significant seismic event.
 - Fire.
 - An accident or incident involving mobile equipment including a runaway vehicle.
 - Any winder or shaft accident or incident.
 - Injury requiring an ambulance.
 - Incident involving a high probability of severe electric shock.
 - An uncontrolled high pressure escape of oil or water.
 - Crane incidents.
 - Tipping over of self-propelled plant.
 - Accident involving failure of registered plant.
 - Incident where a person suffers or could have suffered serious injury.
- 6.1.7 If a serious accident or Notifiable Incident occurs, the area will be will barricaded off and the Project's Site Manager informed as soon as reasonably practicable.
- 6.1.8 The Project's Site Manager will ensure that the site is not disturbed until permission has been granted by Workplace Standards Tasmania. Exceptions to this are where the site must be disturbed to save life, relieve suffering or prevent damage to property or injury to persons.

- 6.1.9 The Project's Site Manager will ensure that all incidents are thoroughly investigated so the root causes are identified and appropriate controls put in place to prevent recurrence.
- 6.1.10 The Project's Site Manager will ensure that training in incident investigation is provided to relevant Supervisors and employees.
- 6.1.11 At the end of each month, Management will receive reports describing all lost time accidents, the number of people employed during the month and the number of hours worked during the month.
- 6.1.12 The Company shall send required reports to Workplace Standards Tasmania for statistical purposes.
- 6.1.13 All Venture sites use two (2) types of documents for the reporting of near misses, hazards, incidents and accidents:
 - Hazard and "Minor" Incident Report Form – used for reporting minor incidents, accidents and hazards. "Minor" is defined as - where the combined cost of the incident / accident does not exceed \$500 or where injury to the person/s does not require medical intervention and where the employee can return to work on the same existing shift.
 - Incident Investigation Report Form–used for all other hazards, near misses, incidents or accidents. This is initiated when injury to a person requires medical treatment and also where the potential for serious injury existed, the financial cost to persons or equipment is greater than \$500 or where there is a serious hazard to persons, plant or the environment.
- 6.1.14 The Project's Site Manager will ensure that all incident, accident and hazard reports are completed in the following time frames.
 - Hazard and Minor Incident Report - within 24 hours and provided to the Project's Site Manager.
 - Incident Investigation – Original to the Project's Site Manager within 24 hours then to the OH&S Officer for investigation.
- 6.1.15 All Incident, Accident, Hazard and Near Miss reports are to be filed for seven years.

6.2 Injury Management

An Injury Management Flowchart outlines company requirements for injury management and rehabilitation in Appendix 2.

SECTION 7.0 EMERGENCY RESPONSE CAPABILITIES AND TRAINING

7.1 Emergency Response

- 7.1.1 Venture will provide, as far as reasonably practicable, the safe and rapid evacuation of persons from a workplace in the event of an emergency.
- 7.1.2 The Project's Site Manager shall ensure that appropriate emergency response equipment is provided and maintained and, that any person involved in Emergency Response receives appropriate training and instruction.
- 7.1.3 The Project's Site Manager will maintain an Emergency Response plan that;
 - Identifies emergency scenarios for Venture sites,
 - Specifies emergency response roles and responsibilities, and
 - Specifies the system and procedures to be used.
- 7.1.4 Resources will be made available to comply with legislation and ensure the health and safety of employees and others during, and following an emergency.
- 7.1.5 The Project's Site Manager shall ensure that the Emergency Response Plan is maintained and regularly tested.
- 7.1.6 Evacuation procedures will take into account the following;
 - Nature of the evacuation,
 - Distance to be travelled in the evacuation,
 - Who should be catered for in the emergency,

- Buildings from which employees have to be evacuated,
- 7.1.7 Muster assembly stations will be designated throughout and outside the workplace.
- 7.1.8 Emergency muster points will be numbered and signposted. During an emergency, all personnel will gather at the closest or safest muster station to their workplace.
- 7.1.9 Muster stations will be used to direct emergency services or other activities.
- 7.1.10 All employees will be made aware of the location of muster stations.
- 7.1.11 Fire fighting equipment conforming to Australian Standards will be signposted at available appropriate positions throughout the workplace.
- 7.1.12 Fire fighting equipment will be regularly checked by employees and will have scheduled maintenance undertaken by approved service providers.
- 7.1.13 Venture is committed to providing an effective first aid service on all its worksites.
- 7.1.14 The Project's Site Manager will ensure that:
 - Hazards are taken into account in equipping and staffing the service.
 - Suitably trained personnel are appointed to staff the service.
 - Appropriate recording systems are established to record treatments.
 - Such records will be used to develop strategies to prevent injury and illness.
 - Appropriate arrangements are made for the transportation of injured people.
- 7.1.15 Venture will liaise and cooperate with community emergency services.
- 7.1.16 Police, Ambulance, Fire, and State Emergency Service representatives will be invited to visit and inspect our site from time to time.
- 7.1.17 Emergency response exercises will test procedures from time to time.
- 7.1.18 The Project's Site Manager will ensure that appropriate Emergency Service vehicles are provided and maintained in a state of readiness.

7.2 Medical and First Aid Treatment

- 7.2.1 Venture will provide facilities for prompt and effective treatment of injuries and illnesses on site. The company will assist to the best of its capabilities in the transfer of patients for subsequent treatment.
- 7.2.2 Providing appropriate treatment services will be risk based and documented. These include off-site provisions and consider;
 - Site health and injury risks, numbers and types of treatments experienced.
 - Location specific circumstances e.g. underground, altitude, and remoteness, for both employees and contractors.
 - The location and adequacy of external treatment facilities.
 - Transport arrangements for emergency evacuation when required.
- 7.2.3 In addition to the resources previously mentioned and the high ratio of first aiders / total workforce Venture has at the Project, it will also provide;
 - Ready access to qualified persons to provide ongoing medical treatment.
 - Readily available first aid kits.
 - Where Venture has permanent facilities, a room that provides privacy for injured or sick employees during their wait for medical treatment or recuperation.
 - On an operating mine-site located within the Project, a suitable vehicle, for conveying injured or sick persons to treatment centre or pick-up point.
- 7.2.4 The site medical/first aid treatment system will be integrated into the site emergency procedures and safety reporting system. There will be an established and documented emergency communication system.
- 7.2.5 All employees will be informed of first aid / medical arrangements and in activating the emergency response procedure. Notices providing contact details for first aiders, emergency contact numbers, radio frequencies and first aid kit locations, will be posted in the workplace.

7.3 Mutual Aid

- 7.3.1 Venture encourages and supports the existing Tasmanian Minerals Emergency Response Committee Mutual Aid Agreement.
- 7.3.2 The Project's Site Manager will ensure all employees are aware of the existence of the Mutual Aid Agreement.

7.4 Training and testing

- 7.4.1. Venture will provide facilities, information and training for all employees to understand emergency response plans.
- 7.4.2 Annual testing will take place to ensure plans are current, and there is thorough understanding for effective emergency situation outcomes.
- 7.4.3 Debriefing will be undertaken following each exercise, to evaluate effectiveness.
- 7.4.4 Nominated employees shall be trained in the use of the fire fighting equipment.
- 7.4.5 Fire fighting training shall be conducted for all nominated employees. Training will be conducted by trained personnel.
- 7.4.6 The Project's Site Manager will ensure appropriate facilities are in place to maintain emergency service vehicles.

SECTION 8.0 OCCUPATIONAL HEALTH AND SAFETY

8.1 Management of Health and Safety

- 8.1.1 A healthy work environment is fundamental in achieving company objectives.
- 8.1.2 Health and Safety Management is a systematic approach to anticipating, identifying, evaluating, controlling and monitoring workplace hazards and exposures. These must be assessed and monitored under mandated and internal assessment processes to determine risks.
- 8.1.3 The Project's Site Manager will be responsible for ensuring;
 - Assessments for physical, biological, and chemical hazards are undertaken.
 - Where hazards are identified, measures to eliminate them are implemented, and when necessary, controls are put into place that will effectively reduce risk to acceptable levels.
 - Employee training includes health and wellness awareness training.
 - Employees are provided training to ensure that they understand the nature of the hazard, controls that are required, and are made capable of protecting their own health as well as that of others.
 - Routine monitoring will be in place to track the effectiveness of control measures and communication of results.
 - All incidents will be reported and investigated to determine how they can be prevented.
 - Venture will take appropriate steps to return injured employees to work. This may include counselling, rehabilitation and training.
 - A fitness for work policy is in place.

8.2 Smoking in the Workplace

- 8.2.1 The Project's Site Manager will ensure that all employees know that smoking guidelines apply to all workplaces including;
 - All offices and buildings within the Project are designated as non-smoking areas. All workshops within the Project are designated as non-smoking areas. Drill site/s operated by Venture – Smoking is not permitted on any drill site unless with the consistent of Venture.
 - Vehicles – Smoking is strictly forbidden in any Venture vehicle.
 - Smoking will only be permitted in designated areas.

Personnel not adhering to these instructions will be counselled and The Disciplinary Policy may need to be invoked.

8.3 Personal Protective Equipment (PPE)

8.3.1 Where PPE is required, it will be provided, be fit for purpose and be managed effectively, such that:

- It is consistent and complies with legislation.
- The process will specify PPE selection, its administration, maintenance, training, responsibilities, and signposting.
- The process will be documented, to include contractors and visitors.
- Its use will be enforced.
- Defective or damaged PPE must not be used at any time.
- PPE requirements will be specified in operating manuals, included in employee training and procedures will be posted in hazardous areas.
- PPE use and its suitability will be reviewed regularly.

8.4 Safety Promotion

8.4.1 Venture has a safety focused management team and will promote health and safety vigorously throughout the workplace.

The Company will promote health and safety by:

- Establishing a Health and Safety Committee.
- Regular Toolbox meetings and education.
- Safety bulletins, publications and posters.
- Encouraging employee safety discussion and suggestions.
- Encouraging hazard and incident reporting.
- Supporting the elected safety representatives.

8.5 Fitness for Work

8.5.1 Venture employees, contractors or visitors shall not be allowed on any site whilst under the influence of alcohol (reading of above 0.02% Breath Alcohol Concentration (BAC)), or illegal substances.

8.5.2 In the event of an employee or contractor using prescribed legal medication, the employee must advise their supervisor, prior to the commencement of any work. This is a legal obligation under the Tasmanian Workplace Health and Safety Act 1995 Amended (Mine Safety) 2010.

8.5.3 No person in the workplace shall be permitted to:

- Perform any work or service whilst under the influence of alcohol (above the specified limit) or illegal substances.
- Mis-use prescription drugs, possess, use, distribute or sell, illicit or prescribed substances whilst in the workplace.
- Possess, use, distribute, or sell alcoholic beverages.

8.5.4 Employees and contractors will be subject to random, blanket and, "for cause", drug and alcohol testing in the workplace.

8.5.5 All employees and contractors must comply with the policy and will be subject to counselling, disciplinary action, and/or dismissal for policy breaches.

8.6 Fatigue Management

8.6.1 Fatigue has the potential to pose a significant hazard to the health and safety of our employees and damage to plant and equipment. Fatigue related risk can be minimised by the appropriate design of the work environment, and by our employees maintaining individual "fitness for work".

8.6.2 Managers and Supervisors must understand the unique demands of work schedules and recognise symptoms of fatigue, other workplace hazards and risks arising from the long working hours.

8.6.3 Venture and Contractor managers are to ensure that work schedules do not conflict with the maximum number of hours to be worked based on the company's fatigue management plan.

8.6.4 Venture will ensure that recovery time between work periods is sufficient and that rest breaks allow adequate time for recovery.

8.7 Housekeeping

8.7.1 Every Venture employee and contractor is responsible for keeping their work area tidy and free of obstruction from waste, equipment and obstacles to reduce injury risk.

8.7.2 Workplaces shall be kept clean of contamination from hazardous substances.

8.7.3 Housekeeping standards shall be established, communicated and audited.

8.7.4 Managers will ensure that suitable waste containers/bins are made available.

8.8 Manual and Materials Handling

8.8.1 All work processes requiring significant manual handling shall be subject to a risk assessment, and where possible, manual handling reduced or eliminated by the installation of engineering solutions or aids.

8.8.2 Employees shall be trained in manual handling techniques and encouraged to use mechanical aids.

8.8.3 Storage and stacking requirements shall be designed to allow safe manual handling.

8.9 Hazardous Substances and Dangerous Goods Management

8.9.1 On an operating mine-site located within the Project the treatment of ore material may require the use of potentially hazardous chemicals and substances. Chemical handling, storage and usage, will be continually under development and review. Policies and procedures will be audited annually, and externally audited at least once every 3 years.

8.9.2 To protect employees and others from the harmful effects of hazardous materials;

- Management plans and procedures for the storage, use and disposal of dangerous goods will be in place.
- The company will seek to replace hazardous products and processes as they become available.

8.9.3 The 'Dangerous Goods Manifest', in conjunction with the Emergency Response Plan, is designed to assist management in the event of an emergency. The Manifest will be displayed at locations pertinent to the products' use.

8.9.4 Material Safety Data Sheets (MSDS) will be obtained for each chemical used. MSDS will be displayed at locations pertinent to the products' use.

8.9.5 All legislative requirements, codes of practice and standards will be adhered to.

8.10 Permit to Work Systems – High Risk Tasks

8.10.1 Where high risk work is performed, special work permits shall be issued by responsible personnel, to ensure hazards and risks are identified and controlled, prior to commencement of the work.

8.10.2 **Hot Work Permits** – Applies to welding, oxy-acetylene cutting or other spark generating tasks that are performed in areas not normally used for these processes, and where the risk of fire or explosion is significant. All person/s undertaking this role are required to have appropriate training in basic fire-fighting and extinguisher operation.

8.10.3 **Confined Spaces Permit to Enter** – Applies when personnel need to enter a confined space. All confined space work will accord with AS 2865 - Safe Work in Confined Spaces and personnel undertaking such tasks will hold appropriate qualifications.

8.10.4 **Permit to Excavate** – Is required where an excavation is to be made near services such as buried electrical cables.

- 8.10.5 **Fire Permit** – Venture requires that before any fire can be lit, a permit must be obtained. The permit will provide information on why the fire is required and the precautions that will be observed while burning.
- 8.10.6 **Working at Heights Permit** – Whenever a person is required to inspect or work at a height prescribed in the relevant legislative documents. All persons undertaking this task will be required to hold competency documents – ‘Working at Heights’ or ‘Elevated Work Platforms’.

8.11 Tag OUT, Lock OUT and Isolation

- 8.11.1 All operators of machinery or equipment shall use Tag Out, Lock Out and Isolation identifiers to protect faulty plant and equipment. Unsafe equipment shall not be operated until repaired by a qualified and authorised person.
- 8.11.2 All equipment operators, maintenance or contract personnel shall attach their individual ‘Danger’ Tag and lock to affected plant or machinery.
- 8.11.3 Each person shall remove *their own* Danger Tag and lock, and affected plant or machinery shall not be started until all personnel have removed their tags or locks and are accounted for by the appropriate supervisor.
- 8.11.4 When more than 5 people or 5 points of Isolation are required, work will be carried out under a Single Permit. Only authorised personnel will be able to raise work under a Single Permit.

8.12 Noise Management

- 8.12.1 Management will mitigate site noise as much as reasonably practicable.
- 8.12.2 New equipment or plant will be purchased with a consideration of “Buy Quiet” in decision-making.
- 8.12.3 Assessment – Noise measurements will be conducted in extreme noise areas. Appropriate noise mitigation measures will under-taken where possible.

8.13 Traffic and Vehicle Management

- 8.13.1 The Project’s Site Manager will ensure that a suitable Traffic Management Policy is developed for mobile plant and around infrastructure. Operator training will be undertaken and reviewed to suit the scope of operations.
- 8.13.2 Where any changes are required to the Traffic Management Policy, consultation with relevant parties will be conducted. The Project’s Site Manager must give approval prior to implementing any proposed changes.
- 8.13.3 All drivers of company vehicles must have a current driver’s licence.
- 8.13.4 All company vehicles will be fitted with fire extinguishers and first aid kits.
- 8.13.5 The Project’s Site Manager will ensure that contractors supply and place safety signs, lights and barriers, in areas of operations under their control.
- 8.13.6 The Project’s Site Manager will ensure that all vehicles are fit for purpose, are road worthy and carry current registration and insurance.
- 8.13.7 Seatbelts must be worn at all times by vehicle occupants.
- 8.13.8 Drivers are required to inspect their vehicles daily prior to operation. Defects are to be recorded and reported to their supervisor.
- 8.13.9 Drivers should not operate any vehicle if a defect affecting safety is found. The supervisor is to be informed immediately to effect repairs and maintenance.
- 8.13.10 Vehicles shall be maintained according to the manufacturer’s recommendations and maintenance records kept.
- 8.13.11 No private vehicles will be used on site without authorisation from the Project’s Site Manager.

8.14 Movement of a Vehicle under Aerial Conductors

8.14.1 Managers will ensure that plant and equipment with the potential to make contact with aerial conductors will maintain such distances from conductors required by the relevant Tasmanian Electrical Authority.

8.14.2 Performing work near aerial conductors or high voltage equipment will require a "Spotter" to keep the recommended distance from the conductors or equipment.

8.15 Electrical Equipment and Installation Safety

8.15.1 The Project's Site Manager will ensure that an appropriate Electrical Management Policy is developed, setting standards to be achieved, competencies required, and reviewed appropriately for all personnel interacting with electrical plant.

8.15.2 The policy will be audited as deemed necessary and externally audited at least three (3) yearly. All equipment will be tagged and tested as per legislative requirements.

- As per AS 3760 – In Service Safety Inspection and Electrical Equipment.
- As per AS 3000 – Wiring Rules.

8.16 Engineering, Design, Maintenance and Repair

8.16.1 Venture will develop an Engineering Management Policy, appropriate to the scope of operations. It will be reviewed at such times necessary to address increasing scope of operations and be relevant to all plant deployed on site.

8.16.2 The policy will be internally audited as deemed necessary and externally audited at least once every 3 years.

8.16.3 Venture will ensure all plant and equipment that is required to be registered is registered with Workplace Standards Tasmania.

8.16.4 Plant or equipment designed or redesigned, and used on site, shall be in accordance with the relevant Australian or International Standard for that item.

8.16.5 Plant and equipment will be sourced considering ergonomic principles to maximise ease of use and operator safety.

8.16.6 Risk assessments will be undertaken in consultation with all stakeholders whenever possible, in selecting plant and equipment, prior to design and commissioning.

8.17 Machine and Plant Safety Guarding

8.17.1 All machinery and plant shall comply with relevant standards and State Regulations.

8.17.2 Machinery and plant shall be subject to risk assessments at planning, installation, and commissioning, during operation, refit and redesign.

8.17.3 All guarding shall apply ergonomic principles if practicable.

8.17.4 Guarding shall be practically designed to reduce the equipment's impact on the work environment, its need for maintenance, output of emissions, noise and corrosion.

8.18 Cranes, Hoists and Lifting Equipment

8.18.1 All cranes, hoists and lifting equipment (chains, wire rope, slings, shackles, eyebolts and other components) shall comply with Australian Standards.

8.18.2 All lifting equipment shall be identified and stored correctly.

8.18.3 Lifting equipment shall be checked daily by users and periodically by competent persons.

8.18.4 Only competent and experienced operators shall be authorised to drive cranes.

8.18.5 All persons who direct, rig and handle loads, shall be competent persons holding a current licence.

8.18.6 Crane maintenance shall be performed according to manufacturer's recommendations by competent and authorised persons.

8.19 Pneumatic Equipment

8.19.1 Design, installation, commissioning and operation of pneumatic equipment shall be carried out in compliance with current Australian Standards.

SECTION 9.0 COMMUNICATION AND CONSULTATION

9.1 Objective

9.1.1 Effective communication and consultation are fundamental elements of Venture's operations and are vital in ensuring a safe work environment. Venture management believes that by continually striving to improve the effectiveness of:

- Our communication system
- Our consultation approaches and
- Our interpersonal communications

We can continue to enhance our safety performance and our business productivity.

9.2 Health and Safety Committee

9.2.1 The Project's Site Manager will ensure that an effective Health and Safety Committee is formed representing a broad spectrum of the workforce.

9.2.2 The Health and Safety Committee will have no less than 50 percent of its members coming from the non-administrative workforce and will promote safety, health and environment management in the workforce.

9.2.3 The committee will review such matters and make recommendations promoting health and safety.

9.2.4 The committee will review OH&S and environmental performance, recommend new or improved policies, programs and systems and consider suggestions not falling into the responsibility of any other departmental committee deemed relevant.

9.3 Employee Safety/Toolbox Meetings

9.3.1 Each work area/department shall hold regular Safety/Toolbox meetings to ensure effective communication between management and the workforce.

9.3.2 These meetings will cover safety issues, current topics, evaluation, training and general work schedules.

9.3.3 A record is to be kept of attendees, topics covered and issues raised.

9.3.4 Feedback is to be provided at subsequent Safety / Toolbox meetings if not earlier.

9.4 Safety Communication Tools

9.4.1 A number of communication tools shall be utilised for safety issues including:

- Safety Alerts
- Posters
- Memorandums
- Inductions
- Safety Compliance Reports
- Hazard and Minor Incident Reports

9.5 Safety Alerts

9.5.1 Safety alerts received from any source will be reviewed, and if relevant shall be communicated to the Project's work force including all contractors.

9.6 OH&S Notice Boards

9.6.1 The workplace shall have prominently placed notice boards displaying, OH&S alerts, OH&S statistics, inspection reports, bulletins, meeting minutes and any other matters of relevance.

SECTION 10.0 PURCHASING

10.1 Supplier Agreements

10.1.1 Supplier agreements will require suppliers to provide goods and services that comply with relevant OH&S and environmental legislation and standards.

10.2 Purchasing

10.2.1 New equipment or plant shall be purchased on a "Buy Quiet" basis, with noise reduction a major design factor.

10.2.2 Material Safety Data Sheets (MSDS) will be obtained for each chemical used. They will be made available where chemicals are used and stored.

10.2.3 The Purchasing department shall consider ergonomic principles in the acquisition of all plant or equipment.

10.3 New Products

10.3.1 New products such as hazardous substances, consumables, tools and personal protective equipment, may be subject to a controlled trial, requiring feedback from users on safety performance.

10.4 Transferred Responsibilities

10.4.1 Venture is aware of the transferred responsibilities and obligations imposed on the purchaser of plant or hazardous substances, should there be no manufacturer, importer, supplier, designer or design verifier based in Tasmania, under the Workplace Health and Safety Regulations 1998 reg. 11(b).

SECTION 11.0 PREVENTATIVE OCCUPATIONAL HEALTH AND HYGIENE PROGRAMS

11.1 The Project's Site Manager will ensure that an appropriate Preventative Occupational Health and Hygiene program will be developed and implemented.

11.2 Audiometric Testing – testing will be undertaken as part of Pre-Employment, and then bi-annually or as specified by Workplace Standards. Personnel records will be kept.

11.3 Lung Function Testing – testing will be done as part of Pre - Employment, and then bi-annually or when specifically required. Personnel records will be kept.

11.4 Occupational Hygiene Sampling Programs – Air or other sampling programs will be conducted to measure airborne contaminants of fumes, fibres, dust, mist or vapour as such needs arise. All sampling will be done to standards by competent technicians and samples analysed by a NATA accredited laboratory. Test results will be displayed on notice boards. An external audit will be conducted annually or as required.

11.5 Dehydration Management – employees will be trained to recognise the symptoms of dehydration and be trained in mitigation. Work schedules and employee awareness will be undertaken to prevent such occurrences.

11.6 Fatigue Management – employees will be trained to recognise fatigue symptoms and work schedules will be designed to minimise the potential of industrial fatigue whilst working on the Project.

SECTION 12.0 Personnel Management

12.1 Pre Employment Medical Assessment

12.1.1 All potential employees shall be required to undertake a pre-employment medical assessment. Results will be provided to the Project's Site Manager to assess suitability for employment and select appropriate placement.

12.2 Disciplinary Policy

12.2.1 Provides a clear and consistent framework for the resolution of unsatisfactory performance, grounds for immediate dismissal and abandonment of employment.

12.2.2 The policy includes procedures for performance appraisals, counselling, warnings, suspension from work duties, dismissal and dispute resolutions, thus highlighting the need for good workplace communication.

12.3 Eye Protection Policy

12.3.1 The company is conscious of its obligation to prevent eye and facial injuries. Venture encourages employees to regard eye and face protection off-site with the same diligence expected at work.

12.4 Noise Management

12.4.1 Venture is committed to provide, so far as is practicable, a workplace that is free from the hazard of occupational noise and potential noise induced hearing loss. To reduce occupational hearing loss, exposure to occupational noise must be managed through appropriate control measures. All employees, working in potentially noisy areas, are provided hearing protection, training, pre-employment and bi-annual hearing tests.

SECTION 13.0 INFORMATION RETENTION, ANALYSIS AND PERFORMANCE MONITORING

13.1 Injury Incident Analysis

13.1.1 All incidents and injuries shall be analysed to monitor trends, and ensure corrective action can be targeted to prevent reoccurrence.

13.1.2 The results of such analyses shall be communicated to employees, supervisors and managers by means of Safety / Toolbox meetings and Safety Compliance Reports.

13.2 Workers Compensation Analysis

13.2.1 All workers compensation claims shall be analysed to identify major causes and costs associated with injuries. Information from analyses provides a basis for targeted preventative strategies, including hazard control and training needs.

13.3 Hazard and Risk Analysis

13.3.1 Based on reported hazards and completed risk assessments, information will be gathered to direct OH&S initiatives and focus on corrective action.

13.4 Audit and Inspection Results

13.4.1 Analyses of workplace audits and inspections shall be carried out to identify issues and trends that can be addressed by effective corrective action.

13.5 Statistical Data Collection and Monitoring

13.5.1 All work sites at the Project will contribute monthly data to allow accurate report formulation and performance monitoring.

13.6 Records Retention

13.6.1 Health, Safety and Environment records will be kept by the Project's Site Manager and the OH&S Officer.

13.7 Performance Monitoring

13.7.1 Venture is committed to regularly collecting data to measure occupational health and safety performance.

13.7.2 Lead measures are:

- Planned inspections undertaken.
- Safety analyses completed or revised.
- Risk assessments completed or revised.
- Standard operation procedures developed or revised.
- Employees undertaking training in first aid, emergency response etc.
- Toolbox meetings held.
- Hazards reported and controlled.

13.7.3 Lag Measures are:

- Lost time injuries, frequency and severity.
- Medically treated injuries and frequency.
- First aid injuries and frequency.

13.7.4 A graphic representation of results will be generated regularly by the OH&S Officer, circulated to the Technical Director, Project's Site Manager and supervisors, and

displayed on Health and Safety notice boards. Results will be discussed at Management meetings.

13.8 Workplace Monitoring

- 13.8.1 Safety data will be gathered to develop robust information for continuous improvement through workplace monitoring.
- 13.8.2 Fixed-place or "static area" monitoring will be done to define potential employee exposures. If required, personal monitoring will be used for measuring employee exposures.
- 13.8.3 Monitoring to determine the potential for adverse exposure during routine or intermittent exposures such as shut downs (in an operating mine scenario) will also be undertaken. Its purpose is to develop controls to minimise adverse exposures and to then evaluate their success.

SECTION 14.0 REHABILITATION AND WORKERS' COMPENSATION

14.1 Rehabilitation

- 14.1.1 Venture will establish and implement rehabilitation programs, which will be offered to all injured employees.
- 14.1.2 Personal rehabilitation programs will be developed with the treating doctor and be based on the injured person's capacity to perform productive tasks.
- 14.1.3 The OH&S Officer will coordinate rehabilitation and monitor the individual's progress.

14.2 Workers Compensation

- 14.2.1 All workers compensation claims shall be managed in conjunction with the rehabilitation program, with monitoring of the claims costs and the performance of the insurance premium.

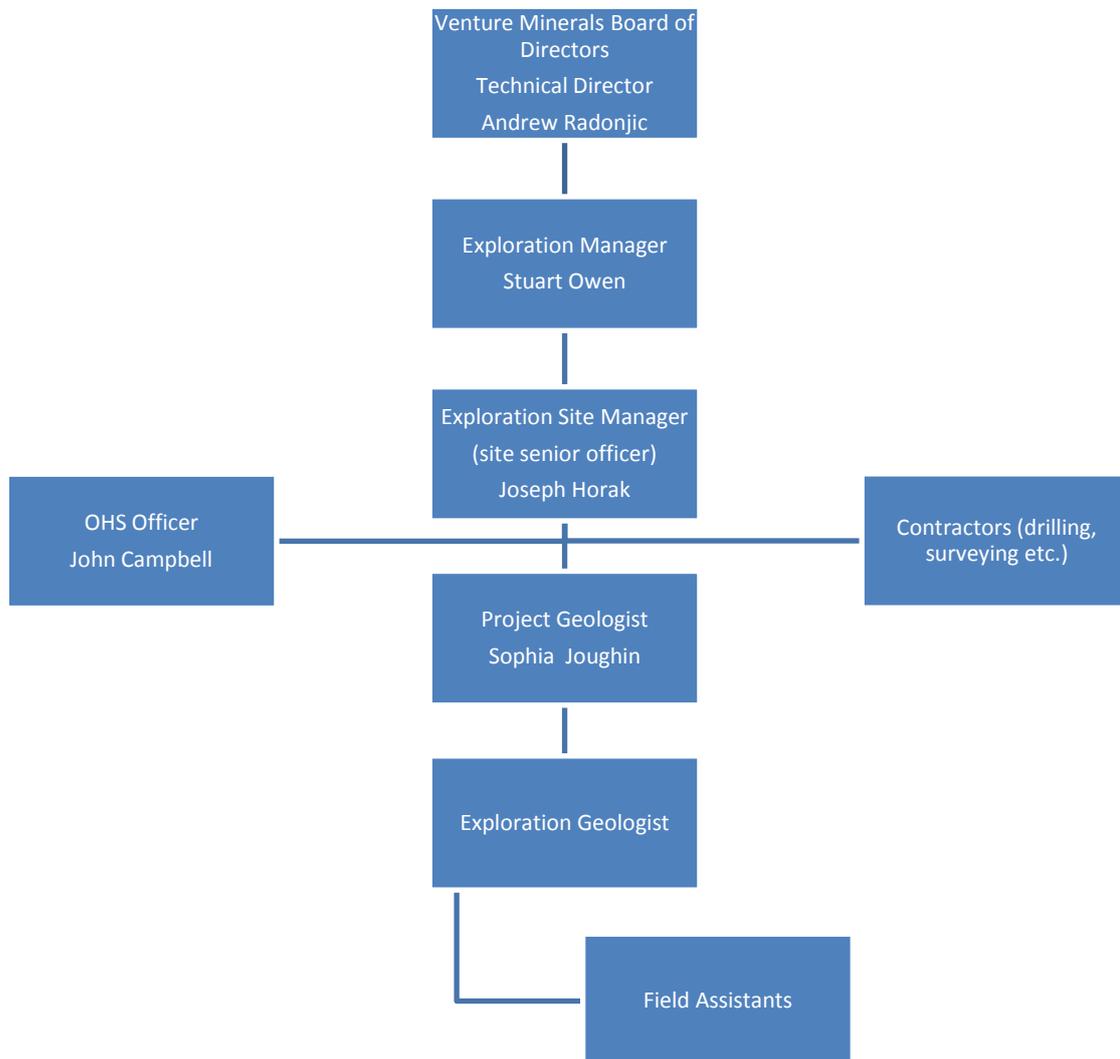
SECTION 15.0 ENVIRONMENT

- 15.1 Venture is committed to create minimal environmental impact and to use best practice management techniques, maximising the benefits associated with its operations.
- 15.2 Venture has an Environmental Policy which is displayed in the workplace.
- 15.3 Venture has developed an Environmental Management Plan adhering to the conditions and requirements established by the relevant statutory authorities. This document will be reviewed once in every three year period.
- 15.4 Venture will strive to use best methods and practices to:
 - Apply environmental considerations into business planning and foster a culture where the natural environment is factored into its operations.
 - Ensure that employees and contractors are made aware of their environmental responsibilities.
 - Comply with applicable legislation, regulations and policies as a minimum standard.
 - Consult with, and keep local communities informed of its activities.
 - Seek continual environmental improvement through monitoring, review, auditing, and assessment against defined objectives.

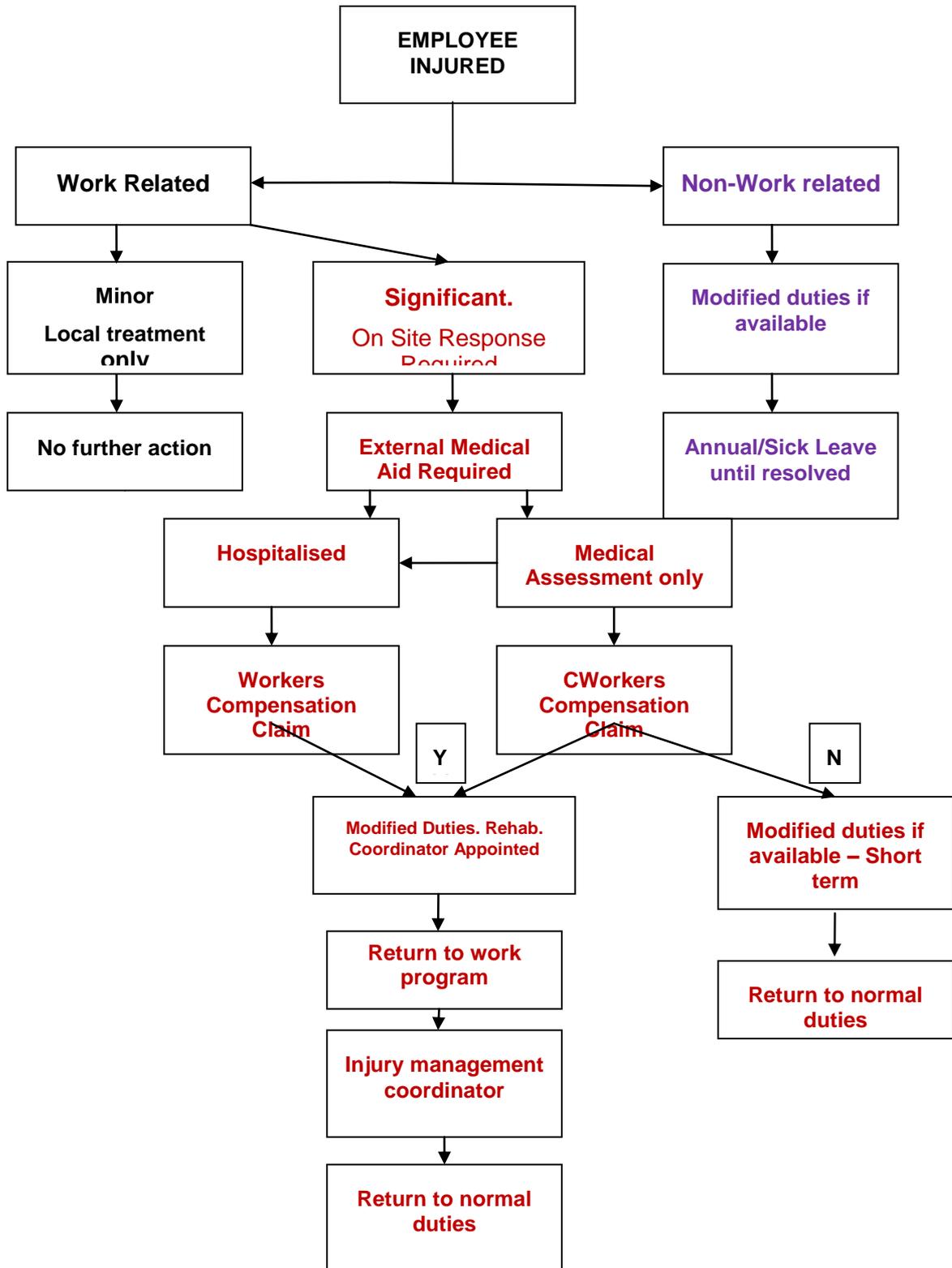
SECTION 16.0 APPENDICES

APPENDIX 1

Organisation Structure-Reporting Relationship



APPENDIX 2 Incident Management Flow Chart.



Minor Injury = Minor Incident Hazard Report
 Significant Injury = Incident / Accident Report
Workplace Standards Tasmania to be notified if a “Notifiable Incident”