

Visit Nbr: V00048403747L - ALCOA OF AUSTRALIA LI

Date: 25/08/2014



## ENTRY REPORT



Date of Report: ♦ 25/08/2014 Visit Number: V00048403747L

Entry Date and Time : 25/08/2014 10:00 AM Departure Date and Time: 25/08/2014 04:30 PM

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### 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 :

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### OTHER PERSONS ATTENDING WITH INSPECTOR

WorkSafe Inspector: Alison Felmingham, Michael Terry Other Persons: Voicu Gradjan( Mining Engineer), Elise Jeffrey( Mining Environmental Scientist)

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:♦ Paul MacMahon Mick McDonald Persons Position:♦ Health and Safety Representative  
Health and Safety Representative

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### Purpose for entry:

Alison Felmingham, Michael Terry and 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.

### POWERS OF ENTRY:♦

Under section 98(1) of the Occupational Health and Safety Act 2004, Alison Felmingham,

**Visit Nbr: V00048403747L - ALCOA OF AUSTRALIA LJ**

**Date: 25/08/2014**

Michael Terry and I entered your workplace during working hours.

## **OBSERVATIONS AND ACTIONS OF THE INSPECTOR**

### **1. OHS-125735-1 : 343 Earth Resources Annual Verification 2014 Annual Verification**

I entered this workplace in the company of WorkSafe Inspectors Michael Terry, Alison Felmingham and WorkSafe Senior Mining Engineer Wally Morrison to conduct day 1 of WorkSafe's scheduled annual Verification. We met with management, employees and site contractors for the purpose of verifying a random selection of control measures (CMs) and safety management system (SMS) elements.

Items for Verification included:

- CM 1: GCMP – Geotechnical Monitoring
- CM 2: GCMP – Geotechnical Inspections
- CM 3: GCMP - Geotechnical Risk Register
- CM 4: GCMP - Auditing
- CM 5: WMP – Monitoring and Maintenance
- CM 6: WMP – Risk Management

- SMS 1: Contractor Management
- SMS 2: Risk and Hazard Management
- SMS 2: Emergency Plan

The 'on site' Verification activities will conclude tomorrow.

### **2. OHS-1144 : 343 Earth Resources Annual Verification**

Inspect, examine and make enquiries

In accordance with Section 99 (a) and (b) of the Occupational Health and Safety Act 2004, Alison Felmingham, Michael Terry and I inspected, examined and made enquiries. This includes documents detailed in this Entry Report or as follows:

- V2. ANG Mineshift checklist
- V3. Site Geotechnical Log
- V4. Water Management plan
- V5. Vic Management Overview
- V6. Anglesea Coal Mine – Geotechnical Site Visit, Mining One, June 2013;
- V7. Anglesea Coal Mine – Site Geotechnical Log, Anglesea Coal Mine, 24th Aug 2014;
- V8. Anglesea Coal Mine – Geotechnical Site Visit, Mining One, April 2013;
- V9. Numerous Emails referencing wall prism monitoring, Anglesea Coal Mine , August 2013;
- V10. Anglesea Coal Mine Wall Prism monitoring data, Anglesea Coal Mine , August 2013;
- V11. Numerous Emails referencing wall prism monitoring results and analysis, Anglesea Coal Mine , August 2013;
- V12. Anglesea Coal Mine pin monitoring data, Anglesea Coal Mine , August 2013;
- V13. Anglesea Coal Mine piezometer monitoring data, Anglesea Coal Mine , July 2014;
- V14. Numerous Emails referencing wall GPS monitoring results and analysis, Anglesea Coal Mine , August 2013;
- V15. South Wall – Layout & Monitoring, Mining One, 10th Oct 2013;
- V16. Geotechnical Inspection and Monitoring Schedule, Anglesea Coal Mine , Not Dated;
- V17. Anglesea Coal Mine – Site Geotechnical Log, Anglesea Coal Mine, 24th Aug 2014;
- V18. Contractor Environmental, Health & Safety Management Plan, Alcoa Eastern

Visit Nbr: V00048403747L - ALCOA OF AUSTRALIA LI

Date: 25/08/2014

- Australia, 5th Nov 2013;
- V19. ANG Mine Shift Checklist, Anglesea Coal Mine, 18th Aug 2014;
- V20. ANG Mine Shift Checklist, Anglesea Coal Mine, 4th Aug 2014;
- V21. Anglesea Power Station – Anglesea Emergency Plan, Anglesea Coal Mine, 11th Apr 2014;
- V22. Fire Planning Meeting minutes – Alcoa Anglesea, CFA and Surf Coast Shire, Anglesea Coal Mine, 13th May 2014;
- V23. SWI – Management of Hot Coal and Coal Fires, Anglesea Coal Mine, 27th Dec 2014;
- V24. Work Planning Form, Anglesea Coal Mine, 30th Dec 2014;
- V25. XXHR AWAU – Contingent Workers Training Data Extract Training History, Anglesea Coal Mine, 25th Aug 2014;

3. OHS-154452-1 : 343 Earth Resources Annual Verification

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

- V2. ANG Mineshift checklist
- V3. Site Geotechnical Log
- V4. Water Management plan
- V5. Vic Management Overview
- V6. Anglesea Coal Mine – Geotechnical Site Visit, Mining One, June 2013;
- V7. Anglesea Coal Mine – Site Geotechnical Log, Anglesea Coal Mine, 24th Aug 2014;
- V8. Anglesea Coal Mine – Geotechnical Site Visit, Mining One, April 2013;
- V9. Numerous Emails referencing wall prism monitoring, Anglesea Coal Mine, August 2013;
- V10. Anglesea Coal Mine Wall Prism monitoring data, Anglesea Coal Mine, August 2013;
- V11. Numerous Emails referencing wall prism monitoring results and analysis, Anglesea Coal Mine, August 2013;
- V12. Anglesea Coal Mine pin monitoring data, Anglesea Coal Mine, August 2013;
- V13. Anglesea Coal Mine piezometer monitoring data, Anglesea Coal Mine, July 2014;
- V14. Numerous Emails referencing wall GPS monitoring results and analysis, Anglesea Coal Mine, August 2013;
- V15. South Wall – Layout & Monitoring, Mining One, 10th Oct 2013;
- V16. Geotechnical Inspection and Monitoring Schedule, Anglesea Coal Mine, Not Dated;
- V17. Anglesea Coal Mine – Site Geotechnical Log, Anglesea Coal Mine, 24th Aug 2014;
- V18. Contractor Environmental, Health & Safety Management Plan, Alcoa Eastern Australia, 5th Nov 2013;
- V19. ANG Mine Shift Checklist, Anglesea Coal Mine, 18th Aug 2014;
- V20. ANG Mine Shift Checklist, Anglesea Coal Mine, 4th Aug 2014;
- V21. Anglesea Power Station – Anglesea Emergency Plan, Anglesea Coal Mine, 11th Apr 2014;
- V22. Fire Planning Meeting minutes – Alcoa Anglesea, CFA and Surf Coast Shire, Anglesea Coal Mine, 13th May 2014;
- V23. SWI – Management of Hot Coal and Coal Fires, Anglesea Coal Mine, 27th Dec 2014;
- V24. Work Planning Form, Anglesea Coal Mine, 30th Dec 2014;
- V25. XXHR AWAU – Contingent Workers Training Data Extract Training History, Anglesea Coal Mine, 25th Aug 2014;

as requested have been made and seized.

Visit Nbr: V00048403747L - ALCOA OF AUSTRALIA LI

Date: 25/08/2014

## 4. OHS-0763 : 343 Earth Resources Annual Verification

## List of HSR(s) &amp; deputy HSR(s)

I was advised by Paul MacMahon that this workplace has designated work group and elected HSRs for each DWG shift. I was advised by the HSR that a list of the HSRs is located in the lunchroom

- prepared, up to date and displayed at the workplace and accessible to all employees
- displayed on the notice board at the workplace but was up to date.

I discussed the annual 2014 Verification for this workplace

**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](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.

**Visit Nbr: V00048403747L - ALCOA OF AUSTRALIA LI**

**Date: 25/08/2014**

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 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