



ENTRY REPORT

Visit Number: **V00048403536L**
 Entry Date and Time : **11/06/2013 09:45 AM** Departure Date and Time: **11/06/2013 03:15 PM**

PLACE ENTERED

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

ALCOA POWER STATION
205 COALMINE ROAD
ANGLESEA 3230
 Phone Number: **52634200**
 Trading Name: **ALCOA WORLD ALUMINA AUSTRALIA**

THIS REPORT GIVEN TO

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

Service Method: **Left for a person**

Name of person copy given to: **Mick McDonald** Persons Position: **Health and Safety Representative**

Purpose for entry:

I entered this place to follow up on matters dealt with at a previous visit.

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. Improvement Notices Follow up

I attended your workplace to follow up on 2 Improvement Notices in relation to Overturning of excavator plant incident within the coalfield on the 20/3/13 and issued on the 27/3/13.

I met with Chris Rolland (Supervisor) and Mick McDonald (Health and Safety representative) .

In respect to -

Improvement Notice V00048403503L/111-01.

I observed previously at this workplace, a risk to employees' health and safety from the failure to provide adequate information and instruction for employees involving irregular lines(non Linear) of short length bench work within the coalfield.

The following actions have been taken by the Employer:

The Employer has devised a formalised pre-shift briefing on the various mining activities within the coalfield for both A and B teams. I have noted discussions with employees that this is now happening.

The Briefing now includes write up of daily current activities and their potential for hazards and suitable controls. These are also undertaken by the employees on their shift at the coal site and recorded on a document titled: ANG Mine Shift Checklists : Overburden, Coal and Dump, in each of their working areas.

I observed that these forms are being completed today. These are presented at the following next shift briefing.

I observed that the list of SWIs are kept at the briefing to ensure account of Employer sanctioned system of safe work that it compliments the proposed controls discussed during the briefing.

I discussed the advantages of continual monitoring of the process to cover issues such as hazards of weather impacts, definitions of bench width, turning circles with trucks and when working blind occurs.

I understand that a full time suitably qualified Mining Engineer is now employed at the workplace to ensure any advice is suitably available to instruct employees on unusual mining conditions such as short bench work.

Compliance achieved.

Improvement Notice V00048403503L/111-02.

Provision or Maintenance of Safe Systems of Work

I observed previously a unsafe system of work associated with constructing irregular lines(non Linear) of short length bench work within the coalfield.

The following actions have been taken by the Employer:

The SWIs titled SWI 510 002 titled Operating Excavator have been revised in consultation with employees.-

I observed that the construction of ramps on short benches now includes- Drop cuts that occur within benches,

Blind bench ends are suitably assessed using briefing methods and checklists, Windrows construction defined when and where as to ensure that they are properly formed within the coal field,

Employees are to ensure dump truck loading allows excavator to turn without walking plant backwards, New Coal ground procedure includes broken up ground prior to being driven over by plant.

I also discussed that other methods for using Bulldozer and Wheel Dozer are considered as being preferential than to use an excavator to construct ramps.

Compliance achieved.

2. Reported Incident Follow-up

I attended the site at the above address to make enquiries into a reported incident that occurred at this workplace on the 8/5/13. The incident involved a fire on Excavator known as E1 which was initially responded to by Inspector Rebecca Montgomery-Hills on the 10/5/13. WorkSafe Victoria was notified of this incident verbally at the Geelong Office.

Having read both the Inspectors report and the Employers investigation report, I noted that corrective actions have occurred. I have also inspected E1 in the workshop today. These are-

- > Now utilising high pressure rated hoses for the problematic 2500 Psi to the now required (5500Psi) on to both E1 and E2 Excavators.
- > Ensured Employees can utilise newly fitted cabin emergency ladders for safe egress to ground.
- > Ensure employees are alerted in the Maintenance department to use only 5500 Psi rated hoses for this type of plant where required.
- > Completed checking of existing hoses on both plant excavators are the correct type.
- > Ensure belly plates are installed during plant operation to ensure downdrafts for fire out breaks are limiting. This will now need to ensure belly plates are periodically cleaned of coal dust to ensure engine ventilation
- > Installing additional fire sensing hose to lower area of the engine bay to alert auto fire suppression system.

Future activities now required to be completed as indicated in Employers investigation report by June 30th 2013 are-

- > Review the potential use of non inflammable hydraulic fluids and their potential impact on maintenance frequency.
- > Review fire extinguisher access on mobile plant.
- > Review the location of fire suppression button,
- > Review the use of early warning fire sensors in engine that utilise infra-red sensing.
- > Review with employees procedures in respect to their own egress strategies when fire is either suspected or involved on their plant.

Chris Rolland advised these actions are on track.
No further review at this time by me on proposed risk controls.

My next visit will be on the 14/8/13 to which both Tony Ferrazza and myself will seek further information as to attend in relation to annual verification that occurs on the 25-26th of September 2013.

3. Incident Notification Requirements

I observed that a notifiable incident has occurred at this workplace on 8/5/13, involving an employee and the Employer had failed to, immediately after becoming aware that an incident has occurred, notify WorkSafe of this incident.

I was advised today that the matter was reported by the HSR to the Geelong WorkSafe Office by phone and that Employer had not initiated any further report as to establish it on the Worksafe Incident Notification system.

I was advised by Chris Rolland that he will send a formal incident notification to WorkSafe in Melbourne today.

Under section 38(1) of the Occupational Health and Safety Act 2004, an employer or self-employed person must notify WorkSafe immediately after becoming aware that an incident has occurred at a workplace under the management and control of the employer or self-employed person.

Penalty:

- 60 penalty units for a natural person
- 300 penalty units for a body corporate.

You are advised that this contravention may be referred for investigation and possible

prosecution.

4. Representative arrangements and consultation

During today's inspection of this workplace I enquired into employee representation and consultation arrangements. I was informed that-

Health and Safety Committee meetings

Tool box meetings

Regular scheduled meetings which include discussions relating to health and safety

Designated Work Group meetings

I also observed that an up-to-date list showing the DWG and HSR's name was displayed and accessible at the workplace.

5. Inspect, examine and make enquiries

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 or as follows:

ANG Mine Shift Checklists : Coal, overburden and dump,

SWI 510 002 titled Operating Excavator,

Stop Prompt briefing check for employees,

EHS Detailed Investigation with Human Performance dated 8/5/13, E1 Fire.

Flow chart for proposed systems of work,

In accordance with Section 124 and Section 99(d) of the Occupational health and Safety Act 2004, you are hereby notified that copies of -

ANG Mine Shift Checklists: Coal, overburden and dump,

SWI 510 002 titled Operating Excavator,

Stop Prompt briefing check for employees,

EHS Detailed Investigation with Human Performance dated 8/5/13, E1 Fire,

Flow chart for proposed systems of work,

as requested have been made and seized.

INSPECTION OUTCOMES SUMMARY

STATUS OF NOTICES THAT WERE MONITORED DURING THIS ENTRY

Notice Number	Action
V00048403503L/111-01	Complied with
V00048403503L/111-02	Complied with

INSPECTOR INFORMATION

Name of Inspector: **Christopher Harry Walschots**
 Telephone Number of Inspector: **5338 4444**
 Facsimile Number of Inspector: **5338 4499**
 Email address of Inspector: **christopher_walschots@worksafe.vic.gov.au**

Inspector's Signature:

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

All applications are to be in approved form and must be received by WorkSafe's Internal Review Unit, GPO Box 4306, Melbourne 3001 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

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

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

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

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