



## ENTRY REPORT



Visit Number: **V01017400279L**  
 Entry Date and Time : **17/09/2012 10:00 AM**      Departure Date and Time: **17/09/2012 11:45 AM**

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### PLACE ENTERED

**ALCOA OF AUSTRALIA LIMITED**  
 ABN: **93004879298**      ACN: **004879298**  
 Tenement No: **ALCOA AGREEMENT NO.6829**

**CAMP ROAD**  
**ANGLESEA 3230**  
 Phone Number: **52 633209**      Facsimile Number: **52 634203**  
 Trading Name:

**ALCOA WORLD ALUMINA AUSTRALIA**

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### OTHER PERSONS ATTENDING WITH INSPECTOR

WorkSafe Staff: **Wally Morrison**

#### THIS REPORT GIVEN TO

Name: **Chris Rolland**      Persons Position: **Employer Representative**

Service Method: **Left for a person**

Name of person copy given to: **HSR Not Available**      Persons Position: **Health and Safety Representative**

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### Purpose for entry:

I entered this place as part of WorkSafe Victoria's proactive intervention program to provide guidance and assess and enforce compliance with specific health and safety laws. This visit is undertaken as part of the Earth Resources Annual Verification project.

Under section 98(1) of the Occupational Health and Safety Act 2004, I entered your workplace during working hours.

### OBSERVATIONS AND ACTIONS OF THE INSPECTOR

1. I attended your workplace in the company of Worksafe Senior Mining Engineer Wally Morrison to discuss the scheduled workplace annual verification (proposed dates 24th and 25th of October 2012).

Topics for discussion included but was not limited to Safety Management System (SMS) elements and related Control Measures (CMs):

- > the site's Ground Control Management Plan (GCMP);
- > water management;
- > traffic management;
- > mobile plant;
- > related training; and

> Safe Work Instructions (SWIs).

We also discussed WorkSafe's (WSV) verification process (similar to WSV self insurer's annual audit) and the verification requirements.

Mr Rolland agreed to provide information and documentation relating to:

- > Ground Control;
- > GPS, prism monitoring and quarterly reports;
- > Water Management;
- > Mobile equipment and plant;
- > relevant risk assessments; and
- > SWIs relating to excavator and trucks (fire prevention).

2. I met with employer representative, Chris Rolland and was advised that Designated Work Groups have been formed. Health and Safety Representatives (HSRs) and Deputy Health and Safety Representatives have been duly elected and training has been undertaken. I also observed a current list of HSRs and their Deputies. Consultative mechanisms include, but are not limited to: daily pre-start meetings, tool box meetings and monthly Health and Safety Committee meetings.
3. The above mentioned enquiries, discussions and observations does not indicate that ALCOA OF AUSTRALIA LIMITED complies with all health and safety requirements, nor does it affect the continuing obligation to ensure workplace health and safety.
4. In accordance with Section 99 (a) and (b) of the Occupational Health and Safety Act 2004, I inspected, examined and made enquiries. This includes documents detailed in this Entry Report.

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**INSPECTOR INFORMATION**

Name of Inspector: **Kevin Shepard Hayes**  
 Telephone Number of Inspector: **5173 8925**  
 Facsimile Number of Inspector: **5174 9086**  
 Email address of Inspector: **kevin\_hayes@worksafe.vic.gov.au**

Inspector's Signature: .....

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**INTERNAL REVIEW OF CERTAIN INSPECTOR DECISIONS**

If you want to apply for internal review of a decision made by an inspector during this visit, you must lodge the approved application form with the Internal Review Unit within 14 days of the date the decision came to your notice. WorkSafe Victoria (WorkSafe) must conduct the internal review within legislated time frame of either 7 or 14 days depending on the category of reviewable decision. If WorkSafe does not notify you of the internal review decision within the required time, WorkSafe is taken to have made a decision to affirm the reviewable decision. Not all decisions can be internally reviewed and in order to seek internal review of a decision you must be an eligible person.

Application forms for internal review, a list of reviewable decisions and a list of eligible persons are available upon request from a WorkSafe Inspector, WorkSafe Advisory Service on 1800 136089 or they can be downloaded from the website [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

All applications are to be in approved form and must be received by WorkSafe's Internal Review Unit, Ground Floor, 222 Exhibition Street, Melbourne 3000 in order to be considered.

If you lodge an application for internal review and you do not receive a decision within the required time frame or you receive an Internal Review decision that you are not happy with, you can then apply to Victorian Civil and Administrative Tribunal for external review within 14 days of the date the Internal Review decision or non-decision first came to your attention. Applicants seeking external review must be an eligible person.

You can contact the Internal Review Unit on telephone (03) 8663 5450, fax (03) 8663 5451 or by email at [internalreviewunit@worksafe.vic.gov.au](mailto:internalreviewunit@worksafe.vic.gov.au)

### **OFFENCE**

The following Acts, including any regulations made under them carry varying offences such as failure to meet duties and obligations, non compliance with a notice or direction issued or made by an inspector and hindering or obstructing an inspector in the exercise of their powers:

- \* Occupational Health and Safety Act 2004
- \* Dangerous Goods Act 1985
- \* Equipment (Public Safety) Act 1994

For specific details about offences and subsequent penalties refer to the specific Act or regulation.

### **FEEDBACK**

If you want to contact WorkSafe in relation to this entry by our Inspector other than for Internal Review purposes (see above), please use the following guide:

- \* to clarify any matter that is covered by the Entry Report and any associated Notices or Directions contact the issuing Inspector, whose name and contact details appear above in the Inspector Information section in this Entry Report.
- \* to make comment about any aspect of how this inspection was conducted, contact the inspector's senior management on telephone 9641 1759, fax 9641 1201 or by writing to GPO Box 4306, Melbourne 3001
- \* to provide feedback in relation to WorkSafe activities or the legislation we administer, contact our General Manager, Operations, Health and Safety, WorkSafe Victoria, GPO Box 4306 Melbourne Victoria 3001, by fax 9641 1711 or e-mail to [generalmanageroperations@worksafe.vic.gov.au](mailto:generalmanageroperations@worksafe.vic.gov.au)

### **PRIVACY COLLECTION STATEMENT**

WorkSafe collects, uses, discloses and stores information in accordance with the Occupational Health and Safety Act 2004, other legislation administered by WorkSafe and all applicable privacy laws. This includes information collected by WorkSafe inspectors or authorised officers. Note that non-compliance with privacy laws is permissible to the extent that those laws conflict with other legislative provisions allowing or requiring the collection of information. Note also that privacy laws do not apply to the collection of information by WorkSafe to the extent that it is exercising its law enforcement functions and non-compliance with privacy legislation is deemed necessary to fulfil those functions.

WorkSafe's Privacy Policy is on our website at [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

### **FURTHER INFORMATION**

WorkSafe has a range of publications to explain your legal responsibilities and help you make your premises/site safer. To inquire about these publications, telephone (03) 9641 1333 or 1800 136089, or visit [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

### **WORKHEALTH CHECKS**

WorkHealth is a WorkSafe initiative that provides free health checks in the workplace. Health professionals conduct the convenient, easy and confidential checks. Each check takes around 15 minutes and participants receive immediate feedback and advice based on their results. Applications can be lodged on line by going to the WorkHealth website [workhealth.vic.gov.au](http://workhealth.vic.gov.au) or by calling the

WorkHealth hotline on (03) 9641 1444 or 1800 136 089 (toll free).