

MinEx CRC Workplace Health Safety (WHS) Manual

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HEALTH AND SAFETY RESPONSIBILITIES

MinEx CRC recognises the importance of the allocation of clear responsibilities and duties so that health and safety is successfully managed within the organisation. These responsibilities have been allocated below.

MinEx CRC Management

It is the responsibility of MinEx CRC management to:

- ensure company policies and procedures comply with legislative safety requirements;
- ensure safe systems of work are developed in consultation with affected workers, implemented and complied with;
- ensure all persons at the workplace are aware of, support, understand and adhere to health and safety policies, procedures and directions;
- keep abreast of developments in health and safety legislation and codes of practices which may affect MinEx CRC's workplace;
- ensure tasks are appropriately allocated and supervision is provided where necessary, having regard to any training and/or qualifications in relation to the task(s);
- ensure workers undertake their duties in a safe manner;
- ensure appropriate personal protective equipment ("PPE") is provided to workers where necessary and that training on PPE use is provided and PPE is correctly used and maintained;
- identify and provide relevant safety training (including induction and refresher training);
- ensure all incidents are promptly reported and investigated and any identified corrective action is taken in a timely manner and reviewed to ensure effectiveness;
- participate in health and safety activities such as training, hazard identification and risk assessments, workplace inspections, consultation, incident investigations, meetings and management review of safety performance;
- report to stakeholders on health and safety performance as required;
- consult, cooperate and coordinate activities with other duty holders where MinEx CRC and other duty holders both have duties in relation to a particular safety matter;
- manage and cooperate with any external investigations;
- ensure contractors and visitors to MinEx CRC offices are made aware of safety procedures through measures such as induction and supervision;
- facilitate return to work processes where necessary; and
- provide appropriate disciplinary action for those who do not comply with the company's health and safety policies and procedures. Depending upon the seriousness of any breaches, this may result in disciplinary action, up to and including, termination of employment or engagement.

Workers

While MinEx CRC has an obligation to ensure the health and safety of workers, workers are also responsible for their own health and safety and for the health and safety of persons affected by their work.

It is the responsibility of all workers to:

- adhere to MinEx CRC'S health and safety policies, procedures, work instructions and safe work procedures in place from time to time;
- comply with any information or instruction provided by MinEx CRC with respect to safety;
- look after their own health and safety and the health and safety of others at the workplace;
- ensure work areas are kept tidy and free from hazards at all times;
- report any hazards, incidents, injuries, near misses, unsafe plant or equipment immediately and in accordance with **MinEx CRC'S Risk Management Procedure** and/or **MinEx CRC'S Incident Reporting & Notification Procedure**;
- only operate equipment where competent, qualified and authorised. Where the work requires an employee to hold a licence (i.e. driver's licence), then the worker must hold the appropriate and current licence and copies must be provided to MinEx CRC management upon request;
- Correctly use any PPE as required by the Company. Workers must not, intentionally or recklessly, interfere with or misuse anything provided to them in the interests of safety;
- raise any safety queries through the Company consultation mechanisms;
- notify MinEx CRC of any matter that may affect its capacity to comply with its health and safety legislative obligations i.e. any relevant medical conditions; and
- attend safety training and actively participate in health and safety activities such as consultation, hazard identification and risk assessments, regular workplace inspections, investigations and meetings as required from time to time.

Others at the Workplace

It is the responsibility of others who enter MinEx CRC'S workplace (i.e. visitors) to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by MinEx CRC personnel to allow the company to comply with its health and safety obligations.

RISK MANAGEMENT PROCEDURE

1. Purpose

- 1.1 MinEx CRC is committed to the processes of risk management in the workplace and recognises the importance of this procedure as a major component of incident prevention.
- 1.2 Risk management involves the processes of:
 - identifying hazards;
 - assessing the risks associated with those hazards;
 - implementing the most effective control measures reasonably practicable in the circumstances; and
 - reviewing the control measures to ensure they are continually effective.
- 1.3 This policy and procedure sets out MinEx CRC'S risk management practices.

2. Scope

- 2.1 This policy applies to all workers, visitors and others at MinEx CRC'S Worksites.

3. Definitions

3.1 What is a hazard?

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: use of chemicals, electricity, repetitive tasks etc.

3.2 What is risk?

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

3.3 What is risk control?

Risk control means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Elimination of a hazard will mean that the risks associated with that hazard will also be eliminated.

- 3.4 *Workers* include any person who carries out work in any capacity for MinEx CRC including as an employee, contractor, subcontractor, agency worker, an apprentice or trainee, a work experience student or volunteer.

4. Common Hazards and MinEx CRC'S Risk Register – Office Work Environment

- 4.1 MinEx CRC management has identified a number of common hazards in an office work environment including but not limited to:
- manual handling tasks;
 - workplace layout and ergonomics;
 - noise, lighting, temperature and air quality;
 - computer use;
 - electrical hazards;
 - trips, slips and falls;
 - security and emergencies; and
 - travel and offsite work.
- 4.2 Accordingly, MinEx CRC management has developed a **Risk Register** identifying common hazards in MinEx CRC'S work environment in order to assess the risks associated with these hazards and implement appropriate control measures.
- 4.3 Appropriate control measures are implemented to eliminate, or minimise as far as reasonably practicable, the risks to safety arising from MinEx CRC'S work activities.
- 4.4 The MinEx CRC Risk Register is reviewed:
- when there are changes to the system of work, plant, equipment, substances or work environment;
 - changes to legislation or regulations or new information about the risks becomes available;
 - in response to a workplace incident arising from the above work activities;
 - in response to concerns raised by workers or others at the workplace;
 - otherwise on an annual basis.
- 4.5 The Risk Register can be located by contacting the MinEx CRC Finance Manager.

5. Hazard Identification Procedure

- 5.1 Workers, visitors and others at the workplace are required to adhere to the following processes in the identification and reporting of workplace hazards:

Low Risk Hazards

If a hazard is identified at the workplace and the hazard may be safely eliminated, or if not reasonably practicable, minimised so far as reasonably practicable then you must:

- (a) take the appropriate action;
- (b) verbally advise MinEx CRC management of the hazard and the action taken immediately; and then
- (c) complete a **Hazard Report Form** and provide a copy to MinEx CRC management.

MinEx CRC management will review the action taken to ensure it is appropriate and/or take any other action deemed appropriate in the circumstances.

OR

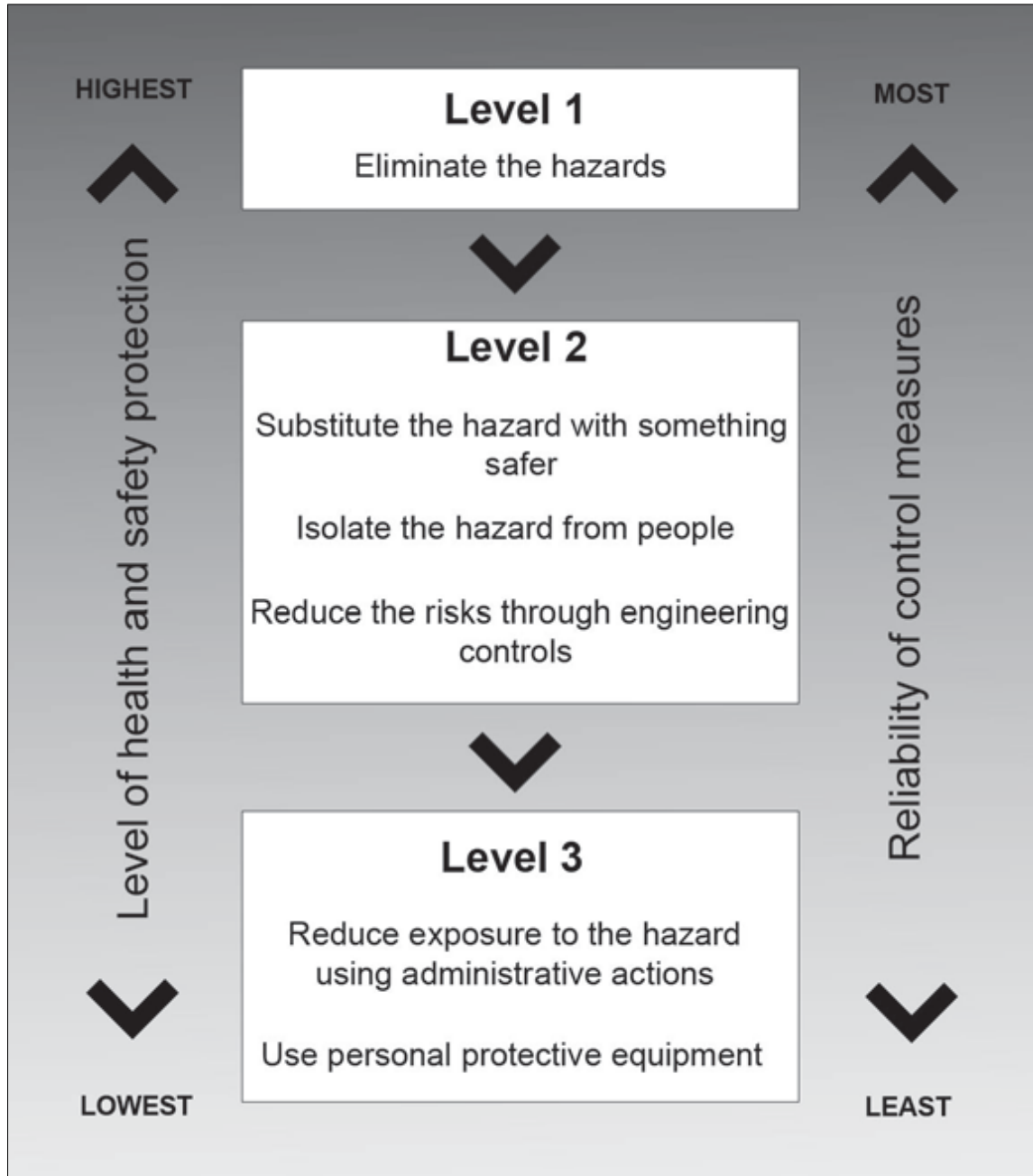
Medium to Very High Risk Hazards

If a hazard is identified at the workplace and it is unable to be appropriately eliminated or minimised, it must be reported immediately to MinEx CRC management.

MinEx CRC management or other designated person (e.g. CSIRO personnel or safety specialist where appropriate) will perform a risk assessment of the hazard, evaluate the level of risk of the hazard and determine and apply suitable measures to eliminate, or to minimise and control the risks associated with the hazard so far as is reasonably practicable.

- 5.2 Appropriate measures will be taken to eliminate, or if not reasonably practicable, minimise the hazard depending upon:
- the likelihood of the hazard or the risk concerned occurring;
 - the degree of harm that might result from the hazard or the risk;
 - available knowledge regarding the hazard or risk and ways of eliminating or minimising the risk;
 - the availability and suitability of ways to eliminate or minimise the risk;
 - after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk including whether the cost is grossly disproportionate to the risk.
- 5.3 MinEx CRC will always aim to eliminate a hazard, however, where this is not reasonably practicable, control measures will be implemented through the hierarchy of controls as appropriate. The hierarchy of risk control measures is set out in Diagram 1.
- 5.4 Implemented risk control measures will be communicated to affected workers and monitored and reviewed to ensure effectiveness of such measures. MinEx CRC will also review to ensure whether implemented control measures create any new hazards.

Diagram 1 – Hierarchy of Controls – Model Code of Practice – Managing Health and Safety Risks in the Workplace – Safe Work Australia



INCIDENT REPORTING & NOTIFICATION PROCEDURE

1. Purpose

- 1.1 To prevent re-occurrence of incidents, MinEx CRC requires all workers, visitors and others at the Worksite to report ALL incidents, injuries and near misses to MinEx CRC management.
- 1.2 Notification is crucial so that MinEx CRC can implement measures to eliminate or control identified risks but also to ensure relevant injuries/incidents are appropriately investigated and reported to statutory authorities in accordance with legislative requirements or reported to other duty holders as necessary.

2. Scope

- 2.1 This policy applies to all workers, visitors and others at MinEx CRC's Worksites.

3. Definitions

- 3.1 Workers include any person who carries out work in any capacity for MinEx CRC including as an employee, contractor, subcontractor, agency worker, an apprentice or trainee, a work experience student or volunteer.
- 3.2 Incident refers to any event that results in injury, illness, disease, damage or loss to person or property in the workplace, as well as, all notifiable incidents, dangerous incidents and near miss incidents (as defined below).
- 3.3 Near Miss Incident refers to an Incident that did not result in any injury, illness or disease but had the potential to do so. A Near Miss Incident may or may not involve damage or loss to property.
- 3.4 Notifiable Incident means:
 - a) The death of a person; or
 - b) A serious injury or illness of a person; or
 - c) A dangerous injury.
- 3.5 Serious Injury or Illness means an injury or illness requiring the person to have:
 - a) Immediate treatment as an in-patient in a hospital;
 - b) Immediate treatment for:
 - i. the amputation of any part of his or her body;
 - ii. a serious head injury; or
 - iii. a serious eye injury; or
 - iv. a serious burn; or
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or

- vi. a spinal injury; or
 - vii. the loss of a bodily function; or
 - viii. serious lacerations;
- c) Medical treatment within 48 hours of exposure to a substance; and d) any other injury or illness prescribed by legislation.
- 3.6 Dangerous Incident means an Incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to instances including the below:
- a) an uncontrolled escape, spillage or leakage of a substance;
 - b) an uncontrolled implosion, explosion or fire;
 - c) an uncontrolled escape of a pressurised substance;
 - d) electric shock;
 - e) the collapse or partial collapse of a structure;
 - f) any other event prescribed by legislation.

4. Incident Reporting Procedure

- 4.1 In the event of any Incident, before assisting any injured persons, any remaining hazards must be identified and removed and the area rendered safe to administer first aid or other assistance.
- 4.2 Where the Incident occurs at MinEx CRC's Worksite at CSIRO, MinEx CRC has access to appointed CSIRO first aid officers. A CSIRO first aid officer must be contacted immediately. The names and photos of CSIRO first aid officers are displayed on a poster hung within the MinEx offices.
- 4.3 In the event of a Serious Injury or Illness, immediately dial 000 to contact an Ambulance.
- 4.4 Any person who is a witness to, or is aware of, an Incident having occurred, must report that Incident to the MinEx CRC CEO immediately. Where the Incident has occurred at MinEx CRC's Worksite at CSIRO the MinEx CRC CEO will also report the Incident to the CSIRO Facilities Manager & Site Responsible Officer
- 4.5 In the event of a Notifiable Incident, the Incident area must not be disturbed until the Incident is reported to the MinEx CRC CFO and/or CSIRO Facilities Manager & Site Responsible Officer.

In some cases there are legal obligations to preserve the Incident site until a formal investigation has taken place. In addition, MinEx CRC may have an obligation to notify relevant statutory authorities of particular Incidents.

- 4.6 MinEx CRC (and/or CSIRO where relevant) will then perform an investigation into the Incident. The outcome of the investigation assists MinEx CRC (and/or CSIRO where relevant) in determining appropriate risk control measures that require implementation to prevent recurrence.

- 4.7 The manner and size of the investigation will be dependent upon the nature and seriousness of the Incident and may take different forms where appropriate.
 - 4.8 During the course of an investigation, MinEx CRC (and/or CSIRO where relevant) may collect relevant evidence and take statements from any witnesses or other relevant persons. Personnel must cooperate with MinEx CRC (and/or CSIRO where relevant) in the event participation is required in any investigation.
- 5. Regulatory Authority Notification Procedure**
- 5.1 All formal Incident notifications to relevant statutory authorities will be made by the CEO or other person as authorised by the CEO. MinEx CRC workers compensation insurer will also be notified within the relevant timeframes.
 - 5.2 Notification must be made immediately after the occurrence of a Notifiable Incident by telephone or in writing, by fax or email, whichever is faster. The notification must provide the information required by Safe Work South Australia.

PLEASE NOTE THAT ALL ACCIDENT, INJURIES, NEAR MISSES AND OTHER INCIDENTS MUST BE REPORTED, IRRESPECTIVE OF WHETHER IT IS PERCEIVED TO BE OF A MINOR NATURE.

HEALTH AND SAFETY CONSULTATION AND ISSUE RESOLUTION

1. Purpose

- 1.1 MinEx CRC recognises that everyone has a role to play in health and safety. Accordingly, MinEx CRC consults with workers so that workers can contribute to making decisions which affect their health, safety and welfare at work.
- 1.2 MinEx CRC is committed to developing, implementing and regularly reviewing its consultation arrangements.

2. Scope

- 2.1 This policy applies to all MinEx CRC Workers.

3. Definitions

- 3.1 Consultation involves the sharing of relevant safety information amongst workers, providing a reasonable opportunity for workers to express views on safety matters at the workplace and to contribute to the decision making process. Views of workers are valued and taken into account by MinEx CRC and affected workers are advised of the outcome of consultation in a timely manner.
- 3.2 Workers include any person who carries out work in any capacity for MinEx CRC including as an employee, contractor, subcontractor, agency worker, an apprentice or trainee, a work experience student or volunteer.

4. Policy

- 4.1 MinEx CRC is committed to consulting with workers so far as is reasonably practicable, about health and safety matters which may directly affect workers.
- 4.2 MinEx CRC also consults, cooperates and coordinates activities with other duty holders (such as Boart Longyear) where MinEx CRC and duty holders both hold safety obligations in relation to a particular safety matter.
- 4.3 MinEx CRC will consult with workers when:
 - identifying hazards and assessing risks and making decisions about ways to eliminate or minimise those risks;
 - making decisions about the adequacy of facilities for the welfare of workers;
 - proposing changes that may affect the health or safety of workers
 - (including changes to premises, plant, substances or systems of work);
 - making decisions about health and safety procedures including consultation, issue resolution, health monitoring, provision of information and training or other activity.

- 4.4 MinEx CRC expects that workers will assist and participate in the development and monitoring of MinEx CRC's health and safety system. This includes making recommendations to management to improve systems of work and to continually improve the way health and safety is managed at MinEx CRC.
- 4.5 Management and workers must cooperate to perform workplace inspections and assess any hazard that may be a risk to health and safety in accordance with the **Risk Management Procedure**.
- 4.6 Consultation at MinEx CRC may be achieved through one or more of the following methods:
- management meetings;
 - informal one-on-one meetings/discussions;
 - training;
 - induction;
 - the provision of written materials and information;
 - where appropriate, the Boart Longyear EHS Committee
- 5. CSIRO Health and Safety (EHS) Committee**
- 5.1 MinEx CRC's Head Office is located within CSIRO in Western Australia. As MinEx CRC shares the workplace with CSIRO each party also shares a number of safety obligations. MinEx CRC consults, cooperates and coordinates activities with CSIRO in relation to safety matters for which both MinEx CRC and CSIRO have obligations.
- 5.2 CSIRO has an established EHS Committee. Where safety issues arise in relation to safety matters relevant to CSIRO, MinEx CRC workers must report such issues to MinEx CRC Management who will in turn report to the CSIRO Facilities Manager & Site Responsible Officer. The MinEx CRC representative on this committee is Anna Porter, Communications Manager.
- 6. Issue Resolution**
- 6.1 It is recognised that, from time to time, safety issues may arise. MinEx CRC aims to achieve prompt and effective resolution of all health and safety issues, as and when they arise.
- 6.2 Workers are required to raise safety issues with the MinEx CRC CEO immediately.
- 6.3 MinEx CRC will respond to any safety issues in accordance with the nature of the particular issue.
- 6.4 As set out above, this may also involve consultation with CSIRO where the issue involves a safety matter for which MinEx CRC and CSIRO both have an obligation.

EMERGENCY PROCEDURES

1. Purpose

- 1.1 The purpose of this procedure is to ensure that all workers are aware of emergency procedures at MinEx CRC Head Office which are located within the CSIRO.

2. Scope

- 2.1 This procedure applies to all MinEx CRC Workers, visitors and others at MinEx CRC's Head Office.

3. Procedure

- 3.1 MinEx CRC Head Office is located within the CSIRO premises, workers, visitors and others at MinEx CRC Head Office must comply with ALL CSIRO evacuation and emergency procedures. The **CSIRO Emergency Evacuation Plan** contains important information regarding the location of first aid equipment, fire extinguishers and evacuation muster points.
- 3.2 MinEx CRC Workers are instructed and trained in the CSIRO evacuation and emergency procedures on induction in the case of workers and when signing in with CSIRO reception in the case of visitors. The CSIRO
- 3.3 CSIRO Emergency Information Posters are located on the wall directly outside the MinEx offices and contain information regarding appointed CSIRO first aid officers, floor wardens, other emergency contacts, as well as, the location of fire extinguishers, emergency exits and first aid facilities within the premises.
- 3.4 The current **CSIRO Facility Diagram** is displayed on the wall of the MinEx CRC break out area office.
- 3.5 MinEx CRC Workers must participate in, and comply with, any practice evacuation drills arranged by CSIRO in respect of the MinEx CRC Head Office.
- 3.6 MinEx CRC Workers have access to the CSIRO first aid facilities including first aid officers and first aid kits. MinEx CRC Workers and others will be instructed as to the location of their first aid facilities at induction and at other relevant times.
- 3.7 In the event of an out of hour's emergency, MinEx CRC Workers are also required to contact the MinEx CEO immediately.
- 3.8 In the event of an emergency at an offsite work location, MinEx CRC workers must comply with the emergency procedures in place at the location and contact the MinEx CRC CEO once safe to do so.

WORKPLACE REHABILITATION AND RETURN TO WORK POLICY

1. Purpose

1.1 MinEx CRC is committed to the prevention of illness and injury by providing a safe and healthy working environment.

1.2 In the event of a workplace illness and/or injury, MinEx CRC is committed to the rehabilitation of workers covered by this policy. This procedure sets out procedures to assist in achieving our aim of providing an opportunity for injured workers to remain at work and return to pre-injury duties through coordination of rehabilitation activities.

2. Scope

2.1 This policy and procedure applies to all workers engaged by MinEx CRC under a contract of employment

3. Policy and Procedure

3.1 MinEx CRC maintains a current workers' compensation policy to ensure workers covered by this policy have access to rehabilitation services and workers' compensation where applicable.

3.2 MinEx CRC aims to manage the process of rehabilitation to ensure that all injured workers covered by this policy have the opportunity to recover and return to work by:

- ensuring that return to work as soon as possible is a normal practice and expectation;
- ensuring that return to work planning commences as soon as possible after an injury, consistent with medical advice;
- ensuring access to rehabilitation services for all who require access;
- providing suitable duties (including modified or alternate duties) for an injured worker consistent with medical advice where reasonable and practicable;
- participating in return to work plans with an injured workers who become incapacitated as a result of the work related injury.
- consulting and communicating with injured workers in relation to the implementation of rehabilitation programs;
- respecting the confidential nature of medical information; and
- informing workers covered by this policy of their rights in relation to workers' compensation claims-

3.3 Duties of MinEx CRC Management

MinEx CRC management will assist the injured worker to:

- complete workers' compensation forms;
- provide the insurer with all relevant documentation relating to a workers' compensation claim;

- where appropriate, coordinate a return to work plan with the advice of the treating doctor and/or the accredited rehabilitation provider; and
- keep in touch with the injured worker until the worker is fit to resume normal duties.

3.4 Duties of workers

In accordance with this policy, workers must:

- take care to prevent work injuries to themselves and to others;
- notify MinEx CRC of an injury or illness as soon as possible in accordance with the **MinEx CRC Incident Reporting and Notification Procedure**;
- provide accurate information about any aspect of a workers' compensation claim;
- comply with any injury management/return to work plan;
- provide MinEx CRC with valid WorkCover medical certificates for all absences that relate to workers compensation claims;
- notify the insurance company if you get a job or if you earn extra income from your job while you are receiving weekly benefits;
- attend medical assessments organised by the insurer; and
- cooperate in workplace changes that will assist other injured workers.

3.6 Suitable Duties

When an injured worker is fit to return to work on suitable duties (on advice of a registered medical practitioner), MinEx CRC shall, as far as practicable, provide such suitable duties where possible. Any such suitable duties shall be approved by the treating doctor or by the accredited rehabilitation provider in consultation with the treating doctor.

DRUG AND ALCHOL POLICY

1. Purpose

Create a safe and healthy workplace free from hazards that may be associated with the use of alcohol and other drugs.

2. Scope

This policy and procedure applies to all MinEx CRC Workers.

3. Policy and Procedure

MinEx CRC policy and procedure is in accordance with the CSIRO's Alcohol and Drug Management Policy.

DISCRIMINATION, HARASSMENT AND BULLYING POLICY

1. Purpose

- 1.1 This policy outlines MinEx CRC's aim to remove and address unlawful discrimination, harassment, bullying and violence in the workplace. MinEx CRC recognises the importance of behaving with integrity at all times.

2. Scope

- 2.1 This policy and procedure applies to all MinEx CRC Workers.
- 2.2 All workers must comply with this policy at all times during work, when representing or acting on behalf of MinEx CRC and at all work related events (whether on MinEx CRC Worksites or not).

3. Discrimination

- 3.1 MinEx CRC does not tolerate unlawful discrimination in the workplace. MinEx CRC will endeavor to prevent discrimination from occurring in the workplace through responsible management.

3.2 What is Unlawful Discrimination?

Unlawful discrimination means direct or indirect discrimination on the basis of an attribute. Discrimination does not have to be calculated or intentional to be unlawful. The intention of the person discriminating is not relevant.

- 3.4 Unlawful discrimination may be:

Direct – this occurs when an individual treats, or proposes to treat, another person with an attribute less favorably because of that attribute; or

Indirect – this occurs if a person imposes, or proposes to impose, a requirement, condition or practice that is not reasonable and that has, or is likely to have, the effect of disadvantaging people with an attribute.

- 3.5 Employment decisions may be unlawful if they are made on the basis of a person's attributes including:
gender (including marital status, pregnancy, breastfeeding); sexuality (including sexual preference, transgender status, homosexuality); family responsibilities; race (including colour, nationality or ethnic origin); age; religion; disability (including mental or physical); political conviction; trade union activity; and exercising a workplace right.

3.6 Examples of Unlawful Discrimination

An example of unlawful discrimination includes making a decision not to engage or promote a worker on the basis of their ethnicity, gender or age.

4. What is Sexual Harassment?

4.1 Sexual harassment in the workplace generally includes any unwelcome conduct of a sexual nature of which a reasonable person would have anticipated the possibility that the person would be offended, humiliated or intimidated. It may be physical, verbal or written. Sexual harassment may be experienced or perpetrated against persons of either gender (including the same sex).

4.2 Certain conduct that may be tolerated socially could constitute sexual harassment in the workplace when it is unwelcome. At the same time, sexual harassment must not be confused with conduct that has the consent of all involved.

4.3 Examples of Sexual Harassment

The below examples may constitute sexual harassment when they are offensive to a person, regardless of any innocent intent on the part of the offender.

- a) Public display of pornography or other offensive material, including on email, internet and desktops;
- b) Jokes containing sexual innuendo, in an attempt to humiliate or embarrass another person;
- c) Sexually offensive phone calls, text messages or emails;
- d) Requests for, or expectations of, sexual activity under threat, or in exchange for favours or promises of preferential treatment;
- e) Deliberate, unwelcome or unnecessary physical contact, such as patting, pinching, fondling, deliberate brushing up against another body or attempts at kissing;
- f) Sexual violence at the most extreme, sexual assault and forced attempts at sexual intercourse.

5. Bullying

5.1 MinEx CRC does not tolerate bullying in the workplace. MinEx CRC will endeavor to prevent bullying from occurring in the workplace through responsible management.

5.2 What is Bullying?

5.3 Bullying in the workplace is repeated unreasonable behavior directed towards an employee or group of employees that creates a risk to health and safety.

5.4 A person who is subject to bullying may feel intimidated, humiliated, stressed and uneasy at work.

5.5 Bullying may include:

- repeated verbal or physical abuse;
- spreading rumors or innuendo;
- intimidation;
- repeated unjustified criticism or complaints;
- deliberately excluding/isolating someone from work activities;
- setting tasks that are unreasonably above an employee's ability; and
- excessive scrutiny at work.

5.6 What is not Bullying?

In most cases, bullying does not include instances where there are differences in opinion regarding work issues; performance management or counselling; reasonable management action including but not limited to, setting performance goals and deadlines, allocating work, rostering work hours, providing feedback on an employee's performance.

6. Vicarious Liability

6.1 Various legislation covering discrimination and harassment at both federal and state level provides that MinEx CRC may be held legally liable for discriminatory acts committed by MinEx CRC Workers in the course of their work.

6.2 Workers may also be held legally liable for discriminatory acts. It is important that all workers are aware that they are responsible for their own behavior in the workplace.

7. Responsibilities

7.1 MinEx CRC endeavors to take all reasonable and proportionate measures to prevent unlawful discrimination, harassment and bullying in the workplace. In this regard, MinEx CRC has allocated responsibilities below.

7.2 MinEx CRC management must:

- Comply with this policy;
- Be aware of, identify and monitor the working environment to ensure that acceptable standards of behavior and conduct are observed at all times;
- Lead by example and demonstrate appropriate behavior and company standards;
- Ensure that all employment, promotion and training decisions are consistent with this policy; and
- Seek appropriate advice and assistance in a timely manner when dealing with formal complaints and maintain confidentiality.

7.3 All MinEx CRC Workers must:

- Comply with this policy;
- Behave in a manner consistent with MinEx CRC's expectations and acceptable standards of behavior;

- Co-operate with management representatives in the event of an investigation; and
- When appropriate, deal with sensitive information in a confidential manner.

7.4 Workers who become aware of a breach or suspected breach of this policy are encouraged to raise the matter with MinEx CRC management.

8. What to do if you have a complaint

8.1 If a worker believes they have been subject to any unlawful discrimination, harassment, bullying or workplace violence, the worker may take any of the following actions:

- (a) If reasonable in the circumstances, ask the other person to stop the offending behavior; or
- (b) Make a formal complaint.

8.2 Please note that a formal complaint does not need to be made before an investigation may be undertaken.

9. Formal Complaints

9.1 A worker may make a formal complaint to MinEx CRC management.

9.2 Any reported breach of this policy will be treated seriously, confidentially (subject to disclosure required by law) and in a timely manner.

9.3 A formal complaint may be recorded in writing and an investigation may be undertaken by MinEx CRC. The extent of the investigation will be dependent upon the particular circumstances of the complaint. Any investigation will be objective and will involve a fact finding exercise which may include interviewing relevant witnesses.

9.4 If a complaint is found to be false and/or malicious, MinEx CRC may take disciplinary action against the complainant.

9.5 If a complaint is substantiated, MinEx CRC may take disciplinary action against the perpetrator. Depending upon the seriousness of the breach of this policy, such disciplinary action may include termination of employment and/or reporting the conduct to the Police where the conduct is of a criminal nature.

TRAINING POLICY

1. Purpose

- 1.1 MinEx CRC understands that a key contributor to a safe and productive working environment is the provision of appropriate training.

2. Scope

- 2.1 This policy applies to MinEx CRC Workers

3. Policy

- 3.1 MinEx CRC recognises that the provision of training to result in benefits for both individuals and the Company.
- 3.3 MinEx CRC expects that workers will be committed to training arranged by the Company (whether internal or external programs). Workers must attend, proactively participate and cooperate in all scheduled training sessions and are also encouraged to assist in the process of identifying and evaluating training which may be beneficial to the workplace.

4. Training

- 4.1 Upon commencement of employment /engagement with MinEx CRC or at other times as required, MinEx CRC Workers must complete:
- a CSIRO local induction (if they are to work at the MinEx CRC Head Office)
 - a review of the MinEx CRC Work Health Safety Policy;
 - a review of the MinEx CRC Work Health and Safety Manual and Induction
 - Declaration (see **Schedule 1** to this Manual).
- 4.2 Records with respect to induction will be kept by the MinEx CRC CEO.
- 4.3 MinEx CRC also provides MinEx CRC Workers with on-the-job training as required.
- 4.4 Refresher training and/or additional health and safety training will be arranged as required.

OTHER WORKSITE PROCEDURES

1. Purpose

- 1.1 From time to time, MinEx CRC Workers are required to attend other worksites (e.g. RPP Worksites) to perform their duties for MinEx CRC.

2. Scope

- 2.1 This policy applies to MinEx CRC Workers who are required to work offsite by MinEx CRC.

3. Policy

3.1 Planning

Prior to attending an offsite work location, workers are expected to identify any potential risks associated with the offsite attendance. In this regard, workers must consider the below matters in making travel arrangements.

Where driving on non-remote journeys (<250kms), a worker must ensure:

- a) the vehicle being driven is registered, roadworthy and insured;
- b) the vehicle is driven in accordance with relevant traffic legislation;
- c) the vehicle has a spare tyre;
- d) mobile phones are not used while driving unless a 'Hands-free Car Kit' or Bluetooth Kit is installed in the vehicle which meets legislative requirements.

Where driving on remote journeys (>250kms), a worker must ensure:

- a) the vehicle has a first aid kit;
- b) a satellite phone is carried if the journey involves travel to areas that are known not to be within mobile phone range;
- c) communicate to MinEx CRC head office regarding travel plan and advise when departing and arriving at agreed locations;
- d) carry appropriate drinking water.

For all travel Workers must also:

- a) review any local matters which may affect travel arrangements to the particular site (i.e. roadworks, flood damage, weather conditions i.e. fog, frost etc) and carry directions/maps to and from the intended destination;
- b) communicate to MinEx CRC regarding travel arrangements including the expected departure and arrival times and advise of any significant delays or changes to these times;
- c) ensure their mobile phone is fully charged;
- d) consider fatigue management principles including consideration of:
 - pre-journey work duties, the length of the trip and post-journey commitments;
 - times of travel i.e. avoid travel where an employee is unfit for work;
 - regular and adequate rest breaks;
 - conditions which may increase fatigue including heavy rain, fog, frost etc. Where possible, travel in such high risk weather conditions should be avoided.

All MinEx CRC employees must complete a remote travel form.

3.2 Other Worksite Procedures

Where MinEx CRC workers are required to attend an offsite work location during the course of their duties for MinEx CRC Workers must comply with the safety requirements in place at that worksite. Specific Risk Management Plans will be developed for significant and remote Projects, such as NDI drilling campaigns.

In this regard, MinEx CRC Workers must:

- comply with any sign in/out procedures and reasonable instructions with respect to safety;
- wear any personal protective equipment (i.e. hi visibility vests etc) as required;
- comply with any no go zones and remain supervised for the duration of the visit;
- familiarise themselves with the site's emergency procedures;
- participate in any induction program as required;
- cease work if the employee believes their safety is being compromised at any time.

3.3 Incident Reporting

Any Incidents affecting a MinEx CRC Worker which occurs while performing offsite work must be reported in accordance with the MinEx CRC ***Incident Reporting and Notification Procedure***.

NDI RISK MANAGEMENT AND REPORTING

Whilst conducting NDI activities, all workers must abide by the MinEx NDI Risk Management Plan have been inducted and trained in accordance with internal and client requirements.

This includes:

- Duty of care requirements,
- Significant risks,
- Emergency procedures,
- Hazard and risk management,
- Incident reporting,
- Personal Protective Equipment, and
- General safety rules.

A copy of this Risk Management Plan will be provided to employees prior to arriving on site.

SCHEDULE 1: MINEX CRC INDUCTION DECLARATION

I acknowledge and agree that I have completed the MinEx CRC Health and Safety Induction Program as follows:

PERSONAL DETAILS	
NAME	
POSITION	
ORGANISATION	
INDUCTED BY	

INDUCTION CHECKLIST	
I have participated in the MinEx CRC local induction	Y/N
As part of the CSIRO local induction, I have been trained in the MinEx CRC emergency evacuation procedures, emergency facilities, contact details and personnel and I have familiarised myself with the Emergency Information Posters	Y/N
As part of the CSIRO local induction, a tour of the CSIRO and MinEx CRC Head Office has been provided highlighting relevant work areas, amenities, first aid kits, emergency exits, no go zones, entry and exits etc	Y/N
As part of the CSIRO local induction, I met fellow workers and was notified of the CSIRO EHS Committee members, first aid officers, and fire wardens	Y/N
The MinEx CRC Work Health Safety Policy and the MinEx CRC Work Health and Safety Manual have been shown to me and explained. In particular, I am aware of incident/hazard reporting procedures, my health and safety responsibilities and consultation procedures	Y/N
My duties have been outlined and adequately explained. Safe work procedures have been provided to me where relevant (i.e. offsite work procedure).	Y/N

SIGNATURE

NAME (PRINT) _____

DATE _____

SCHEDULE 2: CSIRO HSE INDUCTION CHECKLIST



This Checklist must be completed when inducting a new consultant, visiting/ transferring staff member, tenant or visitor, where they may be unaccompanied at any stage.

DETAILS			
Name			
Emergency Contact			
Host/ Inductor's Name			
Business Unit/ Program			
Location	Site	Building No.	Room No
GENERAL REQUIREMENTS			Y/NA
1	Explain evacuation alarm system (bell, alert and evacuation tones)		
2	Show/ explain locations of nearest fire exits and emergency assembly area		
3	Provide contact details of First Aid Officer and HSE staff		
4	Explain how to obtain help/ assistance in an emergency (internal emergency number)		
5	Show/ explain location of facilities (kitchens, canteen, toilets, first aid room etc.)		
6	Explain compliance requirements with safety signage and restricted areas		

7 Inform of potential hazards associated with the visit/ work

8 Explain how to report hazards, near misses and incidents

9 Provide details of any other information relevant to the visit/ work (please list/ attach)

10 Attach an activity risk assessment (and supporting documents e.g. licences, insurances etc.) where the tasks undertaken by the individual are not identical to those normally conducted in the area

11 Where access to areas other than low risk is required complete the HSE Induction Checklist – Medium/ High Risk Work Area

12 Where relevant - request CBIS approval for Security Access Card – provide validation of HSE Induction as requested

SIGNATURES

I acknowledge completion of the HSE Induction Checklist – Other.

**Inductee's
Name**

**Inductor's
Name**

Signature

Signature

Date

Date

Manager to scan a copy of HSE Checklist and email to recordservices@csiro.au

Please insert in Subject Line: *HSE induction – (individual's ident) - Site. If no home site, use "no site"*

SCHEDULE 3: MINEX CRC REMOTE TRAVEL PLAN

This form must be completed, signed and returned to MinEx CRC's WHS Officer (XX) prior to embarking on any remote travel (remote travel being defined here as >250km from MinEx CRCF's head office other than by plane to a Capital City). A form must be completed for each journey or return journey undertaken.

Remote Flight Requirements If Not Between Capital Cities

Employees must ensure that:

- Details of all flight itinerary's booked are kept up to date in the Travel Plan.

Remote Driving Requirements

Employees must ensure that:

- the vehicle being driven is registered, roadworthy and insured;
- the vehicle is driven in accordance with relevant traffic legislation;
- the vehicle has a spare tyre;
- their mobile phone is fully charged
- mobile phones are not used while driving unless a 'Hands-free Car Kit' or Bluetooth Kit is installed in the vehicle which meets legislative requirements;
- the vehicle has a first aid kit;
- a satellite phone is carried if the journey involves travel to areas that are known not to be within mobile phone range;
- before commencing journey the vehicle registration (if not entered in Travel Plan) is communicated to MinEx CRC head office or the Sched Contact person
- they communicate to MinEx CRC head office in accordance with the Call-in Procedure detailed below.
- they carry a reasonable quantity of drinking water;
- they review any local matters which may affect travel arrangements to the particular site (i.e. roadworks, flood damage, weather conditions i.e. fog, frost etc) and carry directions/maps to and from the intended destination;
- they consider fatigue management principles including consideration of:
 - pre-journey work duties, the length of the trip and post-journey commitments;
 - times of travel i.e. avoid travel where an employee is unfit for work;
 - regular and adequate rest breaks;
 - conditions which may increase fatigue including heavy rain, fog, frost etc. Where possible, travel in such high risk weather conditions should be avoided.
-

Offsite Work Procedures

Where Employees are required to attend an offsite work location during the course of their duties they must comply with the safety requirements in place at that worksite. In this regard, Employees must:

- comply with any sign in/out and movement procedures and reasonable instructions with respect to safety'
- wear any personal protective equipment (i.e. hi visibility vests etc) as required;
- comply with any no go zones and remain supervised for the duration of the visit;
- familiarise themselves with the site's emergency procedures;

- participate in any induction program as required;
- cease work if the employee believes their safety is being compromised at any time.

Call-in Procedure

The Employee is responsible for ensuring they are contactable during the duration of their travel and maintaining a call in schedule with a nominated Sched Contact Person at MinEx CRC.

Employees must call or text the nominated Sched Contact Person at each of the following points of the journey:

- when departing on journey;
- at appropriate intervals, commonly every 2 hours during the journey (when travelling by vehicle) and if coverage is available;
- when arriving at destination; and
- when any changes are made to the anticipated departure and arrival times that you nominate in your 'Travel Plan' below.

Sched Contact Person Responsibilities

The nominated Sched Contact Person is responsible for ensuring they are contactable at all times nominated in the 'Travel Plan' or at other times if the 'Travel Plan' is varied. Keeping a record of scheduled calls. With respect to managing the Call-in Procedure the nominated Sched Contact Person will:

EVENT	SCHED CONTACT PERSON ACTIONS
Call or text in on time or <30 mins late	no action
> 30 mins late	Try contacting employee and known travelling companion if applicable/known Contact destination contact numbers
> 60 mins late	Contact last known departure point (e.g. home, work, offsite) Contact destination contact numbers and update them Contact employees next of kin Contact MinEx CRC WHS Officer and MinEx CRC's CEO and inform them employee has missed sched call by +60 minutes
>120 mins late	Contact emergency services on '000' Advise employees next of kin, MinEx CRC's WHS Officer and MinEx CRC's CEO that emergency services have been called and of their advice as to next steps.

Signed by

ROLE	NAME	SIGNATURE
Employee		
Sched Contact Person		
MinEx CRC WHS Officer		

By signing this form you confirm that you understand and will comply with each of the requirements listed above.

Key Contact Details

NAME	POSITION	CONTACT
Scott Brown	NDI Project Manager	0418 908958
Anthony Budd	Program 3 Leader	0458 281 097
Andrew Bailey	CEO	0409 617 286
David Giles	CFO	0434 483 749
Anna Porter	Communications Manager	0448 368 348

MINEX CRC REMOTE TRAVEL PLAN

TRAVEL DETAILS					
MINEX CRC EMPLOYEE NAME		PRIMARY CONTACT NUMBER(S)		DESTINATION CONTACT NUMBERS	
SCHED CONTACT PERSON NAME		PRIMARY CONTACT NUMBER(S)			
NEXT OF KIN NAME		RELATIONSHIP		CONTACT NUMBERS	
REASON FOR TRAVEL					
1. ++					
NAMES AND CONTACT NUMBERS OF OTHER PERSONS TRAVELLING WITH YOU;					
NAME	1.	2.	3.		
CONTACT NUMBER	1	2	3		
FLIGHT TRAVEL ITINERARY					
FLIGHT NO	FROM	DEPART DATE/TIME	TO	ARRIVE DATE/TIME	ACCOMMODATION ADDRESS AND CONTACT NUMBER
ROAD TRAVEL ITINERARY					
VEHICLE TYPE & REGISTRATION # (IF KNOWN)	FROM	EST DEPART DATE/TIME	TO	EST ARRIVE DATE/TIME	ACCOMMODATION ADDRESS AND CONTACT NUMBER

CALL OR TEXT LOG (TO BE COMPLETED BY SCHED. CONTACT PERSON AS CALLS/TEXTS MADE)			
DATE / PERIOD	LOCATION	CALL IN CONTACT	CALL-IN TIMES (DESTINATION)