

Visit Nbr: V00048403805L - ALCOA OF AUSTRALIA LI

Date: 12/01/2015



## ENTRY REPORT



Date of Report: ♦ 12/01/2015 Visit Number: V00048403805L

Entry Date and Time : 12/01/2015 09:45 AM Departure Date and Time: 12/01/2015 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: Anita Macartney Other Persons: Warren Sharp, Graham Nixon,  
Craig Patton(  
Downer-Contractor)

WorkSafe Staff:

### 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:

Anita Macartney 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 Oversight project.

### POWERS OF ENTRY:♦

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

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## OBSERVATIONS AND ACTIONS OF THE INSPECTOR

### 1. OHS-0747 : 139 Earth Resources Oversight

Verification and oversight

I and Inspector Anita Macartney attended the above workplace to an Employer initiated action plan as a result of my last visit on the 29/11/14 and relates to the release of the Draft Verifications Finding Report issued to the Work place in October 2014.

I met with Chris Rolland. Currently the Mining engineer position is vacant.

I discussed Anglesea Fire Prevention Task force progress and noted further discussions will occur with task force in 2015.

I understand that works variation for the south wall is being applied for through the Government Authority

5.2 of the Verification findings report.

Control Measure 1: GCMP – Geotechnical Monitoring

1. Review current piezometer locations to ensure their effectiveness in predicting ground water levels within active and non-active areas of the mine (i.e. where mine infrastructure and employees are likely to be affected).

Noted now completed however discussed the need to include bore water monitoring as a part of the process when south wall extraction occurs.

2. Review the periodic recording and reporting requirements for piezometers within the GCMP to ensure it reflects current operational practices.

Noted now noting that GMCP will complete this as discussed in item 1 the need to include bore water monitoring as a part of the Piezometer process when south wall extraction occurs.

3. As per the GCMP, report rain gauge log data to the relevant mining consultant on a monthly basis, and/or review this requirement within the GCMP to ensure its continued effectiveness.

Agreed by Chris Rolland , Email report to be provided to me. I will also review this in April 2015

4. Review current inclinometer reading locations to ensure they provide effective results and review reporting requirements within the GCMP to ensure they reflect contemporary operational practices.

Agreed by Chris Rolland , Email report to be provided to me.

Control Measure 2: GCMP – Geotechnical Inspections

5. Geotechnical Inspections.

Ensure mine inspection checklists are accurately completed by operators and the identified hazards reported through ACM's hazard management system. I will review this in April 2015

Control Measure 5: WMP – Monitoring and Maintenance

6. Include the detailed definitions of the key risk areas within the WMP.

I will review this Progress in April 2015

7. Seek clarification from Mining One to determine the required inspection frequency of key risk areas defined within the WMP.

8. Include definitive measures for determining the status key risk areas defined within the WMP.

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I will review this in April 2015

Control Measure 6: WMP – Risk Management

9. Conduct a risk assessment of the key risks identified during biannual site inspections (as per the Water Management Plan) and implement relevant controls into the outstanding Geotechnical action list.

SMS Element 1: Contractor Management

10. Ensure that contractors are managed through a site based contract management system which is accessible to employees. I will review this in April 2015 however noting workplan sign off with oversight did appear effective during visit today and further examination will occur at my next visit.

11. Implement a process which ensures relevant details collected by Alcoa's procurement department are transferred to the responsible contract manager located at the Anglesea mine site. I will review this in April 2015

SMS Element 2: Risk and Hazard Management

12. Consider auditing ACM's hazard identification and risk assessment processes to ensure they comply with OHS-AS18001 and/or AS 4801. This is a requirement of Alcoa's Victorian EHS management system. Discussed the need to clarify by Employer further to discussion today the standard adopted and how and when its being used. I will review this in April 2015.

2. OHS-122942-1 : 139 Earth Resources Oversight

SMS Element 3: Emergency Plan

13. Conduct a documented Risk Assessment / Hazard Identification process in relation to the events which would trigger the EMP. An updated version of this document is required. I will review this in April 2015.

14. Ensure debriefs are conducted after each EMP training drill.

The Alcoa Anglesea Pre-Incident Plan, developed by the local area CFA, outlines the level of response required for different fire scenarios. The most recent version of this document available is January 2011. It is recommended this be reviewed to reflect contemporary mine practices, the local mine environment and ensure all relevant controls are implemented or made readily available, to prevent and/or mitigate mine fire.

Unavailable documents or response at this stage. Will review again in April 2014.

3. OHS-1144 : 139 Earth Resources Oversight

Inspect, examine and make enquires (including documents)

In accordance with Section 99(a) and (b) of the Occupational Health and Safety Act 2004, Anita Macartney and I inspected, examined and made enquiries. This includes documents detailed in the body of this entry report or as follows:

Work planning form for E2 Komatsu Excavator in workshop.

Induction sign-off for contractor for the same

2014 Victorian Workcover Authority Verification Audit Issues -Alcoa response dated 9/1/15.

During my visit at the above workplace Chris Rolland voluntarily provided to me the following

Induction record for Downer Contractor Aug 2015 to present.  
which I have taken away from this workplace.

4. OHS-121819-1 : 139 Earth Resources Oversight

Inspection of coalfield and Maintenance areas.

Coalfield

Only work observed was the removal of overburden to south coalfield area and Rehab towards the eastern areas. Coal production not occurring at this time due to power station outage.

Discussed removal of overburden with Excavators and the need to keep 2 metres away from bench edge.

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No further issues observed,

**Maintenance work**

Observed repairs to E2 Komatsu Excavater in workshop. Observed Hydraulic repairs  
Noted LOTO system in place.

Discussed task planning and its safety considerations.

I noted hydraulic repairs and observed no requirement to prevent entry of other persons entering under chassis below the work areas .

During my visit the work planning form and installation of barriers and signs arranged and installation occurred.

Voluntary compliance achieved.

I will return in early April 2015

Voluntary compliance has been achieved.

5. OHS-1030 : 139 Earth Resources Oversight  
Consultation arrangements

I was advised that the HSRs was not available due to Leave and other duties and no other elected HSR or employee member of the Health and Safety Committee was available.

## 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@vwa.vic.gov.au

Original Report Hand Written  Yes

## INTERNAL REVIEW OF CERTAIN INSPECTOR DECISIONS

**Visit Nbr: V00048403805L - ALCOA OF AUSTRALIA LI**

**Date: 12/01/2015**

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.

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 1861, fax 8663 5202 or by writing to 222 Exhibition Street, 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)

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**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