

Visit Nbr: V00048403698L - ALCOA OF AUSTRALIA LI

Date: 06/05/2014



ENTRY REPORT



Date of Report: ♦ **06/05/2014** Visit Number: **V00048403698L**

Entry Date and Time : **06/05/2014 09:30 AM** Departure Date and Time: **06/05/2014 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**

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** Persons Position: ♦ **Health and Safety Representative**

Mick McDonald **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 of the Occupational Health and Safety Act 2004 and section 13 of the Dangerous Goods Act 1985, I entered your place.

OBSERVATIONS AND ACTIONS OF THE INSPECTOR

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1. OHS-100738-1 : 139 Earth Resources Oversight
OHS-0829 : 139 Earth Resources Oversight
Follow up verification and oversight visit.

Tony Ferrazza(Mining Engineer) and I met with Chris Rolland(Mine Manager) and further discussed the contents of the Revision 3- "Verification Findings Report - Ref H13/030107. We received a further update of Employers responses and actions today tabled in an action plan dated 6/5/ 2014. Discussions in detail included (but was not limited to) the findings and recommendations regarding:

> CM 1: Digging to Mine Plan. Due 30/6/14 on action plan.

1-Ground condition monitoring.

Noted as discussed recent inspections have undertaken

2-Mine manual development. Due 30/6/14 on action plan.

Noted as discussed Batter angles have been appended on Mine Manual which are based on the ARRB road design manual.

3-Knowledge base of geological modelling/mine planning methods. Training currently being organised. Due 30/6/15 on action plan.

4-Survey checks of southern and terminal batters. Due 30/6/14 on action plan.

Recent aerial surveys have been undertaken but are now being supplemented with land surveys.

5-Frequency of surveys. Due 30/6/14 on action plan.

Advised that 2 monthly surveys are occurring

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

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. Due 30/6/14 on action plan.

7--Review of mine design standards. Due 30/6/14 on action plan.

I will review these further at my next visit.

>CM 3: Geotechnical Inspection and Monitoring.

8-Checklists for Geotechnical hazards. Due 30/6/14 on action plan.

Advised checklist has been developed.

9-Identifying appropriate risk based actions for Geotechnical Hazards.

There was no progress reported relating to the above. Due 30/6/14 on action plan.

I will review these further at my next visit.

2. OHS-100631-1 : 139 Earth Resources Oversight

>CM 4: Geotechnical Risk Register.

10-Geotechnical Risk Register Log. Due 30/6/14 on action plan.

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Advised log is being utilised and kept up to date.

11- Alcoa Observations/recommendations within Geotechnical Risk register. Due 30/6/14 on action plan.

3 monthly observations now are tabled by the Employer.

12-Alcoa Site Observations within Geotechnical Risk register. Due 30/6/14 on action plan. Advised log is being utilised and kept up to date.

13- Six Monthly Audits of Ground Control Management plan. Due 30/6/14 on action plan. Now advised 3 monthly.

I will review these further at my next visit.

>CM 5: Prevention/ control of water ingress into mining areas. Due 30/6/14 on action plan.

14- Program of inspection and maintenance of surface water cut-off drains. Due 30/6/14 on action plan.

Advised inspection program developed but no yet field tested.

15- Water level monitoring at pond areas. Due 30/6/14 on action plan.

Advised that Marker ordered but not yet installed.

16-Measurement of inflows balances at pond areas. Due 30/6/14 on action plan.

I will review these further at my next visit.

>CM6 :Preparing Mobile Plant for Workshop Maintenance. Due 30/6/14 on action plan.

17-Preparing mobile plant for maintenance. Due 30/6/14 on action plan.

Advised the Employer have now a dedicated employee resource for this to occur.

I will review these further at my next visit.

>CM 7: Uncontrolled Movement of Plant Maintenance. Due 30/6/14 on action plan.

18-Defining standards for plant stability during maintenance activity.

19-Lock out processes for each plant.

20- Work Permits for plant isolation.

I will review these further at my next visit.

>CM 8: Jacking truck body and placing stands. Due 30/6/14 on action plan.

21-Register for site -jacking plant. Due 30/6/14 on action plan.

22- Certification and testing of jacking plant. Due 30/6/14 on action plan.

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

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30/6/14 on action plan.

Advised is in draft but I will review these further at my next visit.

Safety Management System elements

> SMS: 1 Training-Training progression plan.

24-Training progression plan consultation with employees.

25- Training needs analysis.

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).Due 30/6/14 on action plan.

26-Contractor management assigned responsibilities. No date assigned

27-Updating Contractor Environmental, Health & Safety Management presentation for assigned person correct listings. Due 30/6/14 on action plan.

28- Contractor meetings records/Minutes. No date assigned.

29- Audit of Site Contractor activities relating to licences/competencies/qualifications. No date assigned as being ongoing.

Advised that all the above are subject to Geelong review of operations and activities. Discussed need for a timely review of contractor processes and allocated resources to the particular Anglesea site.

I will review again all these matters at my next visit on the 15/7/14 at 9.30am.

3. OHS-95647-1 : 139 Earth Resources Oversight

Reported Incident Follow-up

I attended previously 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.

Incident Investigation - There was no formal report undertaken by management. I have undertaken a WorkSafe review and returned to follow up the following-

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 to be washed every Sunday as required by SWI.

Prompt sheet reminds weekly wash that left in workshop.

COMPLIANCE and PREVENTION-

I have observed today that 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 noted all employees have received fire evacuation and fire fighting instruction who were on leave earlier this year.

I understand further instructions will be provided in the near future for all employees ensure consistent training outcomes.

The wash records are included in prestart and will be sent to me as access to the coal

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mine areas was not available today.

**4. OHS-95443-1 : 139 Earth Resources Oversight
Terminal Coal Batters.**

Discussed the Northern Batter Failure incident and how it is currently being monitored.

Advised that the Block 1 pond is currently dry.

Advised that 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. Last report received on the 7/4/14

An inspection was attempted today but could not find 4WD at depot workshop as to review Haul Road safety, status of water inflows in Block one dam and batter/floor ground movement at block one below haul road.

Will review at my next visit. on the 15/7/14 at 9.30am.

**5. DG-0186 : 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.

As result of that contact I was advised by Chris Rolland and Lisa Mills that a meeting is to be undertaken on 13/5/14. copy of agenda taken.

I will review the outcomes of the ongoing processes and feedback in July at my next visit.

6. 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.

7. 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:

Fire emergency plan agenda meeting for the 13/5/14

Employer verification response action plan dated 6/5/ 2014

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

Employer verification response action plan dated 6/5/ 2014

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Fire emergency plan agenda meeting for the 13/5/14
as requested have been made and seized.

8. OHS-0763 : 139 Earth Resources Oversight
List of HSR(s) & deputy HSR(s)

I was observed that this workplace has designated work groups (DWGs) and elected
HSRs for each DWG. The list of HSRs

- is prepared, up to date and displayed at the workplace and accessible to all employees.

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 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

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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, 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

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

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 For enquiries about WorkHealth contact 1800 136 089