

Visit Nbr: V00048403728L - ALCOA OF AUSTRALIA LI

Date: 17/07/2014



ENTRY REPORT



Date of Report: ♦ 17/07/2014 Visit Number: V00048403728L
 Entry Date and Time : 17/07/2014 09:45 AM Departure Date and Time: 17/07/2014 01:15 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: Voicu Gradjan
 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 MacMahon
 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.

OBSERVATIONS AND ACTIONS OF THE INSPECTOR

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1. OHS-120850-1 : 139 Earth Resources Oversight
Follow up verification and oversight visit.

Tony Ferrazza(Mining Engineer) and I met with Chris Rolland(Mine Manager) and Voicu Gradjan (Mining Engineer) 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. (GCMP) Due 30/6/14 on action plan.

1-Ground condition monitoring.

Noted as discussed recent inspections have been undertaken and documented in anew format. Crews are receiving training in the new format.

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

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

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

Ongoing and current as based on discussions.

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. TGM Engineers are still engaged at the site.

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

Advised that 2 monthly surveys are still occurring

>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.

SQRA reviewed and updating GCMP.

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

The Site Geotechnical Log sheet includes actions.

>CM 3: Geotechnical Inspection and Monitoring.

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

Advised checklist has been developed. Mine supervision and Audits are now is being documented.

9-Identifying appropriate risk based actions for Geotechnical Hazards.

Due 30/6/14 on action plan.

Now included on Geotechnical register

>CM 4: Geotechnical Risk Register.

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10-Geotechnical Risk Register Log. Due 30/6/14 on action plan.
Advised log is being utilised and records 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. Mining one consultants still being engaged.

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.

>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 and monitoring occurring on Geotechnical register both daily and fortnightly sheets..

15- Water level monitoring at pond areas. Observed that Marker is installed.

16-Measurement of inflows balances at pond areas. Due 30/6/14 on action plan.
Water monitoring reports are being undertaken and available.

2. OHS-122636-1 : 139 Earth Resources Oversight

>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.
SWIs are developed and were advised as being used by employees.

>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.

All advised as being completed. Documentation developed.

>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.
Register completed.

22- Certification and testing of jacking plant. Due 30/6/14 on action plan.
However will need to see lifting gear certification at next visit.

23-Review SWI 710 000 Jacking Truck Body and Placing Jacks with all employees. Due 30/6/14 on action plan.
SWIs developed and advised now being used.

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Safety Management System elements

- > SMS: 1 Training-Training progression plan.
- 24-Training progression plan consultation with employees.
- 25- Training needs analysis.

Completed for except 4 employees. These employees are limited due to task specific functions. 18 other employees are advised completed.

>SMS :2 Contractor Management (Work Planning form).Due 30/6/14 on action plan.

26-Contractor management assigned responsibilities.

Advised as completed

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

No roles assigned but specific persons are nominated as being current. Documentation shown.

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

Affected by Point Henry closure and down sizing of contractors involved with Employer. Now reliant on direct employee involvement.

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

No contractors are currently engaged to review current adequacy. Templates shown as used by the Employer at its other sites.

Advised that all the above are subject to Geelong review of operations and activities.

I will review again some of these matters at my next visit on the 24-25th of August 2014 at 9.30am.

3. OHS-124729-1 : 139 Earth Resources Oversight
2014 Verification

We discussed 2014 verification due on the 25/26th of August 2014.

This will involve verification of the following .

These are-

Major mining hazards of ground control and mine fires.

During my visit Tony Ferrazza requested documentation that will be emailed to both Tony Ferrazza.

4. OHS-123612-1 : 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 previously at my last visit that further consultation need to occur with the CFA. I was advised by Chris Rolland that recent CFA involvement in relation to their potential effectiveness to control fires with a coalfield itself had occurred with CFA and the Surf Coast Shire. CFA has since indicated enhancement will need to occur by the Employer on emergency management and may require the Employer to involve itself with its own consultants on emergency planning for its coalfield. Management has advised me that Lisa Mills is currently updating the emergency plan and VWA will review the outcomes of the ongoing processes and feedback as part of the 2014 Verification. This will occur in August at the next visit date.

5. OHS-1144 : 139 Earth Resources Oversight
Inspect, examine and make enquiries

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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:

- Ground condition monitoring inspections dated June 2014.
- Graph of Anglesea Coal Mine SQRA Major Hazards Risk Profile;
- Block 1 Pond Water Level Marker PPP Slide;
- Daily Hazard/Geotechnical Checklist and Risk Assessment Sheet;
- Site Geotechnical Log/Register;
- Water volume measurement data;
- PM - Mine Vehicle Garage Cat Vehicle Stands 6 Monthly Inspection;
- SWI - Maintenance of the 60 tonne Simplex Hydraulic Jack;
- PM - APS Mine Vehicle Workshop Simplex Trolley Jack 6 Monthly Inspection;
- SWI 710 000 Jacking and Stabilising Mine Equipment;
- APS510_022 Preparing Mobile Plant for Workshop Maintenance;
- SWI - Mine Mobile Machinery Lockout Requirements;
- ASAT form for contractor management audit;

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

- Ground condition monitoring inspections dated June 2014.
- Graph of Anglesea Coal Mine SQRA Major Hazards Risk Profile;
- Block 1 Pond Water Level Marker PPP Slide;
- Daily Hazard/Geotechnical Checklist and Risk Assessment Sheet;
- Site Geotechnical Log/Register;
- Water volume measurement data;
- PM - Mine Vehicle Garage Cat Vehicle Stands 6 Monthly Inspection;
- SWI - Maintenance of the 60 tonne Simplex Hydraulic Jack;
- PM - APS Mine Vehicle Workshop Simplex Trolley Jack 6 Monthly Inspection;
- SWI 710 000 Jacking and Stabilising Mine Equipment;
- APS510_022 Preparing Mobile Plant for Workshop Maintenance;
- SWI - Mine Mobile Machinery Lockout Requirements;
- ASAT form for contractor management audit;

as requested have been made and seized.

6. OHS-0763 : 139 Earth Resources Oversight

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

I was advised by Chris Rolland that this workplace has designated work groups (DWG) and elected HSRs for each DWG. I observed that a list of the HSRs is

- prepared, up to date and displayed at the workplace and accessible to all employees
- displayed on notice board in Admin areas and up to date .

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

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Date: 17/07/2014

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 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

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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