


Minimum Requirements for Contractors

HSES

3rd September 2014
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 Class 1, 2, 5, 7 & 4 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.

Where a requirement or particular section is not applicable, the Contractor shall document justification to reflect this. This may include where the nature of a contractor's scope of works excludes a requirement, or where the contractor works under Fortescue supervision and therefore may be required to operate in accordance with specific Fortescue or TPI processes.

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. Class 1, 2, 5, 7 & 4 Contractors must have

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HSES management systems which are consistent with the Principal's Vision and Values, policies and standards including:

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

Class 7 contractors shall also ensure their systems are consistent with;

- AS/NZS 14001 Environmental Management Systems
- Environmental Management Plans (EMP) and monitoring programs as defined in Fortescue Environmental Management Requirements

Copies of Fortescue's HSES Policy, HSES Management Standards and HSES Specifications for Contractors on Operational sites are available for your information, reference and retention from the Extranet.

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. Contractors shall access BMS via the CITRIX portal.

The subsequent minimum requirements are set out in such a way as to identify which criteria are applicable to the relevant contractor risk class, which are Class 1-7. The Risk Class applied to each contractor is dependent on scope of works including but not limited to; contract length, number of personnel and risk exposures.

MONITORING AND REVIEW

Table 1: Programmes and Schedules

Monitor (Audit) and Review	Frequency	Responsibility
Procedure Review	Annually (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 SCHEDULE

1 HSES POLICY

Requirement	Applicable to
The Contractor shall have a current HSES policy relevant to its operations.	All
HSES Policy shall include items and obligations set out in the Principals HSES Policy, as a minimum	Class 7

2 LEADERSHIP AND ACCOUNTABILITY

Requirement	Applicable to Class
The Contractor shall have a structure in place with sufficient HSES support and resources.	1,2,5 & 7
The Contractor shall specify the minimum amount of time line management shall spend in the field, monitoring, supervising and influencing work activities.	1,2,5 & 7
A documented risk-based assessment shall determine supervisory requirements, taking into account the crew size, the remoteness of work locations and the requirement for staff to work outside ordinary working hours.	1,2,5 & 7 4
The Contractor shall document and communicate responsibilities and accountabilities (including HSES responsibilities and accountabilities) for all personnel and relevant stakeholders	1,2,5 & 7 4
<ul style="list-style-type: none"> Statutory responsibilities for operations; 	7
<ul style="list-style-type: none"> Management of statutory controlled activities (e.g. explosives, controlled waste, abrasive blasting) including associated licensing and registration requirements; and 	7
<ul style="list-style-type: none"> HSES Commitments, 	7
The Contractor shall have a documented reward and recognition program that encourages employee participation in improving HSES performance and rewards outstanding HSES performance.	1,2,5 & 7
The Contractor shall have a documented approach to consequence management.	1,2,5 & 7
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.	1,2,5 & 7 4
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.	7

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3 HSES COMPLIANCE MANAGEMENT

Requirement	Applicable to Class
A HSES Compliance and Commitments Register detailing legal and other requirements shall be maintained, communicated, accessible and complied with by the Contractor.	1,2,5 & 7 4
The Contractor shall ensure that written authorisation from the Principal is obtained prior to any ground disturbance or clearance.	1,2,5
The Contractor shall implement a process to manage site ground disturbance which conforms to HSES Commitment requirements.	7
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.	1,2,5 & 7

4 HSES RISK AND CHANGE MANAGEMENT

Requirement	Applicable to Class
The Contractor shall implement a risk management process in accordance with the Principal's risk management requirements. As a minimum, this will include a personal risk assessment process (e.g. 5 Step), a Job Hazard Analysis process and a higher level, formal team based risk assessment process.	1,2,5 & 7 4
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.	1,2,5 & 7 4
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.	1,2,5 & 7
The Contractor shall either adopt Fortescue Major Hazards program and standards or the Contractor shall, within 6 months of Contract Award implement and maintain a Major Hazards Management Program relevant to its Operations including:	1,2,5 & 7
<ul style="list-style-type: none"> • Process for identification of fatality risks; 	
<ul style="list-style-type: none"> • Process for prioritising risks (ranked); 	
<ul style="list-style-type: none"> • Identification of critical controls; and 	
<ul style="list-style-type: none"> • 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).	1,2,5 & 7 4
The Contractor shall establish a system for identification and reporting hazards and managing corrective actions.	1,2,5 & 7 4
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.	1,2,5 & 7

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The Contractor shall have in place processes to manage fatigue. (Refer to section 29.0 of this document for further detail)	1,2,5 & 7 4
The contractor shall ensure safe work activities are verified in the field as per scheduled inspection rosters	7

5 HSES PLANNING, GOALS AND TARGETS

Requirement	Applicable to Class
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:	1,2,5 & 7 4
<ul style="list-style-type: none"> Contract HSES KPI's defined in the Scope of Work; 	1,2,5 & 7 4
<ul style="list-style-type: none"> Contractor HSES Performance Indicators required by the Principal's Contractor Management System; and 	1,2,5 & 7 4
<ul style="list-style-type: none"> Contractor's HSES performance indicators defined within the Contractor HSES Management system in delivering the Scope of Work. 	1,2,5 & 7 4
A system to record and report progress toward KPIs shall be maintained.	1,2,5 & 7 4

6 HSES TRAINING, AWARENESS, COMPETENCE AND BEHAVIOUR

Requirement	Applicable to Class
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.	1,2,5 & 7 4
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: <ul style="list-style-type: none"> the Principal general induction; site specific induction; and departmental/area inductions 	1,2,5 & 7 4
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.	1,2,5 & 7 4
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.	1,2,5 & 7 4
The Contractor shall ensure the following; <ul style="list-style-type: none"> A process to track expiry dates on staff training and certification is implemented (access to sites may be withdrawn if these dates are exceeded). 	1,2,5 & 7 4
<ul style="list-style-type: none"> A process for mentoring new/inexperienced employees is implemented. 	1,2,5 & 7 4

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<ul style="list-style-type: none"> Positions equivalent to supervisor or above shall hold recognised supervisory competencies. 	1,2,5 & 7
<ul style="list-style-type: none"> A behavioural-based safety program is implemented, as a minimum, this program shall contain in-field interactions or equivalent. 	1,2,5 & 7
<ul style="list-style-type: none"> Personnel appointed to statutory roles are demonstrably trained and competent. 	1,2,5& 7

7 HSES COMMUNICATION, CONSULTATION AND REPORTING

Requirement	Applicable to Class
<p>As a minimum, the Contractor shall conduct the following:</p> <ul style="list-style-type: none"> daily pre-start meetings; weekly toolbox talks; monthly HSES committee meetings with minutes circulated to all employees; and Shift handover communication process. 	1,2,5 & 7
<p>The Contractor shall have processes in place to effectively communicate the following to all employees on a regular basis:</p> <ul style="list-style-type: none"> HSES performance; Incidents, hazards and risks; shared leanings from both internal and external incidents; procedural changes; and HSES obligations. 	1,2,5 & 7
<p>The Contractor shall have a process for the tracking and resolution of health and safety issues and communicate this process to all personnel.</p>	1,2,5 & 7 4
<p>The Contractor shall develop a Stakeholder communication and management plan</p>	7
<p>The Contractor's HSES Representative must liaise with the Principals Representative regarding material HSES issues</p>	7
<p>Language & Literacy</p>	
<p>Safe systems of work rely on all individuals being able to speak the English language readily and be able to read, comprehend and also communicate clearly via radios and telephones in case of an emergency.</p>	1,2,5 & 7 4
<p>Those who do not have a sufficient grasp of English may not be permitted on Fortescue worksites unless:</p> <ul style="list-style-type: none"> ✓ They have written permission of the Senior Site Official, ✓ They are escorted at all times by a person who speaks both languages and who is familiar with the work area, ✓ Other staff and emergency crews in the area are aware of their location at all times. 	1,2,5 & 7 4

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8 DOCUMENTATION, DOCUMENT CONTROL AND RECORDS MANAGEMENT

Requirement	Applicable to Class
The Contractor shall develop, implement and maintain a document control and records management system.	1,2,5 & 7 4
The Contractor shall ensure that the process by which Personnel and Visitors access HSES procedures and other documents is described and communicated to Personnel.	1,2,5 & 7 4
Where applicable, the Principal will make available all reasonable Geographical Information System data required to operate and maintain HSES requirements.	7

9 ASSET MANAGEMENT

Requirement	Applicable to Class
Where applicable, the Contractor shall have a design manual with supporting procedures and specifications to ensure designs comply with Australian and industry accepted standards for safe equipment and structure. For example: minimum standards for buildings in cyclonic regions; Australian Standards for barricading & guarding; minimum standards for stairways & platforms.	1,2,5 & 7
The Contractor shall ensure designs incorporate the Principal's minimum standards for constructability.	1,2,5 & 7
A risk-based Commissioning Plan shall be completed by the Contractor and approved by the Principal prior to commissioning activities being carried out.	1,2,5 & 7
The Contractor shall agree to follow the security procedures for the site as described by the Principal.	1,2,5 & 7 4

10 OPERATIONS AND MAINTENANCE

Requirement	Applicable to Class
The Contractor shall develop operating procedures for equipment in accordance with OEM specifications and ensure HSES risks are mitigated to ALARP.	1,2,5 & 7 4
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.	1,2,5 & 7 4
The Contractor shall ensure that registers for workplace inspections, plant, tools, rigging, hazardous substances and electrical items are available.	1,2,5 & 7 4
The Contractor shall ensure statutory registration and certification requirements for personnel, plant and equipment are identified, maintained and recorded.	1,2,5 & 7 4
The Contractor will support 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.). Class 7 contractors shall develop and implement their own programs.	1,2,5 & 7
The Contractor shall have a dust mitigation procedure where it is identified as a risk.	1,2,5, & 7
The contractor shall develop and implement a risk based security management plan which protects people, assets and information.	7

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The contractor shall define, implement and communicate site HSES rules (e.g. prohibited tools, PPE, training standards, environmental standards and mandatory procedures) for the operation	7
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.	1,2,5 & 7 4
The Contractor shall ensure all mobile equipment is free of soil or vegetative material before entering or departing the Fortescue Operational Area.	1,2,5 & 7 4
Demobilisation	1,2,5 & 7
<ul style="list-style-type: none"> 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. 	

11 CONTRACTORS AND SUPPLIERS

Requirement	Applicable to Class
The Contractor shall have a process in place to ensure any sub-contractors and/or suppliers meet the requirements of the Contractors HSES system.	1,2,5 & 7 4

12 EMERGENCY MANAGEMENT

Requirement	Applicable to Class
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.	1,2,5 4
The contractor shall develop , implement and maintain a Crisis Management Plan covering contingency management of operational catastrophic risks, aligned to the Principals Crisis Management Protocols, and includes as a minimum; Business Continuity, Media Management, Legal Interface and Recovery Methodology.	7
The contractor shall provide emergency response capability including; emergency response teams, emergency equipment and training for team members in handling emergencies consistent with the Agreement	7
The Contractor shall have Emergency Rescue Plans for high risk activities.	1,2,5 & 7 4
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.	1,2,5 & 7 4
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.	1,2,5 & 7 4
The Contractor shall have a hydrocarbon spill response and reporting procedure.	1,2,5 & 7 4
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.	1,2,5 & 7 4

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13 NON CONFORMANCE, INCIDENT MANAGEMENT AND INVESTIGATION

Requirement	Applicable to Class
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.	1,2,5 & 7 4
The contractor shall operate in accordance with the Fortescue procedure for Incident and Event Reporting (100-PR-SA-0011), as amended from time to time. The procedure is available on the Extranet for all contractors and employees, it is the responsibility of the contractor to ensure they have the latest version of the document and train all relevant personnel in the procedure.	All
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.	1,2,5 & 7 4
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.	1,2,5 & 7 4
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.	1,2,5 & 7 4
The Contractor shall report all incidents to the Principal's contract owner as soon as reasonably practicable.	1,2,5 & 7 4
The Contractor shall have an injury management process in place including:	1,2,5 & 7 4
<ul style="list-style-type: none"> • offsite medical referral and support • Injury management and return to work co-ordination. • Confidential records management • Workers compensation management 	1,2,5 & 7 4
<ul style="list-style-type: none"> • Onsite medical response and support 	7
The Principal will undertake all environmental statutory reporting	1,2,5 & 7 4

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14 MONITORING AND MEASUREMENT

Requirement	Applicable to Class
The Contractor shall implement and maintain the environmental monitoring programs defined by the Principals EMP and the Contractors HSES Management Systems.	7
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.	1,2,5 4
The Contractor shall ensure that HSES performance information captured identifies trends, measures progress, assesses compliance and drives continuous improvement.	1,2,5 & 7
The Contractor will formally report against the Contractor HSES Performance Indicators on a monthly basis.	1,2,5 & 7
The Contractor must 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.	1,2,5 & 7
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 deemed fit for work prior to mobilisation.	1,2,5 & 7 4
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.	1,2,5 & 7 4

15 HSES AUDITING

Requirement	Applicable to Class
The Contractor shall develop and implement an audit program at a frequency appropriate to the level of HSES risk and to ensure statutory compliance.	1,2,5 & 7
The Contractor shall ensure that audit findings will be actioned through established corrective action systems.	1,2,5 & 7
The Contractor shall regularly report on the status of close out actions resulting from audits, to the Principal in its KPI data.	1,2,5 & 7

16 MANAGEMENT REVIEW

Requirement	Applicable to Class
The Contractor shall have a process in place to conduct annual management reviews of its HSES management system.	1,2,5 & 7 4
The contractor shall complete a formal annual review of HSES performance which as a minimum includes; <ul style="list-style-type: none"> • Review of operational risk profile • Lessons learned review • Review of stakeholder feedback • HSES incident performance • Compliance to HSES commitments • HSES Audit findings and 	7

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<ul style="list-style-type: none"> KPI performance and trends 	
<p>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</p>	<p>1,2,5 & 7</p>
<p>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.</p>	<p>1,2,5 4</p>

MAJOR HAZARDS MINIMUM REQUIREMENTS

17 GENERAL ELECTRICAL SAFETY

Requirement	Applicable to
Pre-use Inspection on Portable Electrical Equipment	Scope of Works
Portable electrical equipment shall be inspected prior to use to identify defects.	Scope of Works
A system shall be implemented for removing electrical equipment unfit or unsafe for use.	Scope of Works
Portable electrical equipment shall only be used if it has a current test tag on the equipment.	Scope of Works
Electrical Procedures	Scope of Works
Standard work procedures for all high risk electrical work shall be established. High risk includes: <ul style="list-style-type: none"> • 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; • pole top rescue, and • Bridging and overriding. 	Scope of Works
Trained and Competent Electricians	Scope of Works
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.	Scope of Works
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.	Scope of Works
Residual Current Devices (RCD) protection	Scope of Works
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.	Scope of Works
Earth leakage protection devices within the quarry operation shall be tested monthly. All other earth leakage protection devices on site are to be tested quarterly.	Scope of Works
Electrical PPE	Scope of Works
Adequate supplies of electrical PPE are available for use in switch rooms or wherever arc flash hazards exist.	Scope of Works
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.	Scope of Works

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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.	Scope of Works
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18 WORKING AT HEIGHTS

Requirement	Applicable to
Working at Heights Equipment (EWP, Scaffolds, harness etc.)	Scope of Works
All working at heights equipment shall be maintained and used in accordance with the relevant Australian Standards and manufacturer's instructions.	Scope of Works
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.	Scope of Works
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.	Scope of Works
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 (e.g. engineer or High Risk Licence holder for working at heights) prior to commencement of work.	Scope of Works
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.	Scope of Works
Work at Heights Certificate	Scope of Works
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.	Scope of Works
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.	Scope of Works
Fall restraint methods shall be used whenever reasonably practicable, in preference to fall arrest.	Scope of Works
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.	Scope of Works
Personnel shall not undertake work at height using fall injury prevention system controls while working alone.	Scope of Works
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 maintained at all times.	Scope of Works
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.	Scope of Works

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Trained and Competent for Working at Heights (incl. EWP, harness, scaffolders)	Scope of Works
Personnel that carry out working at heights shall hold a current nationally recognised competency for working at heights. This includes standby personnel and spotters.	Scope of Works
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 be in the basket at all times. 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.	Scope of Works
Standby personnel are to be nominated for work conducted at height through the work at heights certificate.	Scope of Works
Drop Zone and Falling Object Protection	Scope of Works
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. Where it's not practical to put barricades in place a spotter shall be used.	Scope of Works
There shall be a system in place to prevent tools and equipment from falling from height (e.g. tool lanyards).	Scope of Works
Maintenance of Working at Heights equipment (EWP, harness, ropes, scaffold)	Scope of Works
There shall be a system for ensuring the integrity and inspection of all elevating work platforms and man-lifts.	Scope of Works
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.	Scope of Works
There shall be a system of testing and tagging fall injury prevention systems to ensure it is maintained and fit for use.	Scope of Works
When assembling or dismantling scaffold, personnel must be connected to an approved anchor point that is independent of the scaffold bay being assembled/dismantled. Suitable anchorage may be provided via static lines or an adjacent permanent structure.	Scope of Works
Overhead Protection & Falling Objects	Scope of Works
Where personnel are required to access areas where personnel are working in the immediate vicinity overhead, the contractor shall provide overhead protection, generally constructed of light duty scaffold.	Scope of Works
Control measures shall be in place to prevent objects from falling and causing injury or damage. Such controls may be, but are not limited to: <ul style="list-style-type: none"> • Containment sheeting, • Toe boards, • Tool Lanyards, • Lift boxes, • Loads secured to cranes and hoists, • Catch platforms, • Gantries. 	Scope of Works

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19 ISOLATION & TAGGING

Requirement	Applicable to
<p>Isolation equipment – locks and tags</p> <p>All Isolation and Tagging activities shall implement and comply with (100-PR-SA-1028) as amended from time to time and available on the Extranet for all personnel and contractors. 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.</p> <p>There shall be a system established to provide locks and tags to carry out isolation activities for individuals (locks uniquely keyed) and groups.</p> <p>Designated isolation points shall be clearly labelled at all times to identify the circuit or system over which they have direct control.</p> <p>Personal locks and tags may only be removed by the person to whom they belong; unless otherwise authorised by the Senior Site Official, following a documented process defined to control the removal of personal locks.</p> <p>Isolation and Control of Energy Process</p> <p>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.</p> <p>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.</p> <p>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 manufactures requirements.</p> <p>Hazardous energy sources will be positively isolated and energy dissipated or controlled (stored, gravitational etc.) before work commences.</p> <p>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.</p> <p>If plant and equipment needs to be worked on however cannot be "isolated" where an exceptional circumstance occurs the task/plant must have suitable safety controls that allow safe controlled movement. A written JHA must be developed, followed and approved by the Area Manager.</p> <p>Trained and competent personnel in isolation process</p> <p>All isolations of energy shall be performed by persons trained and deemed competent to the level of isolation being performed.</p> <p>All persons involved in lock out process shall be deemed competent to lock onto the isolation.</p> <p>The person conducting or in control of the isolation is responsible for ensuring correct isolation according to the procedure.</p> <p>Pressure relief valve on cylinders</p> <p>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.</p>	<p>All</p>

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20 CONFINED SPACE ENTRY

Requirement	Applicable to
Confined Space Signage	Scope of Works
Confined spaces shall be identified and signs erected at the entry points denoting authorised entry only in accordance with AS 1319 Safety signs for the occupational environment.	Scope of Works
Confined Space Entry Certificate	Scope of Works
Entry to a confined space shall only be allowed after an authorised Confined Space Entry Certificate has been issued by an authorised person.	Scope of Works
<p>There shall be a documented Confined Space Entry process that includes:</p> <ul style="list-style-type: none"> • 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. 	Scope of Works
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.	Scope of Works
Trained and Competent Confined Space Person	Scope of Works
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.	Scope of Works
The standby person will have no other duties and is to be continuously positioned outside the confined space entry point at all times while personnel are within the space.	Scope of Works
Confined Space Air Quality Monitoring	Scope of Works
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.	Scope of Works
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.	Scope of Works

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21 MOBILE PLANT AND EQUIPMENT (VEHICLES AND DRIVING)

Requirement	Applicable to
All mobile plant & 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.	Vehicle Specific
Note: Roll Over Protection System (ROPS) shall comply with the Department of Infrastructure and Transport's Vehicle Standard Bulletin (VSB) 14. Contractor (or other) vehicles need to provide a certificate of authentication for the ROPS devices in their vehicles	Vehicle Specific
<p>All Road Going vehicles shall have the following minimum features:</p> <ul style="list-style-type: none"> • Standard First Aid Kit • Air conditioning • 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. 	Vehicle Specific
<p>Light Vehicles shall have the following minimum safety features:</p> <ul style="list-style-type: none"> • 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); • Battery isolation system, lockable • Signage providing positive identification and company logo. The signage may be a sticker, painted or of magnetic type and shall display a unique equipment identification number which is visible at all times. The equipment identification number shall be displayed on both sides, the rear and front of the vehicle and needs to be visible at a distance of 50mtr(subject to vehicle design limitations) (for mine site entry vehicles only) • 50mm Reflective taping down both sides and across the rear of the vehicle • Amber flashing beacon either revolving or strobe style. All flashing lights are required to be visible from all directions • High mount tail and indicator lights mounted on the roof of vehicle (for mine site entry vehicles only) • Heavy duty bull bar (air bag compliant) must comply with AS 4876.1-2002 Motor Vehicle Frontal Protection • Tow bar (Permanently display the manufacturers name or trademark, make and model on the compliance plate fitted to the vehicle or the appropriate manufacturer part number. The towing capacity shall be in kilograms and in numerals) • Seatbelts for all occupants. 	Vehicle Specific

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<p>Surface Mobile equipment shall have the following minimum safety features:</p> <ul style="list-style-type: none"> • 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; and • 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) • Seatbelts for all occupants. 	Vehicle Specific
<p>Rail mounted equipment shall have the following minimum features;</p> <ul style="list-style-type: none"> • 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 • Rail wheel independent suspension providing vehicle lift not exceeding 50mm • Front and rear road wheel contact • Inductive out of position sensors • In cab raise lower function c/w indicator lights • Emergency off tracking manual hand pump • Horn activated vigilance system with one minute timer • Front rail wheels to be sandwich type • Rear rail wheels to be solid type • An engineered roll over protection system with protective padding fitted unless they already meet ANCAP 5 safety rating • Full rear door (signal and communications vehicles) • Door alarm • Fixed ladder for access and egress , Fixed ladder to rear left hand side • Reflective tape 75mm to tray and cab (not rear of vehicle) • LED interior light and tail light with reverse • 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 Specific

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<p>Trucks and Buses shall have the following minimum features;</p> <ul style="list-style-type: none"> • Adequate access and egress steps and grab handles to allow three (3) points of contact to be maintained • Two way radio (compatible with the site radio system) • A quick release whip mast with high visibility flag and LED light, at least 3.6 meters above the ground level (for mine site entry vehicles only) • Reverse alarm • Additional fire extinguishers or fire suppression system to be considered and maybe required based on risk assessment for products being carried on trucks i.e. service trucks. • Battery isolation system, lockable • Adequate work lighting suitable for the task being carried out by vehicle • Signage providing positive identification and company logo. The signage may be a sticker, painted or of magnetic type and shall display a unique equipment identification number which is visible at all times. The equipment identification number shall be displayed on both sides, the rear and front of the vehicle and needs to be visible at a distance of 50mtr 	Vehicle Specific
<p>All Emergency Vehicles shall have the following minimum features;</p> <ul style="list-style-type: none"> • Red, blue and amber flashing lights (on separate activation) • Ambulance shall have audible sirens • Ambulance shall have restraints that comply with AS 4535 	Vehicle Specific
<p>All road vehicles carrying explosives shall have the following minimum features;</p> <ul style="list-style-type: none"> • Be marked at the front and the rear with reflective class placard or placards and subsidiary risk placard or placards (if any) appropriate to the explosives on board; and • Be marked at the front and rear and on both sides, with a reflective placard displaying the word 'EXPLOSIVES' in red, upper case, not less than 150mm high on a white background. • Carry transport documentation in accordance with Section 8.2.8. Australian Code for the Transport of Explosives by Road and Rail (Third Edition) 2009 • Be sufficient to qualify in a Risk Category of 2 or 3 • Be less than 1000kg or 20000 items (for detonators) 	Vehicle Specific
<p>For additional information refer to the Australian Code for the Transport of Explosives by Road and Rail</p>	Vehicle Specific
<p>Vehicle Prestart Inspections</p>	Vehicle Specific
<p>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.</p>	All Vehicles
<p>There shall be a system in place to report defects of the vehicle to determine if the vehicle is safe for use.</p>	All Vehicles
<p>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.</p>	All Vehicles
<p>There shall be a system to capture reported defects and shall include a process to ensure defects are rectified.</p>	All Vehicles

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TRAINED AND COMPETENT TYRE FITTER	Scope of Work
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.	Scope of Work
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).	Scope of Work
There shall be documented processes (SWI, Procedures) for tyre handling and inflation activities and personnel shall be trained and deemed competent in these processes.	Scope of Work
Tyre safety device for inflation	Scope of Work
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.	Scope of Work
The approved tyre safety device shall be rated for the size of the tyre and shall not be exceeded.	Scope of Work
Only approved safety restraint devices shall be used for initial tyre inflation (e.g. not lifting slings, or recovery ropes).	Scope of Work
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.	Scope of Work
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.	Scope of Work
Where 25 inch or greater rim requires inflation additional control measures to position of tyre handler shall be applied including but not limited to: exclusion zones, blast walls and safe positioning of personnel in the vicinity.	Scope of Work
Scheduled inspections and maintenance of vehicles	All Vehicles
There shall be an inspection and maintenance schedule in place for all vehicles on site.	All Vehicles
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.	All Vehicles
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.	All Vehicles
NOTE: The minimum required safety features in all vehicles shall be maintained and operational.	All Vehicles
A new type of vehicle to be brought on site or a non-compliant vehicle shall be subject to a risk assessment to ensure vehicle is fit for purpose.	All Vehicles
All vehicles shall undergo a compliance inspection prior to initial operation and subsequent 12 month ongoing inspection.	All Vehicles
Journey Management	Task Specific
Trips in remote locations shall be covered by a Journey Management Plan (100-FR-EM-0048). The person travelling will submit a Journey Management Plan to a nominated contact location for authorisation;	Task Specific

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<p>The person travelling shall:</p> <ul style="list-style-type: none"> • Carry out vehicle inspection. • Set vehicle trip meter to zero. • Communicate with the contact location and confirm for updated road and weather conditions. • Comply with all special instruction on the JMP. • Maintain communications as per JMP. • Not deviate from nominated route of travel. • Drive the vehicle in accordance with the Vehicles and Driving Procedure. • If trip is going to extend past nominated time, inform contact location of new proposed arrival time. • On arrival at site the traveller must immediately communicate with the contact location and inform them that they have arrived safely. 	Task Specific
Loading and Unloading of Materials	Scope of Work
<p>Unless the driver holds a current site induction pass and the vehicle has a valid site access pass, the driver shall park the vehicle in the designated staging area and proceed to the security checkpoint.</p>	Scope of Work
<p>Before entering the site the driver must be appropriately dressed in the required PPE.</p>	Scope of Work
<p>The Contractor shall escort the driver whilst on site at all times, and should make arrangements for an induction to be completed upon arrival at the unloading area.</p>	Scope of Work
<p>Passengers (other than a bona fide driver's mate), children or animals will not be permitted onto the site under any circumstances.</p>	Scope of Work
<p>In the event that the person assessing the load has concerns that it cannot be completed safely due to the manner in which the load has been placed, the nature or content of the load or, if the load has slipped in transit and the risk cannot be controlled or eliminated then:</p>	Scope of Work
<ul style="list-style-type: none"> • The load restraints shall not be removed; • The vehicle shall be parked up in a safe area; and • The Contractor shall be informed and requested to take appropriate action to have the vehicle removed from site and/or the load made safe. 	Scope of Work
<p>Specialised vehicles include those designed to carry and unload bulk materials, dangerous goods, bulk chemicals, cement, waste or liquids shall be unloaded by the driver specifically trained for that task while remaining under the general supervision of the appropriate site personnel.</p>	Scope of Work

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22 MANAGEMENT OF TRAFFIC

Requirement	Applicable to
<p>Road Design Standards</p> <p>All roads shall be built to a standard as defined by a qualified and experienced Engineer and approved by the Senior Site Official.</p> <p>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.</p> <p>Overhead Power Lines shall be signed and labelled and height indicators shall be in place.</p> <p>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.</p>	Scope of Works
<p>Traffic Management Plan</p> <p>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.</p>	Scope of Works
<p>Traffic Rules detailing the requirements to be followed by pedestrians and drivers shall be implemented across all operations.</p> <p>Speed limits and traffic rules are mandatory and at a minimum shall include:</p> <ul style="list-style-type: none"> • 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. 	All
<p>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).</p>	Scope of Works
<p>Trained and Competent Operator</p> <p>No person may operate a vehicle unless they are authorised, competent and licensed to do so.</p> <p>All persons required to operate a vehicle on site shall hold a valid driver's licence or certificate of competency and be aware of and comply with relevant rules and regulations.</p> <p>Traffic rules shall be communicated as part of the site specific training requirements.</p> <p>A person required to tow equipment shall be trained and deemed competent in the equipment used for towing.</p>	All

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<p>Driver Permit system</p> <p>A system shall be in place that limits the number of people that drive in an open pit.</p> <p>A permit to drive will be issued to personnel required to drive in an open pit once they have been deemed competent for the level of access permitted.</p> <p>Where a driver permit is not issued then an escort shall be provided (e.g. delivery drivers).</p>	All
<p>Positive Radio Communication tools and protocols</p> <p>A system shall be in place that provides a positive radio communication system which shall include hardware and maintenance.</p> <p>There shall be a documented process on what positive radio communication protocols consist of.</p> <p>Training shall be provided to personnel on the positive radio communication protocols are and the hardware that is to be used.</p>	All

23 CRANES AND LIFTING EQUIPMENT

Requirement	Applicable to
Rated and Certified Lifting components	Scope of Work
The 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.	Scope of Work
All lifting equipment shall be identifiable with a unique identity code or number (excluding shackles).	Scope of Work
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.	Scope of Work
<p>All rigging connections and lifting equipment are to be inspected prior to use.</p> <p>Lifting equipment shall not be operated with an inoperable or defective safety device.</p>	Scope of Work
Rated and Certified Cranes	Scope of Work
<p>Overhead travelling cranes shall be fitted with audible travel alarms.</p> <p>All cranes shall include audible and visual alarms.</p>	Scope of Work
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.	Scope of Work
Inspection 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.	Scope of Work
All cranes shall be subject to a documented pre-operation inspection and annual inspections to ensure safety devices and load indicators are functioning.	Scope of Work
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.	Scope of Work
Load cells and tilt/level indicators	Scope of Work

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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.	Scope of Work
All cranes shall be fitted with a load cell with the weight of the load displayed in the visual range of the operator.	Scope of Work
All mobile cranes shall have a tilt (pick and carry) or level (slewing) indicator displayed in the visual range of the operator.	Scope of Work
A system exists that ensures load (tilt/level) indicators and load cells are maintained, correctly calibrated and operates within OEM requirements.	Scope of Work
Lift Plan	Scope of Work
Lift Plans are required for all Critical and Non Standard Lifts. There shall be a documented process for lift plans that specifies the minimum competencies of persons who develop and approve lift plans.	Scope of Work
The lift plan shall include: <ul style="list-style-type: none"> • 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. 	Scope of Work
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.	Scope of Work
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.	Scope of Work
The operator shall not leave the crane controls while a load is suspended.	Scope of Work
Trained and Competent Dogman / Rigger	Scope of Work
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.	Scope of Work
Trained and Competent Crane Operators	Scope of Work
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.	Scope of Work
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.	Scope of Work
Crane Exclusion Zones	Scope of Work
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.	Scope of Work

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

24 ELEVATED WORK PLATFORMS

Requirement	Applicable to
Elevated Work Platforms (EWP's) may be used on site at the discretion of the Senior Site Official.	Scope of Work
EWP's are to be registered with the State Mining Engineer as classified equipment and shall not be used for the purposes of transporting items.	Scope of Work
Operators of EWP's shall hold an appropriate certificate of competency.	Scope of Work
A JHA shall be conducted if a Safe Work Instruction is not available and a 5 step must be completed before any EWP work commences to take into account local hazards or conditions;	Scope of Work
Daily check sheets are to be completed for each EWP to ensure it is in operational condition and a log book record kept.	Scope of Work
A person must be designated to control the work platform, scissor lift or man-lift ('the basket'), this person must be trained and competent to do so and qualified as required under local regulations.	Scope of Work
Every person in the basket (except scissor lifts) must be secured at all times with proper Fall Protection equipment.	Scope of Work
A person who is not the primary operator of the basket must be competent to operate the basket in an emergency and to lower the basket to the ground or engage the emergency stop when required.	Scope of Work
A spotter is to be used where a risk assessment determines it as a suitable control to prevent contact with staff, infrastructure, power lines or other machinery.	Scope of Work

25 SCAFFOLDING

Requirement	Applicable to
Where scaffolding is used, it shall be designed, constructed/ erected, modified and maintained by a competent person who is a holder of a National or State Certificate to carry our Scaffolding work. There shall be a documented and established procedure for;	Scope of Work
<ul style="list-style-type: none"> erection, use and dismantling the scaffold. 	Scope of Work
<ul style="list-style-type: none"> Routine inspect and tagging of scaffolding by a licenced scaffolder 	Scope of Work
<ul style="list-style-type: none"> where higher than 4 metres, inspection every 30 days and every time it is altered /moved by a licenced scaffolder. 	Scope of Work
All details relating to inspections and maintenance are held onsite until the scaffold has been completely dismantled.	Scope of Work

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Personnel undertaking scaffolding shall be trained and assessed as competent.	Scope of Work
A JHA/ risk assessment shall be completed prior to commencing the erection / dismantling of scaffolding.	Scope of Work
All Scaffolding shall have; <ul style="list-style-type: none"> • a positive indicator that notifies it is ready and safe for use • Toeboards • Midrails and handrails erected according to the manufactures specifications and Australian Standards for all work platforms • Internal ladders for access/egress • Hatches in the work platform to cover ladder access • Design registration certificates • Tie ins where 4m or higher 	Scope of Work
Mobile Scaffolds	Scope of Work
On its acceptance as a working platform, a mobile scaffold must be used only on a hard level surface from which it must not be moved.	Scope of Work
A mobile scaffold must not be located any closer to power lines than the minimum required distance for a static (i.e. non-mobile) scaffold.	Scope of Work
A mobile scaffold should not be relocated by any means other than manpower, unless it has been specifically designed by a competent person	Scope of Work
A mobile scaffold shall not be moved until all persons have climbed down and all loose materials secured.	Scope of Work
All wheels on a mobile scaffold shall be locked before any person uses it as a work platform.	Scope of Work
Mobile scaffolds shall not be erected or used over stairs, ramps or walkways.	Scope of Work
Mobile scaffolds should be left with all wheels locked or chocked against any possible movement. Where necessary, portable barriers and lights should be placed around the scaffold.	Scope of Work
The height of a mobile scaffold shall not exceed three times the least base dimension	Scope of Work

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26 BARRICADING AND MACHINERY GUARDING (PHYSICAL SEPARATION)

Requirement	Applicable to
Guarding on rotating or moving equipment	Scope of Work
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.	Scope of Work
Equipment shall be designed so that monitoring and inspection requirements are able to be conducted outside the safeguards and barricades.	Scope of Work
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.	Scope of Work
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).	Scope of Work
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.	Scope of Work
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.	Scope of Work
Modifications and repairs shall be designed and authorised and shall meet the relevant Fortescue Guarding Standard and Australian Standards.	Scope of Work
Overhead protection guarding	Scope of Work
Where there is a risk of product to fall onto personnel, guarding shall be installed.	Scope of Work
The type and location of the guarding shall be determined by a risk assessment. The risk assessment shall include consideration of known dropped object zones such as under conveyors.	Scope of Work
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.	Scope of Work
There shall be a process in place to inspect, clean and maintain the overhead protection.	Scope of Work
Barricading and exclusion zones of work areas (incl. signage & cones)	Scope of Work
<p>A risk assessment shall be used to:</p> <ul style="list-style-type: none"> • 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. 	Scope of Work
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.).	Scope of Work
Where a barricade or exclusion has been determined signage shall be in place to inform personnel of the hazard and/or restricted area.	Scope of Work

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There shall be a documented timeframe on any temporary safeguards or barricading that requires this to be made permanent, but not longer than six months.	Scope of Work
Start-up alarms	Scope of Work
Alarms visual and audible are installed on remotely operated equipment so that personnel are warned prior to start-up.	Scope of Work
Whip checks / hose restraint device	Scope of Work
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.	Scope of Work
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.	Scope of Work
Emergency stops and pull wires	Scope of Work
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.	Scope of Work
Emergency stops and or pull wires shall be located in the vicinity and vision of the operator and shall be clearly identified and labelled.	Scope of Work

27 RAIL CONTROL (RAIL CONTRACTORS ONLY)

Requirement	Applicable to
Audible and visual warning systems	Scope of Work
All Locomotives shall be fitted with an audible warning system.	Scope of Work
All maintenance facilities shall be fitted with audible and visual warning systems.	Scope of Work
Any track movement within the yard or maintenance facilities requires audible and visual warning systems to be operated.	Scope of Work
A scheduled inspection process shall be established and maintained to ensure audible and visual warning systems are working without defects.	Scope of Work
Level Crossing Controls (boom gates, flashing lights and bells)	Scope of Work
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.	Scope of Work
Preference in design of crossings for double tracks shall be to install complete active level crossings – boom gates, flashing lights, bells and signs.	Scope of Work
Installation of boom gates, flashing lights, signs and bells shall be installed to meet AS 1742 Manual of uniform traffic control devices Set.	Scope of Work
A documented weekly inspection and maintenance process for active level crossing controls (boom gates, timings, bells, lights) shall be conducted.	Scope of Work
Trained and Competent Rail Personnel	Scope of Work

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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.	Scope of Work
Train Controllers shall be trained and deemed competent in the control systems and equipment to maintain an operational network.	Scope of Work
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.	Scope of Work
Personnel that are required to conduct Shunting activities shall be trained and deemed competent in the Shunting procedures.	Scope of Work
Personnel that are required to conduct Ballast Wagon Operations shall be trained and deemed competent in Ballast Wagon Operating procedures.	Scope of Work
Correctly set turnouts, derailleurs or catch points	Scope of Work
Before operating a railway vehicle the driver must ascertain that any turnout, derailer or catch point, is set correctly for the movement.	Scope of Work
Proceed Authority	Scope of Work
Proceed authorities shall be obtained from Train Control, authorised and made complete prior to any movement on the track.	Scope of Work
Proceed authorities shall not be overrun.	Scope of Work
When working with a Proceed Authority radio communication shall be maintained between the Rail Mounted Equipment operator and ground workers.	Scope of Work
Track Access Authority (TAA)	Scope of Work
A TAA shall be obtained from Train Control prior to work groups commencing work on track.	Scope of Work
When a TAA is issued the identified level of protection shall be placed by the work group Supervisor i.e. ATWD.	Scope of Work
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.	Scope of Work
A competent person shall be appointed to coordinate and authorise all rail movements and safe working activities with the construction zone (Construction Liaison Officer).	Scope of Work
TAA shall be documented and records shall be held with Train Control.	Scope of Work
Lookouts	Scope of Work
Where the work is not protected by a Track Access Authority (TAA), 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.	Scope of Work
Designated Lookout personnel shall not conduct any other works.	Scope of Work
Lookout personnel shall be trained and deemed competent in the procedures for being a Lookout.	Scope of Work
Lookouts shall be easily identifiable as different to the work group personnel.	Scope of Work

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Vigilance System	Scope of Work
Rail Mounted Equipment (Trains, Hi-Rail LV's, Tampers, and Regulators) must be fitted with a vigilance system.	Scope of Work
A vigilance system shall not exceed 45 seconds between acknowledgements.	Scope of Work
A system shall be in place to respond when a vigilance system warning has been exceeded.	Scope of Work
Scheduled testing and maintenance of vigilance systems shall be conducted.	Scope of Work

28 MARINE RELATED ACTIVITIES (PORT CONTRACTORS ONLY)

Requirement	Applicable to
Anti-collision system	Scope of Work
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).	Scope of Work
A system exists that ensures ACS fitted to RMBM is functioning prior to and during operations.	Scope of Work
A system exists that ensures that if ACS is bypassed, alternate control measures are implemented (e.g. spotter).	Scope of Work
Anemometer Warning System	Scope of Work
All Rail Mounted Balance Machines are fitted with an operational anemometer warning system that alerts the operator to potentially dangerous wind speeds.	Scope of Work
A system exists that anemometers are maintained and correctly calibrated and operates within OEM requirements.	Scope of Work
100% Tie-Off when working at height (over water unprotected edge)	Scope of Work
<ul style="list-style-type: none"> 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 must be provided. Preference shall be to use Fall Restraint over Fall Arrest equipment. 	Scope of Work
Marine workers shall use a combination of the following equipment, as determined by risk assessment when undertaking any marine activities:	Scope of Work
<ul style="list-style-type: none"> Fall injury prevention equipment; 	Scope of Work
<ul style="list-style-type: none"> Barricades; 	Scope of Work
<ul style="list-style-type: none"> Scaffolds; 	Scope of Work
<ul style="list-style-type: none"> PFD (Personal Flotation Devices) with Mobilarm (EPIRB); 	Scope of Work
<ul style="list-style-type: none"> Buoys; 	Scope of Work
<ul style="list-style-type: none"> Life Lines. 	Scope of Work

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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.	Scope of Work
When working on or over water using mobile equipment (e.g. EWP, scissor lift) or scaffold fall protection equipment shall be used, unless stated and approved otherwise through a formal risk assessment (JHA or TBRA) process.	Scope of Work
Trained and Competent Shiploader Operator	Scope of Work
Personnel carrying out a Shiploading operation shall be trained and deemed capable of all activities required to operate a shiploader through formal theory and practical assessments.	Scope of Work
Training of Shiploader Operators shall include the hazards associated with the task and the controls required to manage these hazards (e.g. tides, ships, wind speeds, other shiploaders etc.).	Scope of Work
Shiploader Operators shall be trained in how to conduct a pre-start inspection of the Shiploader.	Scope of Work
Trained and Competent Mooring Crew	Scope of Work
Personnel carrying out mooring Activities shall be trained and deemed competent of all activities required to conduct mooring activities through theory and practical assessments.	Scope of Work
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.).	Scope of Work
Personnel performing mooring activities shall wear a Personal Flotation Device at all times during mooring activities.	Scope of Work

HSES MINIMUM STANDARDS

29 FATIGUE MANAGEMENT

Requirement	Applicable to
<p>Documented and established procedures for managing fatigue requirements that are in line with the Working Hours Code of Practice (WA) including;</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	<p>1,2,5 & 7 4</p>

30 HOUSEKEEPING

Requirement	Applicable to
<p>A systematic housekeeping program (equivalent to 5S) shall be implemented to eliminate hazards and potential incidents occurring from substandard housekeeping practices including;</p> <ul style="list-style-type: none"> • 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. • 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. 	<p>1,2,5 & 7 4</p>

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31 WASTE MANAGEMENT

Requirement	Applicable to
The Contractor is responsible for managing all solid and liquid wastes in their area.	1,2,5 & 7 4
Greenhouse Emissions data collection, reporting and reduction management	1,2,5 & 7 4
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.	1,2,5 & 7 4
Waste materials shall be segregated into oily waste, putrescible waste, recyclable waste, and general waste and disposed as directed by Fortescue.	1,2,5 & 7 4
Hazardous wastes will be directed to a licensed facility located offsite.	1,2,5 & 7 4
The Contractor shall avoid petroleum-based solvents where possible and bio-degradable cleaning products used instead.	1,2,5 & 7 4
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.	1,2,5 & 7 4
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.	1,2,5 & 7 4

32 HAZARDOUS MATERIALS & DANGEROUS GOODS

Requirement	Applicable to
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.	Scope of Work
A register of hazardous materials and Dangerous Goods shall be maintained (including quantities and storage locations) and shall be provided to Fortescue if required.	Scope of Work
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.	Scope of Work
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.	Scope of Work
Explosives Management	Scope of Work
Comply with all regulatory requirements with respect to transporting, storage, handling and use of explosives, where applicable.	Scope of Work
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.	Scope of Work
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.	Scope of Work
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.	Scope of Work

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

33 PERMIT TO WORK

Requirement	Applicable to
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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	Scope of Work
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	Scope of Work
Each permit issued shall; <ul style="list-style-type: none"> 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 	Scope of Work
Working Alone	Scope of Work
Contractor personnel are not permitted to work alone without the approval of a Fortescue Manager.	Scope of Work

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

34 HOT WORK

Requirement	Applicable to
<p>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:</p> <ul style="list-style-type: none"> • 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. 	Scope of Work
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.	Scope of Work
Appropriate firefighting equipment and personnel trained in the use of the equipment are available at the scene.	Scope of Work
Welding	Scope of Work
Welding shall only be undertaken by qualified and experienced personnel and a hot work permit shall be obtained prior to commencement of work.	Scope of Work
Welding gloves shall be sound, dry and used on both hands while welding and changing electrodes. Welders should wear appropriate dry fireproof clothing that covers the legs and arms and footwear should be rubber soled and not have bare steel toecaps.	Scope of Work
Leads and equipment shall be inspected for damage. Damaged equipment and leads shall be removed from service for repair or discard.	Scope of Work
Any transformer or inverter type welding machine will be fitted with a Voltage Reduction Device (VRD).	Scope of Work
All other types of welding machines will be fitted with an in line isolator or a "dead man" type switch.	Scope of Work

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35 HIGH VOLTAGE SWITCHING

Requirement	Applicable to
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.	Scope of Work
High voltage switching shall be carried out only by an approved High Voltage Operator and a high voltage access permit shall be issued.	Scope of Work
Approved protective clothing and equipment shall be used to carry out switching and when proving cables and equipment are dead.	Scope of Work

36 EXCAVATIONS & PENETRATIONS

Requirement	Applicable to
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.	
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	Scope of Work
Personnel undertaking Excavation and Penetration shall; <ul style="list-style-type: none"> • 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. 	Scope of Work

37 CLASSIFIED PLANT

Requirement	Applicable to
The Mines Safety and Inspection Regulations 1995 require all classified plant at a mine site to be registered before being used. This requirement applies to plant listed in regulation 6.34(5).	Classified Plant
The regulations require that classified plant is designed to the appropriate Australian Standard: Classified plant can include: <ul style="list-style-type: none"> • Boilers (AS 1228) • Pressure Vessels (AS 1210) • Cranes or Hoists (AS 1418) • Lifts (AS 1735) 	Classified Plant
A register of classified plant will be provided to the Fortescue representative on request (to include registration numbers).	Classified Plant

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38 HAZARDOUS, RESTRICTED AND PROHIBITED EQUIPMENT

Requirement	Applicable to
<p>Explosive Power Tools</p> <p>Written permission is required from the Senior Site Official prior to bringing explosive-power tools onto any Fortescue site.</p> <p>No persons will use an explosive-powered tool until they have been trained to use and maintain the tool and are deemed to be competent to operate the tool.</p> <p>Explosive-powered tools must not be used near other persons unless adequate safety precautions are taken.</p> <p>Warning notices must be posted when an explosive-powered tool is being used.</p> <p>An explosive-powered tool is not to be used in situations where flammable or explosive gas, liquid or dust is present.</p> <p>Only cartridges suited to both the explosive-powered tool and the work to be performed are to be used.</p> <p>Explosive-powered tool will be stored unloaded in a safe place inaccessible to unauthorised persons. Cartridges must be stored in locked metal containers.</p>	Scope of Work
<p>Compressed Air Tools</p> <p>Compressed air supplies shall be checked to ensure correct pressure and air quality for the tools being used.</p> <p>Permanent supply systems shall be labelled and fitted with suitable fittings to minimise the risk of inadvertent connection of Compressed Air Tools to incompatible services.</p>	Scope of Work
<p>Firearms</p> <p>No person shall bring onto site (including camps), any firearm or weapon that has not been approved by Fortescues and licenced under the Principal's licencing and registration requirements.</p>	All Contractors

SITE SPECIFIC CRITICAL CONTROLS

Refer to relevant procedure (basics included in this document and the audit tool)	Site Applicable				
	Port	Rail	CB	CC	Projects
Critical Control Name					
Blast Exclusion Zone			•	•	•
Blast Management Plan			•	•	•
Cyclone Management Procedure	•	•	•	•	•
Drive-Through Interlock	•				
Fire Suppression System	•			•	
Hot Work Certificate and Training	•	•	•	•	•
Inspection of Workshop Hoists		•	•	•	
Interlocks – Robotic Lab Equipment	•				
Lightning Detection and Alerts	•	•	•	•	
Lightning strike of SME/LV Process				•	
Mine Design Operations Work Area Inspection			•	•	
Preventative Maintenance and Inspection of Fixed Plant	•	•	•	•	
Rated and Certified vehicle support stands			•	•	

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APPENDIX A - 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

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APPENDIX B - FORTESCUE EXTRANET AND BMS ACCESS

Contractor Access to Extranet can be requested through the Contract Administrator or HS Specialist that is your point of contact for your tender evaluation.

When your request has been processed you will receive login details from the Fortescue IT Service Desk email. Please note that if you are given a user name and password, the pass word will expire every 3 months and you will need to request your password be reset/extended by contacting your Contract Owner, Category Specialist or Fortescue HS Team.

The Extranet will give you access to all Fortescue documents which contractors have permission to view or use, it is the contractors responsibility to ensure they are referencing/using the latest version of the document. The Extranet includes a BMS Library which houses all the work instructions / guides for using BMS.

BMS access can only be processed once the contract award has been approved and personnel have mobilised to site. BMS access must be approved by the Contract Owner, the access request can be submitted by word form completed by the contractor, via the IT self-service desk completed by a Fortescue employee or by the online form accessible to contractors via the Extranet.

Extranet Home Page;

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Libraries

- HSES Requirements for Contractors
- HSES Operational Documents
- Mobilising People to Site
- Miscellaneous Documents
- Environmental Management Plans
- BMS Library
- Monthly Safety Topics

Lists

- Site Alerts and Notices

Welcome to the HSES Site

Welcome to the Fortescue Extranet Page for Health, Safety, Environment and Security (HSES). On this page you will find Fortescue HSES documents, training materials, information on how to mobilise to a Fortescue Operational Site and useful HSES contacts.

Getting Started

You may wish to familiarise yourself with the following documents:

- [HSES Procedure for Contractor Management](#). This will provide all the information regarding the procedure for managing the HSES requirements of Contractors on a Fortescue Operational site.
- [Minimum requirements for Contractors on an Operational site](#). This will provide you with all the HSES information and requirements including Mandatory Procedures for working on a Fortescue

BMS Library on the Extranet;

Site Actions

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Libraries

- HSES Requirements for Contractors
- HSES Operational Documents
- Mobilising People to Site
- Miscellaneous Documents
- Environmental Management Plans
- BMS Library**

Type	Name	Title
Folder	Access to BMS	Access to BMS
Document	100-CT-SA-0008	BMS Frequently Asked Questions
Document	100-GU-TR-0001	BMS Action Management - Recording an Action - QRG
Document	100-GU-TR-0002	BMS Action Management - Completing an Action Reassignment - QRG
Document	100-GU-TR-0003	BMS Action Management - Recording Action Progress - QRG
Document	100-GU-TR-0004	BMS Action Management - Completing an Action - QRG
Document	100-GU-TR-0015	BMS Hazard Analysis - Recording a Hazard - QRG
Document	100-GU-TR-0016	BMS Hazard Analysis - Recording the Hazard Details - QRG
Document	100-GU-TR-0017	BMS Hazard Analysis - Completing the Hazard Owner Review - QRG

BMS Home Page;

Operational Procedures on the Extranet;

Type	Name	Revision	Title	PIMS Document ID	Author	Generated
Folder	Alcohol and Other Drugs					
Folder	Asbestos		Asbestos			
Folder	Barricades		Barricades			
Folder	Change Management		Change Management			
Folder	Communications		Communications			
Folder	Confined Space					
Folder	Cranes		Cranes			
Folder	Cyclones		Cyclones			
Folder	Electrical Operations		Electrical Operations			
Folder	Emergency		Emergency			

APPENDIX C - FORTESCUE PROCEDURES LIST

The following list of documents is for reference / guidance only, it is not necessarily an exhaustive list of all documents relevant to contractors and the document numbers may change prior to the next review of this document. Fortescue's expectation of Contractors is that they operate a HSES Management System that meets or exceeds Fortescue's Minimum Requirements for Contractors (this document).

If a contractor chooses to use Fortescue's systems, procedures and related documents, it is the responsibility of the Contractor to ensure said documents are appropriate for their activities and adequately cover any situational differences at the site/task level.

The following documents are available to all contractors through the Extranet, it is the responsibility of the Contractor to ensure they obtain the latest version of the documents by accessing them on the Extranet, if your extranet access expires, it is your responsibility to request a password extension by contacting your Contract Owner or site Fortescue HSES representative.

Alcohol and Other Drugs	
100-PR-SA-0013.pdf	Alcohol and Other Drugs
Asbestos	
45-PR-SA-0024[1].pdf	Asbestos Management Procedure
45-CT-SA-0007[1].pdf	Pyrolusite Fact Sheet
45-PR-SA-0032[1].pdf	Pyrolusite Management Procedure
Barricades	
100-PR-SA-1034.pdf	Physical Separation Barricading
Change Management	
100-PR-SA-0003[1].pdf	Change Management Procedure
45-PR-SA-0052[1].pdf	Health and Safety Operations Document Change Process
Communications	
45-FR-SA-0070[1].pdf	Daily Safety Briefing Form
45-FR-SA-0092[1].pdf	Employee Feedback Form
100-PR-SA-1026.pdf	Fortescue Induction Requirements
100-PR-SA-0016[1].pdf	Health and Safety Communication Procedure
100-PR-SA-0012.pdf	Issue Resolution Procedure
45-FR-SA-0002[1].docx	Pre-Shift Briefing Form
45-FR-SA-0018[1].docx	Tool Box Meeting Form
45-FR-SA-0078[1].docx	Toolbox Information Template Form
Confined Space	
100-PR-SA-1038.pdf	Confined Space
100-FR-SA-0602.docx	Confined Space Certificate
Cranes	
100-FR-SA-0093.docx	Crane Inspection Checklist
45-FR-SA-0033.pdf	Crane Lift Plan
100-PR-SA-1036.pdf	Cranes and Lifting Equipment
Cyclones	
100-FR-EM-0061.pdf	Accommodation Cyclone Instructions
100-PS-EM-0002.pdf	BOM Cyclone Forecast 2012-2013
100-PL-EM-0004.pdf	Cyclone Emergency Management
45-FR-EM-0006.docx	Cyclone Accommodation Overview Form
100-LL-EM-0001.pdf	Cyclone and Incident Event Contact Details

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100-PR-EM-0001.001.docx	Cyclone Management Procedure Appendix A
100-PR-EM-0001.001.pdf	Cyclone Management Procedure Appendix A template
100-PR-EM-0001.002.pdf	Cyclone Management Procedure Appendix B
45-FR-EM-0011.docx	Cyclone Relocation Form
100-FR-EM-0056.docx	Cyclone Situation Site Report
45-FR-EM-0007.docx	Cyclone Work Area Overview
100-PS-EM-0002.ppt	Pre-Season Cyclone Briefing October 2013
100-PR-EM-0011.pdf	Reception Cyclone/Incident Event & Media Communications
Electrical Operations	
45-FR-SA-0032[1].docx	Electrical Equipment Register
45-FR-SA-0013[1].pdf	Electrical Testing Register
100-PR-SA-0020.pdf	General Electrical Safety
45-FR-SA-0099[1].docx	Notice of Energisation Form
100-PR-SA-1052.pdf	Portable Electrical Equipment Procedure
45-FR-SA-0041[1].pdf	Power Line Vicinity Access Form
Emergency	
FMG Emergency Response Contact List.pdf	Emergency Contacts
100-FR-EM-0070.docx	Emergency Management Debrief Agenda Form
100-PL-EM-0005.001.pdf	Emergency Response Plan
100-PL-EM-0005.001.pdf	Emergency Response Plan Template
100-FR-EM-0057.docx	Manual Cyclone Pre Season Work Area Inspection Form
Excavation and Penetration	
45-PR-SA-0010[1].pdf	Excavation and Penetration Procedure
45-FR-SA-0011_3[1].pdf	Excavation Certificate Form
45-FR-SA-0008[1].pdf	Floor-Roof-Wall Opening Certificate
100-WI-EN-0018[1].pdf	Ground Disturbance Permit - BMS Work Instruction
Explosives	
100-PR-SA-1050	Explosives Management Procedure
Exposure Hours	
45-PR-SA-0054_0[1].pdf	Calculating Exposure Hours and Levy Hours Procedure
Fatigue Management	
100-PR-MM-0013.pdf	Fatigue Management
Hazardous Materials	
45-PR-EN-0014.pdf	Chemical and Hydrocarbon Spills Procedure
45-PR-SA-0051[1].pdf	Hazardous Materials Management Procedure
45-TE-SA-0001_1[1].pdf	Hazardous Materials Risk Assessment Template
45-FR-SA-0017[1].pdf	New Chemical Product Request Form
Heat Management	
45-PR-SA-0014[1].pdf	Heat Management Procedure
45-CT-SA-0004[1].pdf	Heat Stress and Heat Exhaustion Fact Sheet
45-PS-SA-0012_Signature[1].pdf	Heat Stress and Heat Exhaustion Presentation
High Voltage	
45-FR-SA-0072.pdf	High Voltage Access Permit
45-FR-SA-0048.pdf	High Voltage Equipment Authority Form
45-PR-SA-0015.pdf	High Voltage Switching Procedure
45-FR-SA-0049.pdf	HV Isolation Request Form

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45-FR-SA-0050.pdf	HV Step By Step Switching Sheet Form
Hot Works	
100-FR-SA-0606.docx	Hot Work Certificate
100-PR-SA-1040.pdf	Hot Work Procedure
Incident Reporting	
45-FR-SA-0071[1].pdf	Electrical Shock/Accident Report Form
100-PR-SA-0011.pdf	Incident Event Management
100-CK-EM-0001.pdf	Incident Management Team Roles and Responsibilities
100-FR-SA-0264.docx	Injury Classification Form
100-FR-SA-0018.docx	Manual Incident Report Form
100-FR-SA-0018.pdf	Manual Incident Report Form
Injury Management	
100-PR-MM-0018.pdf	Initial Medical Management
100-PR-MM-0015.pdf	Injury Management and Workers Compensation
100-FR-MM-0016.pdf	Return to Work Program
Isolation and Tagging	
100-PR-SA-1028.pdf	Isolation and Tagging
100-FR-SA-0597.docx	Isolation Statement
100-FR-SA-0593.docx	Notice Of Energisation
45-FR-SA-0053[1].pdf	Signature Lock or Tag Removal Authorisation Form
JHA	
100-TR-SA-0097.001.pdf	Five Step & JHA Facilitator Guide
100-TR-SA-0097.006.pdf	Five Step & JHA Theory
100-TR-SA-0097.007.pdf	Five Step & JHA Theory Answers
100-TR-SA-0097.pdf	Five Step and JHA Participants Guide
100-TR-SA-0097.002.pdf	Five Step and JHA Presentation
Leader brief - JHA worksheet.docx	Guide
100-FR-RK-0004.pdf	JHA Worksheet
100-TR-SA-0097.002.pptx	Job Hazard Analysis (JHA) and Five Step Presentation
Journey Management	
100-FR-EM-0048.docx	Checklist Template
100-PR-EM-0005.pdf	Journey Management Procedure
100-PR-EM-0005.pdf	Journey Management Procedure
Leadership and Accountability	
100-TR-SA-0093.006[1].pdf	Behavioural Categories Pocket Card
100-TR-SA-0093.004.pdf	Field Interaction Card
100-PR-SA-0087.pdf	Field Leadership Procedure
Life Saving Choices	
100-QC-SA-0001.pdf	Life Saving Choices
100-PS-SA-1018.pptx	Life Saving Choices Leadership Awareness
100-PR-SA-1035.pdf	Life Saving Choices Procedure
100-PS-SA-1019.pptx	Life Saving Choices Workforce Awareness
Major Hazards	
100-FR-SA-0541.xlsx	Major Hazard Control Standard Audit Tool
100-ST-SA-1000.pdf	Major Hazard Control Standards
100-LL-SA-0002[1].pdf	Major Hazard Event List
100-PR-SA-1021[1].pdf	Major Hazards Knowledge Development

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100-PL-SA-0015.pdf	Major Hazards Management Program Project Plan
100-PL-SA-1004.pdf	Management Plan for Major Hazards Management Program
<u>Manual Handling and Ergonomics</u>	
45-FR-SA-0069[1].pdf	Guideline for Workplace Ergonomics Form
45-FR-SA-0067[1].docx	Manual Tasks Assessment Form
45-FR-SA-0073[1].doc	Work Station Assessment Request
<u>Marine</u>	
45-FR-SA-0042[1].pdf	Work Overside of Vessel Platform Permit Form
<u>Noise</u>	
45-PR-SA-0029[1].pdf	Noise Management Procedure
<u>Occupational Hygiene</u>	
100-PR-SA-1045.pdf	Occupational Hygiene Exceedance Review
45-PR-SA-0050[1].pdf	Occupational Hygiene Management Procedure
<u>Permit to Work</u>	
45-FR-SA-0025_Rev1[1].docx	Live Electrical Work Permit
100-PR-SA-1033.pdf	Permit to Work
100-FR-SA-0595.docx	Work Permit
45-FR-SA-0021[1].pdf	Work Box Certificate Form
<u>PPE</u>	
100-PR-SA-0039.pdf	Personal Protective Equipment
<u>Rail</u>	
R-PR-SA-1032.pdf	Rail Access Road and Rail Corridor Traffic Procedure
<u>Recycling</u>	
M-PR-EN-0007.pdf	Aluminium Cans Recycling Procedure
M-PR-EN-0008.pdf	Battery Recycling Procedure
M-PR-EN-0009.pdf	Cardboard Recycling Procedure
M-PR-EN-0011.pdf	Fluorescent and Other Globes Recycling Procedure
M-PR-EN-0014.pdf	Paper Recycling Procedure
M-PR-EN-0015.pdf	Plastic Recycling Procedure
M-PR-EN-0018.pdf	Printer Cartridge Recycling Procedure
M-PR-EN-0016.pdf	Scrap Metal Recycling
M-PR-EN-0022.pdf	Used EE Tyre Disposal Procedure
<u>Risk</u>	
100-PR-RK-0001[1].pdf	Health and Safety Risk Management Procedure
100-CT-SA-0004[1].pdf	Hierarchy of Control Form
100-PR-SA-1012.pdf	Risk Reduction Activities
100-PR-RK-0004[1].pdf	TBRA Procedure
100-FR-RK-0010(1).xlsm	TBRA Record Form
<u>Scaffolding</u>	
100-PR-SA-1039.pdf	Scaffolding procedure
<u>Signage</u>	
45-PR-SA-0022[1].pdf	Safety Signage Procedure
<u>Training</u>	
100-ST-SA-1004.pdf	Standard - Training & Competency
100-AU-SA-0040.xlsx	Training Audit
<u>Vehicles and Driving</u>	
45-PS-SA-0006[1].pptx	Driver Fatigue and Behaviour Presentation

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100-FR-MN-0004.docx	ROAD BEARING SURFACE MOBILE EQUIPMENT
100-FR-MN-0005.docx	SURFACE MOBILE EQUIPMENT SITE COMPLIANCE INSPECTION
100-PR-SA-0049.pdf	Traffic Management
100-PR-SA-1042.pdf	Tyre Management
100-FR-SA-0094.docx	Vehicle Compliance Inspection
E-EN-PP-1134[1].pdf	Vehicle Hygiene Procedure
100-SP-SA-0019.pdf	Vehicle Specification
Working at Heights	
45-FR-SA-0075[1].pdf	Ladder and Stairway Register
100-FR-SA-0599.docx	Working at Heights Certificate
100-FR-SA-0600.docx	Working at Heights Equipment Check
100-PR-SA-1030.pdf	Working at Heights procedure
100-FR-SA-0601.docx	Working at Heights Supervisor Check