

1. Risk Assessment

- Each Company must have a documented Risk Assessment Policy in place and it must be communicated to all locations.
- Risk Assessment policies must specifically address non-routine tasks, work carried out by contractors and temporary employees, construction work and off-site delivery procedures.

2. Mobile Plant Safety

- Each location must have documented site transport rules in place, based on a site transport assessment which, at a minimum, address:
 - Vehicle-pedestrian segregation.
 - Edge protection for slopes/benches.
 - Driver training rules and assessment.
 - Vehicle rules – speed, alarms, reversing systems, testing, use of mobile phones.
- All drivers must be trained and regularly assessed and must carry out documented daily pre-use company vehicle inspections for both on-site and off-site use.
- Seat belts must be worn by all drivers.
- All loads must be secure and within vehicle weight limits.

3. Isolation of Operating Machinery

- Each location must have a documented lock-out/tag-out policy incorporating machine specific lock-out/tag-out rules.
- All employees must be trained in the policy and all relevant employees trained in machinery specific rules for lock-out/tag-out.
- Each location must carry out and document regular checks of the integrity of lock-out/tag-out and interlock systems.

4. Machinery Guarding

- Each location must maintain a documented system for regular checking of machinery guarding.
- No machinery may be operated without all tail pulleys, pinch points, exposed shafts and exposed moving parts being appropriately guarded.
- No machine may be put into operation after maintenance without authorisation.

5. Confined Space Entry

- All locations must have a documented confined space entry policy and supporting rules for each confined space identified on site.
- Employees must seek prior authorisation to enter a confined space and documented authorisation procedures must form part of each location's confined space entry policy.
- Shoring or appropriately designed sloping must be provided for all excavations over 1.5m (5 feet) in depth.
- All employees at each location must be trained in the confined space entry rules.

6. Working at Heights

- All locations must carry out a Risk Assessment related to working at heights and document location-specific and task-specific operating rules.
- Collective measures and/or personal protective equipment must be provided in all cases of working at heights, consistent with the findings of the location Risk Assessments.
- Specific training must be given to all relevant employees relating to working at heights.

7. Lifting Operations

- All operators of lifting equipment – static or mobile – must be trained in the operation of the equipment.
- Specific areas where lifting can take place must be designated “out of bounds” to personnel during lifting.
- Documented checks must be carried out on personnel competency, equipment certification and loading rates in accordance with a defined location specific policy.

8. Underground and Overhead Utility Dangers

- A documented Risk Assessment must be carried out for all underground work and must include site surveys for utility lines.
- A documented Risk Assessment must be carried out for all lifting operations and for the use of mobile cranes and excavators taking specific account of overhead utility lines.

9. Use of Personal Protective Equipment (PPE)

- Each location must have a documented PPE policy for all areas of operation and for specific tasks where relevant.
- No employee will be permitted to work without the required PPE.
- Daily visual inspections of PPE use must be carried out at each location.

10. Conveyance and Storage of Materials under Pressure

- All pressurised conveying and storage systems for solids, liquids and gases must be designed with pressure relief systems which must be documented and regularly checked.
- Site maintenance schedules must include regular checks on the integrity of pressure relief systems. No pressurised conveying system containing a defective pressure relief system may be operated.

11. Blasting Operations

- Each location, where blasting takes place, must have a documented site specific “safe blast policy” and implementing rules.
- All employees carrying out blasting operations must be trained in the site specific rules.
- Operating records of all blasts must be maintained.