

MinEx CRC Limited

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MINEX CRC WHS POLICY V5.

Document details:

VERSION	DATE	REVISION DESCRIPTION	APPROVED
1	12 February 2019	N/A first version	Board of Directors
2	23 April 2019	Following additions added at the request of the Board: <ul style="list-style-type: none">• Zero harm value statement• Additional note regarding Board reporting• Additional note regarding travel between RPP worksites	Andrew Bailey
3	7 July 2020	Following change made to Annexure A: <ul style="list-style-type: none">• Any WHS incidents will be reported by MinEx CRC quarterly PRP meetings.• Any reportable WHS incidents that arise at quarterly PRP meetings will be reported to the Executive Management Committee by the appropriate Program Leader.	Anna Porter
4	1 March 2022	Annual Policy Review - Minor grammatical and formatting changes.	Anna Porter
5	10 April 2022	Policy review to ensure changes in legislative requirements are met.	Anna Porter

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VALUES & PHILOSOPHY

A core responsibility of MinEx CRC is the health and safety of all employees, officers, contractors, students, partners and visitors (collectively referred to as '**Workers**') associated with its activities. MinEx CRC is engaged in facilitating the delivery of Research Projects in the field of technologies for mineral exploration. In undertaking its role, MinEx CRC receives Commonwealth funding, as well as Research Project Participant contributions, including in-kind contributions, which it administers and oversees.

Research Project Participants ('**RPPs**') are organisations or individuals in receipt of funding facilitated by MinEx CRC for the Research Projects. The health and safety of individuals involved with Research Projects are integral to good science and good business practice. As a condition of Commonwealth funding, MinEx CRC is required to take reasonable steps to ensure that RPPs comply with all laws and regulations of the jurisdictions in which they are conducting Research Projects.

MinEx CRC is founded on the deeply held value of Zero Harm. MinEx CRC is focused on ensuring that all people return home safely to their families at the end of their working day.

MinEx CRC and RPPs operate in a range of legal jurisdictions in Australia. MinEx CRC notes that health and safety laws and regulations are regularly updated and vary across Australia and will consequently inform Workers and RPPs of these changes and meet the legislative requirements in all jurisdictions.

MinEx CRC maintains that consultation and cooperation with Workers and RPPs imperative to achieving ongoing work health safety compliance. MinEx CRC is committed to consistently facilitating and implementing effective means of coordinating and monitoring its worksites and practices with regard to work health safety compliance and expects equal commitment and participation from its Workers and RPPs.

SCOPE & COVERAGE

MinEx CRC Worksites

MinEx CRC is dual headquartered:

- WA Head Office (located at the Australian Resources Research Centre (ARRC)), 26 Dick Perry Avenue, Kensington, Western Australia, 6151.
- University of South Australia, Building X1 – 09, Mawson Lakes Campus, Mawson Lakes, South Australia 5095.

The MinEx CRC Work Health & Safety Manual applies to all Workers and RPPs in respect of work undertaken at all MinEx CRC Worksites. This document incorporates the operational requirements and legal obligations of both MinEx CRC and Workers in respect of workplace safety, risk management and human resources issues, as well as policies & procedures specific to the Head Office shared with CSIRO.

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An electronic copy of the MinEx CRC Work Health Safety Manual is located on the MinEx CRC Website and a hard copy is located in the MinEx CRC CEO's office.

MinEx CRC Workers at Other Worksites

Where MinEx CRC Workers are required to attend any other worksite for the purpose of MinEx CRC business/functions, the following policies & procedures will apply:

- MinEx CRC Work Health & Safety Manual;
- Their own employers' policies and procedures (in the case of non MinEx CRC employees); and
- Worksite specific policies & procedures (including those of RPPs).
- RPP Workers at RPP Worksites

RPP Workers refers to individuals engaged by RPPs that are working on MinEx CRC Projects.

As RPP Worksites are not within the sphere of MinEx CRC's power or control, it is the responsibility of RPPs to implement appropriate policies & procedures in compliance with all work health safety laws that apply to Research Projects undertaken by RPPs at RPP Worksites.

MINEX CRC WORK HEALTH SAFETY RESPONSIBILITIES**MinEx CRC Worksites**

In implementing and maintaining processes for the identification, analysis, evaluation and treatment of issues related to workplace health safety, MinEx CRC acknowledges that it is the responsibility of the Executive Management Committee to implement, review and monitor all necessary policies, procedures, practices and strategies. WH&S Compliance is to be a standing agenda item at Executive Management Committee meetings.

The Executive Committee will:

- Receive and consider reports and other submissions from management concerning identified work
- health safety and environmental compliance issues.
- Management reports are to include details of all work health safety incidents, the steps taken to remedy and improve or otherwise deal with the work health safety issues and any relevant
- recommendations concerning work processes and resources.
- Analyse work health safety compliance information and identify potential risk and liability issues.
- Formulate/ratify any plan of action to address any work health safety issues identified and give
- directions for implementation.
- Report to the Governing Board any relevant issues, with WH&S Compliance being a standing
- agenda item at Governing Board meetings.

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MinEx CRC Workers at Other Worksites

The process identified above will also apply in relation to where MinEx CRC Workers are required to attend and work at Other Worksites including RPP Worksites.

MinEx CRC will liaise with persons operating, managing, or occupying such worksites for the purpose of sharing/obtaining relevant information concerning work health safety issues.

RPP Worksites

MinEx CRC is responsible for obtaining specific information concerning Research Project progress and compliance with funding requirements. MinEx CRC is not responsible to implement policies & procedures, manage, monitor or supervise RPPs in relation to Research Projects (unless undertaken at MinEx CRC Worksites).

MinEx CRC will regularly liaise with RPPs in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)** which outlines the steps to be taken by the nominated MinEx CRC officer/employee in liaison with RPPs and reporting back to MinEx CRC.

Unless a specific employment contract exists indicating an intention to the contrary, MinEx CRC is not an employer of any individual associated with a Research Project being undertaken by RPPs.

Travel Between RPP Worksites

MinEx CRC acknowledges that there will be substantial domestic and international travel required to deliver on research goals. Numerous risks are associated with travel, including driver fatigue. RPP's must assess the risks involved in their staff's travel and put in place all 'reasonably practicable' measures to manage all associated risks.

RPP Responsibilities

RPPs must implement and maintain compliant work health safety management systems in respect of Research Projects. Research Project work undertaken by RPPs and their employees, contractors, partners, students and volunteers ('**RPP Workers**') at worksites where RPPs are the owners, operators, managers or occupiers ('**RPP Worksites**'), is solely governed by the policies & procedures established by the RPPs in respect of that work.

RPPs are responsible for the employment/engagement of all RPP Workers working on Research Projects, including project leaders and team leaders necessary to oversee the day to day operation of the Research Project.

RPPs must maintain records and statistics relating to the number and type of work health safety incidents occurring in connection with a Research Project, as required by the relevant law of the jurisdiction in which the Research Project is being undertaken.

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RPPs must report any workplace safety incident, injury (or potential injury), to MinEx CRC within 48 hours from the occurrence in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)**.

Such reporting must be in writing and outline the circumstances giving rise to the incident, specify the consequence(s) of the incident (i.e. damage, injury) and steps taken by the RPP to address the incident.

ANNEXURE A: RPP WORKSITE COMPLIANCE LIAISON PROCEDURE

The Communications Manager is the MinEx CRC WHS Officer. The Communications Manager is also the MinEx WHS Representative on the ARRC WHS Committee.

Reporting Procedure

1. Reportable Incidents

Where a reportable work health safety incident occurs to a RPP Worker on a RPP Worksite, the MinEx CRC WHS Officer must be notified within 48 hours of the occurrence of the incident, the circumstances giving rise to the incident, the consequences (such as death, injury, potential injury, damage or potential damage to property), remedial/preventative steps taken and whether it has been reported to the applicable statutory authority.

The MinEx CRC WHS Officer must prepare a written report to the MinEx CRC Executive Management Committee within 24 hours of notification of a reportable incident. Comprehensive reporting will be undertaken to the MinEx CRC Board of Directors at their scheduled meetings.

2. Quarterly Reporting

Any WHS incidents will be reported by MinEx CRC quarterly PRP meetings.

3. Report to MinEx CRC Executive Management Committee

Any reportable WHS incidents that arise at quarterly PRP meetings will be reported to the Executive Management Committee by the appropriate Program Leader.

The MinEx CRC WHS Officer will submit the RPP Compliance Overview to the MinEx CRC Executive Management Committee and, if necessary, will further address the matters contained therein at the next scheduled meeting of the MinEx CRC Executive Management Committee.

4. MinEx CRC Executive Management Committee Meeting

The MinEx CRC Executive Management Committee will meet on a monthly basis. Meetings may be convened outside the ordinary meeting timetable if urgent action is required.

MinEx CRC work health safety and environment compliance will be a standing item on the MinEx CRC Executive Management Committee meeting agenda.

RPP compliance with Research Project parameters and obligations will be a standing item on the MinEx CRC Executive Management Committee meeting agenda.

The MinEx CRC WHS Officer will be required to submit a RPP Compliance Overview and/or report in person in respect of the Quarterly Meetings at each scheduled MinEx CRC Executive Management Committee meeting.

Where a RPP compliance issue is identified in respect of any Research Project, the MinEx CRC Executive Management Committee will review the provisions of the applicable Research Project

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Agreement with regard to whether a serious breach has occurred and make recommendations as to what steps should be taken by MinEx CRC.

If further action is considered necessary, the MinEx CRC Executive Management Committee will prepare a written report of their findings and recommendations in respect of the RPP compliance issue to be submitted for consideration and action (if appropriate) by the MinEx CRC Board.

5. MinEx CRC Governing Board Meeting

MinEx CRC work health safety and environment compliance will be a standing item on the MinEx CRC Governing Board meeting agenda.

RPP compliance with Research Project parameters and obligations will be a standing item on the MinEx CRC Governing Board meeting agenda.

The MinEx CRC Governing Board shall consider reports/recommendations prepared by the MinEx Management concerning a RPP, Research Project or the provisions of the applicable Research Project Participant Agreement and ratify actions it considers necessary.

The MinEx CRC Board shall consider all other reports/recommendations submitted to it in relation to MinEx CRC operations and ratify such actions it considers necessary to address identified compliance issues.