

SAFETY MANAGEMENT PLAN 2019



Safety Management Plan



S.C.S. Specialised Crusher Services Pty Ltd
(ABN 33 162 549 920)

CONTENTS

1. INTRODUCTION	3
1.1. SCOPE	3
1.2. THE SCOPE OF THE SHE MANAGEMENT SYSTEM	3
1.3. SCS BUSINESS	4
2. REFERENCE DOCUMENTS	4
3. DEFINITIONS	5
4. ORGANISATIONAL CONTEXT	8
4.1. INTERESTED PARTIES	8
5. LEADERSHIP	8
5.1. GENERAL REQUIREMENTS	8
5.2. LEADERSHIP & COMMITMENT	8
5.3. SAFETY LEADERSHIP	9
5.4. OHS POLICY	9
5.5. REHABILITATION POLICY	10
5.6. ROLES AND RESPONSIBILITIES	10
5.6.1. COMPANY DIRECTOR AND GENERAL MANAGER RESPONSIBILITIES	10
5.6.2. SUPERVISOR RESPONSIBILITIES	11
5.6.3. WORKERS RESPONSIBILITIES	12
5.6.4. SUPERVISION	12
5.6.5. ORGANISATIONAL CHART	12
6. PLANNING	13
6.1. PLANNING IDENTIFICATION OF HAZARDS, HAZARD/RISK ASSESSMENT AND CONTROL OF HAZARDS/RISKS	13
6.2. LEGAL OBLIGATIONS	13
6.3. OBJECTIVES	14
6.4. COMMITMENT TO ZERO INJURIES	14
6.5. HAZARD IDENTIFICATION RISK ASSESSMENT & RISK CONTROL	14
6.6. ACTION MANAGEMENT	15
7. SUPPORT	15
7.1. CONSULTATION, COMMUNICATION & REPORTING	15
7.2. INDUCTION AND TRAINING	15
7.2.1. INDUCTION	15
7.2.2. TRAINING	16
7.3. TOOLBOX TALKS	16
7.4. DOCUMENT CONTROL	16
7.5. SHE RECORDS	16
7.6. DISPUTE RESOLUTION	17
8. OPERATIONS	17
8.1. RISK MANAGEMENT	17
8.1.1. JOB SAFETY ENVIRONMENT ANALYSIS	17
8.1.2. SWMS / DETAILED JOB PLAN	17
8.2. SUB-CONTRACTING & PURCHASING	17
8.3. SUB-CONTRACTING & WORKERS	17
8.4. PURCHASING	18
8.5. GENERAL WORK SITE PROCEDURES	18
8.6. WORK HOURS (FATIGUE MANAGEMENT)	18
8.7. HEALTH & SAFETY PROGRAMS	18

Safety Management Plan



S.C.S. Specialised Crusher Services Pty Ltd
(ABN 33 162 549 920)

8.8.	CHANGE MANAGEMENT	19
8.9.	EQUIPMENT MAINTENANCE.....	19
8.10.	EMERGENCY PREPAREDNESS & RESPONSE	19
8.11.	REPORTING.....	20
8.12.	INSPECTION & TESTING.....	20
8.13.	INCIDENT MANAGEMENT	21
8.13.1.	INCIDENT CLASSIFICATION AND IMPACT	21
8.13.2.	INJURY MANAGEMENT.....	21
8.13.3.	OIL INJECTION INJURY MANAGEMENT.....	22
8.13.4.	DRUGS AND ALCOHOL.....	22
8.14.	HANDLING, STORAGE AND DELIVERY	22
8.15.	MANUAL HANDLING	23
9.	PERFORMANCE EVALUATION	24
9.1.	GENERAL.....	24
9.2.	EVALUATION OF COMPLIANCE	24
9.3.	INTERNAL AUDIT	24
9.4.	MANAGEMENT REVIEW.....	25
9.5.	GENERAL.....	25
9.6.	REVIEW INPUT.....	25
9.7.	REVIEW OUTPUT.....	26
10.	IMPROVEMENT	26
10.1.	GENERAL.....	26
10.2.	NON-COMPLIANCE & NON-CONFORMANCE	26
10.3.	ISOLATION	27
10.4.	CONTINUAL IMPROVEMENT	27
10.5.	DISPUTE RESOLUTION PROCESS	29
11.	VERSION HISTORY	30



1. Introduction

1.1. Scope

Specialised Crusher Services are an Orange (Regional NSW) based company providing an extensive range of technical services and product support to the mining and quarrying sector. SCS also operates in South Australia and Western Australia.

Our client's requirements are of the greatest importance to us and we offer our services 24/7 in order to meet their needs.

Specialised Crusher Services supply asset management services to the mining and quarrying sector in the areas of:

- workshop fabrication
- site installations & commissioning
- preventative & corrective maintenance
- diagnostic fault finding & breakdown maintenance
- capital upgrade projects

The scope of the SCS Management Systems encompasses all of services and in all locations. For the purposes of this section, locations include all worksites both, in Orange, remote locations and Office. The official 2019 Scope of the organisation can be found in SharePoint and is entitled [IMS-R 03 Scope of the organisation 2019](#).

The management plan outlines the policies, procedures and requirements of the SCS Management Systems in relation to the aforementioned services. The system is structured to comply with the requirements outlined in the following:

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems.
- ISO 45001 Occupational Health and Safety Managements Systems

It should be noted that where the company provides services on customer's worksites, SCS has a commitment to work under said customer's management systems and utilise this plan as complimentary to but not in replacement of customer management systems.

1.2. The Scope of The SHE Management System

This Safety, Health and Environmental Management System (SHEMS) defines S.C.S Specialised Crusher Services Pty Ltd (SCS) methodologies for the management of safety, health and environmental matters encountered at SCS Workshop and Clients work sites.

The SCS SHEMS will be executed for all works performed. The Scope of this document applies to all Management, Workers, Contractors, Subcontractors, Visitors and any additional individuals who present to a SCS work site.



1.3. SCS Business

Specialised Crusher Services offer a full maintenance package to our clients, providing reputable high-quality technician support for all facets of crushing plant maintenance.

Core services include but are not limited to:

- Mechanical breakdown maintenance support 24/7 year-round.
- Supply of technician teams to conduct complete scope of scheduled mechanical maintenance tasks during shutdown outages, such as Spider & Mid-Shell Concave relines, component change outs & Mechanical condition inspection & repairs.
- Refurbishment of rotatable components such as Main Shaft Mantle relining.
- Provision of condition monitoring & reporting to assist clients with asset performance & maintenance scheduling.
- Assistance with development of maintenance procedures such as Standard Operating Procedures & Safe Work Method Statements.
- Specialised Crusher Services will also provide specialist support to Construction/Project works such as new crusher installations to ensure equipment installation is completed to Original Equipment manufacturer (OEM) Specifications.

This manual does not intend to cover every risk to the workplace. Should a hazard be identified which is not covered by a standard operating procedure or risk assessment, the Company Director/s, in conjunction with the other Workers must take steps to control that hazard.

2. Reference Documents

The following documents are referenced or abided by in this Safety Management Plan:

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with Guidance for Use
- ISO 45001 Occupational Health and Safety Management Systems
- AS1885 Measurement of Occupational Health and Safety Performance
- AS1885.1 Part 1: Describing and reporting occupational injuries and disease (known as the National Standard for workplace injury and disease recording)



3. Definitions

Audit	A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisations policy and objectives.
Competent Person	A person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills, including OHS knowledge and skills, qualifying that person to perform the task required by this Standard.
Continual Improvement	Process of enhancing the OHSMS to achieve improvements in overall OHS performances, in line with the organisations OHS Policy. <i>Note:</i> The process need not take place in all areas of activity simultaneously.
Control of Hazards/Risks	In Australia, the term 'control of risks' is used, to mean the process of elimination or minimisation of risk.
Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
Hazard Identification	The process of recognizing that a hazard exists and defining its characteristics.
Hazard/Risk Assessment	In Australia, the term 'risk assessment' is used to mean the overall process of estimating the magnitude of risk and deciding what actions will be taken.
Health Surveillance	Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard.

Safety Management Plan



S.C.S. Specialised Crusher Services Pty Ltd
(ABN 33 162 549 920)

Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.
Interested parties	Individual(s) or group(s) concerned with, or affected by the OHS performance of an organisation.
JLB	JLB Management System Compliance Software utilised by the company to meet the reporting requirements of Quality (ISO 9001:2015), Safety (ISO 45001:2018 & AS/NZS 4801), and Environmental (ISO 14001:2015).
Occupational health and safety management system (OHSMS)	That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, achieving, reviewing and maintain the OHS policy and so managing the risks associated with the business of the organisation.
Occupational health and safety objectives	Overall OHS goal in terms of OHS performance, arising from the occupational health and safety policy that an organisation sets itself achieve, and which are quantified where practicable.
Occupational health and safety performance	The measurable results of the OHSMS, related to the organisations control of health and safety risks, based on its OHS policy, objectives and targets. Performance measurement includes measurement of OHS management activities and results.
Occupational health and safety policy	Statement by the organization of its commitment, intentions and principles in relation to its overall occupational health and safety performance which provides a framework for action and for the setting of its occupational health and safety objectives and targets.

Safety Management Plan



S.C.S. Specialised Crusher Services Pty Ltd
(ABN 33 162 549 920)

Occupational health and safety professional	A person with expertise and qualifications in the identification, assessment, evaluation or control of occupational hazards and risks, and hazards associated with occupational ill-health.
Occupational health and safety target	A detailed performance requirement, quantified wherever practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.
Organisation	A company, corporation, firm, enterprise or institution, or other legal entity or part thereof, whether incorporated or not, public or private, that has its own function(s) and administration.
Risk	(In relation to any potential injury or harm.) The likelihood and consequences of that injury or harm occurring.
Safety	A state in which the risk of harm (to persons) or damage is limited to an acceptable level.



4. Organisational Context

See IMS-R 01 Context of the Organisation for a detailed account of the company's context.

The Company understands issues that impact the strategic objectives and planning are in a constant state of flux; therefore, the concept of currency and the need to regularly revise the SMS's intended results regularly as part of the company's internal auditing process.

4.1. Interested Parties

See IMS-R 02 Interested Parties.

S.C.S Specialised Crusher Services has determined interested parties as applicable to our Organisational Context and established potential risks and opportunities. These are reviewed annually as part of the internal audit and used to assist with strategic planning where appropriate.

- Customers
- Employees
- Members of the local community
- Governments
- Insurers
- Health and safety professionals
- Unions, trade associations, state and territory trades and labour councils
- The Australian Council of Trade Unions (ACTU) endow
- Federal key bodies: Safe Work Australia, The National Industrial Chemicals Notification and Assessment Scheme (NICNAS) and the Office of the Federal Safety Commissioner.

5. Leadership

5.1. General Requirements

The companies OHSMS shall be established and maintained pursuant to the requirements stipulated in section 2 of this plan.

5.2. Leadership & Commitment

Effective leadership and commitment are critical to SCS achieving the company goal, targets and expectations. The Company Director, Operations Superintendent and Frontline Supervisors will achieve this by working consistently to the documented process and the expectations set by the company. The Director, General Manager and Operations Management Team will meet once a month at the [Monthly Operations Meeting](#) to discuss and review the current performance of the company.



The Directors and Supervisor will also demonstrate and enforce the policies, processes and expectations of the company clients.

5.3. Safety Leadership

SCS Directors are committed to providing visible leadership. SCS Directors provide this by actively engaging with workers. SCS Directors will participate in site-based initiatives such as Safety Interactions (including safety shares in [Toolbox Talks](#) and [Daily Operational Meetings](#)), [Workshop Office Inspections](#), [Audits](#), [Safety Forums](#) and observations where relevant which are recorded in the relevant Safety and Environment section of JLB.

5.4. OHS Policy

The [OHS policy](#) is applicable to all divisions' on-site & off-site locations and employees of S.C.S Specialised Crusher Services Pty Ltd. At Specialised Crusher Services we are committed to protecting the health, safety and welfare of our employees, contractors and visitors whilst minimising impact on the environment.

We will achieve this by:

- Aiming to comply with all relevant legislative and regulatory requirements;
- Building appropriate relationships and affiliations to maintain awareness of current health, safety, environmental issues or concerns;
- Identifying, evaluating, assessing and controlling hazards that may have a negative effect on the health, safety and or wellbeing of our people, and or the environment;
- Providing an incident free and healthy workplace through the development of an accountable culture in which everyone takes responsibility for their own safety and that of their workmates;
- Creating realistic objectives and targets, designed to ensure continual improvement of our health, safety and environmental performance;
- Measuring our performance against those objectives and targets, reviewing, revising and updating our safe systems of work in light of that measurement;
- Maintaining clear and consistent communication and consultation with internal and external stakeholders;
- Demonstrating a positive proactive approach throughout employee injury management and or return to work rehabilitation
- Ensuring that our commitment to health, safety and the environment is adequately funded and resourced.

This policy will be reviewed bi-annually to maintain currency to operational requirements in the event of major changes to our operation a review shall be conducted accordingly.



5.5. Rehabilitation Policy

Specialised Crusher Services is committed to providing workers with total assistance with respect to the process of rehabilitation, in the event of a Worker sustaining a work-related injury or illness.

We are committed to returning workers to the highest attainable physical and psychological condition and will provide appropriate rehabilitation and return to work programs in support of this statement. We will foster the early return to work of workers through safe and suitable duties at the highest possible level of function as outline by the workers nominated medical practitioner.

The objectives of this policy are to:

- Identify and assess the need for rehabilitation and commence the process as early as possible and provide and monitor suitable duties to ensure effectiveness and avoid exacerbation of the illness or injury;
- Recognise the role, rights and responsibilities of all participants in each circumstance;
- Facilitate the early and safe return to work of any Worker following a work-related injury or illness;
- Communicate with the injured workers regarding their rights and responsibilities in relation to return to work and provide an opportunity for the injured Worker to be actively involved in all decisions and actions related to their rehabilitation; and
- Provide appropriate training and education of all personnel involved in rehabilitation in line with designated responsibilities.

Procedures have been developed which embody the objectives of our rehabilitation policy and are effective in all our rehabilitation/return to work processes. This policy and associated procedures will be periodically reviewed in consultation with the relevant parties for relevance and effectiveness.

5.6. Roles and Responsibilities

5.6.1. Company Director and General Manager Responsibilities

The Company Director and General Manager are to assume full responsibility for and control all operations conducted by SCS workers on site and the implementation of the SHE Management system.

The General Manager shall:

- Provide leadership to the Zero Harm Commitment for all Workers engaged at the site;
- Ensure Implementation of the SHE Management program;
- Provide leadership in developing a safe work and environmentally friendly ethic on the sites;
- Continually liaise with the Workers regarding the safety and environmental performance of the site;



- Encourage and facilitate Workers involvement through workplace consultative arrangements, and toolbox meetings;
- Review the implementation of the SHE Management program and take a proactive approach to its continuous improvement;
- Organise the development of suitable Job Plan for all tasks which involve significant risks;
- Encourage Workers participation in the identification and development of Safe Work Procedures and JSEA's;
- Ensure the provision of adequate safety resources, services and facilities for works conducted onsite; and
- Direct Workers to "STOP WORK" until they comply with their obligations.

5.6.2. Supervisor Responsibilities

As a condition of their employment, and to encourage and foster a safe work environment supervisor must:

- Identify and comply with statutory requirements, Industry Codes of Practice and Standards that are applicable to the execution of the works;
- Provide guidance and advice for compliance with SHE legislation, Regulations, Standards and Codes of Practice;
- Identify and provide the SHE, training needs of Workers on site;
- Be available to provide technical and SHE advice and guidance as required;
- Develop Job Safety Environment Analysis (JSEA's) in consultation with Workers and ensuring that they are trained in the requirements outlined by the JSEA's;
- Provide workplace hazard assessment sheets and protocols for implementation of control measures, including Job Safety Environment Analysis;
- Improve risk control measures and revising the SHE Management system when deficiencies are identified;
- Provide risk control measures to eliminate risks or where this is not reasonably practicable to minimise risks to Workers health and safety and to the environment and to comply with specified SHE requirements;
- Carry out audits of Workers work practices;
- Ensure that Site Safety Rules are available and provided to people who may work on or visit the site;
- Make sure that adequate and appropriate safety information and training is provided to Workers;
- Ensure that all Workers attend work activity safety and environmental training as required;
- Implement a work site risk control review prior to the commencement of work on site including regular inspections and maintenance of equipment in accordance with the SHE Management systems and Checklists;
- Maintain Safety Data Sheets (SDS) for all hazardous materials used on site, including receiving and storing the applicable substances;
- Maintain first aid facilities for each work site;
- Report HSE non-conformances and incidents or accidents on the appropriate forms;
- Encourage meaningful consultation with its Workers on matters affecting their health and safety; and



- Attend Toolbox Talks as appropriate for the area that they are working in.

5.6.3. Workers Responsibilities

While at work, a worker must:

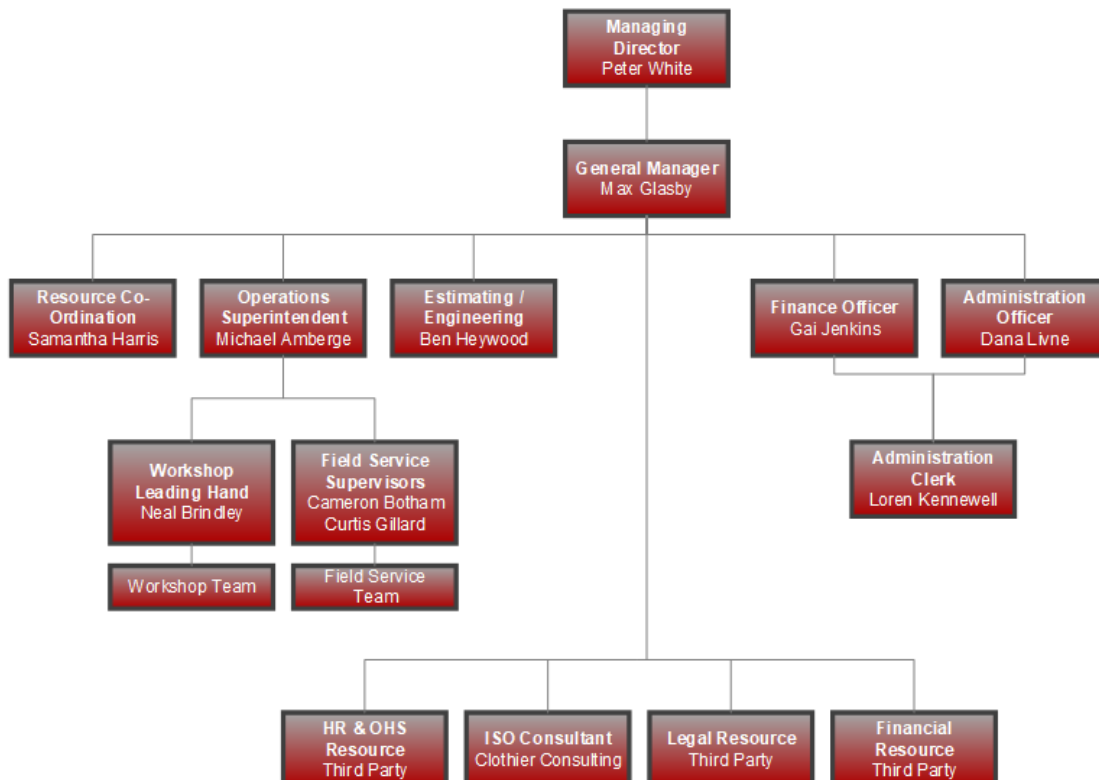
- take reasonable care for their own health and safety,
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the employer,
- co-operate with any reasonable policy or procedure of the employer in relation to health or safety at the workplace that has been notified to workers.

5.6.4. Supervision

SCS has recruited and assigned supervisors to various work crews as per [section 8 Management Structure](#). Supervisors have the skills and experience to provide the necessary supervision to workers when either at a client's site or in the SCS Workshop. From time to time company director may fill the role as a supervisor during client's projects.

5.6.5. Organisational Chart

Specialised Crusher Services Pty Ltd
Organisational Structure





6. Planning

6.1. Planning identification of hazards, hazard/risk assessment and control of hazards/risks

The company shall establish, implement and maintain documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which we have control or influence, including activities, products or services of contractors and suppliers.

Documents that pertain to hazard identification, hazard/risk assessment and control of hazards/risks of activities can be found in SharePoint and include the following documents:

- [HIRAC Procedure](#)
- [Contractor Management Procedure](#)
- [Hot Works Procedure](#)
- [Emergency Management Procedure](#)
- [Lifting Equipment Procedure](#)
- [Non-Conformance and Corrective Action Procedure](#)
- [High Pressure Injection Injury Procedure](#)
- [Truck Loading and Unloading Procedure](#)
- [Vehicle Accident Procedure](#)
- [Incident-Injury-Near Miss Report and Analysis Form](#)
- [Plant Risk Assessment Form](#)
- [Observation and Fatigue Assessment Record Form](#)
- [Risk Rating Matrix](#)
- [TOCCC Book](#) (hard copies of TOCCC books and TOCCC Forms are located around the workshop)
- [Incident Reports](#)
- [Mining Hazard Database](#)
- [Workplace Risk Assessment Controls](#)

In addition, the following electronic records and registers are maintained in JLB:

- Incident Register
- Non-Conformance Reports
- Corrective Actions
- Actions
- Safety and Environment Incidents
- Risk Register

6.2. Legal Obligations

SCS has engaged the consultancy services of a WHS Professional. SCS will develop and maintain a WHS Legal Register. SCS will also establish and maintain subscribe to and alert service to keep informed of relevant legislative changes. Where it is deemed relevant SCS will attend seminars and conferences.



6.3. Objectives

Annually SCS will develop a set of objectives and targets in consultation with workers (see [IMS-R 04 Objectives and Targets 2019](#)). These objectives and targets will be reviewed annually by the Directors and General Manager. Where applicable SCS will consult with relevant client to ensure that SCS objectives and targets are in line with that of the clients.

Objective	Target	By Who	When
Safety Management System	Develop & Implement SMS	Director and General Manager	Annually
Zero Injuries	No Lost Time Injuries in 2017	All	Annually
Zero Injuries	No Medical Treatment or Restricted Work Injuries	All	Annually
Risk Management	At least 2 Take 5 per Worker per shift	All	Monthly
Monitoring	At least 1 Safe Act Observation per week per Supervisor	All	Monthly

6.4. Commitment to Zero Injuries

SCS is committed to Zero Injuries and will aim to achieve this commitment through developing and demonstrating leadership and safety commitment throughout the business. Management and those personnel in leadership roles will lead by example and consistently reinforce our ZERO INJURY philosophy in day to day business practices.

6.5. Hazard Identification Risk Assessment & Risk Control

SCS will endeavor to identify all relevant hazards with the work being undertaken. Any hazards specific to a work process will be identified prior to commencing work and are to be recorded and signed on the risk assessment. All control measures must be implemented prior to the task commencing.

Workers will be involved in the development of risk assessments. Workers will be informed of the hazards prior to the commencement of work by way of Toolbox Talks. Task related hazards are to be monitored during the work ensuring adequate controls are maintained to mitigate hazards.

The Risk Assessment will be completed, reviewed & authorised prior to the commencement of work. All Workers involved in the work must read & sign the risk assessment prior to the commencement of work. The General Manager is responsible for ensuring that Worker has been trained and deemed competent in the process of undertaking risk assessments and the outcomes are communicated to



all SCS Workers before commencement of work.

SCS will follow the relevant clients Risk Management Processes where required (See [HIRAC Procedure](#))

6.6. Action Management

SCS operates an action database to assist in the proactive and appropriate management of actions. Actions are collated and enter into this database. This database is reviewed regularly by the Company Director and General Manager with action status being monitored and maintained until closed.

7. Support

7.1. Consultation, Communication & Reporting

Worker consultation is crucial to the effective implementation of the SCS SHEMS. The identification of hazards, risk assessment and determination of control measures will be completed in conjunction with the Workers undertaking the tasks. This ensures that practical and achievable controls are put into place, and that all Workers understand the tasks that are to be completed and the safety and environmental issues that apply.

Prior to the commencement of work (each shift) a toolbox talk will be held. During this meeting the Supervisor will discuss previous HSE Incidents, Changes from the previous shift and planned tasks for the shift or any other relevant topic. Workers are encouraged to raise WHS issues at these forums or directly with the supervisor or a company director if they do not feel comfortable to do so during the toolbox talk.

Where Workers are planning to deviate from normal operations they must stop and complete a suitable risk assessment to check that the proposed deviation does not introduce new hazards. A record of such changes must be communicated to wider SCS business.

Where relevant a SCS representative will actively participate in a client WHS Committee. This would generally occur at the request of the client or where SCS has an ongoing presence at a site.

at work – see [Code of Practice Hazardous Manual Tasks August 2019](#).

7.2. Induction and Training

7.2.1. Induction

All SCS Workers including sub-contractors will complete the SCS SHE induction training program and be issued with an employee handbook.



Client site specific inductions shall apply as per the site procedure.

7.2.2. Training

SCS has developed a Worker training needs analysis for the purpose of identifying training requirements for professional development to meet business and Client needs.

SCS Will:

- Regularly review the training needs analysis to check that it remains relevant;
- Record all training competencies through the Worker training matrix; and
- Maintain records of training, including certificates and licences.

7.3. Toolbox Talks

Toolbox Talks will be used to pass on information relating to changes or new work procedures, safe work methods, emergency procedures, and inspection and testing requirements.

Toolbox Talks will also be used to discuss work performance issues and improvements relative to ongoing activities, and each Toolbox Talk held by SCS will be recorded on the Record of Tool Box Talk, Communication form.

7.4. Document Control

Controlled SHE documents will be retained on the SCS Intranet, Document Management System. Printed documents will be considered to be uncontrolled. Where relevant new documents or changes/updates to existing documents will be consulted and approved prior to being uploaded into the document control system.

7.5. SHE Records

SCS will retain master copies of controlled SHE documents. Records will be made available to clients upon request.

Records for the SHEMS shall include:

- Details of qualifications of all workers;
- Induction and training records of all workers and sub-contract personnel; (Induction & Training Matrix)
- Inspection and testing reports including those of sub-contractors; (Inspection & Test proforma)
- Completed SHE Hazard Identification and Risk Assessments;
- Non-conformance Report Forms and Incident Reports including investigation, analysis and follow-up action;
- Details of all dangerous goods or hazardous substances held, their quantities and location;
- Minutes of workplace SHE meetings and Toolbox Talks; and
- Internal and external audit reports.



The records shall be kept for a minimum of five years after being generated.

7.6. Dispute Resolution

SCS is committed to resolving disputes in a timely and effective manner. Workers with a dispute must follow the process set out below. The dispute resolution procedures should not interfere with the continued operation of the business where possible. Work should continue as normally during the dispute resolution process subject to any reasonable concerns about health and safety.

8. Operations

8.1. Risk Management

8.1.1. Job Safety Environment Analysis

A Job Safety Environment Analysis (JSEA) will be developed for all onsite works being undertaken.

Where a JSEA does not exist for a work process, or site conditions are not standard, the work group undertaking the task will develop a JSEA and/or risk assessment. All JSEA's completed that involve hazardous substances or a high or extreme residual risk, must be retained for a period of 5 years.

Where a JSEA is to be reused for a task it shall be reviewed by the work team for adequacy prior to the commencement of the task.

8.1.2. SWMS / Detailed Job Plan

Detailed Job Plans (DJP) and Safe Work Method Statements (SWMS) are developed for tasks that are regularly completed. SCS will also develop specific work procedures in consultation with workers for jobs at the client's request. Alternatively, JSEA's are used to identify and control hazards associated with tasks.

8.2. Sub-Contracting & Purchasing

8.3. Sub-Contracting & Workers

The sub-contracting of any works conducted for SCS shall be through sub-contractors approved by SCS (see [Contractor Management Procedure](#)).

Sub-contractors and workers shall be selected based on their ability to comply with SHE requirements of SCS and of their capacity to fulfil the requirements of the position(s). As such, sub-contractors shall comply with and adhere to the SCS SHEMS.



8.4. Purchasing

Prior to purchasing of materials and equipment SCS will consider the safety, environmental and fit for purpose requirements for the materials and equipment.

SCS shall also consider the storage and safe handling of materials and equipment, including the consideration of incompatible materials on site, or the training and operation of the product or equipment prior to use. See [Procurement Policy](#), [Standard Tool Kit Policy](#), [Control of Customer Property Procedure](#), [Receiving of Goods Procedure](#).

8.5. General Work Site Procedures

All workers will adhere to and adopt the Site Safety Rules as prescribed by the SCS Safety Health & Environmental (SHE) Induction Participant's Manual. Worker's must also attends and be deemed as competent at the relevant work site inductions.

Where work permits are required for potentially hazardous procedures, such as working at heights or working in confined spaces, the appropriate permits should be documented at the beginning and end of each job to comply with the regulations. Each permit may only be used during its valid period for the purpose for which it was created.

8.6. Work Hours (Fatigue Management)

SCS maintains a maximum hour worked and consecutive shift policy.

- A maximum of 14 hours per shift plus 1-hour travel.
- A maximum of 10 consecutive shift with a minimum of 24-hour break before returning to work
- A minimum of 10-hour break between shifts

SCS will assess the risk of fatigue to each shutdown/project and make the necessary accommodation arrangements to mitigate the risk of fatigue during and after the work. Generally, workers should travel in pairs and not drive long distances after completing a night shift (no greater than 2 hours travel time as a guide).

Site policies take precedence over SCS hour worked policies if hours worked and consecutive shifts is less than SCS policy (see [Fatigue Management Policy](#)).

8.7. Health & Safety Programs

SCS will implement relevant WHS programs to mitigate the risks associated with the scope of work which SCS is engaged for. These programs will be identified in consultation with the client. Relevant programs should be in line with specific hazards associated with the tasks to be undertaken. *Example include but are not limited to:*



- Worker Hydration awareness and testing when working in hot and humid environments,
- Hepatitis B immunisation when working in or near Sewerage, Blood or body fluids,
- Confined Space Training when planning to work in a confined space.

The Resource Coordinator is responsible for ensuring personnel receive appropriate Health and Safety training and participate in any relevant Health and Safety programs, on a case by case basis that is specific to individual job requirements.

8.8. Change Management

The failure to identify and manage change effectively can result in the introduction of unwanted hazards and impacts. SCS has included change management awareness for workers in the SCS Induction (See [Change Management Process Flow Chart](#)). SCS will follow the clients Change Management Process's where this is not applicable changes will be managed through the normal SCS Risk Management Processes.

8.9. Equipment Maintenance

Vehicles and equipment owned and operated by SCS will be maintained in accordance with the OEM recommendations. Maintenance should only be carried out by persons who are suitably trained. Any vehicles or equipment that is found to be defective will be appropriated managed with Information or Out of Service Tags.

Electrical equipment will be tested and tagged in accordance with Australian Standard or the client's requirements (see [Inspection, Monitor and Measure Procedure](#)).

8.10. Emergency Preparedness & Response

SCS has developed an Emergency Response Plan (ERP) & associated procedure that all workers are trained in. This is conducted as part of the company induction in preparation for a proactive response to incident preparedness.

In the event of an incident, all Workers must follow the mandatory "site specific" requirements of Emergency Response & scene preservation procedures (see [Emergency Management Procedure](#)).

A listing of emergency contact names and numbers for the applicable site will be completed and made available to the work teams prior to the commencement of work. The Emergency Contact Details List and Emergency Response protocol as prescribed in the ERP will form the basis of the emergency plan on the work site.

To adequately inform personnel, the Emergency Contact Details specific to the site will always be available at the work site. In the event of a personnel injury or



environmental incident, works will cease immediately & the effected scene preserved & barricaded.

The incident will then be reported to the Supervisor to initiate investigation and/or emergency response as required.

In all cases, the priority will be the safety of Workers. If emergency services are required to attend the incident, The Company Directors of SCS will be the point of contact for all communications and subsequent reporting to the statutory authorities where required.

When working on specific sites SCS will follow the respective sites Emergency Management Plan.

8.11. Reporting

On a monthly basis SCS will develop a report of WHS Metrics. These metrics will include both lead and lag indicators. Specific reports will be developed to meet clients reporting requirements.

WHS Metrics that will be captures are:

- Hours worked
- Injuries type and numbers
- Injury Severity
- Number of Safe Act Observations
- Number of Hazards Reported

8.12. Inspection & Testing

The company adheres to the [Inspection, Monitoring and Measuring Procedure](#). Prior to the commencement of work on site, and during the work, inspection and testing shall be carried out by qualified persons regarding, but not limited to:

- Work site;
- Work methods;
- Protective measures;
- Adherence to the Site SHE Rules;
- Plant and equipment;
- Materials;
- Electrical equipment;
- Rigging Equipment; and
- Anything else relevant to SCS activities.

SCS will be responsible for ensuring that all Worker are aware of the outcomes of the risk assessment applicable to task, and that all control measures are in place prior to any work commencing. The SHE Hazard Identification and Risk Assessment document is to be signed off if the scope of work changes & associated hazards &



control measure is put in place.

8.13. Incident Management

Any incident, as described below, involving a Worker or visitor occurring on the work site will be reported to SCS Director as soon as possible after the occurrence. SCS will also report it to the relevant site as soon as practicable after they become aware. SCS will follow the relevant sites Incident Reporting process.

When practical, but within 24 hours after the event, an Incident Report Form will be completed. In the event of an incident being reported to the Work Cover Authority, Department of Primary Industries or the Environmental Protection Authority (EPA), a copy of the report must also be forwarded to SCS Office at the same time.

When required the Company Directors or Supervisor shall complete the Incident Report form, and all near misses, injuries and environmental incidents shall be analysed to determine the root causes and identify control measures to prevent recurrence.

8.13.1. Incident Classification and Impact

Incident classification	Impact
Near Miss	Incident which has the potential to cause injury, loss or damage.
Minor	Minor injury requiring first aid treatment only. Negligible discharges or environmental impact.
Serious Potential Incident (SPI)	An incident that has potential to cause serious harm, uncontrolled discharge or environmental impact
Major	Serious injury involving Lost Time. Some uncontrolled discharges or environmental impact.
Lost Time Injury (LTI): Work Cover/DPI reportable incident	Serious injury involving Lost Time over a continuous period of 7 days.
EPA reportable incident	Breach of environmental statutes and license conditions.

8.13.2. Injury Management

SCS has an injury management program that encompasses all measures associated with providing an early and safe return to pre-injury duties where



possible. The injury management program identifies, as a minimum, all aspects of:

- Treatment;
- Claims management;
- Rehabilitation; and
- Retraining.

The injury management program includes analysis and review of all injury data. SCS retains the services of a WHS Consultant who hold qualifications and experience in return to work and rehabilitation.

8.13.3. Oil Injection Injury Management

When the risk of an energy release involving hydraulic oil, the “Oil Injection Protocol” document is to be attached to the Supervisors Job Pack. If an employee has been injured and there is a risk suspicion of an oil injection, this document is to be sent to the hospital with the patient.

8.13.4. Drugs and Alcohol

SCS is committed to eliminating hazards as far as reasonably practicable in the workplace (see [Drug and Alcohol Policy](#)), this will include the use of prescribed medication, over the counter medication, illicit substance and alcohol, through a zero-tolerance program.

SCS has adopted an alcohol and other drugs program that requires workers to arrive at work fit for work. This program includes drug testing prior to employment, random and causal drug and alcohol testing program in conjunction with client procedures. SCS has set a zero tolerance (0.00 BAC) for Alcohol and will drug test in accordance with Australian Standard AS 4308.

8.14. Handling, Storage and Delivery

Hazardous Materials & Substances

All products will be handled, stored and delivered in accordance with the suppliers' relevant and current Safety Data Sheets (SDS). The SDS will be obtained before the product is ordered to check that it is safe to use and that the appropriate storage facilities are available, engineering controls and Personal Protective Equipment (PPE) for its use is available.

A register will be maintained of the quantity, location, and type of all hazardous materials on site. Client approval will be obtained prior to transporting any new hazardous materials onto site where required.

SDS's must be less than five (5) years in age in order to comply with the legislation. It will also be readily accessible to the area where the substances are handled.

Hazardous materials and substances issues are considered as part of the risk



assessment process for each activity. Any procedures for the handling, storage and delivery of hazardous materials and substances form part of the JSEA's and are detailed on the SDS's

Materials/Equipment Handling & Transport

Where a material and or equipment handling process is deemed as hazardous, such as the use of hazardous substances, or involves the operation of plant such as Elevated Work Platforms, Cranes or Forklifts; only licensed and competent operators will be used. Materials/Equipment handling issues will be considered as part of the risk assessment process for each activity.

Procedures for materials handling form part of the Job Safety & environment Analyses (e.g. [the Truck Loading and Unloading Procedures](#) and [Vehicle Accident Procedure](#)).

8.15. Manual Handling

Correct manual handling and safe lifting techniques will be used for manual handling of all materials and equipment. Where practicable, suitable lifting equipment will be used.

Where the use of lifting aids is not reasonably practicable team lifts may be used for handling heavy or awkward loads. Manual handling practices are to be kept to a minimum. Hazards associated with manual tasks will be considered as part of the risk assessment process for each activity.

SCS tooling and equipment will be suitably signed to warn workers of its weight and recommended lifting practices.

All Manual Handling will conform to NSW WHS Regulation 2011 the National Code of Practice for the prevention of musculoskeletal disorder for performing manual task Performance Evaluation



9. Performance Evaluation

9.1. General

Specific to our organisation, the objects of monitoring, measurement, analysis and evaluation are: process, worksite activities, and risk assessment activities. Such methods may include but not limited to:

- Site Inspections
- Workshop Inspections
- Customer Feedback
- Discussion through Prestart & Toolbox Talks
-

Statistical techniques, risk management and safety management tools are used for analysing and evaluation of measurement data in accordance with established Safety Policy and Objectives.

Monitoring and measuring is performed in accordance with the SMP, process instructions, and methods.

Results from monitoring and measurement are analysed and evaluated by Senior Management. Informational reports are passed to management for general review and making decision on opportunities for improvement, any need for changes to the SMS, resource needs ([sec. 9.3](#)).

9.2. Evaluation of Compliance

Legal compliance is ensured through the legal register and is reviewed on an ongoing basis through Internal Audits and Management Reviews.

9.3. Internal audit

SHE Review

SCS will carry out audits on a regular basis to determine that:

- All aspects of the SHE Management System and Client specified requirements are being met in accordance with the requirements of SCS and the Client;
- The SHEMS is effective;
- Corrective actions are implemented and effective;
- Work undertaken by sub-contractors complies with the SHEMS;
- Regular feedback to SCS Management is provided regarding maintenance & installation works undertaken; and
- SMS remains effective following an incident or injury.

SHE Audits

SCS will carry out monitoring for compliance with the requirements of the SHEMS and the accompanying Job Safety / Risk Assessment as part of routine inspections.

Results of internal reviews and audits will be actioned as required to remedy any deficiencies found.

A SCS representative shall complete regular in-progress audits of works and



maintenance being undertaken in accordance with SCS schedule as prescribed in Workplace Inspections & Audits. All auditing shall be recorded on the Field Audit Form (to be developed). The in-progress audit requires the following issues to be inspected and commented upon:

- Safety;
- Environment; and
- Quality Compliance with SCS SHEMS shall be the basis for in-progress audits.

Where Workers are deemed to be not complying with the requirements of the SHE Management System or their Job Safety Environmental Analyses, a non-conformance shall be recorded, and corrective action undertaken.

On a biannual basis SCS will organise and participate in an external audit to monitor legal compliance. The frequency of this audit maybe reduced if the need arises.

9.4. Management review

9.5. General

For the purposes of this section, review activities include:

- Strategic planning;
- Management reviews of the SMS.

When carrying out strategic planning, management:

- Conducts review of external and internal context
 - Defines who are the interested parties and what are their needs and expectations
- Based on the analysis, develops the strategic directions of the Safety Policy.

Management conducts reviews of the SMS to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic directions of Specialised Crusher Services.

Results of the review are documented. Management reviews are a minimum of twice per year. More frequent reviews may be scheduled in periods when organisational or product changes require increased attention and input from top management.

9.6. Review input

Assessment of the SMS is based on a review of information inputs to management review. These inputs include the following:

- the status of actions from previous management reviews;
- changes in external and internal issues that are relevant to the SMS;
- information on the performance and effectiveness of the SMS, including trends in:
 - customer satisfaction and feedback from relevant interested parties;
 - the extent to which quality objectives have been met;



- process performance and conformity of products and services;
- nonconformities and corrective actions;
- monitoring and measurement results;
- audit results;
- the performance of external providers;
- the adequacy of resources;
- the effectiveness of actions taken to address risks and opportunities (see sec. 6.1);
- opportunities for improvement.

9.7. Review output

The outputs of the management review include decisions and actions related to:

- opportunities for improvement, including the breakthrough projects initiation (sec. 10.3);
- any need for changes to the SMS;
- resource needs.

NOTE: The collection of pertinent management review input data & Customer feedback data is an on-going activity, not one that is only done at each management review.

10. Improvement

10.1. General

S.C.S Specialised Crusher Services determines and selects opportunities for improvement and implements any necessary actions to meet customer requirements and enhance customer satisfaction. These include:

- improving products and services to meet requirements as well as to address future needs and expectations;
- correcting, preventing or reducing undesired effects;
- improving the performance and effectiveness of the SMS.

10.2. Non-Compliance & Non-Conformance

In the event a safety or environmental system control is observed not to be effective, or that a Worker is deemed to be not complying with the requirements of the SHE Management System or their JSEA's, the work will be stopped, as the continuation of work will compromise the safety of workers. Any Workers of SCS has the authority to stop the task and rectify the problem.

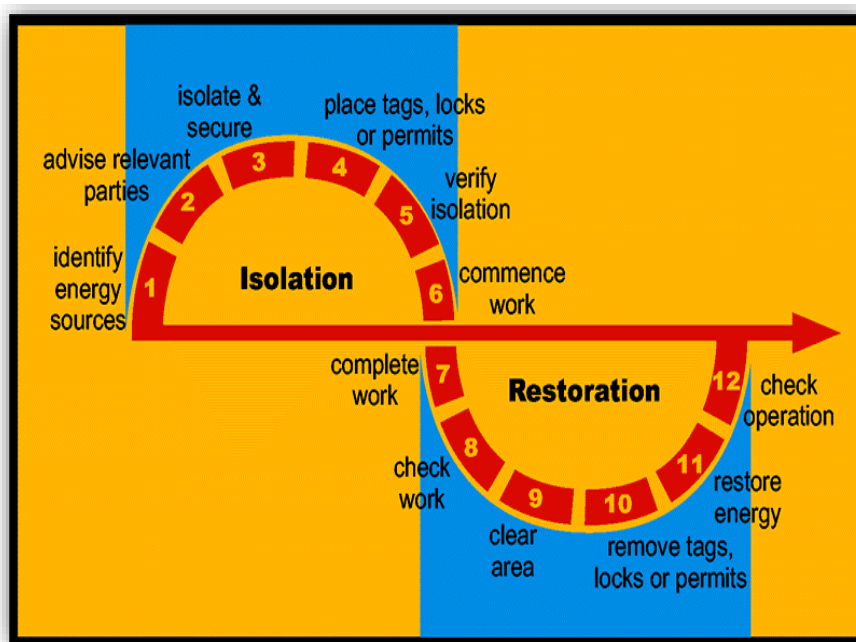
Materials, plant or equipment used for a process or processes will be used and maintained in an environmental and safe working condition in accordance with the manufacturer's instructions. Where defects are identified that could impair the safe operation and use of materials, plant and equipment, or cause environmental issues, and this equipment shall be put out of service.

The operator shall apply an **Out of Service Tag** to the piece of plant or equipment

and repair it or replace it as soon as practical. Materials, plant and equipment with any defects shall not be used under any circumstances.

10.3. Isolation

All hard Isolations (Hasp & Locks), in conjunction with Personal Danger Tags, will be used for isolation of energies by all SCS Workers. Workers will follow the relevant sites isolation process. Where the site doesn't have an Isolation process then the SCS Workers will follow the 12-step isolation.



- encountered.

10.4. Continual improvement

S.C.S Specialised Crusher Services continually improves the suitability, adequacy and effectiveness of the SMS through implementation of both small improvement cycles (small steps improvements) and big improvement cycles (breakthrough projects) —

Small improvement cycles are carried out in every SMS process and include the following:

- a) Actions to address risks and opportunities
- b) Implementation of process approach in a chain: 'Process criteria definition > Criteria monitoring and measuring > Results review and evaluation, determination of trends and their causes; preventing undesired effects and (or) enhancing desirable effects'. Resources for monitoring and measuring, including the methods, techniques, personnel training.

Small improvement cycles are carried out by improvement teams using expert opinion, brain storming, focus groups, etc. Team-leader is usually a process-owner.



If the decision scale of the group making improvements go beyond the power of process-owner, he generates proposals for management review (section 9.3).

Big improvement cycles are carried out by S.C.S Specialised Crusher Services management in a chain: 'Context, strategy, quality policy and objectives review > Breakthrough projects implementation > Project Effectiveness Review > Organisation wide application; Introduction into the SMS'.

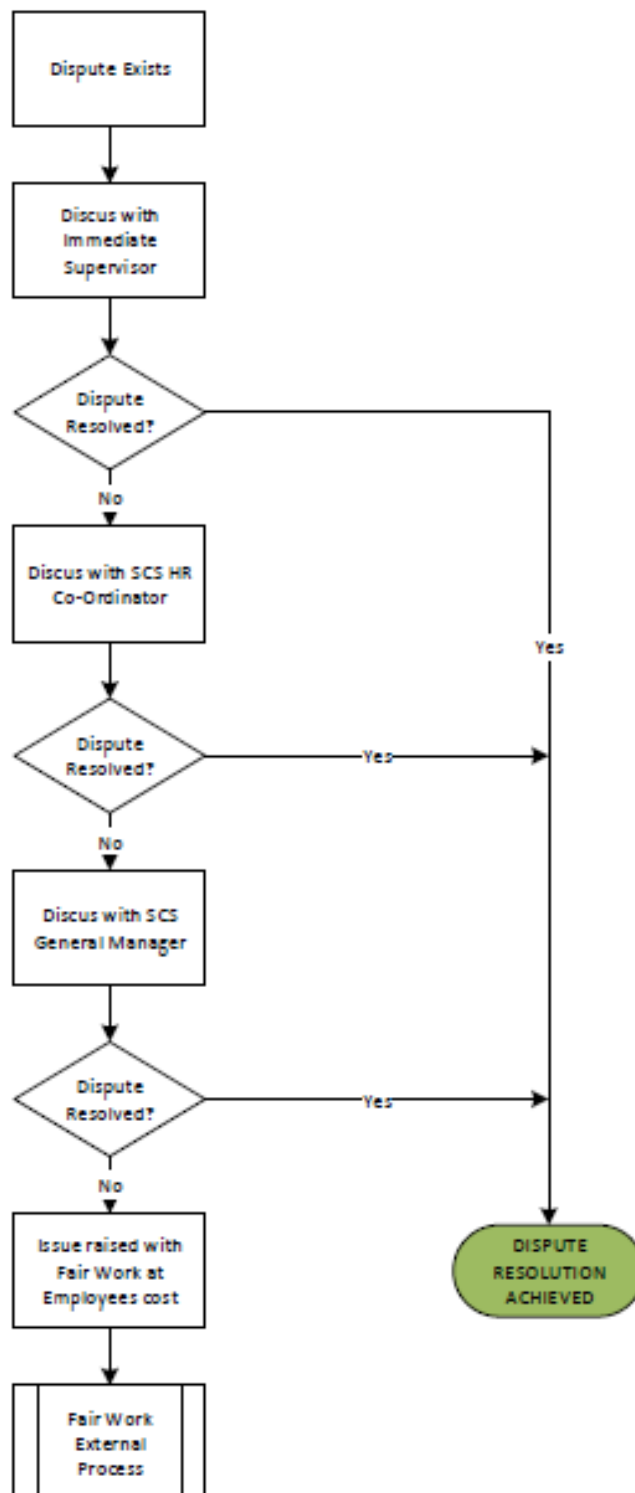
Process-owners could also initiate the Breakthrough projects.

The breakthrough projects are as follows: modernisation, launching of a new product, diversification, opening of branch offices, outsourcing, etc.

Continual improvement is the foundation of S.C.S Specialised Crusher Services sustainable development.



10.5. Dispute Resolution Process





11. Version History

This Safety Management Plan is to be reviewed annually. In the event there are changes to legislation, a review will be conducted accordingly.

**The above Safety Management Plan has been reviewed for relevance and
Subsequently approved for release**

Version	Reason	Author	Approved	Approval Date
0	Draft document	R Patterson	Directors	05.2015
1	Approved	R Patterson	Directors	05.2015
2	Reviewed for relevance	R Patterson	Directors	04.2017
3	Reviewed for relevance	R Patterson	Directors	11.2017
4	Re-formatted	D Livne	General Manager	05.2019
5	Reviewed	M Glasby	General Manager	08.2019
6	Reviewed	E Obst	General Manager	09.2019