



## WORK PACK SPECIFICATIONS

FOR

Security Services  
at

Anglesea Power Station and Mine, Anglesea

FOR

ALCOA OF AUSTRALIA LTD

DOCUMENT CONTROL			
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## **1 GENERAL**

This Scope of Work relates to the supply of Security Services requirements for Alcoa's Anglesea Power Station and Mine site.

The intent of this scope of work is to provide for Security Services to monitor and control access through the main entrance and to watch over the Alcoa Anglesea location inclusive of the mine, in particular for water management and fire mitigation management. It shall be referred to as the 'Site'.

## **2 PRICE SUMMARY**

Security Services shall be provided on a schedule of rates basis. Hours worked shall be presented to the Alcoa Asset Planning and Management (APM) representative on a monthly basis.

## **3 WORK SCHEDULE**

The provided Security Service will need to cover 24 hours a day, 7 days a week, including any gazetted holidays. The contractor will determine the shift length; however it must be aligned with Alcoa's Fatigue Management Policy.

The Alcoa Fatigue Management Policy at this site is for a maximum 14 hours per day, 60 hours per week total with no more than 6 days worked without 1 day off. Refer to the Anglesea Site Conditions.

Note: The work schedule is nominal only and in some instances will require additional hours to be worked to cover special circumstances. This will be notified in advance to the security personal at the gate.

## **4 FACILITIES PROVIDED BY ALCOA**

An air-conditioned security office located in the Administration Building of the facility will be provided. This building is equipped with toilet facilities, which will be for use by contract security. The building contains a kitchenette with facilities such as a microwave oven, fridge and hot and chilled water.

Communications will be by plant radio contact with other onsite Alcoa personnel or via a landline phone to contact Alcoa personnel (mobile phone numbers to be provided).

Contracted cleaning of the security office will be performed on a regular basis, including the emptying of bins. This service will be at Alcoa's expense.

An Alcoa 4WD vehicle will be available for use by the Security company to ensure access to the mine and less accessible areas of the site can be accessed for the purpose of patrols and inspections.

## **5 SITE INDUCTIONS**

Security personnel will be required to complete the Anglesea induction training program on an annual basis. They will also be required to understand the general operations of the Anglesea site and the required interactions with this principal location. Knowledge of the plant services is desirable and will be part of the handover process (expected to be in August 2015).

Given the nature of some of the activities occurring onsite at certain times, it is a requirement that Security personnel also successfully complete Construction Card (White Card) training, as access into the Site will be a requirement of the work activities.

It is anticipated that eight (8) hours per person will be required for the Construction Card training and 2-3 hours required for the site induction. The contractor is expected to source and deliver this training to their employees.

The security guard will be required to wear appropriate contractor supplied site-approved clothing whilst on duty. This includes long cotton drill trousers, long cotton drill shirt, high visibility vest, site approved safety glasses, hard hat and steel capped boots.

## 6 WORK INCLUDED

The role of the security guard includes the general security and patrols of the site (including the industrial site perimeter boundary and the surrounds) and control of the access gate. The decommissioning work will have significant materials and equipment deliveries to site and removals and at times an increased work force.

## 7 SCOPE OF WORK

The contractor will provide;

- Onsite resourcing of the main gate to the site 24 hours a day, 7 days a week, including gazetted holidays.
- Monitor and control personnel access at the Main Gate and other remote gates, to ensure compliance with site access requirements.
- Ensure that all personnel entering the site have the appropriate PPE (Personal Protective Clothing) and the relevant site inductions, which will be indicated by their gate pass and training register (assuming the Honeywell system is still in place). The Main Gate entrance will also have a Visitors Log which will be administered by the site security services.
- In conjunction with the responsible Designated Team Leader and other Alcoa authorised personnel monitor and control the movements of trucks and materials into and off the site.
- Inspection of vehicles (light vehicles and trucks). Ensure that no materials or equipment are removed from site without the approval of Alcoa.
- Inspection of bags (if deemed necessary by the company). Ensure that no materials or equipment are removed from site without the approval of Alcoa.
- Regular patrols of the site to ensure the general public remain offsite. This includes checks of gate locks and fence integrity checks. The frequency of these patrols within shifts will be agreed with Alcoa.
- Reporting of any unauthorized entries to the site/ or the pier or theft of goods from the site. This may require the Victorian Police to be contacted where required.
- Reporting of any plant damage in particular damage to the perimeter fence line.
- Engaging any unauthorized visitors/trespassers and escorting them offsite.
- Responding to external phone calls (redirecting calls or taking messages) or any visitors to site who present at the Security office. In the event of an unexpected visitor or delivery, work in conjunction with Alcoa and contact the appropriate site personnel.
- Issuing of plant access cards using the Honeywell system located in the Security office. A photograph of the contractor/ employee is required to be taken.
- Assistance with plant services. As previously noted, some working knowledge of the plant services i.e. water mains etc. is desirable, but not essential if there is experience with a similar environment.
- Support the process of deliveries to site that are planned and direct to the appropriate location on site.
- Level 2 First Aid qualifications. Provide first aid assistance in the event of an injury or incident.
- Responding to any onsite emergency including by calling 000 (where required).
- Daily shift report to be generated and distributed.
- Present the loading and unloading site induction video to all delivery drivers attending the site.
- In the event of a site evacuation assist with the controlled personnel evacuation procedure.
- Participate in site security or safety meetings on a required basis.
- Other security duties as required and directed by Alcoa.

## 8 MINE PATROLS AND REPORTING

- Regular daily patrols of the site must be conducted by the Security team to identify any potential for fire events, particularly inspections (using an agreed checklist) of the mine including the covered coal area and the exposed west wall for any signs of localised coal heating through spontaneous combustion.
- The frequency of these patrols and observations will be at least daily, however this frequency will increase during periods based on agreed triggers including extreme weather conditions (fire risk) and after high rainfall events.
- A record of these patrols and observations must be provided to Alcoa on a daily basis, with any identified issues on the checklist to be provided to be escalated immediately.
- Training will be provided by Alcoa to Security personnel to ensure they are familiar with these conditions, can identify the first signs of coal fires and understand how to respond in the moment. Security will be expected to trigger the appropriate response plan up to contacting the local CFA, if required.
- A checklist will be provided to the Security team by Alcoa covering the items that must be completed as part of the Mine Patrols and observations.

## 9 WATER MANAGEMENT AND REPORTING

- With the closure of the plant, the location will extract, treat and discharge groundwater to the Anglesea River over the coming 2015/16 summer period. Critical to the location's water management during this time will be responding to any new instances of erosion and weather conditions that impact on the site.
- Security will need to conduct as part of their checks, recorded observations of localised erosion when observed and weather conditions throughout the shift, in particular noting rain events. Rain events and erosion may impact on the process of discharging to the Anglesea River.
- A checklist will be provided to the Security team by Alcoa covering the items that must be completed for water management.
- A record of these patrols and observations must be provided to Alcoa on a daily basis.

## 10 SPECIAL SITE CONDITIONS

Confidentiality is an important aspect of this role. All movements in and out of the site shall be deemed as confidential.

Project information shall not be disclosed to any third party without the prior approval and consent of the project manager.

Direct communication with companies of other parties shall not occur without the prior discussion with the Alcoa.

## 11 HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT

Contractors are to be fully aware of and comply with at all times, the Anglesea Site Conditions.

Consideration by the chosen contractor to the use of a person down radios or similar, so that the parent company/ and as a result Alcoa, know that the onsite security personnel remain safe while working their own.

## 12 SUBSTANCE ABUSE

Consuming or possessing any intoxicating beverage or illegal substance is forbidden. It is the responsibility of the Alcoa or Contractor to monitor their employees prior to entering Alcoa property and during the course of their work. Those found to be under the influence of alcohol or drugs will be escorted from the premises and may be denied future admittance to the site.

Should any Alcoa or Contract employee be involved in a mobile equipment safety incident, involved personnel may be required to submit to drug and/or alcohol testing in compliance with Alcoa's policy or Victorian Regulations. Test results showing the presence of alcohol or illegal drugs in any amount may be grounds for dismissal.

Before any work begins, the contractor shall submit a copy of his company's substance abuse policy to Alcoa. The stricter of the two policies will prevail during the contract.

The contractor company will need to provide evidence of pre-employment urine drug testing and breathe alcohol testing to Alcoa for each employee scheduled to work onsite. The contractor must also conduct regular Drug and Alcohol testing during the course of onsite works. Testing must only be conducted by Approved providers.

Approved providers are only those which use a pathology service that is NATA accredited to AS 4308 for Urine Drug Testing and AS3527 for Breath Alcohol Testing.

### Enforcement:

Alcoa exercises a zero tolerance policy to drug and alcohol testing. Positive drug or alcohol test results obtained during the pre-employment testing will result in the employee not being permitted to work onsite at Alcoa.

For the regular testing conducting on employees working on the Alcoa site, the contractor principle will notify Alcoa Anglesea Location Manager and APM EHS Manager of any positive drug or alcohol test result as soon as practicable and the employee stood down immediately whilst an investigation is undertaken by the contractor. As noted Alcoa exercises a zero tolerance policy to positive drug and alcohol testing and reserves the right to ban the contract employee from working onsite.