

WorkSafe 2013 Verification Report Action Plan

Action Plan developed by GDF SUEZ Hazelwood in response to the Opportunities for Improvement Recommendations in the WorkSafe Verification Findings Report dated July 2013.

The following recommendations have been extracted from the report with actions, responsible persons and due dates added.

The individual actions have been placed in Paradigm to allow site management to monitor the progress of these issues.

5.2 Recommendations

A number of recommendations have been made based on the findings of this verification. These are listed in abbreviated form here. The reader should refer to the detailed findings in Attachment A for further detail and recommendation reasoning.

Note, compliance with the issued improvement notices will address a number of recommendations listed below.

Response to WorkSafe on 2013 Verification Report

Control Measure 1: Road Maintenance Standard

1. Provide training (and review of V9) to those responsible for designing, inspecting and maintaining the mine road conditions and furniture to ensure that road inspections and maintenance is performed according to the site standard (V9).

Action Plan: Rewrite Doc 42664 – Traffic Control and Haul Road Management Procedure for realistic site conditions and roll out as new document with associated information packs to all relevant personnel across site

By whom: Brad Marvin/A Marshall

Due Date: 30/6/ 2014

2. Conduct risk assessments on the use of flagging at intersections particularly the controlling of vehicle collisions

Action Plan: Conduct risk assessment with suitable team

By whom: P Quinn/R Dugan

Due Date: 31/12/2013

3. Conduct risk assessments on the use of 450mm diameter water pipe as edge protection.

Action Plan: Conduct risk assessment with suitable team

By whom: P Quinn/R Dugan

Due Date: 28/2/2014

4. Repair/maintain the Armco rails/barriers in the areas above travelling conveyors M860.

Action Plan: Area inspected, no faults found. (WorkSafe to be contacted to determine exact location and issue)

By whom: A Marshall

Due Date: 8 /11/2013

Control Measure 2: Safety Inspection of Roads

5. Document/record the daily supervisor inspections of haul roads as per Traffic Control and Haul Roads Management Procedure (p. 28).

Action Plan: Completed to meet requirements of Improvement Notice

| | |
|-----------------|------------------|
| By whom: | Due Date: |
|-----------------|------------------|

6. Document/record the monthly haul roads inspections as per Traffic Control and Haul Roads Management Procedure (p. 28)

Action Plan: Instigate the compliance to complete the monthly haul road inspections. This requirement may change when the Doc 42664 – Traffic Control and Haul Road Management Procedure is re-written. Currently there are no haul roads in operation in the mine.

| | |
|---------------------------|----------------------------|
| By whom: Rob Dugan | Due Date: 31/1/2014 |
|---------------------------|----------------------------|

7. Develop a road classification system for different road types which specifies construction and maintenance standards - to include in the road inspection process.

Action Plan: Develop a classification system for all mine roads, including construction standards, maintenance standards and an inspection process.

| | |
|-----------------------------|-----------------------------|
| By whom: Brad Marvin | Due Date: 30/6/ 2014 |
|-----------------------------|-----------------------------|

8. Conduct risk assessments where appropriate as per Traffic Control and Haul Roads Management Procedure (p. 28).

Action Plan: Rewrite Doc 42664 – Traffic Control and Haul Road Management Procedure for realistic site conditions. Assemble suitable team and conduct required risk assessments.

| | |
|-------------------------------------|-----------------------------|
| By whom: Brad Marvin/R Dugan | Due Date: 28/2/ 2014 |
|-------------------------------------|-----------------------------|

9. Create a mine road site map that documents the standards allowing for the location of defects, current traffic furniture, intersection types, underpasses/plant structures and traffic hazards/control arrangements that can be referenced on the SWIs when they are undertaken.

Action Plan: Create a mine road site map. Prepare system to uniquely identify the location of all defects, current traffic furniture, intersections, underpasses/plant structures and traffic hazards/control arrangements.

| | |
|-------------------------------------|-----------------------------|
| By whom: J Faithful/B Marvin | Due Date: 30/6/ 2014 |
|-------------------------------------|-----------------------------|

10. Consider the use of GPS applications to assist in tracking road maintenance and developments.

Action Plan: Assemble a suitable team and prepare a report on the possible use of GPS for road maintenance and development. (Consider point 9 above).

| | |
|-------------------------------------|-----------------------------|
| By whom: R Dugan/ J Faithful | Due Date: 30/4/ 2014 |
|-------------------------------------|-----------------------------|

Control Measure 3: Plant Pre-Starts

11. Conduct specific auditing to ensure all employees including contractors conduct pre-start inspections.

Action Plan: Prepare and conduct an audit of all vehicles on site for pre-start inspections.

By whom: K Bott

Due Date: 31/12/ 2013

12. Ensure all mobile plant and light vehicles log books and that the pre-start checklists are available.

Action Plan: Review all mobile plant and light vehicles to ensure pre-start checklists are available and, where required, log books are also available.

By whom: K Bott

Due Date: 31/2/ 2014

13. Review vehicle servicing schedules/frequencies in line with their operating environment.

Action Plan: Contract and servicing records show above recommended servicing

By whom: K Bott

Due Date: Complete

14. Review all contractor vehicle maintenance procedures to ensure they comply with site policy.

Action Plan: Review SMS 1 and 2 to ensure contractor vehicle maintenance procedures comply with site policy for contractors working in the mine as part of the contract award/monitoring process.

By whom: B Wilkerson

Due Date: 31/12/ 2013

Control Measure 4: Vehicle 'Fit for Purpose'

15. Develop site vehicle standards for all vehicles that are required to enter the mine.

Action Plan: Complete and publish the site vehicle standard for all vehicles required to enter the mine.

By whom: R Dugan

Due Date: 31/12/ 2013

16. Ensure Two Way radio requirements are clear in the site vehicle standard.

| | |
|---|-----------------------------|
| Action Plan: as per point 15 above | |
| By whom: R Dugan | Due Date: 31/3/ 2014 |

17. Develop a plant register

| | |
|---|---------------------------|
| Action Plan: Complete the plant and vehicle register for the Hazelwood site. | |
| By whom: K Bott | Due Date: Complete |

18. Develop a standard test criterion for the light vehicle fleet review process.

| | |
|--|------------------------------|
| Action Plan: Develop and implement a standard test and assessment process for the review of the suitability of light vehicles for the mine fleet. | |
| By whom: K Bott | Due Date: 31/12/ 2013 |

Control Measure 5: Competent and/or Licensed Operators

19. Hazelwood to clearly define 'appropriate authorisation' and document the mandatory requirements for driving within the mine i.e. current Victorian Driver's licence, 4X4 training and light vehicle recovery, familiarisation with related / relevant procedures etc...

| | |
|---|-----------------------------|
| Action Plan: Complete and implement the "Pit Pass" procedure | |
| By whom: A Marshall | Due Date: 31 /3/2014 |

20. Hazelwood to implement a system that prevents an employee from driving within the mine if the employee's driver licence has expired. A number of mechanisms are available including cancellation of the site access card, random auditing and follow-up by senior management if an employee 'chooses' not to provide a current driver's licence to his supervisor.

| | |
|--|----------------------------|
| Action Plan: Review existing processes and revise if required to ensure an employee is prevented from driving within the mine if the employee's driver licence has expired. | |
| By whom: J Robinson/G Asling | Due Date: 28/2/2014 |

21. Hazelwood to review documents V8 – Traffic Management Procedure (Doc. I.D. 48590), V15 – Training package MNC 04 – Operate light vehicle (Doc. I.D. 45098) and V53 site induction. WorkSafe observed inconsistencies relating to parking distances from operational plant. V8 (p 12) and V53 (p 14) states 30 metres, V15 (p 19) states 40 metres.

Action Plan: Revise and reissue procedures as appropriate to remove inconsistencies.

By whom: J Robinson/G Asling/R Dugan

Due Date: 31/3/ 2014

22. Hazelwood to provide specific driver 'refresher' tool box topics including (but not limited to):

- Traffic Management Procedure (Doc. I.D. 48590);
- Other related procedures as listed within the Traffic Management Procedure (p 5); and
- Traffic Control and Haul Roads Management Procedure (Doc. I.D. 42664)

Action Plan: Provide refresher Tool Box information on traffic , driving and road procedures as they are updated based on the other action items.

By whom: R Dugan, A Marshall, G Asling

Due Date: 30/4/2014

Control Measure 6: Signage (Road/Speed Limits etc)

23. Ensure that the road signage/furniture complies with the site standard

Action Plan: Ensure the "on-site" road signage/furniture matches the design plan and site standards.

By whom: Services Superintendent

Due Date: 30/9/2014

24. Audit the site's haul roads to ensure that applicable signage has been installed and is compliant with the site standard.

Action Plan: Schedule annual audits, when haul roads are in use, to verify signage and design is compliant with the site standard. (**Note:** No haul roads currently in operation)

By whom: Bill Walker

Due Date: 30/9/ 2014

25. Install advance hazard signage where applicable (as per Improvement Notice V00048403551L/111-02.

Action Plan: Completed in accordance with Improvement Notice.

| | |
|-----------------|---------------------------|
| By whom: | Due Date: Complete |
|-----------------|---------------------------|

26. Assign responsible persons for regular inspections and maintenance.

| | |
|--|---------------------------|
| Action Plan: Complete. Daily inspections implemented, as required for Control Measure 2 | |
| By whom: | Due Date: Complete |

Control Measure 7: Contractor Management Process

27. Conduct a licencing audit of all site contractors (who are required to drive within the mine), ensuring that they have current driving licences and that records are kept and maintained.

| | |
|--|-----------------------------|
| Action Plan: Revise SMS 2 and SMS 3, as required, to ensure driving licence records and checks are part of the contractor management process. | |
| By whom: B Wilkerson | Due Date: 31/3/ 2014 |

28. Conduct the relevant site specific driver training for those contractors who are required to drive within the mine, including (but not limited to):

- Traffic Management Procedure (Doc. I.D. 48590);
- Other related procedures as listed within the Traffic Management Procedure (p 5).
- Traffic Control and Haul Roads Management Procedure (Doc. I.D. 42664); and
- Operate Light Vehicle Manual – incorporating 4X4 training (Doc. I.D. 45098).

| | |
|--|------------------------------|
| Action Plan: Conduct driver training/ authorisation for contractors who are required to drive within the mine. (Part of the "Pit Pass" process) | |
| By whom: G Asling/A Marshall | Due Date: 31 Mar 2014 |

SMS Element 1: Contractor Management

29. Review/revise the document titled 'SMS Evaluation of Contractors' (Doc. I.D 3210);

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

30. Document responsibilities of Contract Managers, Responsible Officers, the Health and Safety Manager and the contractor;

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

31. Provide training to those that have the allocated responsibilities;

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

32. Ensure that the appropriate forms are completed, submitted and reviewed as per

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

SMS Evaluation of Contractors' (Doc. I.D 3210);

33. Maintain records for auditing and inspection purposes; and

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

34. Schedule regular audits of the Contractor Management/evaluation process.

| | |
|---|------------------|
| Action Plan: Completed as required by the Improvement Notice | |
| By whom: | Due Date: |

SMS Element 2: Training – Mobile Plant/Plant Operations

35. Develop the annual training plan as per the site procedure.

Action Plan: Develop the annual training plan for mine personnel. As required within the Training Framework.

By whom: G Asling/G Widdowson

Due Date: 31/1/ 2014

36. Identify training needs (in consultation with employees) in relation to performing work activities competently, including OHS training.

Action Plan: Identify training needs. As required within the Training Framework.

By whom: G Asling

Due Date: 31/1/ 2014

37. Review the allocated training resources (personnel and budgets).

Action Plan: Review the allocated training resources (personnel and budgets). As required within the Training Framework.

By whom: G Asling

Due Date: 31/1/ 2014

38. Assess personnel as competent, on the basis of skills achieved through education, training or experience, to perform assigned tasks taking into account the OHS obligations, hazards and risks associated with the work activities.

Action Plan: Competency based training and assessment is the basis of the mine training and assessment plan

By whom: G Asling

Due Date: Complete (Ongoing)

39. Training to be carried out by persons with appropriate knowledge, skills, and experience in OHS and training.

Action Plan: Ensure training is carried out by persons with appropriate knowledge, skills, and experience.

By whom: G Asling

Due Date: Complete (Ongoing).

40. Conduct regular audits of training delivery ensuring that training is consistent and valid.

Action Plan: Add training delivery audit to annual audit plan and conduct audit.

By whom: Bill Walker

Due Date: 13 /12/2014