

Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI

Date: 19/03/2014



## ENTRY REPORT



Date of Report: ♦ 19/03/2014 Visit Number: V00048403677L

Entry Date and Time : 19/03/2014 09:30 AM Departure Date and Time: 19/03/2014 01:00 PM

### PLACE ENTERED

Legal Name: ALCOA OF AUSTRALIA LIMITED

ABN: 93004879298 ACN: 004879298

Tenement No: ALCOA AGREEMENT NO.6829

Legal Address:  
ALCOA POWER STATION  
205 COALMINE ROAD  
ANGLESEA 3230

Trading Name (if different from above):  
ALCOA WORLD ALUMINA AUSTRALIA

Phone No: Facsimile No :

### OTHER PERSONS ATTENDING WITH INSPECTOR

WorkSafe Inspector: Other Persons: Lisa Mills ( Environmental scientist)

WorkSafe Staff: Tony Ferrazza

### THIS REPORT GIVEN TO♦

Name: Chris Rolland Persons Position:♦ Employer Representative

Service Method: ♦ Left for a person  
Name of person copy given to:♦ Paul McMahon  
Mick McDonald  
Persons Position:♦ Health and Safety Representative  
Health and Safety Representative

### 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 Oversight project.

### POWERS OF ENTRY:♦

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

Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI

Date: 19/03/2014

## OBSERVATIONS AND ACTIONS OF THE INSPECTOR

1. OHS-0829 : 139 Earth Resources Oversight  
Follow up verification and oversight visit.

I and Tony Ferrazza( Mining Engineer) with Chris Rolland( Mine Manager) and discussed the contents of the Revision 1- "Verification Findings Report - Ref H13/030107. We received an update of Employers responses and actions tabled in an action plan dated March 2014. Discussions in detail included (but was not limited to) the findings and recommendations regarding:

> CM 1: Digging to Mine Plan.

1-Ground condition monitoring.

2-Mine manual development.

3-Knowledge base of geological modelling/mine planning methods.

4-Survey checks of southern and terminal batters.

5-Frequency of surveys.

There was some progress relating to the above but not to a point that could be physically verified by me as completed.

All these are matters due to finalised in June 2014 by the Employer.

I will review these further at my next visit.

>CM 2: Incorporating Operational Changes into the Mining Operation.

6-Review of semi Qualitative risk assessment report -Risk scenario/risk controls.

7--Review of mine design standards.

There was no progress reported relating to the above.

All these are matters due to finalised in September 2014 by the Employer.

I will review these further at my next visit.

>CM 3: Geotechnical Inspection and Monitoring.

8-Checklists for Geotechnical hazards.

9-Identifying appropriate risk based actions for Geotechnical Hazards.

There was no progress reported relating to the above.

All these are matters due to finalised in June 2014 by the Employer.

I will review these further at my next visit.

>CM 4: Geotechnical Risk Register.

10-Geotechnical Risk Register Log.

11- Alcoa Observations/recommendations within Geotechnical Risk register.

3 monthly observations now are tabled by the Employer.

12-Alcoa Site Observations within Geotechnical Risk register.

13- Six Monthly Audits of Ground Control Management plan.

**Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI**

**Date: 19/03/2014**

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

>CM 5: Prevention/ control of water ingress into mining areas.

14- Program of inspection and maintenance of surface water cut-off drains.

15- Water level monitoring at pond areas.

16-Measurement of inflows-balances at pond areas.

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

>CM6 :Preparing Mobile Plant for Workshop Maintenance.

17-Preparing mobile plant for maintenance.

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

>CM 7: Uncontrolled Movement of Plant Maintenance.

18-Defining standards for plant stability during maintenance activity.

19-Lock out processes for each plant.

20- Work Permits for plant isolation.

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

>CM 8: Jacking truck body and placing stands.

21-Register for site -jacking plant.

22- Certification and testing of jacking plant.

23-Review SWI 710 000 Jacking Truck Body and Placing Jacks with all employees.

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

2. OHS-113742-1 : 139 Earth Resources Oversight  
Safety Management System elements

> SMS: 1 Training-Training progression plan.

24-Training progression plan consultation with employees.

25- Training needs analysis.

Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI

Date: 19/03/2014

There was no progress reported relating to the above.  
All these are matters due to finalised in June 2014 by the Employer.  
I will review these further at my next visit.

>SMS :2 Contractor Management ( Work Planning form).

26-Contractor management assigned responsibilities.

27-Updating Contractor Environmental, Health & Safety Management presentation for assigned person correct listings.

28- Contractor meetings-Records/Minutes.

29- Audit of Site Contractor activities relating to licences/competencies/qualifications.

There was no progress reported relating to the above. I discussed that items 26 and 27 could be achieved much sooner as they have no impact on other Alcoa facilities.  
All these are matters due to finalised in June 2014 by the Employer.

I will review these further at my next visit on the 6/5/14 at 9.30am.

3. OHS-121830-1 : 139 Earth Resources Oversight  
Terminal Coal Batters.

Discussed the Northern Batter Failure incident and how it is currently being monitored.  
Tony Ferrazza and Kelvin Jeffs (employee) reviewed the area and held discussions.  
The Block 1 pond is currently dry.  
Any unstable toe areas have been and continually treated with backfilled clay.  
Mining one( Geotech Engineers) are undertaking continual regular inspections.  
Tony Ferrazza is continually receiving inspection monitoring reports.

4. DG-0118 : 139 Earth Resources Oversight  
Emergency Management Plans - Review

I observed at this location that an emergency plan dated 28/6/12 which has requirements of hazard assessment and evacuation procedures to fires within Alcoa site. The evacuation of employees, contractors and other persons is explicit prior to the lead emergency agencies being contacted for workplace attendance. I discussed if CFA has been involved in relation to their potential effectiveness to control fires with a coalfield itself and were advised they have had involvement with emergency preparedness relating to plant fires only.

I also noted that a DG Audit has occurred in 2013 dated 26/6/13 and it only relates to facilities of the power station and ancillary premises and does not discuss coalfield hazards, risks or controls.

Not having a current consultative processes with Fire fighting agencies within Emergency Plan of a coal field may expose persons to a risk of employee injury and result in risk to the on site public in the event of an fire emergency.

I was advised by Lisa Mills that Surf Coast Shire Council have contacted the Employer in relation to fire risks.

I have taken documents to review matters further which I will feedback at my next visit.  
Nothing prevents Alcoa from doing the same in relation to further CFA consultation on potential coalfield fires at Anglesea.

I will return to the workplace on the 6/5/14 at 9.30am

**Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI**

**Date: 19/03/2014**

**5. OHS-0407 : 139 Earth Resources Oversight**

**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 6/11/14. The incident involved alleged small fire in a excavator located at that time in the coalfield. Initially WorkSafe Victoria was notified of this incident via the Geelong WorkSafe office by the Employer.

Incident Investigation - No formal report undertaken by management.

**CIRCUMSTANCES-**

It was alleged that at the working coal bench at Excavator was producing smoke under the Engine Bay during routine coal extraction process. It was observed by the operator and he directed the water truck operator to force water under the engine and frame. At the same time the operator of the excavator undertook egress from the cabin during the firefighting. Upon doing so the smoke had ceased and the plant continued operating. The operator of excavator allegedly did not initiate on board suppression system.

**CONTRIBUTING FACTORS SO FAR-**

I have undertaken initial observations and enquiries and yet to fully critique documentation received today.

Coal dust build up most likely to have contributed to smoke and burn behaviour under the engine compartment .

**CURRENT RISK CONTROLS**

Use of Standard Work Procedures and Contractors Procedures-SWI510 002 Operating Excavator dated 7/6/13. Use of Trained operators.

Excavator is currently washed every Sunday as required by SWI.

Prompt sheet reminds weekly wash that left in workshop.

**COMPLIANCE and PREVENTION-**

Ensure the wash process is undertaken regularly and that such process is recorded in prestart and shift completion records.

All coal field Employees are all instructed regularly in fire evacuation and fire fighting procedures.

**INTENDED ACTIONS.**

I was advised that this matter is being followed by Management to ensure current employees on site understand use and priority of Plant fire suppression systems.

I will return to the workplace on the 6/5/14 at 9.30am

**6. OHS-1144 : 139 Earth Resources Oversight**

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:

Anglesea Power Station -Anglesea Emergency Plan dated 28/6/12.

WorkSafe Verification findings Report feedback( Action Plan) March 2014.

SWI510 002 Operating Excavator dated 7/6/13

WorkSafe verification findings report version 1-September 2013.

Prompt sheet for plant washing for March 2014

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

Anglesea Power Station -Anglesea Emergency Plan dated 28/6/12.

WorkSafe Verification findings Report feedback( Action Plan) March 2014.

SWI510 002 Operating Excavator dated 7/6/13,

Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI

Date: 19/03/2014

Prompt sheet for plant washing for March 2014  
as requested have been made and seized.

7. DG-0187 : 139 Earth Resources Oversight  
Inspect, examine and make enquiries

You are hereby notified that under Section 13B(1)(a) and (b) of the Dangerous Goods Act 1985, I inspected, examined and made enquiries. This includes documents detailed in this Entry Report or as follows.

Alcoa Response to CFA DG Audit 2013-06-26 ( Action Plan).

In accordance with Section 19C of the Dangerous Goods Act 1985, you are hereby notified that copies of

Alcoa Response to CFA DG Audit 2013-06-26 ( action Plan)  
as requested have been made.

8. OHS-0763 : 139 Earth Resources Oversight

List of HSR(s) & deputy HSR(s)

I observed that a list of each health and safety representative and deputy health and safety representative for each designated work group (if any) of the employees or the employer is prepared and kept up to date. In addition, it was determined that such a list was displayed or otherwise readily accessible to all employees of the employer.

## INSPECTION OUTCOMES SUMMARY

### Notices Issued By Inspector

Notice Number(s):

Description(s):

### STATUS OF NOTICES THAT WERE MONITORED DURING THIS ENTRY

Update Notice Status

### Additional Details:

### I GAVE YOU THESE DOCUMENTS

Title:

Description:

## 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

Original Report Hand Written  Yes

## 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

**Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LI**

**Date: 19/03/2014**

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, 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](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, write to WorkSafe Victoria, Advisory Service GPO Box 4306 Melbourne Victoria 3001, For general enquiries contact our Advisory Service on (03) 9641 1444 or 1800 136 089 (toll free). Otherwise email [info@worksafe.vic.gov.au](mailto:info@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

**Visit Nbr: V00048403677L - ALCOA OF AUSTRALIA LJ**

**Date: 19/03/2014**

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**

The five-year WorkHealth program has now concluded, with the last round of WorkHealth checks delivered in December 2013. There are plenty of free and convenient resources to help you continue supporting the health and well-being of your workers, including the new Healthy Together Victoria Achievement program. to find out more head to: [www.healthytogether.vic.gov.au](http://www.healthytogether.vic.gov.au) For enquiries about WorkHealth contact 1800 136 089