10. TRAINING

All employees and contractors will need to have the appropriate competencies to operate machinery and equipment at Helidon Resources Sandstone Quarry site. These competencies will be checked and recorded in the training/competency register. If employees have not yet achieved the required competency then a training program will be developed to obtain the required competency level.

10.1 Training / Competency Register

A training/competency register will be maintained for all employees. This register will list all training completed by the employee, including a record of all competencies (permits, tickets) that they hold, e.g. fork lift, saw, first aid, etc. If the Site Manager has deemed a person competent to operate mobile plant or other equipment, then he will sign off on this training and keep a diary entry of how he deemed him competent. If an external provider is used then a record of the permit number will be recorded.

The Training/Competency Register is contained in Appendix 8.

10.2 Training Plan

The training needs of all employees have been reviewed and the training plan is contained in Appendix 8

The Site Manager is responsible for the review and implementation of the training/competency register and training plan.
11. FITNESS FOR WORK

We are committed to ensuring that all people working at Helidon Resources Sandstone Quarry are in a physical and mental state that will allow them to fulfill their work competently without putting themselves and others at risk.

All employees, contractors and visitors will be made aware of the site's zero tolerance policy on alcohol, drugs and fatigue.

It is the responsibility of the individual to bring to the attention of the Site Manager or Supervisor (for contractors and visitors) any prescription medicine that may affect their performance at work. Where necessary, medical advice will be sought to ensure that no person on the site is put at unnecessary risk.

The Quarry Operators complete a comprehensive medical annually to monitor the impact of the work environment on their health and safety. Where medicals indicate excessive exposure to a specific hazard, work conditions will be modified to ensure the exposure is reduced.
12. MONITORING AND REVIEW OF SAFETY MANAGEMENT PLAN

The Site Manager will review progress of the implementation of, and adherence to, the Safety Management Plan on a regular basis at review meetings.

The outcomes of the regular meetings will be to ensure progress, quality and direction with regards to total site safety are maintained.

Ausrocks Pty Ltd may be commissioned to complete such an audit upon the request of the Site Manager.
13. ENVIRONMENTAL MANAGEMENT

Environmental Management is covered by the following documents:

- Extractive Industry Permit and associated approved Environmental Authority (MIC200934509) and permit no ENRE00614406 Schedule 1 – Conditions (Refer to Appendix 9);
- Development Application documents (Refer to Appendix 10 - Description of Operations);
- TSI Enterprises Ecological Assessment prepared for Coffey Mining (September 2006).

13.1 Effective Communication

All employees have a duty of care towards the environment. It is important that any situations which may cause environmental harm are addressed and appropriate actions are taken to minimise environmental harm.

13.2 Methods of Protection of Watercourses

Wrights Creek is a significant watercourse that runs through the site. It is important that the watercourse be protected from quarry operations. The following actions will be carried out to minimise impact on Wrights Creek:

- Prevent spillage when refuelling;
- Erosion and sediment control (see Section 13.3);
- Buffer zone to be established in accordance with Development Approval;
- Active waste management program;
- Active weed management program;
- Environmental risk management program;
- Employee training.

13.3 Site Clearing

Prior to vegetation clearing required to undertake the DERM, a development permit for operational works for the clearing of native vegetation on freehold land is required from the Department of Natural Resources and Water. This excludes natural regrowth on already cleared areas. In terms of operations on site over the next three to four years, no immediate site clearing is required.

13.4 Erosion and Sediment Management

Erosion and sediment runoff from work areas will be controlled via the use of hay bales and sediment fences. Sedimentation ponds will also be employed to minimize sediment exiting from site. These are covered in Appendix 11 of this document.
entitled Site Drainage Plan. In areas yet to be extracted, clearing will be limited to clearing “Just In Time” so as to reduce the potential for erosion due to the lack of ground cover. As explained in the DA Application (Appendix 10- Description of Operations), all sediment material produced during the extraction process will either be used as fill or removed from site. Non-contaminated sediment removed from sediment ponds and a vehicle wash-down bay will be used as compost for rehabilitation. A plan of the site drainage system is shown in Appendix 11.

A vehicle wash-down bay will be constructed adjacent to the east sedimentation dam (which is shown on the SITE PLAN (Plan 1)). Two dams are proposed – one on the east side of the property at the end of the access track and one to the west of the main working area. The construction of the wash-down bay will essentially be a ramped area sloping towards the sedimentation dam such that all water and material washed off the vehicles will report to the sedimentation dam. A water hose fed from a water tank on site will provide the water for the wash-down bay. The wash-down bay is not meant to be used for pressure cleaning engines or cleaning vehicles with major oil leaks – it is to remove soil and dust from vehicles.

13.5 Bushfire Management

The main source of potential bushfires is to the State Forest to the north of the site. The current firebreak will be maintained along the fence-line to ensure that a small fire does not spread to the State Forest. (Appendix 14)

13.5.1 Weed Management

The spread of weeds to and from the site will be controlled using an active weed management approach (Appendix 15). Guidelines will be set so that vehicles/plant that come into contact with contaminated soil will be washed down in the designated wash down bays. Any listed noxious weeds identified on site will be actively eradicated in an ongoing site rehabilitation program. The weed management strategy proposed by AARC (p32) should be followed. This includes:

- Monitoring in the form of annual observations by site personnel for weeds of management concern (groundsel etc);
- Eradication of weeds of concern in accordance with the Pest Fact Sheets issued by the Department of Natural Resources and Water;
- Promotion of weed management and identification in site induction.

13.6 Environmental Risk Management

The site will conduct an Environmental Risk Management programme based on the following principles:

- All workshop areas, fuelling areas to be bunded.
- All work on machinery to be done in a bunded area.
- Environmental Spill Kits to be kept in workshop.
- A contaminated stockpile area to be set up for removal of contaminated soil from the working area so as to reduce chemical transfer around site.
• An active waste management program.
• The site is to be aware of the current Fire Ant Eradication Programme.

Where environmental risk is likely with any site operations it is recommended that an Environmental Risk Assessment be completed with Coffey Mining. Advice can also be sought from the DERM.

13.7 Handling Complaints

Any complaint received will be directed to the appointed/authorised person (Site Manager). Where applicable and if required, the complaint should be forwarded to the relevant governing authority and entered in the site diary. Similarly, complaints redirected from the DERM should be recorded and appropriate action taken.
13.8 Keeping Environmental Records

- A record of all environmental relevant activities to be kept on site in the diary.
- All spills to be recorded as incidents.
- All incidents with fauna to be recorded.
- The EPA should be notified of any environmental incidents.

A copy of the AARC report entitled TSI Enterprises Ecological Assessment (September 2006) should be kept on site.

13.9 Site Monitoring

- Gravimetric dust monitoring stations will be installed at site boundaries if required.
- At relevant periods, water testing will be completed at site boundary (if required) although there are only flows of water off the site during periods of continuous heavy rainfall.
- Ausrocks has the relevant Gravimetric Dust Monitors and can organise site dust monitoring if required. If personal dust monitoring is required, SIMTARS have the required equipment.

13.10 Training – Environmental Issues

Staff will be trained in the Company Safety, Health and Environment Policy to increase awareness in environmental issues that may occur on site. During this training, all employees, where relevant to their work area, will be made aware of the following:

- Use of water truck for dust reduction.
- Covering loads as required.
- Design/management of stockpiles to emit little or no wind borne dust.
- Maintenance of site roads and drainage systems.
- Management of sediment collection.
- Promoting a working knowledge of the site drainage system design.
- Recognising and reporting any drainage issues to the relevant appointed person.
- Reporting any complaints on environmental issues to the relevant appointed person.
- Understanding the importance of monitoring and maintaining data and the relevance of the data, maximum allowable limits and detection limits and how it relates to their work areas.
- All site works to be approved by an authorised person.
The Site Manager will be appointed as the principal contact between the community and employees and relevant government organisations in order to provide consistent and credible feedback in relation to issues raised and considered important to the community.

Staff will be trained to competent levels in the following areas:

- The company's objectives in relation to environmental performance.
- Introduction of procedures that minimise environmental impacts.
- Identification of environmental hazards and contingency plans to handle unplanned occurrences.
- The site organisation structure with associated roles for each employee.
- Record keeping to high standards on environmental issues.

The Rehabilitation Management Plan is shown on Appendix 12.
The Stormwater Management Plan is shown on Appendix 13.
The Bushfire Management Plan is shown on Appendix 14.
The Weed Management Plan is shown on Appendix 15.
APPENDIX 1

Job Risk Assessment
(Form Number 5A)
APPENDIX 2

Safe Work Procedure

(Form Number 5C)
Safe Work Procedure  
Form Number 5C

Job: 
Date Created: 
Persons / Jobs applicable to: 
Job Overview: 

<table>
<thead>
<tr>
<th>TASK</th>
<th>STEP</th>
<th>KEY POINTS</th>
</tr>
</thead>
<tbody>
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Approved by: ____________________________ Date: / /
APPENDIX 3

Register of Injuries
(Form Number 6A)
APPENDIX 4

Workplace Inspection
(Form Number 7A)
## WORKPLACE INSPECTION - Form Number 7A

**Completed By:**

**Date:**

**Signed SITE MANAGER:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Identified Hazard or Condition</th>
<th>Risk</th>
<th>Action Required / Comment</th>
<th>Recorded in Diary</th>
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<tr>
<td>Old Workings - Site Access</td>
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<td>Site Office</td>
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<tr>
<td>Crib Room</td>
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<td>Inactive benches</td>
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<td>Active benches in Quarry</td>
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<td>Road Condition</td>
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<tr>
<td>Condition of Fences</td>
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<td>Site Security</td>
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<td>Overhead Power Lines</td>
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<td>Fire Extinguishers (Condition and Charge)</td>
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<td>MSDS's</td>
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<td>Workplace Environment:</td>
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<td>Dust</td>
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<tr>
<td>Vibration</td>
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<td>Noise</td>
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<td>Ergonomics</td>
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<td>Hazardous Substances</td>
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<tr>
<td>Document Control (SMP, JRA's &amp; SWI's filed and available)</td>
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<tr>
<td>Wrights Creek</td>
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</tbody>
</table>
APPENDIX 5

Helidon Resources Sandstone Quarry
Site Induction
HELIDON RESOURCES SANDSTONE QUARRY
SITE INDUCTION

Site Specific Details

1. First Aid Kit Location
2. Emergency Phone Location
3. Emergency Muster Points
4. Emergency Phone Number is 000
5. Site Manager is Chris Stephens
6. Risk Management System Explained
7. Relevant Procedures and Job Risk Assessments reviewed
8. Location of Amenities
9. Environmental Checklist

Site Rules

1. Contractors and Visitors must be supervised by a Helidon Resources Sandstone Quarry employee at all times.
2. No glass bottles allowed on site.
3. No alcohol or drugs allowed on site.
4. The Site Manager must be informed of any prescription medicine you are taking which may impair your ability to perform your work safely.
5. Horseplay will not be tolerated.
6. Sexual Harassment will not be tolerated.
7. Personal Protective Equipment must be worn at all times.
8. Accidents, Dangerous Incidents and Injuries are to be reported immediately to the Site Manager.
9. Any hazardous or potentially hazardous job, activity, equipment or environment is to be brought to the attention of the Site Manager immediately.
10. No person under the age of 16 is permitted to enter the site unless accompanied by an inducted person.
11. All rubbish to be stored in appropriate containers.

I __________________________ acknowledge that I am aware of the above Site Specific Details and Site Rules and have asked the Site Manager or delegate all queries I have relating my time at Helidon Resources Sandstone Quarry. I will complete a Job Risk Assessments to assess the hazards and develop suitable controls in accordance with Helidon Resources Sandstone Quarry’s Risk Management System prior to commencing work.

Signature of Inducted: __________________________ Date: __________________________

Signature of Trainer: __________________________

Page 38 Version 5 – January 2010 04/01/10
<table>
<thead>
<tr>
<th>SBMP Item</th>
<th>Description</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td>Is the employee/contractor aware of their duty of care towards the environment?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.2</td>
<td>Is the employee/contractor aware of the management strategy to protect Wright's Creek?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.3</td>
<td>Is the employee/contractor aware of the need for approval from the Department of Natural Resources and Water before clearing of existing vegetation (excluding regrowth from previously cleared land)?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.4</td>
<td>Is the employee/contractor of the controls in place to control erosion and sediment runoff?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.5</td>
<td>Is the employee/contractor aware of the location of the existing fire break?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.6</td>
<td>Is the employee/contractor aware of the location of contaminated soil on site?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.7</td>
<td>Is the employee/contractor aware of the following:</td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>- Location of the Environmental Spill Kits</td>
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<td></td>
<td>- All fueling to be done in the bunded fueling area.</td>
<td></td>
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<tr>
<td>13.8</td>
<td>Is the employee/contractor aware of who the authorised person is to handle complaints?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.9</td>
<td>Is the employee/contractor aware that all relevant environmental activities on site must be recorded?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.10</td>
<td>Is the employee/contractor aware that all spills are to be reported?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.11</td>
<td>Is the employee/contractor aware that all incidents with fauna to be reported?</td>
<td>Y / N</td>
</tr>
<tr>
<td>13.12</td>
<td>Is the employee/contractor aware of the following:</td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>- To call up the water truck when excess dust is being created.</td>
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<td>- Loads are to be covered to reduce dust emissions.</td>
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<td></td>
<td>- Stockpile management plan to reduce the production of wind borne dust.</td>
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<td></td>
<td>- That all drains and roads are to be well maintained.</td>
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<td>- A working knowledge of the site drainage system.</td>
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<td>- Any drainage issues need to be reported to the relevant person.</td>
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<td>- All site work is to be approved by an authorised person before commencement.</td>
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</table>

Signature of Inducted: ____________________________ Date: __________

Signature of Trainer: ____________________________
APPENDIX 6

Serious Accident, High Potential Incident and
Lost Time Incident Notification and
Reporting Flowchart
Serious Accident, High Potential Incident and Lost Time Incident Notification and Reporting Flowchart

**Serious Accident:** An accident that causes a fatality or a person to be admitted to a hospital as an in-patient

**High Potential Incident**
An event, or series of events, that causes or has the potential to cause a significant adverse effect on the safety or health of a person

**Flowchart:**
- **Serious Accident:**
  - Is the event?
  - Yes: Did it cause the death of a person? or A bodily injury endangering, or likely to endanger, the person’s life or A person to suffer an injury or causing or likely to cause Permanent injury
    - Yes: Immediately notify an inspector or inspection officer and submit basic report within 24 hours (fatality) or otherwise within 48 hours
    - No: As soon as practicable notify an inspector or inspection officer and submit basic report within 48 hours
  - No: Within one month submit QMIIR form

- **High Potential Incident:**
  - Is it a high potential incident prescribed in Schedule 1 of the Mining and Quarrying Safety and Health Regulation 2001
    - Yes: As soon as practicable notify an inspector or inspection officer and submit basic report within 48 hours
    - No: After the end of the monthly reporting period submit a QMIIR form and the Qld Mining Industry Monthly Incident Summary
  - No: No further action required
APPENDIX 7

Material Safety Data Sheets
(To be inserted by Operator)
APPENDIX 8

Training Plan

Training/Competency Register