

ZBR Zibara Pty Ltd

SAFETY MANAGEMENT PLAN

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SAFETY MANAGEMENT PLAN

1 INTRODUCTION

ZBR Zibara has developed this safety management plan to address the management of safety and occupational health of employees and to control loss of any kind during the carrying of activities associated with maintenance, labour, supply, fabrication.

Where directed ZBR Zibara will comply with client procedures and policies, otherwise the following will be implemented.

2 SCOPE OF WORK

The scope of work is to involve:

3 SITE SAFETY POLICY

It is the policy of ZBR Zibara that all work on this project is carried out so as to provide for a safe and healthy workplace, and in compliance with statutory requirements, established standards, the specific requirements of the client and ZBR Zibara safety principles.

Management will put in place measures, in the areas of accident and injury prevention, hazard removal and control to achieve a safe and healthy workplace.

Each employee has no more important duty or responsibility than to ensure that their work is carried out in a safe manner ZBR Zibara safety policy is shown at appendix 1.

4 ORGANISATION

a. ORGANISATION CHART

Safety organisation is presented, indicating the relationships of all levels of responsibility for activities associated with project.

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4.2 WHS RESPONSIBILITY

Director

Overall responsibility of the WHS on this project by commitment to and implementation of the following:

- Establishes corporate WHS goals
- Formulates WHS policies and strategies
- Allocates services for WHS
- Represents ZBR Zibara to outside parties and government bodies in all matters of WHS
- Actively promotes ZBR Zibara's WHS programme
- The point of contact for all reports of injury or loss
- Undertakes investigation of serious injuries, potentially serious incidents or loss of assets
- Ensures all serious injuries, accidents and incidents are reported in accordance with statutory requirements
- Is visible on worksite to encourage all aspects of OH&S and work progress

Office Manager

Responsible for:

- Reporting to Manager on WHS matters and work progress.
- Site staff being inducted in accordance with the requirements of the project safety management plan (SMP).
- Implementation of project SMP.
- Ensures safe work systems are available.
- Ensures workforce is provided with adequate instruction regarding safe work practices, hazard identification and risk assessment/ risk control.
- Liason with Government inspectors.
- Notification of all incidents (injury, damage and near-miss) to manager and to client in accordance with client incident reporting requirements.
- Resolves WHS matters as they arise
- Assists in incident investigations

5. SELECTION CRITERIA

5.1 EMPLOYMENT APPLICATION FORM

An employment application form is to be completed by each prospective employee prior to being interviewed.

Prospective employees will be advised via the form that they must be prepared to comply with the safety requirements of ZBR Zibara.

6 TRAINING REQUIRMENTS

6.1 MANAGEMENT TRAINING

ZBR Zibara shall implement in- house and/or external programmes which will:

- Provide for the development of managers and supervisors so that they may acquire the necessary knowledge, skills and attitude necessary for carrying out the functions and activities required of the management group including effective management of WHS.
- Provide managers and supervisors with knowledge of and methods of implementing the provisions of the relevant legislation.
- Enable managers and supervisors to develop knowledge of industry/employee relations and to maintain effective relations in the workplace.
- Management training will include the following:
 - Communication techniques.
 - WHS competency for managers and HSE leadership
 - Accident/incident reporting and investigation techniques.
 - Systems approach to managing hazards.
 - WHS statutory requirements.

6.2 EMERGENCY PROCEDURES

All employees will be provided with training/instruction in and where applicable demonstration of the emergency procedures relevant to the work site.

Training/instructions will commence at the initial induction session and will continue on a programmed basis within the scheduled safety meeting system for ZBR Zibara employees.

Record will be maintained of all training completed by each employee.

In addition to the above, ZBR Zibara employees will undergo specific training/instruction as specified by the client, such as simulated area or site evacuation exercise.

Emergency procedure training will cover the following:

- Site first aid/medical treatment procedures
- Fire prevention procedures
- Use of fire prevention equipment
- Area and site evacuation procedures

6.3 COMPANY AND SITE-SPECIFIC INDUCTION

Every employee of ZBR Zibara will undergo an induction prior to commencing in the job.

All personnel will attend a two-level induction programme. This will comprise of a general ZBR Zibara oriented induction on commencement of employment and a safety and orientation induction on commencement of work at the work site.

Records will be maintained of all induction activities completed by each employee.

Company Inductions:

The induction will be provided by ZBR Zibara. The minimum requirements to be completed prior to commencing work are as follows:

- Completion of necessary documentation i.e taxation forms, superannuation etc with copies of
 - Licenses
 - Qualifications
- An explanation of conditions of employment, factory conditions and general discussion of the following items:
 - Wages arrangement method of payment

- ZBR Zibara safety policy
- Hours of work
- Meal breaks
- Employee introductions
- Orientation tour
- Detailing all safety requirements and how injuries are to be reported.
- Ensuring familiarity with machinery

6.4 SAFE WORK PROCEDURE (JOB SAFETY ANALYSIS)

In accordance with site requirements, Work Method Statements will be prepared and Job Safety Analyses performed to ensure that employees can perform their work in a safe and efficient manner.

Persons responsible for preparation of JSA will be provided with training/instruction in the JSA preparation technique.

Note that a JSA will be prepared for all tasks or activities which:

- Are known to be hazardous or potential hazardous

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- Have resulted in serious injury in the past;
- Are performed on an irregular basis or;
- Have some feature of the work process; equipment used etc which requires special attention.

A manual of safe work procedures will be maintained by the Site Supervisor and revised as necessary. The manual will be revised on a regular basis by management and employees. Up-to-date contents will be readily available to all of ZBR Zibara employees.

Specific training/instruction sessions will be provided for employees each time a new procedure is added to the manual or when an alteration is made to an existing entry.

For urgent or more training, specific sessions will be arranged as necessary.

6.5 SPECIFIC TRAINING SESSIONS

Where there is serious risk of harm or injury to employees as a consequence of work to be performed or other workplace activities, specific training sessions will be provided to the relevant employees.

The areas to be covered will include the following and the list will be expanded as additional risk areas are identified:

- hearing conservation and noise control;
- correct manual handling techniques;
- hazardous materials management.
- extension cords

- electrical power tools
- preventing fires
- fire extinguisher identification and checks.

7 ACCIDENT PREVENTION

ZBR Zibara will provide instruction and advice to all employees to assist in the prevention of accidents.

In addition to training specified in Section 6, employees will also receive appropriate instruction/advice regarding:

- Hazard identification and risk control;
- Use, care and maintenance of personal protection equipment;
- Reporting and investigation of accidents (incidents).

The need to report all incidents (injury, damage, loss and near miss) will be covered at both induction and ongoing training sessions dealing with accident prevention.

Appendix No 3 provides guidance on accident (incident) reporting and investigation procedures.

Where required, the Site Supervisor will ensure compliance with client accident (incident) reporting procedures.

8 SAFETY COMMUNICATION

Communication on WHS relevant to site requirements will be maintained by the following means:

- Representative of ZBR Zibara to attend site WHS committee meeting;
- Election of workplace health and safety representative to maintain liaison between workforce and management;
- Management safety meetings;
- Toolbox safety meetings;
- Safety advice posters, notices etc;

Implementation of a procedure for resolving disputes about WHS.

8.1 SITE WHS COMMITTEE

A representative from ZBR Zibara will attend the site WHS committee meeting to ensure that all relevant site WHS matters are noted and addressed in accordance with standard procedures and/or directives of the client or the site WHS committee – whichever is appropriate.

8.2 HEALTH & SAFETY REPRESENTATIVE

In accordance with legislative and any specific client requirements, a person (or persons) will be elected to represent ZBR Zibara workgroup in all WHS matters relevant to site activities.

8.3 MANAGEMENT WHS MEETING

The Site Manager shall represent ZBR Zibara in management meetings held by the client.

8.4 SAFETY MEETINGS

ZBR Zibara will hold safety meetings on a regular basis or as proposed by the client, for the purpose of involving all employees in discussions on relevant WHS matters.

The safety meeting will also be used as a venue for providing instruction/advice on WHS relevant to site activities.

The Area Supervisors will be responsible for arranging and conducting safety meetings. Supervisors will ensure that any matters discussed at the meetings which require further action is attending to in a timely and effective manner.

Personnel so designated will provide the Site Supervisor with written summary (minutes of meeting) of the matters discussed and action points arising at the meeting. Appendix No 4 provides guidance on conduct of meeting and provision of minutes for meetings.

The Site Supervisor will conduct at least one meeting per area per month.

8.5 GENERAL SAFETY RULES

A set of general safety rules will be provided to all ZBR Zibara employees at initial induction and will be posted on notice boards in workshops and amenities areas for ready reference. Client's general safety rules, copies of the relevant legislation, codes of practice, guidance notes etc will be held by the Site Manager and be readily available for reference by all employees.

8.6 SAFETY ADVICE NOTICES, POSTERS

All written safety advice, posters, charts on WHS will be posted on all available notice boards.

Where any matter is considered to be of major importance to the safety and welfare of employees, written advice will be provided to each employee and the matter may also be discussed at a safety meeting.

8.7 RESOLUTION OF ISSUES

Internal Disputes

In the event of a dispute regarding WHS, if the matter is within the control of ZBR Zibara, an attempt will be made to resolve the matter between the employees, the area Supervisor and the workplace WHS representative.

Matters which cannot be resolved at this level will be referred to the Site Supervisor.

The Site Supervisor will ensure matters of dispute are resolved in a timely manner. If necessary, he will refer the matter to the Manager and to the relevant statutory authority where matters cannot be resolved "in house". Employees involved or concerned are to be kept informed of all actions and progress on the matter(s) in dispute. The client will be notified of any matter that is or is likely to be referred to the relevant statutory authority for resolution.

External Dispute

Where a matter of dispute arises which is external to ZBR Zibara control, the Site Supervisor will notify the relevant client.

The Site supervisor will ensure that adequate action is taken to eliminate the possibility of harm or injury to all employees.

Where it is believed that appropriate action is not being taken by the client, he will notify the Manager who will then address the matter with the appropriate senior representative(s) of the client organization.

9 HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

The system approach to hazard management will be used to identify hazards, assess the risk and control the hazard which may cause harm or injury to ZBR Zibara employees or to any other person who may be affected by the work or actions of employees of ZBR Zibara.

The systems approach to hazards management will consist of the following stages:

- Hazard identification;
- Risk assessment;
- Hazard elimination and control;
- Ongoing evaluation and monitoring of hazard control measures taken.

All employees will be encouraged to identify and where possible provide appropriate remedial action for hazards identified in the workplace.

Where employees cannot eliminate the hazard or implement permanent control measures, they must report the situation to their Area Supervisor.

The Supervisor will then initiate appropriate action to eliminate the hazard or control the risk. Such action will include implementing remedial measures and/or reporting the situation to the JV Manager for information and further action where necessary.

Appendix No 5 provided guidance in hazard identification on site.

Hazard identification can be assisted by:

- review of accident/incident reports;
- consultation with employees and representatives;
- formal and informal workplace inspections;
- review and analysis of WHS statistical data;
- specialist advice.

The Area Supervisor and where necessary the Manager will be responsible for assessing the situation to determine the priority for action and resources required to eliminate the hazard or control the risk.

Where hazard elimination is not possible, the Hierarchy of Controls method will be used by management to determine the appropriate control procedure.

The hierarchy requires that the situation be addressed in the following preferred order:

- eliminate the hazard;
- substitute the hazard;
- engineer appropriate control measures;
- implement administrative controls to reduce exposure to the hazard; and
- as a final option, where all the above are impractical or do not provide for adequate control, provide employees with the appropriate personal protection devices.

The Manager will evaluate and monitor hazard control measures on an ongoing basis to ensure that action taken continues to be effective.

Where changes are necessary, the Site Manager will reassess the situation and implement further control measures as required.

10 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Supervisors and managers shall ensure that all personnel under their control, including visitors, wear or use protective clothing and equipment appropriate to the workplace, the work being done, or the hazards involved.

All employees will be provided with advice/instruction on the use, care, maintenance and replacement of the personal protection relevant to the area, site and work being performed. Instruction shall be provided at initial safety induction and reinforced on a regular basis at Toolbox Safety meetings.

Employees will be expected to use and care for personal protection as instructed.

Management of ZBR Zibara will be responsible for maintenance and replacement of personal protection equipment.

Personal protective equipment shall be selected, used and maintained in accordance with appropriate Australian Standards and/or other guidelines, codes of practice and client requirements.

The following equipment shall be available at all work locations and must be used as required or instructed:

- Footwear - Safety footwear of an approved type shall be used on all company projects. Damaged or defective footwear shall not be worn.

11 GENERAL HOUSEKEEPING

All employees will be required to maintain a satisfactory level of housekeeping at all times. Appropriate practices will be included in safe work procedures.

Constant attention to housekeeping will be addressed on a day to day basis by the Area Supervisor and the safety meeting will provide a venue for discussion about proper housekeeping practices.

12 SIGNS AND NOTICES

Employees will be advised of the location and purpose of all signs at site induction. The need to observe all signs and notices will be reinforced regularly through day-to-day contact between employees and Area Supervisors and at safety meetings.

13 EMERGENCY PROCEDURES

All employees will be provided with instruction/advice regarding the site emergency procedures at initial safety induction.

Regular reinforcement of emergency procedures will be provided in safety meetings.

The client organization will provide simulated emergency exercises on a scheduled basis.

The site emergency procedures are shown in Appendix No 7.

14 INJURY REHABILITATION

ZBR Zibara supports rehabilitation of injured persons by making the return to work a part of the recovery process. The Rehabilitation Program seeks to provide appropriately selected work duties, where possible, for all injured employees to enhance recovery.

Co-operation with the treating Medical Practitioner will be maintained to enable selection of duties that will benefit the injured employee both in the physical and psychological sense.

Support will be offered by ZBR Zibara during the recovery of all injured employees in an attempt to minimize the trauma associated with accidents.

Where a person suffers an "incapacitating injury" should the injury warrant absence from the job and depending upon the nature of the injury, the injured person will be informed before leaving the workplace for treatment that alternative duties may be made available, if possible, and when necessary on his/her return.

A list of possible alternative duties will be prepared and the attending Medical Practitioner will be advised of these duties: e.g.

- cleaning/preparation work;
- administrative assistant;
- walking/standing duties – no lifting
- stocktaking
- driving – courier work/bus driver;
- light maintenance.

The Manager shall keep in regular touch with any employee on long term compensation with the object of having the employee return to work as quickly as possible.

15 SPECIFIC PROCEDURES AND REGULATIONS

The following may effect the safety and well being of ZBR Zibara employees. Where necessary, safe working procedures (JSA) will be prepared and employees will be provided with instruction and training as necessary.

15.1 MANUAL HANDLING

All employees will be provided with instruction in correct manual handling procedures. The need to use correct procedures will be built into job procedures.

15.2 ELECTRICAL EQUIPMENT

All employees will be advised of the dangers associated with use of live electrical equipment. It must be noted by all employees that only qualified electricians are permitted to make repairs or carry out inspections of electric tools and equipment.

Electrical accidents can arise from:

- use of faulty hand tools;
- use of faulty or damaged cords;
- crane jobs or tip trucks contact power lines;
- scaffold tubes are set too close to live cables.
- striking underground conductors in excavation work.

Damp ground is an excellent conductor of electricity and will increase the danger. Whenever practicable work is to be performed on a dry support such as wooden flooring. In a wet or damp situation stand on dry timber or bagging.

Leads for use with portable electrical equipment should be as short as practicable.

All electrical equipment is to be checked and tagged in accordance with legislative requirements. Appendix No 8 summarises the electrical safety requirements for the site.

15.3 NOISE EXPOSURE

Where employees are or may be exposed to noise exceeding the Action Level, as defined in the legislation, measures will be taken to ensure that persons are not adversely effected by exposure to noise.

Where possible noise exposure will be reduced by engineering control means such as enclosures and/or by reducing the time that employees are exposed to excessive noise.

Where adequate control cannot be maintained by engineering or administrative controls, employees will be required to wear suitable personal hearing protection devices (muffs or plugs depending on noise levels and work to be performed).

15.6 WORKING AT HEIGHTS

All employees working outside safe areas with handrails, above site or state height requirements from the ground or a secure platform will wear an approved safety harness and attached the lanyard to a secure point on the structure.

16. ENVIRONMENTAL PROTECTION

16.1 POLICY AND STRATEGIES

It is the policy of ZBR Zibara that all work on this project is carried out in such a manner not to damage the environment and surrounding areas, in compliance with statutory requirements, established standards, the specific requirements of the client and ZBR Zibara environmental principles.

Management will put in place measures, in the areas of environmental protection, hazard removal and control and control to achieve an environmentally friendly and healthy workplace.

Each employee has an equal duty and responsibility to ensure the protection of the local environment.

16.2 PROCEDURES FOR DISPOSAL OF WASTE MATERIAL/ WASTE DUMPING AND STORAGE PROCEDURES

Emphasis will be placed upon reducing the volume of waste material through appropriate strategic planning.

Waste material which is produced will be disposed of in accordance with the requirements of the State Health Department, Environmental Protection Authority and the relevant Local Authority, where recycling is not feasible. In general, the following disposal methods will apply, subject to authorisation:

Domestic wastes:	by sanitary land-fill
Recyclable wastes:	will be reclaimed by ZBR Zibara, or the local authority
Intractable wastes:	will be stored in sealed leak-proof compatible containers in a designated area not exposed to the elements or other activity which may result in container damage. The disposal, treatment or storage of intractable wastes in containers will be approved by the Environmental Protection Authority and the State Health Department.

Disposal of wastes in an environmentally acceptable manner will be the responsibility of the Manager. All employees will be responsible for the minimising waste and ensuring the adherence to ZBR Zibara's policy with regard to waste disposal, and good housekeeping. Training will be undertaken in this regard.

16.3 ENVIRONMENTAL STANDARDS, LEGISLATION AND GUIDELINES

The following Legislation will be complied with during all operations:

- Environmental Protection Act 1986 (onshore). "Noise, Air, Water and Pollution".
- Health Act (onshore). "Solid and Liquid Waste Disposal".
- Water Authority Act "Disposal to Sewer"
- "Client" Guidelines and Procedures

Education of employees in regard to relevant Legislation will be undertaken as a component of a formal training programme.

16.4 RECYCLING POLICY

It is the [policy of ZBR Zibara to maximise recycling of waste products for all of its operations. This will be accomplished by utilising a "coded binning system" for recyclable materials.

16.5 TRAINING

Training of management and all employees with regard to environmental requirements is viewed as the key to achieving excellent environmental performance within the organisation.

APPENDIX 1

SAFETY POLICY STATEMENT

ZBR Zibara firmly believes that the health and safety of its employees and contractors is of primary importance in the successful conduct of its business activities.

ZBR Zibara recognises its legal and moral responsibility to provide a safe working environment, safe systems of work and competent supervision of all employees. ZBR Zibara has a commitment to conduct its operations in a manner that will not cause people to be hurt, not place their health at risk.

Zero lost time injury frequency rate is key management objective, which will be pursued with similar vigour to other management objectives. The benefits to be gained from successful health and safety programmes are significant in both human and monetary terms and justify the pursuit of the highest standards of Work Health and Safety.

In support of its commitment, ZBR Zibara will implement the following policies as the basis for developing an effective safety management programme.

ZBR Zibara will comply with the relevant Work Health and Safety legislation.

ZBR Zibara recognises that compliance with statutory requirements represents only the minimum acceptable standard.

ZBR Zibara will continually review its operations to enhance safety and health standards over and above any legal requirements, where practicable.

ZBR Zibara is responsible for:

- Preventing injury and illness;
- Providing a safe and health working environment;
- Training employees in safe working practices;
- Providing effective supervision;
- Providing information to employees on potential hazards in the workplace and potential exposures that may affect their health; and
- Selecting contractors to work on the site who have shown a similar commitment to safe working practices.

All employees and contractors have a responsibility to work safely and:

- To follow nominated safe working procedures
- To wear required protective clothing
- To care for the safety and health of fellow employees.

ZBR Zibara recognises all employees are entitled, and responsible, to contribute towards the development of a safe and healthy work environment.

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General Manager ZBR Zibara Pty Ltd.

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Date