

Black Diamond Drilling Services

Health and Safety Plan

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1 Introduction

1.1 Purpose

The purpose of this Safety and Health Management Plan is to provide an overview of the Black Diamond Drilling Services (BDD) Work Health and Safety Management System (WHSMS).

1.2 Scope

This Plan, and the WHSMS, applies to all workers, contractors and visitors and covers all activities conducted on site at BDD as well as work-related activities conducted by employees or contractors off site.

2 Work Health and Safety Management System

This Work Health and Safety Management System Plan outlines the structure and requirements of the BDD Work Health and Safety Management System (WHSMS). It has a basis of a management commitment to the highest level of performance in the area of Health and Safety responsibilities, which is also reflected in the BDD WHS Policy.

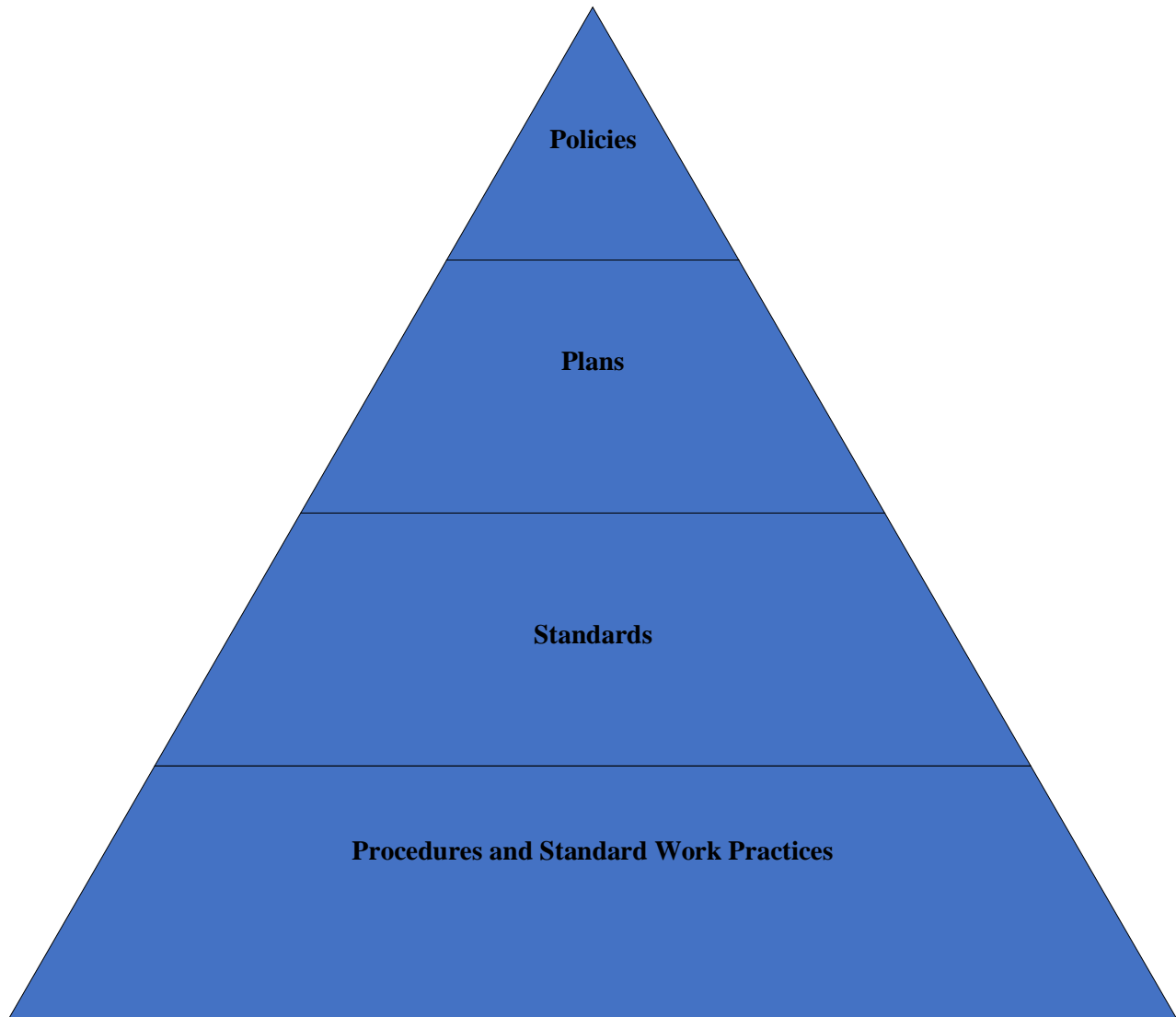
Health and Safety document components of the WHSMS shall be development and updated in accordance with the Document Control and Record Management Standard ,and all workers, contractors and visitors to site shall comply with all elements of the WHSMS at all times.

The WHSMS is hierarchical (as shown below), where documents and systems must meet and support the requirements of those of higher levels.

Where hazards or tasks are not adequately covered by the WHSMS risk mechanisms, Standards, Procedures and other documented processes as per above, the risk management



methods, as per Hazard Identification and Risk Management Standard ,shall be utilised in order to mitigate the associated risks.



3 System Requirements

3.1 Work Health and Safety Policy

The BDD WHS Policy requirements apply to all workers, contractors and visitors to site.

3.2 Goals and Targets

BDD has established Health and Safety goals and targets, designed to achieve industry leading Health and Safety performance. These goals and targets consist of both lead and lag indicators as per below.

The Lead indicators that are measured and managed in the Site SHMS include:

- Pre-shift information meetings
- Hazard reporting
- Safe Behaviour Observations
- JSAs conducted
- Safety Meetings
- Area/Workplace Inspections, and
- Audits
- In addition to the Lead indicators the following Lag indicators are also measured and managed:

- TRI - Total Recordable Injuries – The combination of fatal injuries, lost time injuries, restricted duty cases and medical treatment cases.
- LTI - Lost Time Injuries – a working injury resulting in a full work shift being lost,
- RDI - Restricted Duties Injury – an injury where the employee returns to work unable to perform normal job and is placed on alternative duties,
- MTI - Medical Treatment Injury – an injury where medical treatment has been provided by a doctor,
- FAC - First Aid Case – an injury where first aid treatment has been provided.
- Equipment Damage

The key safety performance indicators (KPI's) for BDD are detailed below.

KPI	Measure	Target
HSE Audits (biannual)	Audit score	> 90%
Injury Incidents	Lost Time Injury Frequency Rate (LTIFR)	0
Injury Severity	Lost Time Injury Severity Rate (LTISR)	0
Total Recordable Injuries	Total Recordable Injury Frequency Rate (TRIFR)	< 5.00
Monitor and Review	Task Observations	> 1 / BDD Mgt Team
Proactive Safety	Safe Behaviour Observations	> 4 / BDD Mgt Team
Corrective Actions	Corrective Actions % Completed	100%
Workplace Inspections	Annual Workplace Inspections	100%

3.3 Communication

Effective consultation with workers affecting their work health and safety is a requirement under the WHS Act. Meaningful and effective communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- Ask questions relating to WHS/OHS
- Bring up safety concerns
- Make recommendations regarding WHS/OHS
- Give regular feedback
- Become involved in evaluation of safety issues
- Participate in any WHS/OHS related problem-solving process.
- It is important that workers help shape decisions about WHS/OHS particularly when:
 - Identifying hazards and assessing risks
 - Making decisions about ways to eliminate or minimise those hazards or risks
 - Proposing business changes that may affect the health and safety of workers
 - Purchasing of new equipment or substances
 - Developing or changing job tasks or safety procedures.
- All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their direct manager and/or supervisor. If the issue identified remains unresolved, it should be raised directly with the Health and Safety Representative

3.4 Leadership and Commitment

Each level of Management at BDD have consulted and agreed upon actions that underpin the higher level Health and Safety initiatives, goals and targets. In compiling the elements of this

WHSMS Plan, each Manager has consulted with their direct reports (including permanent and semi-permanent contractors) to develop their respective plan element.

The objective of this is to achieve engagement and commitment to the Health and Safety actions.

The workforce shall understand they have the right and responsibility to stop work or refuse to work in situations that may cause Health and Safety harm, and to immediately bring these situations to the attention of those at imminent risk and to Management.

3.5 Risk Management

The purpose of any WHS/OHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous e.g. Replace a hazardous chemical with one which is not hazardous)
- Isolation (isolate the hazard from people e.g. Place a noisy piece of equipment in another location)
- Engineering (e.g. Guarding on machinery)
- Administrative (e.g. Provision of training, policies and procedures, signage)
- Personal protective equipment (e.g. Use of hearing , eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of

process or requirement. Current risk assessments will ensure that Black Diamond Drilling Services achieves the goal of eliminating or minimising the risk workers may be exposed to.

3.6 Change Management

Systems have been established, implemented, documented and will be maintained to manage permanent, temporary or incremental change. The duration of a temporary change shall not be exceeded without review and approval by the accountable Manager.

Changes to plant, equipment, processes, organisational structure, activities, products, services, the physical environment and employees and contractors with a potential Safety and Health impact are identified, managed and appropriately communicated to affected stakeholders.

Employees or contractors that have been authorised by the accountable Manager, shall only approve changes, including duration of change, if the level of risk is acceptable. Authority levels for change approval are consistent with potential consequences.

3.7 Competency and Training

BDD maintains a system whereby the workforce is able to identify possible harm in their work environment. Employees and contractors are trained in identifying these hazards in their work environment (i.e., physical, chemical, biological and psychological hazards), at risk behaviours or situations and the Health and Safety consequences of departure from specified Procedures, as well as understanding the Hierarchy of Control for mitigating or reducing these hazards. The training in these processes is included in the Company Induction.

In consultation with the workforce, training needs are identified in relation to performing work activities competently, including Safety and Health training. Workers, contractors, and visitors

undertake the required training appropriate to the identified needs in accordance with the BDD Training Scheme.

BDD maintains a company-wide Induction Program for all employees, contractors and visitors. The Site Visitors Induction is completed by all visitors to Site. Employees, contractors and visitors are made aware (when inducted and with follow up communication and/or training) of the relevant Health and Safety requirements, hazards, risks and controls and are given the necessary competencies to conduct their activities and behave in a safe and responsible manner.

3.8 Contractor Management

Contractors are subject to risk-based Health and Safety evaluation prior to contractual arrangements being established, taking into account the nature of their products, activities or services and previous Health and Safety performance. BDD will ensure that all contractors have a nominated BDD contract holder to oversee and manage the contractors site activities.

Contractors are regularly audited in the areas of

- Pre-qualification
- Ongoing compliance to determine compliance with WHS requirements

3.9 Immediate Incident Response and Notification

Reporting of Notifiable Incidents

Any notifiable incidents must be notified immediately to your Line Manager. After becoming aware that any such incident has occurred, it is the Manager's responsibility to report 'notifiable incidents' to the State WHS Regulator by the fastest possible means, either:

- By phone

- Online form
- Email

Refer to the State WHS Regulators website for phone numbers and email addresses and specific notification processes.

Incident investigation

Black Diamond Drilling Services is committed to ensuring the safety and wellbeing of workers. Part of this commitment is the development of an incident response plan to enable management and workers to quickly and efficiently respond to incidents and emergencies. Refer to the Incident Management Standard for more detailed steps.

3.10 Emergency Preparedness and Response

While the WHSMS focuses on prevention of illness, injury and damage to plant, unplanned incidents could potentially occur. Infrastructure, equipment, and procedures are in place to rapidly and efficiently respond to and gain control of the range of crisis and emergency situations. These are detailed in the Emergency Response Plan .

The range of potential emergencies that the Site needs to be prepared for, are determined through risk assessment.

The Emergency Response Plan is reviewed annually to ensure it is maintained up-to-date, addresses relevant scenarios and control arrangements are current.

Resources, including equipment and warning devices, required for emergency response and ongoing recovery activities, have been identified through risk assessment and are clearly identified, maintained, tested and available. The workforce, visitors, and external stakeholders

(as appropriate) are trained in and understand their roles and responsibilities, and the use of emergency response resources.

Emergency response drills and exercises are scheduled and conducted regularly, including liaison with and involvement of external response organisations and other stakeholders, as appropriate.

4 Roles and Responsibilities

Black Diamond Drilling Services

As the duty holder, Black Diamond Drilling Services, being the PCBU/Employer, must:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction, and supervision
- Monitor the health of workers and the conditions of our workplaces.
- Specific duties as a PCBU/Employer also include:
 - Record and notify WHS/OHS Regulator of any notifiable incidents arising out of the conduct of the business or undertaking
 - Ensure authorisations are in place for any high risk work or plant

- Consult so far as reasonably practicable with other PCBU's/Employers or persons who have a duty in regard to a work health and safety matter.

Managers and Leaders

Managers and leaders are responsible for providing a workplace that is, as far as reasonably practicable, safe and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

- Modelling health and safety leadership
- Demonstrating a commitment to good health and safety performance, by:
 - o Talking about safety at regular meetings
 - o Ensuring safe work procedures are followed
 - o Reporting incidents, hazards and safety concerns promptly
 - o Assessing task risk and not allowing an activity to continue until it can be controlled adequately
- Fostering a strong work health and safety culture where worker input is valued
- Promoting and implementing the Work Health and Safety Management System
- Actively support the identification of hazards and risks and the management of these
- Understand and monitor safety performance objectives
- Proactively manage other duty holders (e.g. contractors), when required.

Workers/Employees

Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable

instruction given by the Managers and Leaders, as well as co-operating with any reasonable Black Diamond Drilling Services policy or procedure which relates to workplace health and safety. On a day to day basis, this includes:

- To the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- Making sure that the work area safe when leaving it
- Make proper use of all appropriate safeguards, safety devices and personal protective equipment
- Follow agreed safe working practices and rules
- Report all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

Contractors

Contractors, sub-contractors and self-employed persons are included in the definition of "workers" under the WHS Act if they carry out work in any capacity for Black Diamond Drilling Services. They are required to:

- Comply with the requirements of the WHS legislation
- Have in place any work health and safety policies and programs required under State or Territory safety legislation

- Consult with Black Diamond Drilling Services about safety matters and comply Black Diamond Drilling Services policies
- Work safely and to include the safety of staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

Visitors

Visitors and other persons to also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- Take reasonable care for their own health and safety and for the health and safety of other persons
- Comply with, so far as they are reasonably able, all reasonable safety directions provided by Australia Wide Construction staff
- Report all safety related incidents to Black Diamond Drilling Services staff
- Ensure the adequate supervision of any accompanying children
- Not enter any restricted area without authorisation or escort
- Not bring or consume alcohol or illegal drugs at Black Diamond Drilling Services workplaces
- Not wilfully or recklessly interfere with Black Diamond Drilling Services property.

5 Records and Review Criteria

A record shall be maintained of all formal risk assessment activities conducted by BDD until such time as the assessment is superseded or the hazard / risk no longer exist.

Records relating to training and instruction provided in the requirements of this Standard shall be maintained in accordance with Training Scheme.