

Minimum Requirements for Contractors

HSES

13th December 2019
100-PL-CT-0001

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INTRODUCTION

PURPOSE

The purpose of this document is to set the minimum health and safety standards for Contractors working on a Fortescue Operational site.

This document is not an exhaustive list of the Contractor's obligations in relation to HSES issues. Compliance with requirements in this document in no way relieves the Contractor of any of its obligations under the contract.

These standards along with the relevant legislation and the Contractors HSES management plan form the Contractor's safe system of work for working on Fortescue operational sites.

SCOPE

These specifications apply to all Contractors working on a Fortescue Operational site.

If compliance with a requirement is not practicable, then alternative risk controls must be developed for approval by the Senior Site Official in the form of a risk assessment performed in accordance with Risk Management procedure 100-PR-RK-0001.

BACKGROUND

This is the Principal's standard for Health, Safety, Environment and Security for Contractors. The Principal expects the Contractor to develop its Health, Safety, Environment and Security (HSES) Management Plan to clearly demonstrate how compliance with these requirements is to be achieved.

The Contractor's HSES Management Plan will then become a roadmap to show whose systems are to be used to achieve compliance i.e. the Contractor's systems or the systems of the Principal. The Contractor's HSES Management Plan shall be specific to the contract of works.

The Contractor acknowledges that these requirements are supplemental to, and do not limit or deviate from, the Standard Terms and Conditions.

Upon request, the Contractor shall provide the Principal with documented evidence to support compliance to all minimum requirements.

Overview

The Principal requires that the Contractor operates with regard to the HSES considerations of all persons and property on or about the Principal site. Contractors that provide an onsite service must have HSES management systems which are consistent with the Principal's Vision and Values, policies and standards as applicable to their scope of work including:

- HSES Policies
- Health, Safety, Environment and Security (HSES) Management Standards, and
- HSES Specifications for Contractors on Operational Sites.

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- Environmental Management Plans (EMP) and monitoring programs as defined in Fortescue Environmental Management Requirements

Contractors shall enter all incidents, manage actions and report HSES KPI's (KPIs if/as applicable to the contract), into BMS on a monthly basis.

MONITORING AND REVIEW

Table 1: Programmes and Schedules

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	3 yearly (or as and when required)	Health and Safety Specialist for Contractor Management

DOCUMENTATION AND RECORDS MANAGEMENT

This Procedure and all supporting documents shall be maintained as controlled documents in Fortescue's Document Management System and in accordance with Fortescue Document Control Procedure.

The Health and Safety Specialist for Contractor Management is responsible for all records as described above are forwarded to Fortescue Document Control Department for retention and archive in accordance with the Fortescue Records Retention Manual.

HSES MANAGEMENT PLAN

1 LEADERSHIP AND ACCOUNTABILITY

The Contractor shall have a structure in place with sufficient HSES support and resources.

The Contractor shall specify the minimum amount of time management shall spend in the field, monitoring, supervising and influencing work activities.

The Contractor shall document and communicate responsibilities and accountabilities (including HSES responsibilities and accountabilities) for all personnel and relevant stakeholders

- Statutory responsibilities for operations;
- Management of statutory controlled activities (e.g. explosives, controlled waste, abrasive blasting) including associated licensing and registration requirements; and
- HSES Commitments,

The Contractor establish a system that recognises, reinforces and rewards desired behaviours and outstanding HSES performance.

The Contractor shall have a documented approach to consequence management that includes a fair and just process (e.g. Just Culture)

The Contractor shall communicate to its employees that they have the right and ability to stop work or refuse to work in situations where they believe that the work would expose them, other people, or the environment to a risk of harm.

The Principal has accountability for statutory HSES approvals and will provide the Contractor with HSES commitments arising from the approvals for assignment of responsibility and implementation.

2 HSES COMPLIANCE MANAGEMENT

A HSES Compliance and Commitments Register detailing legal and other requirements shall be maintained, communicated, accessible and complied with by the Contractor.

The Contractor shall ensure that written authorisation from the Principal is obtained prior to any ground disturbance or clearance.

Where provided with the Principal's HSES Commitments, the Contractor shall implement a process ensuring their HSES management system complies with the Principal's HSES Commitments and changes in HSES Commitments are monitored, assessed and applied through the HSES management system.

3 HSES RISK AND CHANGE MANAGEMENT

The Contractor shall have an up to date Risk Register recording identified risks and relevant controls. The Risk Register, which reflects the scope of work, is to be provided to the Principal and remain up to date throughout the life of the Contract.

All routine tasks shall be carried out under a Safe Work Instruction (SWI). The SWI shall detail how the task will be completed, the people involved in the task, the equipment to be used for the task, the management of change during completion of the task and measures to manage risks associated with activities.

The Contractor shall either adopt Fortescue Major Hazards program and standards or the Contractor shall implement and maintain a Major Hazards Management Program relevant to its Operations including:

- Process for identification of fatality risks;
- Process for prioritising risks (ranked);
- Identification of critical controls; and
- Methods for verifying adequacy of critical controls.

The hierarchy of control shall be used to reduce all HSES risk to as low as reasonably practicable (ALARP).

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The Contractor shall establish a system for identification and reporting hazards and managing corrective actions.

Fatigue in the workplace shall be managed to minimise the risk of fatigue related incidents and injuries. Contractors shall develop fatigue management processes consistent with relevant industry standards and maintain and monitor the effectiveness of the fatigue management plan.

The Contractor shall implement a change management system, and train personnel to a competent level to identify what constitutes a change and how to initiate the agreed change. Changes shall be approved by authorised employees, communicated, managed and checked for effectiveness to ensure HSES risks are controlled.

4 HSES PLANNING, GOALS AND TARGETS

HSES KPI's (both lead and lag indicators) are to be established in conjunction with the Principal and communicated to all levels of the Contractor's organisation. A system to record and report progress toward KPI's shall be maintained, these HSES KPI's should at least contain:

- Contract HSES KPI's defined in the Scope of Work;
- Contractor HSES Performance Indicators required by the Principal's Contractor Management System; and
- Contractor's HSES performance indicators defined within the Contractor HSES Management system in delivering the Scope of Work.

A system to record and report progress toward KPIs shall be maintained.

5 HSES TRAINING, AWARENESS, COMPETENCE AND BEHAVIOUR

The Contractor shall have its own employee and site-specific induction. The induction shall at least describe the Contractor's HSES policies, HSES Management Plan requirements, objectives, targets, relevant hazards and risk management processes applicable to the work or work environment.

The Contractor shall ensure that a visitor or short-term worker induction is available for any Contractor personnel not full time on site. In addition to the Contractor's own staff training and inductions, all contractors shall attend/complete the following:

- the Principal general induction;
- site specific induction; and
- departmental/area inductions

The Contractor shall ensure competency profiles incorporating HSES related training, competencies, formal qualifications, prescribed licences shall be identified and documented for all positions and be periodically reviewed.

The Contractor shall ensure pre-mobilisation verification of competency for all employees (including trade competencies, certificates and licenses to perform regulated activities and plant operation); and will ensure that all personnel are competent to conduct tasks assigned to them under the Contract.

HSES training records shall be maintained and available to Supervisors. The Contractor shall ensure the following;

- A process to track expiry dates on staff training and certification is implemented (access to sites may be withdrawn if these dates are exceeded).
- A process for mentoring new/inexperienced employees is implemented.
- Positions equivalent to supervisor or above shall hold recognised supervisory competencies.
- A behavioural-based safety program is implemented, as a minimum, this program shall contain in-field interactions or equivalent.
- Personnel appointed to statutory roles are demonstrably trained and competent.

6 HSES COMMUNICATION, CONSULTATION AND REPORTING

As a minimum, the Contractor shall conduct the following:

- daily pre-start meetings;

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- routine toolbox talks;
- monthly HSES committee meetings with minutes circulated to all employees; and
- shift handover communication process.

The Contractor shall have processes in place to effectively communicate the following to all employees on a regular basis:

- HSES performance;
- Incidents, hazards and risks;
- shared leanings from both internal and external incidents;
- procedural changes; and
- HSES obligations.

The Contractor shall have a process for the tracking and resolution of health and safety issues and communicate this process to all personnel.

7 DOCUMENTATION, DOCUMENT CONTROL AND RECORDS MANAGEMENT

The Contractor shall develop, implement and maintain a document control and records management system.

The Contractor shall ensure that the process by which Personnel and Visitors access HSES procedures and other documents is described and communicated to Personnel.

Where applicable, the Principal will make available all reasonable Geographical Information System data required to operate and maintain HSES requirements.

8 ASSET MANAGEMENT

Where applicable, the Contractor shall have processes to ensure HSES risks are evaluated and effectively controlled for new plant and equipment. For example: minimum standards for buildings in cyclonic regions; Australian Standards for barricading and guarding; minimum standards for stairways & platforms.

The Contractor shall ensure designs incorporate the Principal's minimum standards for constructability.

A risk-based Commissioning Plan shall be completed by the Contractor and approved by the Principal prior to commissioning activities being carried out.

The Contractor shall agree to follow the security procedures for the site as described by the Principal.

9 OPERATIONS AND MAINTENANCE

The Contractor shall develop operating procedures for equipment in accordance with OEM specifications and ensure HSES risks are mitigated to ALARP.

The Contractor shall ensure maintenance, testing, calibration and certification of plant and equipment is carried out to manufacturer recommendations and regulatory requirements and records of such are maintained.

The Contractor shall ensure that registers for workplace inspections, plant, tools, rigging, hazardous substances and electrical items are available.

The Contractor shall ensure statutory registration and certification requirements for personnel, plant and equipment are identified, maintained and recorded.

The Contractor commit to participating in the Principal in the Principal's health programs and encourage its workforce to participate (e.g. quit smoking campaigns, nutrition, physical activity, heat stress, etc.).

The Contractor shall have a dust mitigation procedure where it is identified as a risk.

Smoking is restricted to areas designated by Fortescue. Smoking areas shall be sign posted. Contractors shall provide enclosed receptacles for cigarette butts in designated smoking areas within their areas. The receptacles are to be emptied regularly.

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The Contractor shall ensure all mobile equipment is free of soil or vegetative material before entering or departing the Fortescue Operational Area.

Demobilisation

- Ensure that all wastes and materials are removed from site and disposed of in accordance with any relevant legislation, management plan and procedure.
- Ensure that any non-operational areas are rehabilitated, unless written authority to the contrary is obtained from the Principal.
- Ensure that all environmental records are handed over to Fortescue.
- Accompany the Fortescue Representative in carrying out a demobilisation audit of the site.

10 CONTRACTORS AND SUPPLIERS

The Contractor shall have a process in place to ensure any sub-contractors and/or suppliers meet the requirements of FMG Contractors HSES system.

11 EMERGENCY MANAGEMENT

The Contractor shall have an Emergency Response Plan detailing how they respond to plausible emergency scenarios consistent with the Australasian Interservice Incident Management System (AIIMS) as per the Principal's Emergency Management System.

The Contractor shall have Emergency Rescue Plans for high risk activities.

The Contractor shall ensure that it has a sufficient number of suitably trained emergency response personnel who shall be trained in handling emergencies consistent with the Contract.

The Contractor shall ensure periodic emergency scenarios are practiced as part of emergency exercise training and evidence of emergency exercise training is available to the Principal on request.

The Contractor shall have a chemical and hydrocarbon spill response and reporting procedure.

The Contractor will ensure Emergency Response Equipment consistent with the Contract shall be compliant with statutory and risk-based requirements, fit for purpose, available in sufficient quantities, inspected, tested, maintained in a serviceable condition and calibrated where necessary.

12 NON-CONFORMANCE, INCIDENT MANAGEMENT AND INVESTIGATION

The Contractor shall ensure that a formal and standardised process is in place for recording, investigating and reporting incidents and non-conformances and for managing corrective and preventive actions.

The contractor shall operate in accordance with the Fortescue procedure for Incident and Event Reporting (100-PR-SA-0011).

The Contractor shall ensure all significant incidents are investigated using the ICAM or equivalent process and employees are appropriately trained in the investigation process. Lessons learnt shall be shared with the Principal.

The Principal reserves the right to conduct investigations for any incident. The Contractor shall commit to assist in this regard as required in a timely fashion.

A documented process is required that mandates all work is to be discontinued following any significant incident as soon as it is safe to do so. Work shall not resume until all temporary actions have been implemented and approval provided by the Principal.

The Contractor shall report all incidents to the Principal's contract owner as soon as reasonably practicable.

The Contractor shall have an injury management process in place including:

- offsite medical referral and support

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- Injury management and return to work co-ordination.
- Confidential records management
- Workers compensation management
- Onsite medical response and support (first responders, e.g. first aid trained personnel)

The Principal will undertake all statutory reporting unless otherwise formally agreed.

13 MONITORING AND MEASUREMENT

The Contractor shall ensure monitoring and evaluation is carried out for activities that could cause adverse environmental and / or health impacts; and where required by legislation.

The Contractor shall ensure that HSES performance information captured identifies trends, measures progress, assesses compliance and drives continuous improvement.

The Contractor shall formally report against the Contractor HSES Performance Indicators on a monthly basis.

The Contractor shall define, implement and maintain a risk-based hygiene monitoring program for site activities and potential Personnel health exposures or shall participate in the Principal's hygiene monitoring program.

The Contractor shall establish and maintain a pre-employment and health surveillance program for all employees that is consistent with regulatory requirements and Operational health risks. All personnel shall be assessed and deemed fit for work prior to mobilisation.

The Contractor shall ensure risk-based screening of personnel for substance abuse will be undertaken to minimise the risk of incidents and injuries related to the use of alcohol and drugs or the Contractor shall participate in the Principals Drug & Alcohol screening programs.

14 HSES AUDITING

The Contractor shall develop and implement an audit program at a frequency appropriate to the level of HSES risk and to ensure statutory compliance.

The Contractor shall ensure that audit findings will be actioned through established corrective action systems.

The Contractor shall regularly report on the status of close out actions resulting from audits to the Principal in its KPI data.

15 MANAGEMENT REVIEW

The Contractor shall have a process in place to conduct annual management reviews of its HSES management system.

The contractor shall complete a formal annual review of HSES performance which as a minimum includes;

- Review of operational risk profile
- Lessons learned review
- Review of stakeholder feedback
- HSES incident performance
- Compliance to HSES commitments
- HSES Audit findings and
- KPI performance and trends

The Contractor must develop, implement and communicate a HSES improvement plan annually after the first year of operation. The HSES improvement plan must be based on the output of the annual performance review and include Environmental Management System objectives and targets. The Agreement HSES KPIs shall include implementation of the HSES improvement plan

The Contractor's HSES Management Plan is appropriate for the contract of works and provides clear direction as to whose systems are to be used.

MAJOR HAZARDS MINIMUM REQUIREMENTS

16 AUTONOMOUS OPERATIONS

Every manned machine/vehicle inside the AOZ will be fitted with a compatible vehicle awareness system to make it visible in the dispatch/fleet management system.

Where a vehicle requiring entry into the AOZ is not fitted as such then an escort shall be provided by an appropriately fitted vehicle as per site processes.

17 CONFINED SPACE ENTRY

Confined Space Signage

All spaces that are permanently deemed confined spaces shall be identified and signed at the entry points denoting authorised entry only in accordance with AS 1319 Safety signs for the occupational environment.

Confined Space Entry Certificate

Entry to a confined space shall only be allowed after an authorised Confined Space Entry Certificate has been issued by an authorised person.

There shall be a documented Confined Space Entry process that includes:

- the requirement for when breathing apparatus is needed;
- the sign-in and sign-out of all persons entering the confined space;
- communication equipment;
- safety specification of equipment to be taken into the confined space;
- rescue plan and equipment;
- where required the need for additional ventilation; and
- a completed Job Hazard Analysis.

Procedures and processes to conduct hot work and cleaning (e.g. abrasive blasting, chemical cleaning) inside of a confined space shall be reviewed and authorised prior to entry in accordance with AS 2865 Confined spaces.

Trained and Competent Confined Space Person

All persons required to work in a confined space, to act as a standby person, or to conduct/monitor for hazardous atmosphere in the confined space for clearance purposes, shall hold a National Competency.

The standby person will have no other duties and, while personnel are within the space, is to be continuously positioned outside the confined space entry point at all times.

Confined Space Air Quality Monitoring

Atmosphere within the Confined Space is confirmed to be safe and ventilation techniques employed where necessary, testing shall include oxygen levels, contaminants, temperature extremes, and flammable substances and shall be carried out prior to entry and continuously when required.

While work is being carried out in a confined space, ensure that the concentration of any flammable gas, vapour or mist in the atmosphere of the space is less than 5% of its Lower Explosives Limit (LEL). If at any time the concentration of flammable gas is greater than or equal to 5% of its LEL, all workers shall be immediately removed from the confined space.

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18 CRANES AND LIFTING EQUIPMENT

The Standard applies to all cranes including Fortescue owned, hired or contracted equipment such as but not limited to mobile, vehicle mounted, overhead and overhead travelling cranes.

The Standard also applies to all lifting activities and devices including but not limited to slings, hooks, chains, ropes, shackles, workplace hoists, forklifts and tele-handlers

Rated and Certified Lifting components

The manufacturers rated capacity (MRC), safe working load (SWL) or working load limit (WLL) shall be clearly identified and marked on all relevant lifting equipment and shall not be exceeded.

All lifting equipment shall be identifiable with a unique identity code or number (excluding shackles) and inspected at a documented, specified frequency.

All lifting hooks (except for grab and chain shortening hooks) will be fitted with a safety latch to prevent the load from accidentally detaching, unless otherwise specified in a risk assessment approved by the Senior Site Official.

All rigging connections and lifting equipment shall be in safe condition for use. Lifting equipment shall not be operated with an inoperable or defective safety device.

Lifting points shall have a SWL/WLL rating or an identifier aligned to a site register. Lifting points without a rating must have a risk assessment outlining how the load is to be lifted which is approved by the supervisor.

Rated and Certified Cranes

Overhead travelling cranes shall be fitted with audible travel alarms.

All cranes shall include audible and visual alarms.

Cranes manufactured with an anti-two block device or limit switch shall be inspected to ensure the device is operational and not overridden prior to use.

With exception of pick and carry operations, no lifting shall be carried out without outriggers deployed, locked and only used in line with the OEM standards.

Statutory inspections and preventative maintenance and repairs to cranes, cables and lifting components shall comply with the manufacturer's specifications and regulatory requirements as a minimum and records shall be kept on site.

All cranes shall be subject to a documented pre-operation inspection and annual inspections to ensure safety devices and load indicators are functioning.

Any modification to cranes and lifting components shall be subject to original equipment manufacturer's approval, conducted in accordance with Mines Inspection Safety Act registration requirements and AS 1418.1 Cranes, hoists and winches - General requirements.

Load cells and tilt/level indicators

All cranes shall be fitted with a device(s) that measure and monitor the load and indicates to the operator if the crane is within the safe load and rated capacity; preference would be that the installed device cuts out to prevent overloading and overreaching of the crane.

All cranes shall be fitted with a load cell with the weight of the load displayed in the visual range of the operator.

All mobile cranes shall have a tilt (pick and carry) or level (slewing) indicator displayed in the visual range of the operator.

A system exists that ensures load (tilt/level) indicators and load cells are maintained, correctly calibrated and operates within OEM requirements.

Lift Plan

A lift plan is required for all crane activities:

- Critical lifts
- Non-standard lifts if not supported by JHA or SWI

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- Multiple Crane Lifts
- Lifts within, or that have the potential to impede the 10 metre power line or high voltage apparatus exclusion zone.

There shall be a documented process for lift plans that specifies the minimum competencies of persons who develop and approve lift plans.

The lift plan shall include:

- load data e.g. total weight, height of lift, item to be lifted;
- equipment data e.g. manufacturer, model, size, jib length;
- rigging data e.g. sling diameter, sling configuration, hook type, weight, capacity;
- lift computation e.g. boom length, size of outrigger footplates, radius of lift, centre of gravity, wind speed; and
- Proximity to hazards e.g. energised power lines, ground stability, people or other equipment.

A check shall be conducted prior to the lift to ensure that the load being lifted is within the rated capacity of the crane and lifting attachments/rigging equipment and is also within limits set out in the lift plan.

The operator shall not leave the crane controls while a load is suspended.

Trained and Competent Dogman / Rigger

All personnel involved in lifting activities shall be competent to do so; dogman and riggers shall hold a current nationally recognised High-Risk Work Licence.

Trained and Competent Crane Operators

All personnel involved in operation of a crane shall be competent to do so; crane operators shall hold a current nationally recognised High-Risk Work Licence and undertake a VOC for the specific crane being operated.

As a minimum, overhead crane operators shall complete a VOC for the use of overhead travelling cranes, hold a current Dogman or Rigger High Risk Work Licence except for when there is a High-Risk Work Licence for that crane e.g. gantry cranes.

Crane Exclusion Zones

Barricades or an exclusion zone shall be established around the crane that covers the entire working (including machine radius) area (tail swing and drop zone) to prevent entry of unauthorised personnel.

Loads shall not swing over people or occupied buildings and no person shall be under a suspended load or in a position where they could be struck by a falling load, be placed between the load and the crane or between the crane and a structure. Where there is a risk of a load falling and striking a person, barricading or similar controls to prevent access shall be in place.

Trial lifts shall be conducted for every non-standard and critical lift (e.g. check/taking load and checking clearances).

Workshop Hoists

The SWL Limit shall be clearly displayed on the hoist and shall not be overloaded

The locking mechanism of hydraulic, pneumatic, electrical or other method of use hoist shall fail to safe where the hoist will not drop below the locking point.

All personnel who operate a workshop hoist shall be trained and deemed competent in its use and specifically how the safety locking point of the hoist operates.

There shall be a designated isolation point on the hoist that can be locked and tagged to prevent inadvertent use whilst a person is working under the hoist.

There shall be a documented pre-use inspection and maintenance schedule of workshop hoists to rectify defects and damage.

Rated and Certified Vehicle Support Stands

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Vehicle support stands shall have the following information marked on them:

- The nominated capacity (maximum load) in kilograms stated as “Safe Working Load Limit”;
- Required warning notices for use and set up of the stand; and
- The maximum height in millimetres.

All jack stands shall be inspected before use for defects and only used within their SWL Limit. Where the stand does not clearly display the SWL Limit or has a reported defect, it shall be tagged out of service and removed out of use till the issues are rectified.

Personnel shall be provided with OEM instructions on how to use jack stands that includes the surface for use, vehicle/equipment the stand is for, the positioning of the stand and locking mechanism engagement.

All jack stands shall be designed, engineered and certified for use.

19 ELECTRICAL HAZARDS

Pre-use Inspection on Portable Electrical Equipment

Portable electrical equipment shall be inspected prior to use to identify defects.

A system shall be implemented for removing electrical equipment unfit or unsafe for use.

Portable electrical equipment shall only be used if it has a current test tag on the equipment.

Electrical Procedures

Standard work procedures for all high-risk electrical work shall be established. High risk includes:

- High Voltage Switching;
- live work (e.g. testing, batteries); Live work is not allowed at Fortescue Operation unless live work is justified only by a greater risk of danger to lives of person/s using or affected by electrical installation shutdown, compared with risks incurred by electricians performing live work;
- cable cutting;
- redundant cable management;
- power line vicinity work;
- excavating or penetrating walls;
- use of electrical PPE
- pole top rescue, bridging and overriding.

A documented procedure/process should be in place for monitoring, reporting, fault remediation and maintenance of electrical distribution systems.

All high voltage switch rooms and electrical distribution boards shall be locked to prevent unauthorised access.

Trained and Competent Electricians

All electrical work will only be carried out by personnel authorised to carry out that work by a licence issued in accordance with the Western Australian Electricity (Licensing) Regulations.

Employees and contractors working with electrical hazards shall receive electrical hazard training at the commencement of their employment and thereafter no less than every two years. This shall include the procedures, forms and PPE that electrical workers are to use.

Residual Current Devices (RCD) protection

An over current and earth leakage protective device shall be placed at the origin of every final sub circuit supplying socket outlets and lighting circuits and other circuits as determined by AS/NZS 3000 Australian/New Zealand Wiring Rules.

Earth leakage protection devices (RCDs) within the mining operation that are installed on circuits supplying equipment or outlets in the open pit shall be tested monthly. All other earth leakage protection devices on site are to be tested every 6 months as a minimum.

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- Within mining operations, on equipment or circuits installed in the open pit:
- Push-button Test only (Portable – prior to each use / Fixed – 1 month)
- Operating time and push-button test (Portable – 1 monthly / Fixed – 1 monthly)
- Areas outside the open pit
- Push-button Test Only (Portable – prior to each use / Fixed – 6 monthly)
- Operating time and push-button test (Portable – 12 monthly / Fixed – 12 monthly)

Electrical PPE

Designated electrical PPE shall be provided for electrical workers. PPE shall include indication of the level of voltage exposure rating, prevent conduction of electricity, clothing shall be 100% cotton or wool, insulated gloves, helmets, non-metallic glasses and footwear.

Electrical PPE shall be inspected prior to use to ensure fit for purpose and completely free of moisture; PPE not fit for use shall be discarded and marked out of service.

20 ISOLATION & TAGGING**Isolation equipment – locks and tags**

All Isolation and Tagging activities shall implement and comply with (100-PR-SA-1028). It is the responsibility of the contractor to ensure they have the latest version of the document and train all relevant personnel in the process. Some of the key criteria are listed below.

There shall be a system established to provide locks and tags to carry out isolation activities for individuals (locks uniquely keyed) and groups.

Designated isolation points shall be clearly labelled at all times to identify the circuit or system over which they have direct control.

Personnel must apply a personal isolation lock and tag prior to and remove at completion of work on any plant or equipment where there is a risk of injury from the operation or movement of plant, equipment or releases of energy.

Isolation and Control of Energy Process

A documented procedure shall be in place to ensure that isolation and control of energy occurs. This procedure shall include the use and order of application for locks and tags and the responsibilities of personnel on a task and the requirements for investigation, reporting and removal of personal locks/tags.

All systems, plant and equipment shall be covered by a documented process for their isolation that details how to de-energise the various energy sources. The type or method of isolation (e.g. lock, release) required shall be covered by a generic process or a specific document. Critical equipment, such as critical alarms, emergency shutdown devices, fire and gas detection devices (and other equipment deemed as critical energy and substance) shall have documented SWI's.

Compliance to OEM procedures shall be incorporated into the isolation processes to ensure the plant and equipment procedures are followed for warnings of hazardous energy control to the manufacturer's requirements.

Hazardous energy sources shall be positively isolated and energy dissipated or controlled (stored, gravitational etc.) before work commences.

All isolations of energy shall include confirmation of effectiveness of a particular isolation method by a suitable test. Prior to the test all personnel in the vicinity of the equipment shall be removed.

Permit to Work

A process shall be in place to isolate complex equipment, where there are multiple people working on the equipment and where the isolation is required to extend across several shifts.

The process shall cover the requirement of high risk work that includes the management of multiple certificates.

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Excavation and Penetration certificates shall be obtained prior to any excavation works. The certificate shall include the requirement to confirm location of; the use of a tool to detect; the isolation requirements of potential electrical cables/underground services (manual wand); and controls shall be applied to prevent collapse of an excavation.

Trained and competent personnel in isolation process

All isolations of energy shall be performed by persons trained and deemed competent to the level of isolation being performed.

All persons involved in lock out process shall be deemed competent to lock onto the isolation.

21 MANAGEMENT OF TRAFFIC**Road Design Standards**

All roads shall be built to a standard as defined by a qualified and experienced Engineer and approved by the Senior Site Official.

Road design and site layout shall adopt the "segregation of traffic" philosophy in design for vehicles vs. vehicles and vehicles vs. pedestrians, including designated parking and maintenance bays.

Overhead Power Lines shall be signed and labelled, and height indicators shall be in place.

Each site shall ensure traffic signage standards are defined and meet the requirements for the largest vehicle configuration on site and be appropriate for the type of road rules in place.

Traffic Management Plan

A Traffic Management Plan (TMP) shall be developed, implemented and approved by the Senior Site Official for each site to manage the traffic hazards across the site. The site TMP shall be reviewed annually as a minimum, all changes shall be managed via change management process.

Traffic Rules outlining the requirements for pedestrians and drivers shall be implemented across all operations and at a minimum shall include:

- Designated speed limits;
- All persons in a moving vehicle shall wear a seatbelt at all times;
- No vehicle approaches within 50 metres of surface mobile equipment without first making positive verbal radio contact with the operator of that equipment;
- If site rules permit overtaking then you must first obtain positive radio communication; and
- No vehicle tows equipment unless it and the item being towed are engineered to do so.
- There shall be no use of personal mobile phones or electronic devices whilst operating surface mobile equipment at any time. In light vehicles and rail mounted equipment the use is also prohibited unless a fully operational hands free kit is fitted and approved by the Senior Site Official. Each site should maintain rules for use of mobile phones and electronic devices.

A process shall be in place to communicate changes or hazards (adverse conditions) which affect traffic management safety. This shall include site notices and management of the hazard via road signage (e.g. road maintenance, flood indicators, road condition changes).

Trained and Competent Operator

No person may operate a vehicle unless they are licensed, competent and authorised (as appropriate) including but not limited to:

- light vehicles
- surface mobile equipment
- cranes
- elevated work platforms
- forklifts
- drill rigs

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- quad bikes - no licence
- side by sides / off road buggy (aka ATV / UTV) – no licence.

Traffic rules shall be communicated as part of the site-specific training requirements.

A person required to tow equipment shall be trained and deemed competent in the equipment used for towing.

A system shall be in place that limits the number of people that drive in an open pit.

Positive Radio Communication tools and protocols

A system shall be in place that provides a positive radio communication system which shall include hardware and maintenance.

There shall be a documented process on what positive radio communication protocols consist of.

Training shall be provided to personnel on the positive radio communication protocols are and the hardware that is to be used.

22 MARINE RELATED ACTIVITIES (PORT CONTRACTORS ONLY)**Anti-collision system**

An Anti-Collision System (ACS) shall be fitted to all Rail Mounted Balance Machines (RMBM) and functions in a manner that will prevent RMBM from entering a zone of proximity that may result in a collision between RMBM and/or other structures (e.g. shiploader vs. ship/shiploader).

A system exists that ensures ACS fitted to RMBM is functioning prior to and during operations.

A system exists that ensures that if ACS is bypassed, alternate control measures are implemented (e.g. spotter).

Anemometer Warning System

All Rail Mounted Balance Machines are fitted with an operational anemometer warning system that alerts the operator to potentially dangerous wind speeds.

A system exists that anemometers are maintained and correctly calibrated and operates within OEM requirements.

100% Tie-Off when working at height (over water unprotected edge)

When fall injury prevention systems (e.g. harness and lanyard, restraint or arrest) are used to prevent drowning when working within 2 metres of an unprotected edge, secondary measures such as ring buoys and rescue tender requirements shall be provided. Restraint system methods shall be used whenever reasonably practicable, in preference to fall arrest.

Marine workers shall use a combination of the following equipment, as determined by risk assessment when undertaking any marine activities:

- Fall injury prevention equipment;
- Barricades;
- Scaffolds;
- PFD (Personal Flotation Devices) with Mobilarm (EPIRB);
- Buoys;
- Life Lines.

Working alone during marine activities shall only be permitted after a risk assessment has been completed determining appropriate controls.

Where a task is being performed and is within 2 metres from unprotected water's edge and there is a risk of fall onto a solid structure, barricades or fall injury prevention systems or scaffold will be required 100% of the time.

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When working on or over water using mobile equipment (e.g. EWP, scissor lift) or scaffold fall protection equipment shall be used 100% of the time, unless stated and approved otherwise through a formal risk assessment (JHA or TBRA) process.

Trained and Competent Ship loader Operator

Personnel carrying out a Ship loading operation shall be trained and deemed capable of all activities required to operate a ship loader through formal theory and practical assessments.

Training of Ship loader Operators shall include the hazards associated with the task and the controls required to manage these hazards (e.g. tides, ships, wind speeds, other ship loaders etc.).

Trained and Competent Mooring Crew

Personnel carrying out mooring Activities shall be trained and deemed competent of all activities required to conduct mooring activities through theory and practical assessments.

Mooring Crew shall be deemed competent via theory and practical test on how to use Personal Protective Equipment (PPE) required for mooring activities. (e.g. licenced for fall protection, PFD's etc.).

Personnel performing mooring activities shall wear a Personal Flotation Device at all times during mooring activities.

23 MOBILE PLANT AND EQUIPMENT (VEHICLES AND DRIVING)

All mobile plant and equipment and light vehicles must undergo and pass the relevant Fortescue compliance inspection prior to mobilisation to site. Site specific requirements may apply, for example collision awareness system at Christmas Creek.

Light Vehicles shall have the following minimum safety features:

- Engineered roll over protection system with protective padding fitted unless they already meet ANCAP 5 star safety rating;
- Identified isolation point;
- A quick release whip mast with high visibility flag and LED light, at least 3.6 metres above the ground level (for mine site entry vehicles only);
- Reflective taping and identification number
- Flashing, revolving or strobe light
- 3 emergency roadside triangles or beacons
- Cargo barriers and/or load restraint appropriate to the load
- Driver and passenger airbags
- Head lights on with ignition
- Reverse alarm
- Horn
- Two way radio (compatible with the site radio system) and
- Seatbelts for all occupants.

Surface Mobile equipment shall have the following minimum safety features:

- adequate lighting (e.g. headlights, tail, turn, brake, strobe, flashing light);
- identified isolation point;
- adequate walkways, railings, steps/grab handles combinations and boarding facilities including an alternative path of disembarking in case of emergency;
- reversing alarms;
- horn;
- effective guarding on accessible moving parts;
- High visibility signage that allows clear and easy identification from a distance of 50 metres in all driving conditions.
- Two way radio (compatible with the site radio system)

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- Seatbelts for all occupants.
- Vehicle physically cannot exceed the vehicle GVW, if it can be exceeded then a weight measuring and recording device shall be fitted.

Rail mounted equipment shall have the following minimum features;

- Amber flashing revolving beacon. All flashing lights are required to be visible from all directions (tamper, regulator, grinder only, RMBM visible at each end);
- Identified isolation point;
- Signage providing positive identification and company logo
- Fixed ladder for access and egress, Fixed ladder to rear left hand side
- Head Lights (RMBM N/A);
- Horn, RMBM start up alarm; and
- Two way radio communication with back-up system e.g. hand held radio, RMBM hand held when working on or around

Vehicle Prestart Inspections

All vehicles shall be subject to a documented pre-operation check specific to that vehicle type. This includes but is not limited to light vehicles, surface mobile equipment, cranes, elevated work platforms, forklifts, drill rigs etc.

There shall be a system in place to report defects of the vehicle to determine if the vehicle is safe for use.

Where a defect is identified, and the vehicle has been determined not safe for use the vehicle shall be tagged out to the required level and a maintenance request shall be made.

There shall be a system to capture reported defects and shall include a process to ensure defects are rectified.

TYRE MANAGEMENT PROCESS

Personnel that perform tyre handling tasks for tyres on surface mobile equipment and multi-piece rims (excluding light vehicles) shall hold as a minimum a Certificate 2 Tyre Fitter certification and shall be deemed competent through practical and theory assessments in tyre inflation processes.

For tyre handling of light vehicle tyres personnel shall be trained and deemed competent on how to safely change and inflate a tyre using the tyre safety devices (include split rim safety for remote field workers).

There shall be documented processes (SWI, Procedures) for tyre handling and inflation activities and personnel shall be trained and deemed competent in these processes.

There shall be a documented management plan outlining the chosen tyre management software or application to actively monitor tyre condition and generate maintenance as required

Tyre safety device for inflation

An approved safety device such as an anchored tyre cage or approved restraint device shall always be used for initial tyre inflation activities as per tyre inflation definition. All necessary safety warning decals shall be prominently displayed on the equipment and maintained, and OEM instructions shall be readily available.

The approved tyre safety device shall be rated for the size of the tyre and shall not be exceeded.

Only approved safety restraint devices shall be used for initial tyre inflation (e.g. not lifting slings, or recovery ropes).

The rated inflation pressure of the tyre shall not be exceeded and shall be continuously monitored via a gauge from the designated safe distance during inflation.

Tyre safety devices shall be regularly inspected and tested to ensure that the equipment is maintained and fit for use and a system shall be in place to deal with defective devices.

Where a 25 inch or greater rim requires inflation additional controls are required, a suitable restraining device in front / over the trajectory zone such as a Tyre Handler or Forklift must be in place. Risk assessments shall outline the use of additional controls including but not limited to: tyre handler / forklift position, exclusion zones, blast walls, safe positioning of personnel in the vicinity.

Scheduled inspections and maintenance of vehicles

There shall be an inspection and maintenance schedule in place for all vehicles on site. This includes but is not limited to light vehicles, surface mobile equipment, cranes, elevated work platforms, forklifts, drill rigs, quad bikes etc.

There shall be a process to determine what the high risk failure points on vehicles are, including brakes and steering and these shall be examined in the scheduled inspections.

Where a defect is identified the vehicle shall not be returned to service until the fault is rectified or it is determined safe for operation by an authorisation process.

24 PHYSICAL SEPARATION (BARRICADING AND MACHINERY GUARDING)**Guarding on rotating or moving equipment**

Guarding shall be installed and maintained where the risk of harm exists through inadvertent exposure to moving parts or projectiles or where specified in relevant legislation and shall meet the relevant Fortescue Guarding Standard and Australian Standards.

Equipment shall be designed so that monitoring and inspection requirements are able to be conducted outside the safeguards and barricades.

Plant, equipment and machinery shall be isolated if safeguards and interlocks are to be removed or deactivated. Where a safeguard is removed it shall be replaced.

A JHA or SWI shall be in place for the temporary removal of safeguards on operating plant and equipment (i.e. for the purposes of fault finding, testing and commissioning).

Plant or equipment maintenance and inspection programs shall include safeguards and interlocks. Maintenance and inspection programs will be appropriately prioritised and shall not exceed the manufacturer's instructions.

Where safeguarding and interlock systems are insufficient to protect personnel, the site shall ensure access to plant and equipment is restricted, controlled, maintained and monitored.

Modifications and repairs shall be designed and authorised and shall meet the relevant Fortescue Guarding Standard and Australian Standards.

Interlocks – Robotic Lab Equipment

An interlocked physical guard shall prevent personnel accessing the footprint for any robotic lab equipment whilst it is operating, unless excluded by a team based risk assessment.

There shall be a spotter in place at the emergency stop button at all times when someone is conducting maintenance in teach mode on the robotic lab equipment.

Personnel who are required to work around any robotic equipment shall be trained and competent in the Interlock system and isolation processes of that equipment.

A schedule shall be in place to inspect the Interlock systems and ensure it is maintained and operational.

Drive-Through Interlock

The Drive-Through Interlock system shall be installed and functioning at all times showing a red light to stop unauthorised rail mounted vehicle entering the Train Un-Loader. There shall be a green light to allow any rail mounted vehicle to travel through a Train Un-Loader (TUL) once the PLC has confirmed the Drive-Through Interlock is in place.

There shall be training provided on presenting and releasing a rake from the TUL which includes the operating rules on how track movements occur through the TUL.

A system shall exist that ensures the Drive-Through Interlock system and associated components (such as signal lights etc.) are maintained and in working order.

100-PL-CT-0001**Dropped Objects Protection**

There shall be no travel by either people or vehicles under any coarse ore or oversize conveyor without a suitable protection system e.g. shedder or alternative routes

A risk assessment shall be used to:

- o Identify the location, type and level of overhead protection guarding required for plant and equipment
- o Determine the type and location of overhead guarding. The risk assessment shall include consideration of known dropped object zones such as under conveyors
- o Determine effective controls to eliminate or reduce the potential for dropped objects from operational and maintenance activities when people are working in structures or plant above ground level, that could be introduced from that task (e.g. tooling, cable drums, pallets)

The design of the overhead protection shall be designed to hold the potential load of falling objects and be able to be cleaned and maintained without increasing the risk of falling objects.

There shall be a process in place to inspect, clean and maintain the overhead protection.

Barricading and exclusion zones of work areas (incl. signage & cones)

A risk assessment shall be used to:

- identify the location, type and level of barricade or exclusions required for plant and equipment;
- Identify hazardous or restricted areas where access shall be controlled and managed through an authorisation process.

Wherever there is an unprotected edge with the potential to fall more than 2 metres, access shall be restricted at 2 metres from the unprotected edge and controls identified through risk assessment (e.g. vault feed and ROM chutes, high walls, water hazards, wharfs, dolphins, etc.).

Where a barricade or exclusion has been determined signage shall be in place to inform personnel of the hazard and/or restricted area.

There shall be a documented process for the inspections of temporary safeguards based on risk level..

Start-up alarms

Alarms visual and audible are installed on remotely operated equipment so that personnel are warned prior to start-up.

Whip checks / hose restraint device

A 'whip check' or hose restraint device shall be fitted to pressure hoses to prevent uncontrolled movement of the hose in the case of hose and/ or hose connection failures.

There shall be a process in place to inspect and maintain whip checks and/or hose restraint devices. The inspection shall also check that the whip check or hose restraint fitted is rated to withstand the maximum pressure of the hose or line.

Burst sleeves should be installed where operators are required to handle high pressure grease lines. Bend restrictor springs or swivel couples should be installed where hoses regularly flex to prevent hose failures.

All high pressure systems should be assessed to ensure the exposure to high pressure grease/oil injection is managed. High pressure grease lines shall have the first metre removed when visible wear is present and refit the connection, completed at least every 2 years.

Tie Wires on Fluid Coupling

A tie wire should be fitted to fluid couplings as per manufacturer specifications to prevent uncontrolled movement due to coupling bolts coming undone.

A system shall be in place to identify the requirement for tie wires and their maintenance requirements.

Emergency stops and pull wires

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Plant, equipment and machinery shall comply with the emergency stop requirements as set out in Western Australia Code of Practice and or relevant Australian Standard.

Emergency stops and or pull wires shall be located in the vicinity and vision of the operator and shall be clearly identified and labelled.

25 RAIL CONTROL (RAIL CONTRACTORS ONLY)

Audible and visual warning systems

All Locomotives shall be fitted with an audible warning system.

All maintenance facilities shall be fitted with audible and visual warning systems.

Any track movement within the yard or maintenance facilities requires audible and visual warning systems to be operated.

A scheduled inspection process shall be established and maintained to ensure audible and visual warning systems are working without defects.

Level Crossing Controls (boom gates, flashing lights and bells)

A risk assessment shall be conducted to determine what level of protection is required for a crossing to be installed. The risk assessment shall consider the frequency of traffic crossing and sighting distance.

Preference in design of crossings for double tracks shall be to install complete active level crossings – boom gates, flashing lights, bells and signs.

Installation of boom gates, flashing lights, signs and bells shall be installed to meet AS 1742 Manual of uniform traffic control devices Set.

A documented weekly inspection and maintenance process for active level crossing controls (boom gates, timings, bells, lights) shall be conducted.

Trained and Competent Rail Personnel

No person shall access within 3 metres of the track or operate any rail equipment unless that person has been assessed as competent and has been issued with relevant Certificate of Competency, or that person is under direct supervision of a Competent Person.

Train Controllers shall be trained and deemed competent in the control systems and equipment to maintain an operational network.

Personnel that operate Track Mounted Equipment (Hi-Rail, Locomotives, and Track Machines etc.) shall be trained and deemed competent in the operation of the individual piece of equipment, associated operating procedures and TPI Rule book via theory and practical assessments.

Personnel that are required to conduct Shunting activities shall be trained and deemed competent in the Shunting procedures.

Personnel that are required to conduct Ballast Wagon Operations shall be trained and deemed competent in Ballast Wagon Operating procedures.

Correctly set turnouts, derailleurs or catch points

Before operating a railway vehicle the driver must ascertain that any turnout, derailer or catch point, is set correctly for the movement.

Proceed/Movement Authority

Proceed/Movement authorities shall be obtained from Train Control, authorised and made complete prior to any movement on the track.

Proceed/Movement authorities shall not be overrun.

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When working with a Proceed/Movement Authority radio communication shall be maintained between the Rail Mounted Equipment operator and ground workers.

Prevention of a Runaway Train

Requirement to apply the emergency brake to dump the air and apply the dump valve clamp in accordance with the procedure Securing Trains R-PR-RO-0034 and Out of Cab checklist form R-FR-SA-1097.

Locomotive, Rail and RSM Operators shall receive instruction to correctly secure trains in line with the current procedure.

Track Access Authority (TAA)

A TAA shall be obtained from Train Control prior to work groups commencing work on track.

When a TAA is issued the identified level of protection shall be placed by the work group Supervisor i.e. ATWD.

Radio communication protocols shall be established and followed between work group Supervisor and Train Control. This may include a check time call which shall be conducted and recorded.

A competent person shall be appointed to coordinate and authorise all rail movements and safe working activities with the construction zone (Construction Liaison Officer).

TAA shall be documented and records shall be held with Train Control.

Lookouts

Where the work is not protected by a Track Access Authority (TAA) or Electronic Blocking Protection (EBP), lookouts must be in place. This shall include the requirement for Lookout Personnel to be appointed by the person in charge to ensure that all personnel working within 3 metres of the track are made aware of approaching rail movements.

Designated Lookout personnel shall not conduct any other works.

Lookout personnel shall be trained and deemed competent in the procedures for being a Lookout.

Lookouts shall be easily identifiable as different to the work group personnel.

Vigilance System

Rail Mounted Equipment (Trains, Hi-Rail LV's, Tampers, and Regulators) must be fitted with a vigilance system.

A vigilance system shall not exceed 45 seconds between acknowledgements.

A system shall be in place to respond when a vigilance system warning has been exceeded.

Scheduled testing and maintenance of vigilance systems shall be conducted.

Formation Armouring and Inspection of Track

Formations on track shall be designed, built and maintained to a Rail Operations standard.

The main line rail tracks shall be inspected twice weekly with no more than four consecutive days between inspections.

A safety inspection shall be carried out following adverse weather conditions that would have an effect on the formation armouring.

Where defects are identified there shall be a process to ensure these are reported and rectified. Where the defect provides a risk to the tracks safe operation there shall be a process to stop operations in that area until the track is deemed safe to operate by a competent authorised person.

ICP Loading Maximum of Ore Cars

There shall be a documented Interface Coordination Plan between the Rail operations team and each site loading facility that outlines the train loading requirements.

The ICP shall document the maximum weight for ore cars, this weight shall not exceed the ICP operating requirements.

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Where an ore car has exceeded the tolerance limits, the Train Load Out Facility shall follow the procedure for tolerance outside limits and take the required action.

Integrated Train Control System (ITCS)

ITCS shall be installed on all Locomotives and track machines where practicable that work on Fortescue Rail operations and the driver shall check the warning devices of the ITCS are functioning prior to departure of the equipment in the train control territory.

There shall be a documented operating handbook for how the ITCS will function on a day to day basis. This handbook shall outline what employees need to know and do in the event of the ITCS failing or if faults are identified at pre-start checks, during movements and during maintenance.

Personnel that are expected to use the ITCS within their role shall be trained and deemed competent in the system.

Where there is a fault or failing with the ITCS there shall be a backup system in place to use Proceed Authorities to ensure that all equipment can move safely on the network till the fault is rectified.

Any track machines that are not and will not be fitted with the ITCS hardware shall follow the written Proceed Authority process to manage movements on track.

There shall be a schedule in place to inspect ITCS is functioning and maintained to operating requirements.

Interlock Maintenance Facility Gates

An Interlock physical guard shall be in place at each entry to the Rail Maintenance Facilities to ensure personnel cannot access the footprint whilst a rail wagon is being moved into the maintenance facility.

The interlock gates shall be shut all times when robotic maintenance equipment is operating in the wheel storage pen.

Personnel who are required to enter the wheel storage pen shall be trained and competent in the Interlock system and isolation processes of that area.

A schedule shall be in place to inspect the Interlock systems and ensure it is maintained and operational.

26 WORKING AT HEIGHTS**Eliminate Working at Heights**

Work areas shall assess routine tasks to identify controls that eliminate work at height situations

Each shutdown shall be pre-assessed to identify controls that eliminate tasks being completed at height during the shutdown.

For non-routine work at height tasks, supervisors shall identify where practical other means to carry out the task that eliminates personnel using fall arrest or fall restraint.

Working at Heights Equipment (EWP, Scaffolds, restraint systems etc.)

All working at heights equipment shall be maintained and used in accordance with the relevant Australian Standards and manufacturer's instructions.

A pre-use inspection shall be conducted for EWP (documented), Harness and Lanyards and anchor points to ensure there are no defects and the equipment is safe for use.

Anchorage shall be designed, manufactured, constructed, selected, or installed so as to be capable of withstanding the force applied as a result of a person's fall at the workplace – 15kN for one person and 21kN for two people minimum in accordance with AS/NZS 1891.4 Industrial fall-arrest systems and devices - Selection, use and maintenance. Anchorage points used should be located overhead in such a way as to reduce risk of pendulum effect in case of a fall, as far as reasonably practicable.

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Where it is not practical to install dedicated anchor points (i.e. ad hoc work), anchor points capable of withstanding 15kN for one person and 21kN for two people shall be identified and approved by a Competent Person (Structural engineer, IRATA Level 2 or 3 rope access technician, scaffolders, or a basic rigger) prior to commencement of work.

Work platforms and scaffolds shall have complete floors, hand rails, edge protection, barricades and toe-boards, and safe access and egress shall be provided. Edge protection shall be provided to the edge of a scaffold, fixed stair, landing, suspended slab or formwork at the workplace, wherever there is a risk of falling 2 or more metres or where indicated by procedures or risk assessment.

Work at Heights Certificate

There shall be a working at heights certificate process in place to manage working at heights activities. The certificate shall include a rescue plan process.

Whenever working at height a safe working area shall be provided by means of work platforms or scaffolds designed or erected to applicable Australian Standards where practicable.

Restraint system methods shall be used whenever reasonably practicable, in preference to fall arrest.

Work being conducted by elevated work platforms with overhead hazards or amongst infrastructure shall be risk assessed to mitigate associated hazards (e.g. caught between, ramping/creep of EWP) and a spotter shall be used at all times. No less than one spotter per elevated work platform, consideration shall be given to the position and additional numbers of spotters for the working at height task.

Personnel shall not undertake work at height using fall injury prevention system controls while working alone.

Where a work method requires to detach and re-attach at height, a double lanyard system shall be utilised to ensure that at least one connection point is always maintained.

All work activities close to electrical installation/s (e.g. overhead power lines or conductors) must comply with the minimum safe working distances per applicable Code of Practice and Australian Standard.

Trained and Competent for Working at Heights (incl. EWP, harness, scaffolders)

Personnel that carry out working at heights shall hold a current nationally recognised competency for working at heights. This includes standby personnel and spotters.

A competent person (with the relevant High Risk Licence) shall be designated to control the work platform, EWP, scissor lift or man-lift ("the basket"). The designated person shall always be in the basket. Every person in the 'basket' shall wear appropriate fall injury prevention system and be secured to a suitable anchor point. Where there is no anchor point in the basket e.g. scissor lift, a JHA shall be conducted.

Standby personnel are to be nominated for work conducted at height through the work at heights certificate.

Drop Zone and Falling Object Protection

Where overhead work is being conducted, barricades shall be erected around the work area below to ensure other people do not walk into an area at risk from falling objects. Barricades must be positioned to accommodate the height of the work area and the potential for deflection of falling objects. Where it's not practical to put barricades in place a spotter shall be used.

There shall be drop protection systems in place to prevent tools and equipment from falling from height (e.g. tool lanyards, buckets, grommets, drop mats). Determine effective controls to eliminate or reduce the potential for dropped objects introduced from maintenance and operational activities when working above ground level.

Maintenance of Working at Heights equipment (EWP, harness, ropes, scaffold)

There shall be a system for ensuring the integrity and inspection of all elevating work platforms and man-lifts.

There shall be a system for ensuring that fall injury prevention systems are tested and certified for use, and destroyed where inspection has shown excessive wear or mechanical malfunction.

There shall be a system of testing and tagging fall injury prevention systems to ensure it is maintained and fit for use.

27 WORKPLACE SAFETY IN DESIGN

Mine Design Operations Work Area Inspection

Design specifications and management plans shall determine the slope parameters design and ongoing management for highwalls, tailings dams and waste dumps.

Following the construction of a new highwall, tailings dam and/or waste dump a documented inspection shall take place to confirm that the design has been met and approved prior to operational use.

All mine design slope and Tailings Storage Facilities (TSF) shall be inspected on a daily basis to check for hazards that may be indicative of wall failures, which shall include:

- Loose rocks;
- Groundwater seepage;
- Cracks on the batter face and crest;
- Undercut or overhang areas; and
- The minimum stand-off rule for highwalls exclusion zones is 1:1 ratio is maintained, or a Pit Supervisor approved Slope Hazard Assessment with identified controls is in place. (e.g. – If a highwall is 10m high no personnel shall be within 10m of the highwall toe).

Personnel that conduct inspections of high walls and TSF onsite shall undertake and be deemed competent in the Geotechnical and Tailings Storage Management Awareness Training.

If highwall inconsistencies identified, the sites' Geotechnical Engineer and the Quarry Manager shall be notified and contacted immediately to conduct a further assessment and determine a hazard management plan.

Preventative Maintenance and Inspection of Fixed Plant

Scheduled maintenance and inspection regimes shall be conducted on all fixed plant for conditions that may lead to corrosion and metal fatigue that has the potential to result in a catastrophic structural failure of equipment that would impact personnel on plant or bystanders, the regime shall not exceed OEM or design requirements.

Identified defects and worn components in the fixed plant that may lead to structural failure, shall be rectified in a timely manner that doesn't exceed OEM requirements

There shall be scheduled cleaning / hosing activities within the plant to prevent product build-up and to mitigate dropped object hazards (fatality potential – "widow makers").

Hot Work Certificate Training

Hot Work certificate shall be required whenever hot work is conducted outside of approved designated hot work areas, the certificate shall be displayed at the task for the entire task.

A SWI shall be in place for all hot works activities, if there is no SWI in place, a JHA shall be in place.

The hot works operator and spotter shall be provided with hot work and fire awareness training prior to engaging in any hot work.

Hot Work sites shall be inspected prior to commencement and on completion of any hot work activity to ensure the area is made safe

Fire Suppression System

Fire suppression systems shall be fitted to all Rail Mounted Balance Machines, Sub Stations, Train Unloaders and enclosed conveyors where deemed necessary through a risk based approach. Installation of the systems shall be compliant with the relevant Fortescue and Australian Standards.

There shall be a system in place that ensures that all fire detection and suppression systems are inspected and maintained in working order by trained and competent personnel.

Pressure relief valve on cylinders

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Pressure relief valves shall be installed on all pressure vessels to prevent uncontrolled release of stored energy due to overpressure, in accordance with AS 1210 Pressure vessels. Where a pressure relief valve is installed a shut off valve shall also be installed.

Maintenance plans shall include the requirement for the maintenance and testing of pressure relief valves.

Hydraulic Pulling and Pressing Activities

All pulling and pressing rods are designed and manufactured for the intended purpose and includes a designated rating provided by the manufacturer.

All personnel that conduct pulling and pressing tasks shall receive specific Instructions and training for each high powered tool and pulling rod combination that covers the inspection, task set up, safe use and life span of rods according to the OEM requirements.

An inspection and maintenance system shall be in place for pulling and pressing rods/equipment that checks for damage and defects prior to and after use.

A certificate shall be in place for the combined use of all pulling / pressing rods and high powered tooling

- Pulling / Pressing tasks must be reviewed and signed off by the supervisor prior to commencing.
- Ballistic blanket and screen must be installed prior to pulling and pressing tasks

28 EXEMPTION PROCESS FOR MAJOR HAZARD CONTROL STANDARDS

In unique circumstances where the specific requirements set out in these Major Hazard Control Standards cannot be fully achieved, a formal exemption must first be obtained in writing including approval for use of alternative control measure/s from the Director Operations or Directors of Project. This exemption must demonstrate that an equivalent or higher level of safety will be achieved. Exemption process:

- Go to BMS and the Change Request section
- There is a specific (drop down menu) item for MHCS exemptions
- Related documents, engineering drawings, photos and risk assessment are required to support the exemption request
- Attach research of historical Fortescue incidents including near misses related to the process or equipment involved in the exemption to support the reasoning for exemption

HSES MINIMUM STANDARDS**29 FITNESS FOR WORK**

Documented and established procedures for managing fatigue requirements that are in line with the Working Hours Code of Practice (WA) including;

- Records of all fatigue incidents and fatigue related injuries are recorded and maintained within an established database
- Establishment of appropriate sources of assistance for employees with fatigue problems
- Provision of appropriate education and training programs for all their employees on the site
- Established and appropriate fitness for work management procedures for fatigued employees

NOTE: Should a roster be assessed as having higher risks, other than night work, Fortescue will require a contractor to provide a management plan that details the additional controls in place to ensure the roster can be worked safely. Fortescue may require the contractor to seek an in-depth review of the roster and management plan to determine if the risk has been adequately controlled by an acceptable Fatigue Management Expert. Contractors may choose to access Fortescue facilities, for employee education, supervisor training, and Employee Assistance Program provision, as established in their contract.

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Commercial drivers fatigue management requirements are met where applicable (e.g. training, assessment, medicals & monitoring).

30 HOUSEKEEPING AND WASTE MANGEMENT

A systematic housekeeping program (equivalent to 5S) shall be implemented to eliminate hazards and potential incidents occurring from substandard housekeeping practices including;

- Waste Management (identification of all waste streams and suitable controls including controlled waste management and document retention where applicable)
- Storage and handling of hazardous materials and dangerous goods including disposal of wastes
- Storage and handling of hydrocarbons including recycling / disposal of wastes
- General materials and equipment storage and controls while in use.
- Walkways and stairways, emergency exits and equipment shall be identified and clear of any blockages. Design and mark areas that must always be kept clear, including but not limited to the following; electrical distribution boards, fire extinguishers and safety equipment. An area at least 1 metre in depth shall be left below electrical distribution boards and fire extinguishers.
- Cables and hoses shall be run at a height suitable for ensuring they do not become a hazard to personnel. This will nominally be 2.5 metres from ground level. Suspended cables shall be suspended from insulated hooks.

The Contractor is responsible for managing all solid and liquid wastes in their area, Greenhouse Emissions data collection, reporting and reduction management.

The discharge of any wastes or other materials shall only be done in accordance with Local, State or Federal legislation that controls the discharge or in accordance with a license or permit held by Fortescue or Contractor.

Waste materials shall be segregated into oily waste, putrescible waste, recyclable waste, and general waste and disposed as directed by Fortescue.

Hazardous wastes will be directed to a licensed facility located offsite.

Wastes generated within the machinery maintenance area will be contained, segregated and removed to a licensed facility. Lubricating oils will be recycled off site at a licensed waste disposal facility. Oil will be recovered from runoff and bund catchments.

Contractors will recycle batteries off-site and used engine coolant will be containerised, recycled or taken off site for disposal at a licensed waste disposal facility.

- Storage racks with a height in excess of four times the rack depth must be suitably attached to supporting structure, or bolted to the floor. Where appropriate, storage racks shall be marked with maximum loadings.
- All unnecessary items shall be removed from the workplace. Useable items shall be repaired as required and stored correctly. Unusable material shall be discarded
- Cylindrical items such as pipes or drums shall be stored in suitably designed racks, or adequately chocked.

31 HAZARDOUS MATERIALS & DANGEROUS GOODS

For each classified hazardous material or dangerous good, the contractor shall complete a Hazardous Materials / Dangerous Goods Risk Assessment and ensure approval by Fortescue before any hazardous materials are brought to site.

A register of hazardous materials and Dangerous Goods shall be maintained (including quantities and storage locations) and shall be provided to Fortescue if required.

Personnel shall be trained in the use, storage and handling of hazardous materials/ dangerous goods and Safety Data Sheets for all classified substances/materials shall be readily available.

The purchase, transportation, storage, handling, use, disposal, and spill response of hazardous substances, including hydrocarbons, is in accordance with statutory requirements and also environmental obligations applicable to Fortescue.

Explosives Management

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Comply with all regulatory requirements with respect to transporting, storage, handling and use of explosives, where applicable.

All contractors shall ensure their employees understand the process required to evacuate all affected work areas and blast clearance zones prior to blasts and until an all clear is given.

Storage: Suitable area shall be planned for the safe storage of explosive, which has been designed, licenced and maintained in accordance with legislation and Australian Standards.

Control: All personnel involved in the use, storage and handling of explosives shall be trained, assessed as competent and authorised in writing by the Senior Site Official or representative.

Blasts: All blasts shall be planned and designed to achieve the required outcome. Before the commencement of any blasting operation, an investigation of the site or area to be blasted shall be carried out. On the basis of that investigation, a blast management plan incorporating a risk assessment shall be prepared by a competent person. No blasting shall commence until the blast management plan has been authorised by the Senior Site Official or representative.

Gas Cylinders

Gas cylinders shall be stored in an upright position and be secured to a fixed structure. Empty and full cylinders shall be segregated and each storage area shall be labelled accordingly. Gas cylinders shall not be stored where they will be at risk from vehicular traffic.

Cylinders shall only be transported in approved cradles and trolleys specifically designed for the handling of cylinders shall be used at all times.

All gas hoses and cylinders used for hot work shall be fitted with flashback arrestors at the cylinder and handpiece. All hoses shall be easily distinguished and not interchangeable.

All equipment shall be inspected prior to use for defects, where defects are identified the cylinder is to be tagged out of service and removed to an area designated for out of service equipment for inspection, repair or disposal by a licenced service provider.

32 PERMIT TO WORK

A process shall be in place to isolate complex equipment, where there are multiple persons working on the equipment and where the isolation is required to extend across several shifts.

The process shall cover the requirement of high risk work that includes the management of multiple certificates.

This procedure documents and establishes the process to be used as a minimum on all Fortescue sites. Each site must have additional approved work instructions where appropriate and a documented definition of the types of work that require high risk work certificate/s and a work permit.

Personnel must be deemed competent in the Permit to Work system with authorised roles (e.g. Permit Coordinator) completing routine refresher training. Permit Coordinator/Issuer and the Permit Holder shall not be the same person. Periodic management review and audit of permits shall be conducted.

Each permit issued shall;

- Have a Job Hazard Analysis completed and attached
- Be displayed at a visible place at the worksite until the job is complete
- Be valid only for the time limit specified on the permit (maximum of thirty (30) days)
- Include provisions for the transfer and relinquishing of a permit holder
- Include defined responsibilities for handover of plant and equipment between operations and service providers.
- be closed or suspended prior to start-up of equipment

Working Alone

Contractor personnel are not permitted to work alone without the approval of a Fortescue Manager.

If continuous visual contact is not maintained, a scheduled communications check is to be put in place and recorded.

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A safe work instruction shall be developed for all working alone situations detailing the responsible person, communication requirements and the emergency response and rescue process.

33 HOT WORK

A Hot Work Permit shall be required for all hot work conducted in hazardous areas and where there is the presence (actual or potential) of flammable liquids, gases or flammable solids. Nominated hazardous areas include:

- Sub-stations
- Office & accommodation buildings
- Switch yards
- Conveyor drives
- Transfer Houses
- Rail areas not defined as acceptable hot work areas (natural vegetation hazard).
- Fuel/combustible materials storage areas once flammable materials are introduced to the location.
- Above conveyors, chutes, cable trays once hazardous materials are placed within.
- Material storage areas including warehouse and lay down areas.
- Other areas as posted.

A Hot Work Permit shall be issued by an authorised person after a review of the JHA and all safeguards associated with the proposed hot work have been implemented and deemed satisfactory.

Appropriate firefighting equipment and personnel trained in the use of the equipment are available at the scene.

Welding

Welding shall only be undertaken by qualified and experienced personnel and a hot work permit shall be obtained prior to commencement of work.

Welding gloves shall be sound, dry and used on both hands while welding and changing electrodes. Welders shall wear appropriate dry fireproof clothing that covers the legs and arms and footwear should be rubber soled and not have bare steel toecaps.

Leads and equipment shall be inspected for damage. Damaged equipment and leads shall be removed from service for repair or discard.

Any transformer or inverter type welding machine will be fitted with a Voltage Reduction Device (VRD).

All other types of welding machines will be fitted with an in line isolator or a "dead man" type switch.

34 HIGH VOLTAGE SWITCHING

No person shall make personal contact, either directly or through any conducting object, with any high voltage conductor believed to be dead, unless the conductor has been effectively earthed and short-circuited.

High voltage switching shall be carried out only by an approved High Voltage Operator and a high voltage access permit shall be issued.

Approved protective clothing and equipment shall be used to carry out switching and when proving cables and equipment are dead.

35 EXCAVATIONS & PENETRATIONS

Excavation and Penetration certificates shall be obtained prior to any excavation works. The certificate shall include the requirement to confirm location of, the use of a tool to detect and the requirement of isolation of potential electrical cables/underground services (manual wand), and controls shall be applied to prevent collapse of an excavation.

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Documented and established procedures for Excavation and Penetration which include a requirement for a permit and identify when the permit is required. Each permit shall have a Job Hazard Analysis attached and personnel undertaking Excavation and Penetration shall be trained and deemed competent

Personnel undertaking Excavation and Penetration shall;

- provide or install safeguards e.g. handrails, signs, tags, barricades
- Engage with a Fortescue Approved Surveyor/Fortescue Certified Mapping Company when new underground services are installed and ensure underground service drawings are updated as required.
- Return the Certificate/s to the Permit Coordinator on completion.

36 CLASSIFIED PLANT

All classified plant shall be registered before being used. This requirement applies to plant listed in regulation 6.34(5).

The regulations require that classified plant is designed to the appropriate Australian Standard: Classified plant can include:

- Boilers (AS 1228)
- Pressure Vessels (AS 1210)
- Cranes or Hoists (AS 1418)
- Lifts (AS 1735)

A register of classified plant will be provided to the Fortescue representative (to include registration numbers).

37 OTHER OPERATIONAL COMPLIANCE AREAS

- Hand and Finger Safety: line of fire training, leadership intervention, identified in JHA and risk controls, correct tooling selection and use, PPE.
- Food Safety: HACCP food safety requirements met
- Chain of Responsibility: Management Systems, Dimension Limits, Load Limits, Load Restrained (NTC Load Restraint Guide), manifest records, container weight gross mass (container declaration), fatigue management
- Drilling Operations: compliance with Fortescue Drilling Standards and relevant regulations, Australian Standards and Codes of Practice. (eg. ARPANSA compliance for radioactive materials tooling and hygiene monitoring and controls for health risks such as asbestos, heritage compliance).

APPENDIX A DEFINITIONS

Word/Term	Definition
Fortescue	Fortescue Metals Group Limited all subsidiaries and employees.
Competent Person	A person who has acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to perform the task/s competently.
Confined Space	<p>Confined Space (AS2865:2009) is an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:</p> <ol style="list-style-type: none"> An oxygen concentration outside the safe oxygen range. A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. A concentration of flammable airborne contaminant that may cause injury from fire or explosion. Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.
Critical Control	<p>A Critical Control is:</p> <ul style="list-style-type: none"> One that we need to work 100% of the time; If it fails it will potentially result in an event or allow escalation to maximum consequence; and It has a major influence in controlling the risk.
Critical lifts	Critical lifts are lifts that exceed 40 tonnes in total; lifts exceed 85% of the cranes rated capacity; multiple crane lifts; lifts requiring special equipment e.g. load equalising beams, special rigging or non-standard crane configuration is to be used; lifts over facilities (people must be moved out of facility); lifts close to and over powerlines; lifts involving personnel cages; any demolition work, lifts which require specific engineering design and unusually, awkward or complicated lifts. JHA and Lift Plan are required.
Drivers Licence	<p>Driver requires to hold:</p> <ul style="list-style-type: none"> Current valid C class driver's licence authorised to meet Nationally accredited licence requirements, and Issued with a site based permit to operate that equipment <ul style="list-style-type: none"> Site based Verification of Competency completed on the vehicle type/model; Site based Pit Permit (or similar process) to authorise personnel to drive on that site in designated areas <p>Where a person doesn't hold a Nationally Accredited licence, their National Accredited Drivers licence is invalid or suspended, the driver must apply for approval to continue to drive at the site to the Senior Site Official.</p> <p>Where a driver is required to operate on a gazetted public road, they must hold the valid class of licence for that vehicle/equipment to meet National legislation requirements e.g. LR, MR, HR, HC, MC.</p>
	F extension licence not required on non-gazetted roads.
Electrical Hazards	Electrical Hazards means a hazardous condition such that contact or equipment failure can result in electrocution, electric shock, arc-flash burn, electrical thermal burn, or electrical blast.
Fall injury prevention systems	<p>Fall injury prevention systems include:</p> <ul style="list-style-type: none"> restraint systems; fall-arrest systems; catch platforms; scaffolding;

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Word/Term	Definition
	<ul style="list-style-type: none"> • safety nets; and • safety mesh.
High Risk Licence	<p>A person requires a high risk work (HRW) licence to perform:</p> <ul style="list-style-type: none"> • Scaffolding - basic, intermediate and advanced; • Rigging work - dogging; basic, intermediate and advanced rigging; • Crane and hoist operation - tower; self-erecting tower; derrick; portal boom; bridge and gantry; vehicle loading; non-slewing mobile; slewing; materials hoist; personnel and materials hoist; boom-type elevating work platform; vehicle mounted concrete placing boom; • Forklift operation - forklift trucks; order-picking forklift trucks; • Pressure equipment operation - basic, intermediate and advanced boiler operation; turbine operation; reciprocating steam engine operation • Nationally recognised competency is required.
Inflation	For tyre rim size equal to or less than 24" inflation means from 0 psi. For tyres rim size equal to or greater than 25", 5-10psi as a maximum for inflation before a suitable restraining device is required, after 5-10 psi a tyre handler attachment is to be placed over the tyre until the tyre can be lifted onto the equipment for full inflation.
Isolation	Isolation standard includes hazardous sources of energy and could be expanded to include but not limited to; electrical, mechanical, hydraulic, chemical, gravitational, pneumatic, kinetic and stored energy.
JHA	Job Hazard Analysis
Light Vehicle	<p>Light vehicles are vehicles that:</p> <ul style="list-style-type: none"> • Have a Gross Vehicle Mass equal to or no greater than 4.5 tonne, • Constructed or equipped to seat no more than 12 passengers (including driver); and • Are road registrable • This Includes but not limited to: cars, wagons, utilities, buses
Management of Traffic	<p>Management of Traffic includes vehicles as defined in this standard shall include light vehicles, surface mobile equipment, track mounted equipment, rolling stock and mobile plant (i.e. cranes, elevated work platforms, forklifts, bobcats, dozers, graders, buses etc.).</p>
Marine Related Activities	Marine related activities are activities that occur at and around Fortescue's Port facilities on or above the water where there is an exposure to risk resulting in fatality.
MHCS	Major Hazard Control Standard
Mobile Equipment	<p>Mobile equipment is self-propelled, tracked and rubber tyred equipment, categorised into 3 groups:</p> <ol style="list-style-type: none"> 1. Light Vehicles 2. Surface Mobile Equipment 3. Rail Mounted Equipment
Mobile Plant	<p>Mobile plant includes equipment that is not self-propelled such as trailers, lighting towers, welders, generators.</p> <p>Note: Mobile crushers are considered fixed plant assets.</p>
MRC	Machine Rated Capacity is the maximum weight that it can be used to lift in the weakest possible configuration.
Non Standard Lift	Non Standard Lift is where the total load weighs more than 25 tonnes; the crane operates at greater than 75% but less than 85% of rated capacity; supported or balanced using chain blocks or lever hoists; loads which are required to be transferred to chain blocks, monorails or other means; where other loads are assessed as high risk during risk assessments and is not a critical lift. JHA, SWI or a Lift Plan is required.
OEM	Original Equipment Manufacturer
Physical Separation	Physical Separation is the permanent and temporary controls designed to limit personnel interaction with plant, equipment and activities.

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Word/Term	Definition
Rail Control	Rail Control includes work within this standard applies to the safe operation of trains, track machines and hi-rail vehicles on the operating railway and to any work being performed within 3 metres of an operating railway and performing general track maintenance and construction.
Rail Mounted Equipment	Rail mounted equipment includes any equipment used on rail track with a self-propelled engine. This includes Hi-Rail vehicles, locomotives, tampers, regulators, grinders, flashbutt welders, recording cars, Rail Mounted Balance Machines.
SDS	Safety Data Sheet. Previously known as MSDS: Material Safety Data Sheet.
Shall / Must	Mandatory.
Should	Should be determined through a team based risk assessment process.
Standard lift	Standard lift is where the total load weighs less than 25 tonnes; the crane operates at less than 75% of rated capacity; the lift is routine.
Surface Mobile Equipment	Surface Mobile Equipment are vehicles that: <ul style="list-style-type: none"> • Include Mining equipment, ancillary equipment and buses • May or may not be road registrable • Are not light vehicles • Include tracked and rubber tyred equipment
	<ul style="list-style-type: none"> • This Includes but not limited to: haul/dump trucks, trucks, water carts, graders, side tipper hauling trucks, dozers, loaders, integrated tool carriers, shovels, excavators, surface miners, drill rigs, forklifts, mobile cranes, backhoes, elevated work platforms and bobcats.
SWI	Standard Work Instruction
SWLL	Safe Working Load Limit. Also known/identified as Work Load Limit (WLL). Provides the maximum capacity of the vehicle or equipment
TMP	Traffic Management Plan
TPI	The Pilbara Infrastructure
Tyre Handling Activities	All tasks associated with tyre and rim maintenance activities. Including but not limited to fitting and removal of tyres and rims, inflation, deflation, inspections, pressure maintenance and stripping and fitting components
VOC	Verification of Competency by theory and practical assessments.
Working at heights	Working at heights means work where there is potential for a person to fall 2 metres or more, or to gain access to within 2 metres of an open edge from where there is the potential to fall 2 metres or where a potential to fall of less than 2 metres could cause a significant incident

APPENDIX B - KEY PERFORMANCE INDICATORS

Where required to report on KPIs to the Principal, the contractor shall include the following as applicable to their scope of works and Contract Agreement. Other KPIs may be specified for the Contract Agreement and these shall also be reported on as required by the contract.

The below KPI are in the BMS KPI reporting module which is to be completed by the close of business on the 1st day of every month. Additional reporting fields are included in the BMS reporting module, these do not currently have a target and this will be indicated in the module. The below targets are the minimum requirement for contractors however, sites may specify stretch targets.

Contractual Targets are set using 100-AU-CT-0011 and will vary according to negotiated terms and conditions.

# 2 – Leadership and Accountability	Target
Number of field leadership activities completed for the month per leader	8
Number of visits to a Fortescue Site from your senior management for the month per contractor	2
# 4 – Risk and Change Management	
How many hazards reports were submitted for the month per person	1
How many personal risk assessments completed during the month per person	1
# 7 – HSES Communications, Consultation and Reporting	
Number of total workforce including sub-contractors that were included in toolbox talks for the month	100%
# 13 – Non-Conformance, Incident Management and Investigation	
For the month the number of; <ul style="list-style-type: none"> • Employees • Contractors • Hours worked • Significant Incidents • Restricted work injuries • Lost time injuries • First aid injuries • Environmental incidents • Heritage sites impacted • Fitness for work breaches • Near misses • Property damage 	Refer to contract
# 14 – Monitoring and Measuring	
Number of corrective actions arising from inspections, meetings, hazard reports, audits etc. were completed within your scheduled timeframe during the month.	100%
Number of corrective actions arising from inspections, meetings, hazard reports, audits etc. were open at the end of the month.	
Number of corrective actions arising from inspections, meetings, hazard reports, audits etc. were overdue at the end of the month.	0%
# 15 – HSES Auditing	
Number of workplace inspection completed for the month per contractor	4
KPI for Land and State Access Agreements	
Number of Aboriginal Businesses involved in the Fortescue Agreement for the month	Refer to Contract
Number of Aboriginal employees directly involved in the Fortescue Agreement for the month	Refer to Contract
Number of Local Businesses involved in the Fortescue Agreement for the month (Local Business Definition; Has a permanent office and staff based in the local region)	Refer to Contract