

# Work Health and Safety Management Plan CSBP Kwinana

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## 1. INTRODUCTION

Wesfarmers Chemical, Energy and Fertilisers (WesCEF) operates chemical, energy and fertiliser businesses that service a range of sectors in both domestic and international markets.

The WesCEF businesses include CSBP Fertilisers, CSBP Chemicals (Ammonia, Ammonium Nitrate and Sodium Cyanide), Australian Vinyls, Modwood, Kleenheat and three joint ventures, Covalent Lithium, Queensland Nitrates (QNP) and Australian Gold Reagents (AGR).

This plan provides a summary of WesCEF safety management systems overall and also describes site specific requirements for WesCEF companies located at Kwinana site. The entire CSBP Kwinana site comprises 138 hectares sited within the Kwinana Industrial Area (KIA), approximately 30 km south of Perth. The WesCEF businesses located at Kwinana site are detailed below:

### CSBP (Chemicals)



CSBP manufactures and supplies ammonia, ammonium nitrate and industrial chemicals to the Western Australian resources and industrial sectors.

### CSBP (Fertilisers)

CSBP Fertilisers manufactures, imports and distributes phosphate, nitrogen and potassium-based fertilisers in blended, compound and liquid form for the Western Australian agricultural sector.

### Australian Gold Reagents (AGR)



AGR (is a joint venture between Coogee Chemicals and CSBP Ltd) manufactures and supplies sodium cyanide to the WA, Australian and international gold mining sector.

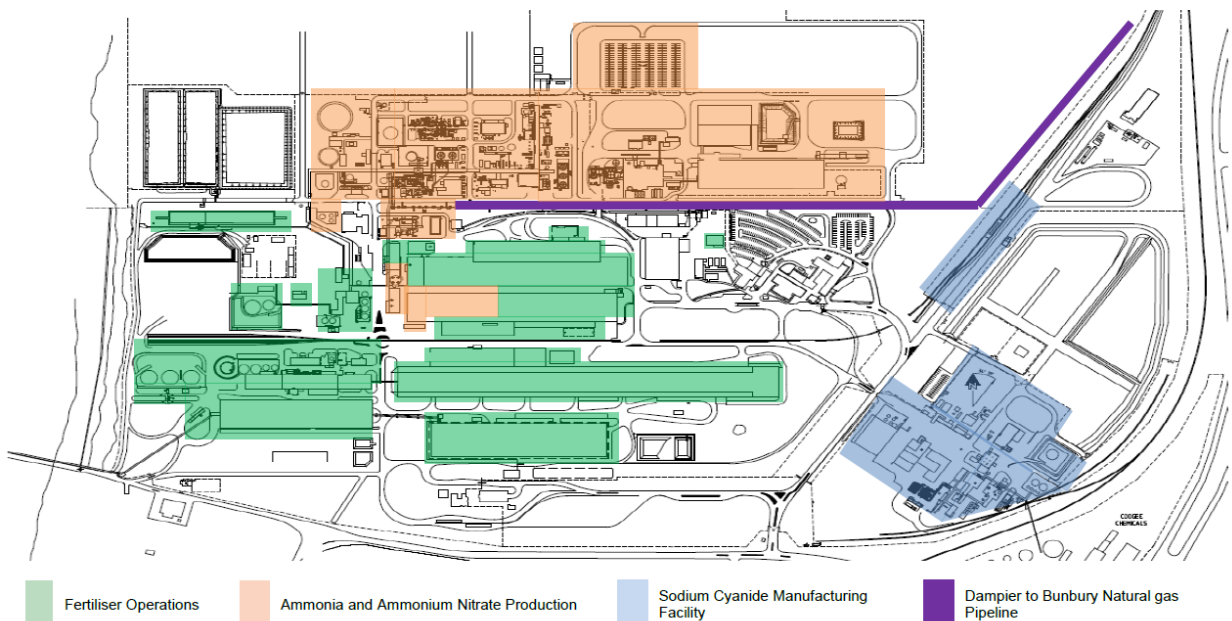


Figure 1 - Kwinana Site Layout

# Work Health and Safety Management Plan CSBP Kwinana

## 2. PURPOSE AND SCOPE

This Work Health and Safety Management Plan (WHSMP) has been developed to ensure that activities at Kwinana site are conducted in a manner that:

- Protects the health and safety of all personnel, including contractors and visitors.
- Protects assets and prevents damage to equipment.
- Aligns with WesCEF values, policies and standards.
- Maintains compliance with all legal and regulatory requirements.

The WesCEF Safety Management System (SMS) (WCEF-GM-OHS-000-01) provides for the safe management of all activities across WesCEF. It demonstrates WesCEF commitment to the safety of its employees, contract workers, visitors, neighbouring facilities, the communities in which it operates and the environment.

In addition to the SMS, this WHSMP describes the health and safety requirements, processes, activities and accountabilities associated with the work conducted at the CSBP Kwinana site.

When working at the Kwinana site all personnel will work in accordance with the WesCEF and CSBP policies and procedures. Where a WesCEF or CSBP procedure or process is not available then Supplier procedures may be utilised with WesCEF approval.

This document may be used in conjunction with other plans, such as project specific WHSMP and other regulatory plans, in some circumstances.

All personnel are required to comply with these plan(s) and the relevant referenced procedures. It is everyone's responsibility to understand the safety expectations, processes and activities.

## 3. ABBREVIATIONS

Abbreviation	Description
ALF	Ammonia Loading Facility
AOD	Alcohol and Other Drugs
AP	Accountable Person
APD	Accountable Person Delegate
CCC	Critical Control Checklist
CCR	Central Control Room
CO	Contract Owner
CSBP	CSBP Limited
CSE	Confined Space Entry
CSRA	Confined Space Risk Assessment
DG	Dangerous Goods
DBNGP	Dampier to Bunbury Natural Gas Pipeline.
EAP	Employee Assistance Program
E&I	Electrical & Instrumentation
ERP	Emergency Response Plan

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ERT	Emergency Response Team
EWP	Elevating Work Platform
FPA	Fremantle Port Authority
GPS	Global Positioning System
HRWL	High Risk Work License
HV	High Voltage
IMT	Incident Management Team
IR	Industrial Relations
JSA	Job Safety Analysis
KBJ	Kwinana Bulk Jetty
LNG	Liquified Natural Gas
LOTO	Lock out, Tag Out
LPG	Liquified Petroleum Gas
LV	Low Voltage
MHF	Major Hazard Facility
MOC	Management of Change
MSIC	Maritime Security Identification Card
NDT	Non-Destructive Testing
PDL	Personal Danger Locks
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
RO	Responsible Officer
SCBA	Self-Contained Breathing Apparatus
SCMF	Sodium Cyanide Manufacturing Facility
SCP	Sodium Cyanide Plant
SDS	Safety Data Sheet
SMS	Safety Management System
SSAN	Security Sensitive Ammonium Nitrate
SWMS	Safe Work Method Statement
TBRA	Team Based Risk Assessment
TFB	Total Fire Ban
WAH	Working at Heights
WesCEF	Wesfarmers Chemicals, Energy & Fertilisers Limited
WHS	Work Health and Safety
WHSMP	Work, Health and Safety Management Plan



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## 4. TERMS AND DEFINITIONS

<b>Accountable Person (AP)</b>	Selected Company representative who has responsibility for the Supplier's infield duty of care and performance on a day to day basis. The Accountable Person can be the Responsible Officer, or a trained and competent Employee appointed by the Responsible Officer.
<b>Accountable Person Delegate (APD)</b>	Selected Contractors that are trained and competent and have been authorised by the Area Manager to undertake limited in-field verification tasks during high volume work periods.
<b>Ampere</b>	The unit for measuring electricity.
<b>Area Manager</b>	The person in operational control of the facility or business unit which may operate at multiple different sites.
<b>Cintellate</b>	Safety Information Database for reporting hazards and incidents, managing corrective actions, recording investigations etc.
<b>Classified Plant</b>	Plant or equipment which requires design approval in accordance with WorkSafe Western Australia regulations, and certification in accordance with statutory requirements.
<b>Company</b>	WesCEF or its subsidiary company(s).
<b>Contractor</b>	The actual person or individual that performs the Work on behalf of the Supplier. This person is required to be suitably trained, qualified and inducted to perform the requested task.
<b>Customer</b>	A person or legal entity who purchase goods or services from the Company.
<b>Dangerous Goods</b>	Dangerous Goods are substances that, because of their physical, chemical, or acute toxicity properties, present an immediate hazard to people, property, or the environment, due to the possibility of fire, explosion, or exposure to toxic, flammable or corrosive materials. Classified under the ADG Code.
<b>DOCOVA</b>	WesCEF document management system for the review, approval, storage and retrieval of controlled documents.
<b>Elevate</b>	Training and competency database.
<b>Employee</b>	The actual person or individual employed with payments made by WesCEF payroll department. This includes all the definitions covered under EBA's and contracts of employment.
<b>Equipment</b>	All plant, vehicles and mobile equipment.
<b>Hazard</b>	Any unwanted event that has the potential to harm people, property, the environment or process.
<b>Hazardous Material</b>	Hazardous chemicals are any substance, mixture or article that can pose a risk to health and safety, and which are classified under a hazard category in the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals.
<b>High Voltage (HV) Asset</b>	Includes 132kV equipment, 22kV equipment, 6.6kV equipment and 6kV equipment. Equipment classes include transformers (power and distribution), generators, motors, switchgear assemblies and distribution cabling systems.

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<b>High Potential (HiPo) Event</b>	<p>High Potential (HiPo) event is an incident or a hazard which involves a high potential energy. High potential energies include working at height, dropped objects, vehicular, machine, electrical, thermal, chemical, pressure and fire.</p> <p>A high potential hazard does not involve any transfer of energy.</p> <p>A high potential incident does involve a transfer of energy and has effective controls in place to prevent a major consequence (permanent injury or fatality).</p>
<b>Incident</b>	Any unwanted event that results in harm to people, damage to property, damage to the environment or loss of process.
<b>Job Safety Analysis (JSA)</b>	Is a structured risk assessment used for tasks; ideally developed by those conducting the Work. The JSA is developed by breaking the task into sequential steps; identifying the hazards or risks associated with that step; identifying suitable control measures and risk ranking the hazard with the control measures taken into account.
<b>Operational Control</b>	Authority over how normal business processes are executed.
<b>Person Conducting a Business or Undertaking (PCBU)</b>	<p>A 'person' can include a body corporate (company), unincorporated body or association or a partnership.</p> <p>An individual is also a 'person' but will only be a PCBU where that individual is conducting a business in their own right.</p>
<b>Responsible Officer (RO)</b>	The person who is nominated as the Company representative for the Contract under which the Supplier is attending Site. Where a Contract does not have a person nominated as the Responsible Officer, the selected company representative is responsible for the day to day spend, compliance to the Supplier policy and accountable for the overall duty of care of the Contractors.
<b>Safety Meeting</b>	Monthly meeting facilitated by the Company Health and Safety Department covering recent incidents as well as key safety aspects including, process safety, environmental and areas across the Company.
<b>Self-Contained Breathing Apparatus (SCBA)</b>	A self-contained breathing apparatus (SCBA), sometimes referred to as a compressed air breathing apparatus (CABA) or simply breathing apparatus (BA), is a device worn to provide breathable air in an atmosphere that is immediately dangerous to life or health.
<b>Security Sensitive Ammonium Nitrate (SSAN)</b>	<p>A substance that contains more than 45 per cent ammonium nitrate, unless:</p> <ul style="list-style-type: none"> <li>• It is an explosive, or</li> <li>• It is an aqueous solution, being a homogenous mixture of two or more components in a single phase.</li> </ul>
<b>High Potential, No Control Incident (HiPO NC)</b>	<p>May also be defined as a Significant Incident. Any incident that has a credible risk to result in a major injury or illness (permanent injury or fatality), serious environmental impact or financial loss greater than \$100,000 caused by property damage or loss of process.</p> <p>A high potential no control incident does involve a transfer of energy and does not have effective controls in place or existing controls have failed.</p>
<b>Site(s)</b>	Company property, facilities or operations.
<b>Subcontractor</b>	A legal entity engaged by a Supplier to perform work on its behalf.
<b>Supplier</b>	The legal entity that will perform the work for the Company. The Supplier is entity that our Company has a financial and contractual commitment.

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	The term Supplier should be used in all instances and take priority over “Vendor”, “Contractor” and “Consultants”.
<b>Team Based Risk Assessment (TBRA)</b>	TBRAs are conducted in a team to effectively identify hazards, assess hazards and manage risks associated with work activities.
<b>Transport of Dangerous Goods</b>	The Australian Code for the Transport of Dangerous Goods by Road & Rail (ADG Code) sets out the requirements for transporting dangerous goods by road or rail.
<b>Visitor</b>	Includes a person or persons who has not been site inducted. Where work is to be completed, this also includes area inductions and Work Permit System training.
<b>Worker</b>	A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a ‘host employer’ and volunteers.
<b>Work Permit System</b>	Written authorisation that identifies work that may be carried out provided all precautions specified in this written authorisation have been complied with.

# PART 1

# WesCEF SAFETY MANAGEMENT SYSTEM

# Work Health and Safety Management Plan CSBP Kwinana

## 1. OVERVIEW

### 1.1 Health, Safety & Wellbeing Policy

WesCEF is committed to managing its activities in a safe and responsible manner that protects the health, safety and wellbeing of the people we work with, our customers and the community.

This is described in in the WesCEF Health, Safety & Wellbeing Policy (WCEF-PO-OHS-000-01).

### 1.2 Safety Management System

The WesCEF Safety Management System (SMS) (WCEF-GM-OHS-000-01) provides for the safe management of all activities across WesCEF. The SMS must be complied with across all WesCEF locations and activities, in addition to any site specific plans and procedures.

WesCEF employees can access the safety management system and all safety procedures from Docova.

Suppliers can access WesCEF safety procedures via the internet at: <https://wescef.com.au/supplier-management/safety-resources/>.

Suppliers and visitors can request procedures from a member of the site health and safety team or their WesCEF representative.

### 1.3 Safe Person, Safe Process, Safe Place

From the design and maintenance of every piece of plant and equipment, to the competency and behaviour of every Employee and Supplier, through to the varying regulations under which we operate, a variety of elements play a part in building the overall health and safety culture of the Company.

Safe Person, Safe Process, Safe Place represents our safety journey and:

- Clearly articulates our expectations around safety behaviours.
- Converts our passive safety communications into a direct call to action.
- Unifies all of our safety endeavours across WesCEF.

***“Be a Safe Person, use a Safe Process, create a Safe Place”***



All persons working on site must follow the WesCEF Foundation Rules, which includes the following:

- Stop work if it feels unsafe.
- Make sure we are competent to perform the task.
- Report all hazards, incidents, injuries and near misses.
- Assess the risks associated with each task and plan accordingly – if the job changes re-assess the risk.

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- Wear and use required personal protective equipment.
- Take responsibility for own safety and the safety of our workmates.

## 2. DUTY OF CARE

WesCEF must, as far as is reasonably practicable, provide and maintain a working environment where the workforce is not exposed to hazards.

In order to provide and maintain a safe place of work for all concerned, Employee/s and Employers have legal duties to carry out. These duties are placed upon people to ensure their own health and safety and the health and safety of others in the workplace.

These duties are referred to as a “*Duty of Care*”.

Statutory safety and health requirements are currently found in a number of Acts and Regulations. The concept of duty of care is inherent in all WHS legislation around Australia.

### 2.1 Employers

A Person Conducting a Business or Undertaking (PCBU), which includes WesCEF and Suppliers, owes a primary duty of care to workers while they are at the business or undertaking, if it:

- Engages or causes the engagement of workers to carry out work.
- Directs or influences workers carrying out work; or
- Have management or control of a workplace.

A PCBU also has a primary duty of care to ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking, which includes visitors or the public.

### 2.2 Workers

While at work, workers must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

They must also:

- Comply, so far as they are reasonably able, with any reasonable instruction given by the Employer to allow the Employer to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the Employer relating to health or safety at the workplace that they have been notified about.

In line with that duty of care, workers are required to:

- Assess the risk of any job you are doing. There are no unsafe jobs – only unsafe ways of doing them.
  - Utilise the WesCEF work permit system and safety procedures applicable to your work.
  - Never carry out work you are not authorised or competent to do.
  - Follow the safety and health instructions given by WesCEF Site Managers / Representatives.
  - Report all incidents and work-related injuries, and any harm to health.
  - Report all hazards to WesCEF and correct any hazard that they are able to as soon as possible (and where it is safe to do so).
  - Use and take good care of PPE and equipment (including cleaning and maintenance).
- and

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- Always ensure you are fit for work. This means personnel are not under the influence of alcohol or drugs or impaired in their capacity to work due to fatigue or other stress.

## 2.3 Visitors

Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also comply, so far as they are reasonably able, with any reasonable instruction that is given by the PCBU to comply with WHS laws.

At WesCEF, visitors are individuals who attend site and are not inducted. Visitors to WesCEF sites must be escorted and shall complete the Safe Person Visitor Commitment declaration. When escorting visitors, it is a requirement that:

- The guide instructs the visitors on the basic safety requirements when attending site.
- The visitor stays with their guide at all times.
- Any changes of where the visitor wishes to visit will need to be communicated with the relevant business unit personnel.
- The visitor follows instructions from the guide at all times.
- The visitor avoids touching or operating any equipment without approval.
- The visitor wears the appropriate personal protective equipment.
- The visitor reports any contact with a substance, or any safety concerns to their guide immediately or as soon as it is practical to do so.

In exceptional circumstances, visitors attending site to perform work requires the Area Manager's approval and must be accompanied by an inducted person at all times.

Any WesCEF worker wishing to bring a visitor to Site must complete the CSBP Kwinana Visitor Application Form at least one day prior to the visit. If a Supplier has been granted approval to host visitors, they must complete the CSBP Kwinana Contractors Approved to host a Visitor Application Form at least the day prior to the visit. Application forms are available on Connect WesCEF.

## 3. LEGAL REQUIREMENTS

Working at the Kwinana site requires compliance with many different safety related legal requirements such as:

- WHS Act 2020
- WHS Regulations 2022
- Dangerous Goods Safety Act 2004
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
- Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007
- Petroleum Pipelines Act 1969
- Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022
- Rail Safety National Law (WA) Act 2015
- Rail Safety National Law (WA) Regulations 2015
- Gas Standards Act 1972

A full list of WHS legal requirements is recorded on the WesCEF Compliance Register which is accessible online through Environment Essentials. Furthermore, WesCEF maintains a subscription to TechStreet Enterprise platform which provides access to all Australian

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Standards. To view the register or an applicable Australian Standard, contact a member of the Health and Safety Team who can provide further information.

For more information see WesCEF Legal and Other Obligations (WCEF-PO-HSE-0015).

## 3.1 Regulatory Plans

CSBP's ammonia, ammonium nitrate, and sodium cyanide production facilities are licensed dangerous goods site under the Dangerous Goods Safety (Storage and Handling of Non-explosive) Regulations 2007 and are also classified as Major Hazard Facilities (MHFs) under the Dangerous Goods Safety Act 2004.

All CSBP MHFs have current dangerous goods licences and operate to Safety Reports. PL57 gas pipeline operates under a Safety Case regime. All Safety Reports/Safety Cases are approved by the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS).

Reference to these plans and other required regulatory management plans are included below:

- Rail Safety Management Plan (CSBP-GM-11-039-37) applicable to railway operations at Kwinana.
- Sodium Cyanide Manufacturing Facility Safety Report (CSBP-TR-OPS-0003) which describes high level, major hazard risks and controls applicable to that facility.
- Ammonia & Ammonium Nitrate Production Facility Safety Report (CSBP-TR-08-050-01) describes high level, major hazard risks and controls applicable to that facility.
- PL57 Pipeline Safety Case (CSBP-GM-13-040-06). The PL57 gas pipeline is licensed under the Pipelines Act 1969.

The purpose of a Safety Report/Safety Case is to demonstrate that appropriate risk control measures are implemented and managed to prevent and reduce the effects of potential major incidents. The controls identified in these plans are incorporated into designs, the facility maintenance system and included in relevant procedures. These plans are available in DOCOVA or contact a member of the Process Safety Team.

## 4. HIGH POTENTIAL RISK MANAGEMENT PROGRAM

### 4.1 High Potential Risks

High Potential Risk Management covers the most common causes of fatality in the industry in which we work. WesCEF has identified its high potential risks which are:

- Dropped Objects
- Confined Spaces
- Falls from Height
- Exposure to Electricity
- Thermal Exposure
- Exposure to Fire
- Chemical Exposure
- Uncontrolled Energy Release
- Excavations
- Crush and Entanglement
- Vehicles and Driving

For high potential risks, critical controls have been identified to reduce the risk of fatalities. For example, critical controls include machine guarding, fall protection, gas detection and



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equipment isolations. It is the responsibility of all personnel working on a WesCEF Site to ensure those identified critical controls are implemented.

See the High Potential Risk Management Program (WCEF-PD-HSE-0054) for more information

## 4.2 Critical Control Checklists

WesCEF have developed Critical Control Checklists (CCC) to assist workers in identifying and checking all critical controls are in place prior to commencing work. The JSA will provide a prompt to identify what high potential risks may be present in the task or a leader can help advise what CCCs need to be completed. Where a high potential risk is identified, the corresponding CCC must be completed prior to commencing the task. For a task that runs over multiple days, a new CCC must be completed at the start of every day. Completed CCCs should be stored with the JSA.

Some high potential risks consist of multiple CCC to ensure they are suitable for the task. The full list of CCC are:

- Dropped Objects
- Lifting Operations
- Confined Spaces
- Falls from Height
- Exposure to Electricity
- Thermal Exposure
- Fire
- Chemical Exposure
- Uncontrolled Energy Release
- Excavations
- Breaking into Hazardous Pipelines
- On-line Sealing and Clamping
- Crush and Entanglement
- Vehicle Impact on Person
- Vehicle Collision or Rollover

CCC's are intended to serve as a reminder of what controls are required. CCCs are available in the permit huts, within designated areas of your business unit and on the SharePoint site.

If a critical control is missing, the worker(s) must:

- STOP the job
- ADVISE the leader or WesCEF RO/AP

FIX the issue or SEEK help before re-commencing the work.

## 4.3 Critical Control Verifications

The High Potential Risk Management program includes having WesCEF team members assigned as Critical Control Owners who conduct regular Critical Control Verifications (CCV's), which are targeted audits of a specific critical control. All work groups, including contractors are expected to cooperate and provide the required information in the conduct of CCVs.

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## 5. RISK MANAGEMENT

All tasks on site must have a risk assessment prior to commencing work. Risk assessments include but are not limited to:

- Team Based Risk Assessment (TBRA): group of relevant people to assess higher risk tasks or activities
- Job Safety Analysis (JSA): Job specific pre-task risk assessment
- STOP: Employee individual pre-task risk assessment.

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**Note:** Risk assessments must identify specific hazards associated with task and surroundings and must have controls assigned for each hazard to reduce risk of the task, so far as is reasonably practicable.

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As a part of the Company's commitment to personal safety, the worker(s) may be stopped by anyone during a task to discuss the risk assessment and to evaluate whether the risks have been identified and the controls are adequate. The JSA Check (CSBP-SF-11-060-02) will be used to conduct regular audits of JSA quality and implementation.

For more details on the risk management process, see the Hazard and Risk Management procedure (WCEF-GM-OHS-040-01).

### 5.1 Team Based Risk Assessment (TBRA)

TBRAs must be conducted:

- When complex tasks have not been performed before, or complex tasks are not performed regularly.
- When the residual risk on a Job Safety Analysis (JSA) indicates a H (High) or E (Extreme) ranking.
- For other reasons as described in the Team Based Risk Assessment procedure.

For more information refer to Team Based Risk Assessment (WCEF-GM-OHS-040-02).

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**Note:** Where it has been determined that current controls in a procedure are not practicable and a deviation from procedure is required, a TBRA must be completed and a member from the Health and Safety team must be involved in conducting the TBRA.

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### 5.2 Safe Work Method Statements

When conducting high risk construction work as described in the WHS Regulations 2022, a Safe Work Method Statement (SWMS) must be completed.

A SWMS is prepared before any high risk construction work begins and is generally different from other documents that focus on specific tasks or processes, such as a job safety analysis or a safe operating procedure. The SWMS is an important process in planning for the high risk work to ensure we have the correct control measures in place prior to commencing work. The JSA is then done on the day of the job to risk assess task specific job steps.

WesCEF use the TBRA (See Section 9.1) process to meet the requirements of the SWMS. Suppliers working on the WesCEF site will generally participate in the TBRA relevant for their work scopes.

Where a supplier is undertaking work that is deemed high risk construction work then a SWMS must be provided to the WesCEF RO/AP prior to commencing work to be reviewed

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by the WesCEF Representative. In this case, the SWMS Review Checklist (WCEF-FORM-ENG-0059) should be used to review a supplier SWMS to ensure it meets the requirements of the regulations.

## 5.3 Job Safety Analysis (JSA)

The JSA process will be used to identify and document the work process steps, the associated hazards and risks, and the control measures required to safely perform the work.

A JSA will be required when

- The task is complex in nature;
- A Work Permit or Certificate is required;
- Other processes state that a JSA must be completed e.g., operating procedures;
- Several jobs are being carried out simultaneously and in close proximity to one another;
- The task requires a deviation from the usual operating procedure NB: A TBRA may also be required;
- A WesCEF Supervisor, RO or team member request it.

When a task is reoccurring - a JSA is developed at the start of the task, then reviewed and acknowledged in writing by all team members on a daily basis. It should also be reviewed under the following conditions:

- The work task or methodology changes.
- The workplace changes.
- The employees / contractors performing the work changes.
- Additional hazards are identified on site. or
- An unplanned event occurs.

JSAs shall be:

- Retained at the task location for the duration of the task;
- Reviewed by the RO, Supervisor or Health and Safety Advisor at any stage;
- Maintained for 12 months after job completion.

JSAs shall be completed in accordance with the WesCEF STOP and Job Safety Analysis Risk Assessment (WCEF-GM-HSE-0011).

At WesCEF sites it is preferred that the CSBP JSA template (or as a minimum the coversheet) are used by all suppliers as below:

- Job Safety Analysis Worksheet (CSBP-SF-11-031-01).
- Job Safety Analysis Coversheet (CSBP-SF-11-031-02).

## 5.4 Personal Risk Assessments (STOP)

Personnel working on facilities are required to utilise a personal risk assessment called STOP. This is to be used at the task location prior to starting work to ensure the hazards have been identified and controlled.

A STOP should be completed when:

- The task is assessed as low level risk, as per the WesCEF risk matrix.
- The task has been approved as work not requiring a permit.
- The task does not require a JSA.

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- The task is performed by a competent WesCEF employee.
- The work environment changes.
- Returning from a break. or
- When a task that is recurring through the same shift - a STOP may be completed at the start of the task, then reviewed if changes occur.

- S** Stop to conduct the risk assessment on day of the work, prior to starting the job
- T** Think about procedural steps and associated risks
- O** Observe the work area for hazards
- P** Perform the job after implementing

## STOPs shall be:

- Completed by individuals in the relevant STOP booklet or online portal.
- Retained for the duration of the task.
- Reviewed by Responsible Officer, Supervisor or Health and Safety Advisor at any stage.
- Disposed of after collation and review.

Specific business units may have additional record management requirements.

Further information on how to complete STOPs can be found in the WesCEF guidance document, STOP and Job Safety Analysis Risk Assessment (WCEF-GM-HSE-0011).

## 6. COMMUNICATION & CONSULTATION

Effective communication and consultation between all parties is critical to ensure safe operations at WesCEF work sites.

WesCEF uses a number of methods to communicate with employees, supplier(s), and visitors. The requirements, frequency, information, and methods of communication will differ between business units but will include as a minimum:

- Site inductions
- Noticeboards
- Lessons Learnt Bulletins
- Safety Alerts
- Prestart meetings
- Safety meetings
- Monthly contractor safety meetings.
- Safety committee meetings (WesCEF Health and Safety Representatives).

The supervisor or WesCEF representative will inform the workgroup of the communication methods and meetings that apply to that work area. It is an expectation that Workers must attend safety meetings when directed to do so.

WesCEF shall ensure that the Suppliers are appropriately consulted on all matters that impact their health and safety performance. This includes participation and involvement in risk assessments and risk mitigations, pre-start meetings, behavioural-based safety conversations and incident investigations.

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## 6.1 TALK

Talks are a safety observation tool which are used to observe work, correct at-risk behaviours whilst providing an opportunity to identify and recognise safe behaviours.

A safety conversation encourages people to look at all facets of the task being performed such as individual and team actions, control measures applied, equipment use, the influence of other tasks in the work environment and adherence to procedures.

WesCEF employees are assigned targets for monthly TALKs as part of the overall WesCEF safety program.

Safety conversations shall be documented on TALK Cards and tracked by WesCEF through the Area HSE Scorecards.

## 6.2 Stop Work Authority

All Workers have the responsibility and the authority to stop the job when they believe an unsafe task or condition exists. There shall not be any repercussions for the person stopping the work in good faith.

Stopping the job does not mean that the task will automatically be cancelled. It means that the task is stopped so that an identified hazard can be assessed, and the risk controlled. Once this is done, work may resume at the discretion of the RO/AP. If the risk associated with the hazard cannot be controlled, then work will be stopped until an alternative work plan can be developed or conditions change.

## 6.3 WesCEF Thanks

All personnel are encouraged to monitor and report positive safety behaviours, actions and innovations for consideration of reward and recognition.

WesCEF employees can submit a WesCEF Thanks using Connect. Reward and recognition is awarded annually.

## 6.4 Resolution of Safety & Health Issues

If there is a dispute regarding a health and safety issue, then this should be escalated to the Supervisor, WesCEF RO/AP or safety team for further discussion. All Workers have the right to seek out the assistance of the Health and Safety Representative (HSR) applicable to their work area. Nominated HSRs are elected and receive training to represent various work groups across WesCEF sites as per the Work, Health and Safety Act. The HSR should:

- Endeavour to reach consensus through the process of joint consultation.
- Work with others with responsibilities for managing Health and Safety in the workplace.

Where the issue can still not be resolved to the satisfaction of all parties involved then the matter shall be managed as per Resolution of Safety and Health Issues (CSBP-DP-11-031-06).

## 7. MANAGEMENT OF CHANGE

A change is any act or process that makes something different. Any alteration, variation, addition, modification, or substitution, that is not a replacement-in-kind.

Modifications to processes and equipment are made for a variety of reasons, including but not limited to improved safety, environmental performance, operability and efficiency. But a

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change will also likely have other consequences which need to be identified and assessed. Some consequences will be unwanted and need to be minimised or eliminated.

Changes can be categorised into one or more of the below areas:

- Equipment – e.g. new equipment, materials of construction change, changed design parameters, equipment configuration change.
- Process – a change to a process flow which does not change equipment. e.g. changes to operating conditions, flow paths, raw materials, feed specifications, chemicals, packaging.
- People – a change to role responsibilities or a work group's activities; a change in team or department responsible for an activity; a change in personnel levels for a role with responsibility for plant or personnel safety. Not an individual change
- Process Control – a change to process control parameters in the DCS, SIS, or PLC.
- Operational Technology (OT) - e.g. a change to the DCS hardware, plant data communications systems.
- Fire System Outage - an outage or impairment of any duration to the 'wet' firewater system such as isolation for piping repairs, or the 'dry' fire systems such as FM200, Vesda and fire panels.
- Other – changes that do not currently fit any other category. E.g. a change to a safety critical procedure or process.

All changes require a Management of Change (MoC) assessment to be completed in Cintellate. Changes must be implemented in accordance with the WesCEF Management of Change procedure (WCEF-PD-CMP-000-31).

## 8. TRAINING & COMPETENCY

Only personnel who have participated in the applicable site inductions are permitted to conduct work on site.

WesCEF employees are responsible to complete their mandatory training as identified in Elevate.

It is the responsibility of the suppliers and their workers to ensure that only personnel with appropriate and current competency qualifications and/or accredited training shall perform high risk work such as scaffolding, rigging, electrical work etc or any activities where there is a regulatory requirement for qualifications or accreditation.

All workers shall maintain copies at the facility of all personnel licences, competency certificates, accreditation details and training details. The employer and the worker shall provide copies of training and licenses to the RO/AP and/or Permit Authority upon request.

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## 9. SUPPLIER MANAGEMENT

All WesCEF suppliers accessing the site must complete the company qualification process which is co-ordinated by the Supply Department, and be approved prior to commencing work on site.

All WesCEF suppliers shall comply with WesCEF Supplier Site Instructions (WCEF-GM-SUP-0003) and this Plan.

All suppliers are assigned a WesCEF Responsible Officer (RO) and Accountable Person (AP) who are responsible for coordinating the contractor work scopes while on site. Any questions or requirements can be directed to the RO/AP for advice.

The responsibilities of the WesCEF RO/AP are described in the Responsible Officer and Accountable Person Health & Safety Requirements procedure (WCEF-GM-OHS-040-11).

## 10. INCIDENT REPORTING

When an incident occurs, the following steps shall be taken:

- Make the area safe
- Ensure injured persons are medically treated
- Initiate the Emergency Response Plan, as required.
- Implement immediate actions to prevent escalation and further events from occurring
- Preserve the incident scene
- Report the incident immediately.

All incidents and near misses must be reported directly to the relevant Supervisor and/or the WesCEF RO/AP and then into Cintellate, as soon as practicable.

It is important to report all incidents in a timely manner, as even some types of near misses may be reportable to regulatory authorities such as Worksafe and DEMIRS, and carry penalties for the business if not reported within regulated timeframes. Notifications of Incidents to External Authorities procedure (WCEF-PD-CMP-000-26) provides guidelines for notifying external authorities.

If there are uncertainties about the need for reporting, seek advice from the relevant Supervisor, WesCEF RO/AP, or a member of the Health and Safety Team.

All injuries requiring first aid treatment must be reported to the relevant Supervisor immediately. Treatment can be received from the Occupational Health Nurse by reporting to the Medical Centre during normal working hours and by the Shift Supervisor after hours. Qualified first aid personnel on all WesCEF key sites can also provide first aid treatment.

All incidents will be investigated and appropriate actions assigned to reduce the likelihood of recurrence. All Workers and Suppliers are expected to cooperate with investigations and provide the requested information in a timely manner.

For further information on incident reporting refer to the WesCEF Incident Reporting and Classification procedure (WCEF-PD-OHS-070-01).

All incidents shall be reported in accordance with WesCEF Incident Investigation Methodology (WCEF-PD-OHS-070-02).

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## 11. HAZARD REPORTING

All Workers and visitors are responsible for reporting hazards if they observe them. Upon observing a hazard, you are responsible for correcting the hazard or making the area safe, if it is safe to do so. Hazards must be reported to your Supervisor, WesCEF RO/AP or the safety team as soon as possible. All hazards shall formally be reported in WesCEF's incident management system, Cintellate for review and corrective action, where required.

## 12. FITNESS FOR WORK

Fitness for Work (FFW) means an individual is in a state (physical, mental and emotional) which enables the worker to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

WesCEF has an on-going process of assessment of the FFW of employees and contractors. Methods which may be used to assess FFW may include:

- Medical assessment
- Alcohol and drug testing
- Individual self-assessment (including self-testing for alcohol and drugs)
- Supervisor, peer or other workers/customers observations.

FFW assessments may be conducted in the following manner:

- Prior to employment
- Periodic assessment
- Randomly in the workplace (for drug and alcohol)
- Following specified workplace incidents, concerns or behaviour (known as 'For Cause') such as mobile plant / vehicle incidents
- Employer, customer or peer concern about an employee being at risk.

All workers accessing site must comply with the Fitness for Work Procedure (WCEF-PO-OHS-140-01).

### 12.1 Fatigue

The regular working hours on site are a maximum of 12 hours per shift. Working hours may be extended past this where additional risk assessments and control measures are implemented as per WesCEF Fatigue Management (WCEF-GM-OSH-040-06).

All working hours, rosters and shifts must comply with WesCEF Fatigue Management procedure.

### 12.2 Drugs and Alcohol

It is an obligation of all Workers and Visitors come to site to ensure they are not impaired by alcohol or drugs.

Anyone taking prescription medication that they know may affect their work performance is required to inform their Supervisor. If in doubt, seek guidance from the site medical centre (located at CSBP Kwinana).

Any Worker or Visitor on site may be asked to undergo a drug and alcohol test for any of the following reasons:

- For cause, such as involving in a serious incident or observed behaviours



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- All motor vehicle and mobile equipment incidents that occur on site or involving a WesCEF vehicle (offsite)
- Due to random testing; and
- Voluntary testing.

It is not permitted to bring any unsealed alcohol or illegal drugs onto site.

All drug and alcohol testing will be conducted in accordance with Australian Standard AS4308 and as per WesCEF Drug and Alcohol Procedure (WCEF-PD-OHS-140-01).

## 12.3 Injury Management

Treatment of all injuries/illness commences at the 'first aid action level' with reporting to the site medical centre. The emergency response procedures are to be followed if the injury or illness is serious or life threatening. After the initial triage has been performed, a decision is made as to whether emergency, medical centre treatment or external medical services is most appropriate.

Anyone injured at site must report to the medical centre and their Supervisor immediately for initial treatment. Medical assessment is required for ALL injury/illnesses that occur on site.

The Occupational Health Nurse (OHN) is available between 7.30am and 4pm weekdays for triage of injuries. After hours and on weekends, the Shift Supervisor is to be notified and they will contact the OHN if required. All Shift Supervisors hold a current Occupational First Aid Certificate.

The WesCEF Injury Management Policy (WCEF-PO-OHS-080-01) describes the full injury management process.

Where required, injured WesCEF employees will be rehabilitated by the on-site medical team in accordance with the WesCEF Return to Work Process (WCEF-PO-OHS-080-02). This process is also applicable to contractors working on site, where by the WesCEF Medical team will coordinate a safe return to work in conjunction with the contracting company.

All injured workers must receive clearance from the WesCEF Medical Centre prior to returning to their usual duties if at any stage they have been deemed unfit for work or required restricted duties. This process applies to both work related and non-work related injuries/illnesses. This includes workers that have been cleared for full duties by an external doctor. This is to ensure the workers' safety and safety of their colleagues.

The OHN must also be contacted prior to the planned return to work for individuals following a period of absence due to any non-work related medical condition where a medicate certificate has been issued and where the injury or illness may prevent them from safely completing their usual duties. It is the responsibility of the individual to contact the Medical Centre where the OHN may arrange review by the Consulting Occupational Physician or Physiotherapist.

## 13. MENTAL WELLBEING

At WesCEF, mental wellbeing is just as important as physical health. Workplace psychosocial hazards are related to the psychological and social conditions of the workplace rather than just the physical conditions. These include stress, fatigue, bullying, violence, aggression, harassment and burnout, which can be harmful to your health and compromise a person's mental wellbeing.

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## 13.1 Wellness at WesCEF

“Wellness at WesCEF” is a holistic employee wellbeing program that is committed to supporting the wellness of employees, encompassing equally a person’s mental and physical health.

Wellness at WesCEF:

- Delivers quarterly wellness webinars
- Coordinates wellness events
- Offers mental health training for employees and leaders.

Additional information can be located on Connect [Wellness \(sharepoint.com\)](#)

## 13.2 Mental Wellbeing Training

WesCEF offers a range of mental health & wellbeing training options for employees and leaders.

Building Resilience and Mental Health Awareness is mandatory training for all employees. This online training course is available through Elevate and consists of eight modules.

Managing Workplace Mental Health assists leaders to understand the legislative obligations of employers in relation to mental health issues experienced by employees, increases awareness of common mental health conditions and how they may present, and empowers leaders to appropriately manage these issues and provide support.

First Aid for Mental Health is a one-day training course delivered in partnership with St John WA, and is available to all employees (with leader approval).

Additional information can be located on Connect [About Mental Wellbeing \(sharepoint.com\)](#)

## 13.3 Psychosocial Hazard Reporting

Everyone in the workplace has a duty to manage hazards and risks to worker physical and psychological health and safety. A safe person helps create a safe place. Reporting of psychosocial hazards can occur through any of the following avenues:

- Directly to the supervisor
- Cintellate
- Medical Centre
- Human Resources Representative
- Any Senior Leader
- Health and Safety Team
- Health and Safety Representative; or
- Whistleblower Hotline 1800 173 918.

## 13.4 Employee Assistance Program

WesCEF’s Employee Assistance Program (EAP) offers complimentary and confidential counselling for work related and non-work related issues. The sessions are conducted by registered psychologists and can be face to face, via telephone or online. WesCEF employees and their immediate family members are entitled to six EAP sessions per issue yearly, with extensions being assessed on a case by case basis. EAP appointments can be made by contacting PeopleSense on 1300 307 912.

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## 13.5 Discrimination, Harassment and Bullying

WesCEF is committed to creating a workforce that is diverse and a workplace that is inclusive, fair, equitable and free from discrimination, harassment and bullying.

Discrimination, harassment and bullying is unlawful and will not be tolerated at WesCEF.

All workers and visitors on site will:

- Take personal responsibility for their conduct in the workplace.
- Take all reasonable steps to ensure the workplace is free from unlawful discrimination, harassment and bullying.
- Promptly identify and address any discrimination, harassment and bullying issues.
- Report any incident of discrimination, harassment and/or bullying involving a WesCEF employee or where it occurs on premises belonging to WesCEF, to their manager or a WesCEF representative, in a timely manner.
- Seek advice and support from Human Resources as required. and
- To the extent that a person's role involves supervisory responsibilities, they are also expected to monitor and ensure employee behaviours are compliant with this policy, and ensure communication of this policy to employees and other workers.

All workers will comply with:

- Code of Conduct (WCEF-PO-HRS-040-01)
- Diversity and Equal Employment Opportunity Policy (WCEF-PO-HRS-000-03)
- Discrimination Harassment and Bullying Policy (WCEF-PO-HRS-000-04)
- Grievance Resolution Policy (WCEF-PO-HRS-040-02).

## 13.6 Whistleblower Policy

WesCEF is committed to the highest standards of conduct and ethical behaviour in all of its business activities, and promote and support a culture of honest and ethical behaviour, corporate compliance and good corporate governance.

WesCEF encourages the reporting of any instances of suspected unethical, illegal, fraudulent or undesirable conduct involving WesCEF businesses and provides protections and measures so that those persons who make a report may do so confidentially and without fear of intimidation, disadvantage or reprisal.

Anyone may make a report under this policy if they have reasonable grounds to suspect that a WesCEF Director, Officer, employee, supplier, tenderer or other person who has business dealings with WesCEF has engaged in undesirable conduct, such as:

- Illegal activities such as theft, violence, harassment or intimidation, criminal damage to property or other breaches of state or federal law
- Activities potentially damaging to WesCEF or Wesfarmers, a WesCEF employee or a third party, such as unsafe work practices, environmental damage, health risks or abuse of WesCEF's property or resources.
- Harassment, discrimination, victimisation or bullying, other than personal work-related grievances as defined in the Corporations Act 2001 (Cth) (Corporations Act).

More information can be found in the Whistleblower Policy (WCEF-PO-HRS-000-02).

## 14. OCCUPATIONAL HYGIENE

WesCEF has developed the Health and Hygiene Management Plan (WCEF-PD-OHS-090-04) to provide a means of effectively managing occupational hygiene hazards in the workplace. Primarily the HMP has been designed to reduce exposure to occupational hygiene hazards as far as reasonably practicable to prevent ill health.

The following general principles apply:

- Reasonable steps must be taken to identify all occupational hygiene hazards.
- Where occupational hygiene hazards are identified or presumed, a risk assessment with associated controls must be implemented to reduce potential exposure.
- Effectiveness of controls must be verified at regular intervals.
- Identification of occupational hygiene hazards and associated risk assessments should only be undertaken by competent persons.
- Procedures to manage occupational hygiene hazards are readily accessible to all workers and contractors (via Responsible Officer or Accountable Person).

### 14.1 Health Surveillance

WesCEF has a Health Surveillance and Biological Monitoring Program which aims to:

- Conduct exposure monitoring to ensure workplace controls are effective in minimising exposure risk to workers
- Conduct Biological Monitoring and health assessments to identify and detect occupational disease at an early and reversible stage as part of the ongoing commitment of WESCEF to ensure a safe workplace for all employees
- Identify health conditions that foreseeably may place the worker at increased risk of an adverse event or exposure, or exacerbation or aggravation of a pre-existing condition, and
- Ensure compliance with regulatory requirements for health monitoring when there is a risk to worker's health from exposure to hazardous substances.

The Health and Hygiene Team is responsible for the implementation, delivery and review of the Health Surveillance Program.

Where exposure and/or biological monitoring results exceed published and accepted Workplace Exposure Standards (WES), the Health and Hygiene Team will ensure that the worker and employer are notified, to enable review and improvement of existing control methods. Any health hazards or concerns can be reported to the WesCEF Health and Hygiene Team for advice and/or further investigation.

Where there is an identified risk, workers are required to participate in health surveillance. Any compelling reason for non-participation must be identified to WesCEF management and may result in the worker being removed from that task while his/her health risk is confirmed.

For more information refer to Health Surveillance and Biological Monitoring (WCEF-PD-OHS-090-02).

### 14.2 Reproductive Risks

Many things can impact the ability to have healthy children for both women and men, including hazards in the workplace. Some workplace hazards can affect the ability to become pregnant,

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the health of unborn children, and child development. Whether a worker is considering having children now or not, reproductive hazards need to be considered, for both men and women.

It is a worker's duty to inform the employer of any fitness for work concerns. This includes reduced capacity for work (e.g. from pregnancy symptoms), as well as foreseeably being at increased risk due to susceptibility to an adverse health effect from a workplace exposure (i.e. the developing foetus).

Pregnancy and breast feeding may affect a woman's fitness for work in hazardous environments.

The worker should inform the Medical Centre of a pregnancy without delay to confirm if work modifications and restrictions are required to protect the embryo/developing foetus. This information is kept confidential. If any work restrictions are required, a Return-to-Work Plan will be developed.

For more information refer to WesCEF Reproductive Management Standard (WCEF-PD-HSE-0045).

## 14.3 Noise Management

Occupational Noise Induced Hearing Loss (ONIHL) is a significant health problem. Exposure to excessive occupational noise is not only associated with hearing loss but also many adverse effects such as annoyance, fatigue and hypertension.

The following general principles apply:

- Consideration is given to eliminate or isolate noise at the source, where practical, in preference to other control methods.
- Reasonable steps must be taken to identify all high noise equipment and tasks.
- Where identified, a risk assessment must be completed, and controls such as engineering controls, administrative controls and hearing protection implemented.

It is the responsibility of all workers and visitors to wear, as instructed, all hearing protective equipment provided.

WesCEF encourages reporting any uncontrolled high noise equipment hazards identified during their work.

All activities and equipment must comply with Noise Control and Hearing Conservation (WCEF-GM-HSE-0003).

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## 14.4 Asbestos

Inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma. There are some locations on site that have asbestos. WesCEF maintains a Site Asbestos Register which can be requested for review prior to commencing work.

Any substance or material that is observed during work which is suspected to be asbestos must be reported immediately to the WesCEF Hygiene Department and work stopped until a sample can be tested to check for the presence of asbestos. The area should be barriered off until the tests are completed.

Personnel involved in the removal of asbestos cement building products are specifically trained and will ensure that the work is undertaken in accordance with both company and statutory requirements.

For more information about asbestos management and removal refer to the WesCEF Asbestos Management Plan (WCEF-PD-OHS-130-01).

## 14.5 Smoking

Smoking is not permitted on site unless at a designated smoking location which is signposted as such. Cigarette butts are to be disposed of safely in the ash containers provided. Any persons observed smoking outside the designated smoking areas may face disciplinary action.

Designated smoking areas will not be:

- Within 15m of oxidising or flammable materials
- Within 5 metres of an entrance to a building (including windows) and within 10 metres of air conditioning intakes.

## 14.6 Hazardous Paints

There are some paints and surface coatings across the site which may be considered hazardous if disturbed, containing metallic pigments such as lead, arsenic, zinc chromate or cadmium. Metallic pigments as an additive was used extensively in the past in many paints and industrial coatings. Metallic pigments can be toxic to humans when ingested or inhaled. However, while hazardous paint containing metallic pigments remain in good condition they present no significant health hazard.

Proper management of hazardous paint containing metallic pigments to be repaired or replaced is critical due to the potential health risk.

Prior to the commencement of any preparatory works or removal of any paints / protective coating by dry abrasive blasting, wet abrasive blasting, high-pressure water wash, wire brushing, burning or grinding, an identification of metallic pigments and risk assessment of the existing coating material shall be carried out by the safety, health and hygiene team.

Removal of paints must be done in accordance with Surface Treatment of Lead-Based Coatings (CSBP-ES-14-102-13).

## 14.7 Contaminated Soil

The Department of Water and Environmental Regulation (DWER) have classified the Kwinana site as “possibly contaminated – investigation required”. This is due to nitrogen, arsenic and hydrocarbons that are present in soil and groundwater.

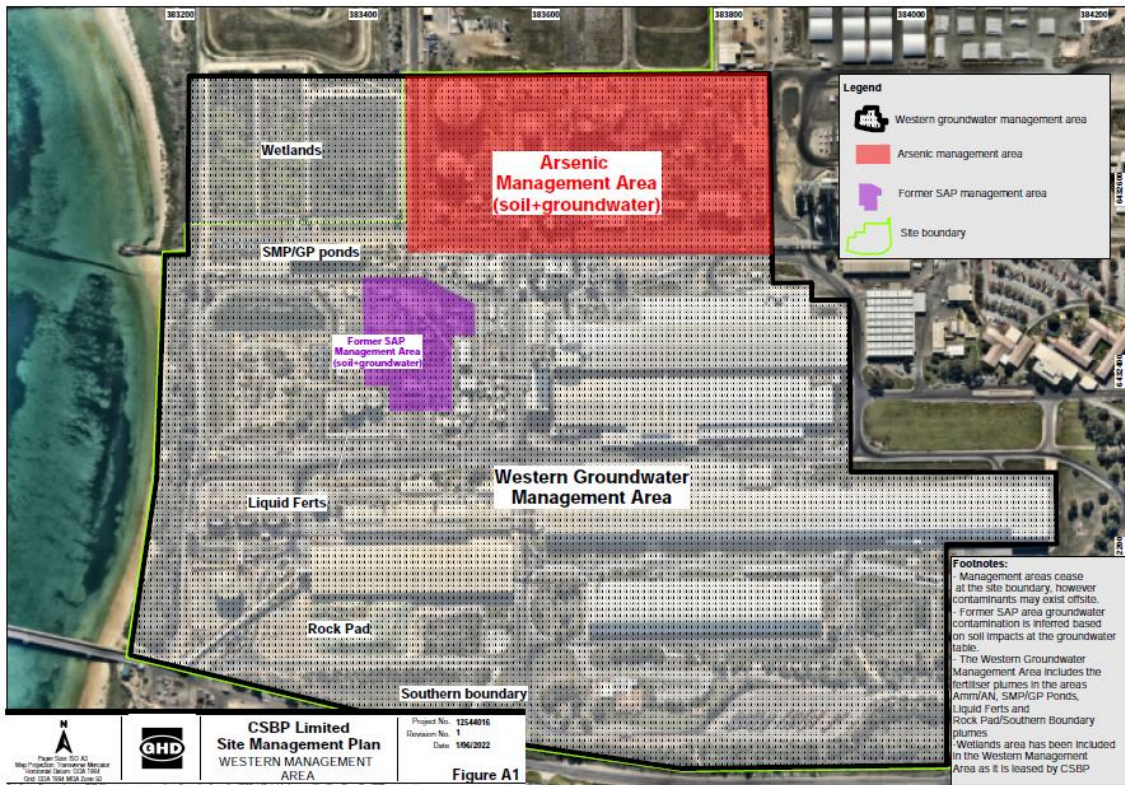
# Work Health and Safety Management Plan CSBP Kwinana

There is a low risks to human health posed by the groundwater plumes and soil contamination found during site investigations. The potential exposure scenarios to contamination are through contact with skin or ingestion of soil or groundwater during excavation works.

Areas of known soil and groundwater contamination at the Kwinana site require management to manage the residual risks. This is documented in the Kwinana Site Contamination Management Plan (WCEF-IS-HSE-0009).

Soil and groundwater impacts are broken up into management areas to ensure that appropriate controls are implemented according to risk. For the CSBP site there are four management areas as below:

- Western Groundwater Management area (nutrient plumes including Amm/AN plume, SMP and GP ponds plume, rock pad/southern boundary plume) - GREY
- Arsenic Management Area (Ammonia/AN arsenic plume) - RED
- Chlorophenol Management Area (chlorophenol plume in NE of site) - BLUE
- Former Sulphuric Acid Plant Management Area (inferred hydrocarbon plume in SAP plant area) – PURPLE.



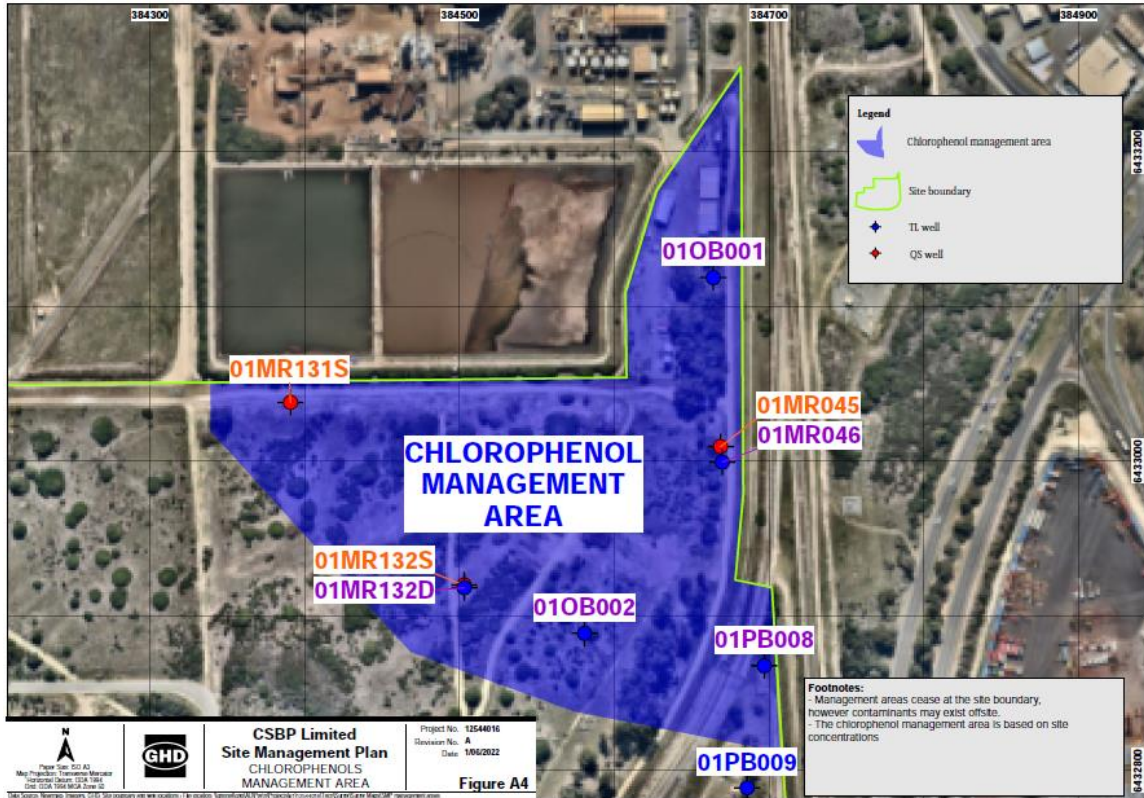


Figure 3 - Chlorophenol Management Area

## 15. MONITORING & REVIEW

### 15.1 Inspections

The below inspections may be conducted on site, requiring the participation of all workers, including WesCEF and Suppliers:

- Critical Control Checklists and Verification
- JSA Check
- Work Permit Check
- Area WHS Inspection
- Hazard & Housekeeping Inspection
- Plant Safety Walks
- Projects WHS Inspection.

The inspections will be carried out using standardised workplace safety inspection checklists developed to address the hazards and risks associated with the specific location or activity.

Any risks that require rectification and remedial actions shall have appropriate action taken to mitigate risk, with any outstanding actions being recorded in Cintellate.

#### 15.1.1 Plant Safety Walks

A plant safety walk is a hazard hunt targeted at a specific area of plant on site. The plant safety walks are generally completed by Technical Services and lead by a WesCEF supervisor, with key contractors invited to attend to:



# Work Health and Safety Management Plan CSBP Kwinana

- Further familiarise contractors with process plant areas
- To draw on the knowledge and experience of contractors to improve hazard identification; and
- To use this as a learning experience to further improve contractor knowledge of WesCEF safety standards and requirements.

## 15.2 Audits

WesCEF maintains an annual safety audit schedule that may include auditing of high risk activities, the WesCEF safety management system, key WesCEF safety procedure compliance, and supplier safety systems and compliance.

All workers are expected to participate and cooperate with audits and inspections where required.

WesCEF has the right at any time, without giving prior notice to the Suppliers, to conduct audits and inspections of site based work such as projects to determine conformance with the applicable contract, WHS Requirements and Project Plans. Subcontractors are required to fully cooperate with WesCEF during these audit and inspections.

Supplier safety management system audits may be conducted periodically (generally offsite at supplier premises), in consultation with the supplier and with adequate prior notice.

Where an audit is conducted, an audit report will be provided and shared with affected parties. Any outstanding audit actions shall be recorded in Cintellate.

The WesCEF audit process is described in Auditing of Management Systems (WCEF-PD-QAC-021-01).

## 15.3 Review

This WHSMP shall be reviewed where there are significant changes to site conditions resulting in changes to the contents such as site safety rules, or persons with responsibility for health and safety.

Notwithstanding any significant changes as referenced above, this WHSMP shall be reviewed at least every two years.

New revisions will be uploaded into DOCOVA and communicated to all site workers. New revisions will be communicated to supplier representatives who are responsible for making their workers aware of the contents of the plan applicable to their work, prior to commencing work on site.

# PART 2

# OPERATIONAL HAZARDS & CONTROLS

## 1. EMERGENCY ARRANGEMENTS

### 1.1 Emergency Alarms

There is a formal audible alarm system to alert persons on site that an emergency exists or potentially exists. All personnel accessing the site will be informed of the alarms in the site induction and are responsible for familiarising themselves with the site emergency response procedure. Emergency Response procedure maps are also made available on site, which includes the types of alarms and required response.

### 1.2 Reporting an Emergency Situation

If an injury/illness or an on-site emergency occurs, at any time, day or night, it **MUST** be reported promptly by dialling the relevant site emergency number.

First aid kit and oxy-viva kits are available in key operational areas and can be used as required.

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**Note:** All work permits are automatically suspended on sounding of the evacuation alarm. All Work Permits **MUST** therefore be revalidated prior to work recommencing following the “All Clear”.

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If an injury/illness or an on-site emergency occurs, at any time, day or night, it **MUST** be reported promptly by dialling “444” internally or 9411 8444 on external/mobile phone.

All injuries requiring first aid treatment must be reported to the relevant Supervisor immediately. Treatment can be received from the Occupational Health Nurse by reporting to the CSBP Medical Centre during normal working hours and by the Shift Supervisor after hours.

Further information can be found here:

- CSBP Kwinana - Management of Emergencies (CSBP-RM-11-010-02)
- Kwinana Site Muster Plan (CSBP-PF0416)
- Kwinana Works Muster (CSBP-DP-11-015-01).

## 2. WORK PERMIT SYSTEM

The Work Permit system is a critical tool to control high risk and/or non-routine work activities across site. Work Permits are used to:

- Authorise and control work across the site to reduce risk from Simultaneous Operations (SIMOPs)
- Ensure that hazards are identified and that appropriate controls are in place prior to work commencing and that they remain in place during the work.
- Provide a formal hand-over process to demonstrate that all hazards have been addressed.
- Ensure that personnel carrying out the work are aware of the exact scope of work and the hazard controls specified.
- Ensure impact of all work on other activities and the operations is understood.
- Provide a formal hand-back process to ensure the work area is safe to return to normal duties when the work is completed.

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All workers who are to use the work permit system shall first receive training for the system applicable to the site.

All work on site must comply with:

- Work Permit System Procedure (CSBP-GM-11-031-51)
- Work Permitting Guide for Contractors Compound (CSBP-FORM-OHS-0010).

All WesCEF workers are encouraged to regularly check the performance of work groups on site to ensure their work permit and associated documents are in place and completed properly. Any task may be stopped briefly to discuss the work permit and related documents to assess whether risks have been identified and controls are adequate. The Field Work Permit Check (CSBP-SF-11-060-01) will be used to conduct regular audits of the Work Permit process.

## 2.1 Isolations

All equipment to be worked on will be made safe by isolation. Such isolations shall not be removed until the work is completed. The isolation process includes:

- Approval must be obtained from the area's Permit Authoriser before any isolation is carried out.
- Only 'Authorised Isolating Persons' who are trained and competent may conduct the isolations.
- Once approval has been given, 'Danger' and/ or 'Out of Service' tags must be fastened to the switch, valve or control and locked with an isolation lock. All persons working on that particular piece of equipment must attach their own 'Danger' and/ or 'Out of Service' tags and personal isolation lock to the equipment or lock box.
- For Contractors the RO/AP or their nominated representative will issue these tags and locks when required.
- 'Danger' and 'Out of Service' tags and locks may ONLY be removed from equipment by the person who attached the tag or in the case of an out of service tag, a competent person. The tags and locks must be removed immediately after the work has been completed.
- No one may remove ANY danger tag or lock that does not have their name on it.

## 2.2 Out of Service Tag

When faulty or nonfunctional equipment has been identified, an 'Out of Service' tag must be attached, and the area's Permit Authoriser must be notified immediately.

An Out of Service Tag is affixed to equipment, indicating to the reader the equipment item shall not to be used until cleared for safe operation by a competent person.

For the purposes of maintenance or repair, maintenance personnel shall make contact with the individual who placed the Out of Service Tag on the equipment. If the individual who placed the out of service tag on the equipment is not contactable, a person with the same qualification may remove the tag pending verification of equipment. Information Tag

The blue and white Information Tag is to be used to provide additional information about an item, area or piece of equipment.

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**Note:** This tag must NOT replace or affect the use of any safety tag placed in accordance with the applicable work permit system.

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# Work Health and Safety Management Plan CSBP Kwinana

The Information Tag can be attached to an item or piece of equipment to provide helpful information or maintenance guidance without removing the item or equipment from service.

Any person may attach an Information Tag.

The Information Tag is to be removed when the information is no longer relevant.

When a temporary barrier is erected e.g. closing a road, the information tag should be attached to the barrier, to indicate the reasons for the closure, who erected it and how long the closure will remain.

## 3. WORK ON BOUNDARY FENCES

The Kwinana CSBP site is bordered by the ocean on the west, WestNet Rail's railway reserve and Coogee Chemicals on the east, BP Australia and Tronox on the north and the Fremantle Port Authority (FPA) and Port Road reserve on the south.

The procedure for Working on or Outside Boundary Fences (CSBP-GM-KS-000-01) outlines the requirements when carrying out works on the perimeter boundary fences within Kwinana Works, common fences and outside of these perimeter boundary fences.

## 4. GAS PIPELINES

### 4.1 Dampier to Bunbury Natural Gas Pipeline

The Dampier to Bunbury Natural Gas Pipeline (DBNGP) runs through the Kwinana site. See Figure 1 for the route of the DBNGP through the site.

The following restrictions apply:

- Work shall not be permitted within the five (5) metre wide (2.5m either side) corridor without written approval from and supervision by DBNGP field officers.
- Earth works involving heavy machinery and vibrating rollers or plate compactors shall not be allowed within twenty (20) metres of the DBNGP.

Any personnel required to carry out such activities within the above areas shall seek permission from WesCEF Field Engineering and may need to undergo the DBNGP Authority Safety Induction.

Field Engineering is responsible for gaining approval for the work from the Department of Regional Development and Land.

### 4.2 ATCO Gas Pipeline

You must not conduct any works / activities on-site within 15m of ATCO Gas Critical Asset infrastructure prior to obtaining approval by ATCO and issuance of a Critical Asset Notification relevant to the works. After approval key consideration when working near the gas pipeline include:

- All workers must be made aware of the presence of gas infrastructure at the daily pre-start meetings and the weekly toolbox meetings, with due consideration given to the gas infrastructure within the relevant JSA.
- Gas pipeline marker danger signs must not be disturbed, relocated, removed, or altered without the prior written approval of ATCO Engineering Services.
- Sources of electrical current such as above and below ground electrical cables, earth rods, substations, generators, other machinery, transformers, or impressed current

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systems of pipelines must be designed to not create any electrical hazard on any ATCO metallic asset.

It should be noted that approval by ATCO can take up to 20 working days.

ATCO regularly patrols its gas pipelines, and this Critical Asset Notification must be presented upon request by an officer of ATCO. Failure to provide the Critical Asset Notification or failure to demonstrate the works are in compliance with the approved activities may result in halting of the job until compliance with ATCO requirements is proven by the operator.

## 4.3 PL57 Pipeline

The lean gas pipeline from the Kleenheat Production Facility (KPF) to the Sodium Cyanide Manufacturing Facility (SCMF) is regulated under the Petroleum Pipelines Act 1969 and is covered in the PL57 Pipeline Safety Case document (CSBP-GM-13-040-06). This pipeline is 3.42km in length, with 3.3km located underground in a dedicated pipeline corridor external to the CSBP Site. The pipeline enters the CSBP site near the gas purification plant with an above ground section within the SCMF. Marker posts and signage identifies the location of the pipeline.

Any work around the PL57 must be approved under the work permit system.



Figure 4 – PL57 Pipeline

## 5. RAIL OPERATIONS

Rail is used to transport CSBP product to regional areas. Approximately 500 tonnes per week day is loaded at the CSBP Kwinana facility and then delivered via rail wagons operated by a third-party supplier to Kalgoorlie and Malcolm.

CSBP has two private sidings located at the Kwinana site, one each within the Ammonia Loading Facility (ALF) and the Sodium Cyanide Plant (SCP).

Rail areas are demarcated by fencing, signage and lighting. Workers shall not access these areas without prior approval and unless they have completed the Rail Corridor induction in Elevate. Only Rail Safety Workers can undertake Rail Safety Work within the rail private sidings. Rail Safety Work is defined in the Rail Safety National Law (WA) Act 2015.

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All activities related to rail operations must comply with the Rail Safety Management Plan (CSBP-GM-11-039-37). Rail emergencies are managed in accordance with the Rail Safety Emergency Management Plan (CSBP-PD-11-039-30).

## 6. KWINANA BULK JETTY

Kwinana activities includes access to the Kwinana Bulk Jetty (KBJ) for loading/unloading of Urea Ammonium Nitrate (UAN) and ammonia.

All work at KBJ shall be done in accordance with the Kwinana Bulk Jetty Safety Management Plan (CSBP-RM-11-030-04) in addition to this Plan.

KBJ is managed by the Fremantle Port Authority (FPA) and all FPA rules and requirements shall be complied with when accessing the KBJ area.

All personnel accessing the area must have a valid Maritime Security Identification Card (MSIC) or be escorted by someone with a valid MSIC. The MSIC process includes a FPA induction for accessing KBJ.

All Workers who are to conduct work on the jetty must complete the required training as described in Jetty Staff Training Requirements (CSBP-TM-KF-100-73).

## 7. TRAFFIC MANAGEMENT

### 7.1 General

The Kwinana site has a large number of vehicle and mobile plant movement which poses a serious risk to workers and visitors. The separation of personnel from such traffic is a key safety requirement.

The site induction/s will outline specific traffic management rules and requirements.

### 7.2 People

Personnel will follow signs and use designated walkways or crossings where established.

All personnel accessing operational areas MUST wear high visibility clothing (either shirts or vests) or high visibility coveralls.

If personnel are required to cross in front of a truck / mobile plant, they MUST make eye contact with the driver first, signal their intent, and have permission from the driver prior to crossing.

Running must be avoided. Running increases the risk of tripping, falling, colliding with other pedestrians or coming into contact with mobile equipment.

Passengers in vehicles and mobile equipment must:

- Not ride on vehicles or mobile equipment unless they have passenger seats.
- Not mount or dismount from a vehicle or mobile equipment when it is in motion.
- Not ride on the trays, fenders, running boards, tops, bumpers, side-walls, tailgates or bonnets of any vehicle or mobile equipment.

When walking around fertilisers, pedestrians may be at risk from high faces of stockpiles. Vertical faces of bulk material heaps are unstable and may collapse without warning. Personnel, who may be in close proximity of a high face, must ensure they stay clear of the stockpile at a distance, equivalent to its height.

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Furthermore, additional rules apply to pedestrians accessing the fertilisers receivals and despatch areas, as below:

- Loaders and overhead cranes have the right of way at all times
- No storage area, including the rock pad, can be entered by any personnel until gaining permission from the appropriate Fertiliser Operations staff BEFORE entering.
- If granted permission to enter, the pedestrians and the fertilisers staff involved, must ensure that the Receivals and Despatch - Vehicle and Pedestrian Safety (CSBP-GM-11-031-49) is followed.

Any visitors to plant areas, for example, accessing AAN or Sodium Cyanide Plant, must first report to the Central Control Room (CCR) or permit office to gain permission to access the area. Unauthorised access is not permitted.

## 7.2.1 Using Stairs

Use of stairs can be hazardous due to the increased risk of slips and falls. When using stairs on site:

- Personnel must maintain a minimum of three points of contact with one hand on the handrail at all times.
- Never carry items in both hands or items large enough to need both hands. One hand must be on the handrail.
- Personnel must NOT jump up or down steps. Take steps one at a time.

## 7.3 Vehicles

Any vehicles accessing the Kwinana site must at all times comply with the requirements of the Kwinana Works Vehicle Access Procedure (CSBP-GM-SEC-0009).

For any vehicles that require regular vehicle access to site, they will need to have completed Kwinana Works Vehicle Access Application (CSBP-SF-SEC-000-12).

Irregular access will only be allowed after approval has been given by the Shift Supervisor. Employees wanting to access site must make contact with (and seek approval from the Shift Supervisor) prior to entering site.

All vehicles and mobile plant accessing the ammonia plant areas (battery limits) must first obtain approval from the AAN CCR and must have a spotter who is carrying a gas detector.

At the main security gates passengers must exit the vehicle and pass through the person turnstile.

All vehicles and mobile equipment will be maintained in a roadworthy condition. The operator will be responsible for a daily check of the vehicle / mobile equipment and for the prompt reporting of any defects. When operating vehicles or mobile equipment the following requirements must be adhered to:

- Compliance with Western Australian Road Traffic Rules must be adhered to at all times, including sign posted site speed limits and stop signs.
- Seat belts MUST be worn, where fitted in vehicles.
- Hand held mobile phones are not be used whilst driving.
- Drivers are responsible for all passengers in the vehicle to adhere to road rules.
- Do not operate mobile equipment unless you are competent and registered as an operator or under instruction from a competent, trained instructor.



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- People assuming the role of a spotters / watch person are to be trained and competent to operate the mobile equipment they are spotting for i.e. a person who assumes the spotter role for an excavator must be trained and competent to operate an excavator.
- A suitable prestart check must be completed for all plant and fleet vehicles at appropriate intervals in accordance with WesCEF or approved Contractor procedures.

All motor vehicle operations by WesCEF employees must comply with the Motor Vehicle Procedure (WCEF-PD-OHS-040-03).

All vehicles and plant entering the fertilisers receivals and despatch areas must comply with Receivals and Despatch - Vehicle and Pedestrian Safety (CSBP-GM-11-031-49).

## 7.3.1 Safe Vehicle Parking

Unsecured vehicles, including vehicle rollaway, is a hazard to personnel and process plant. The following precautions must be taken when parking a vehicle on site:

- Where possible, park on a level, flat surface instead of on a slope.
- Park with wheels turned so that, if the vehicle rolls, it will roll towards the kerb or limit the roll and direct the vehicle to the safest location.
- Park the vehicle in the correct gear. For automatic transmission vehicles, this will usually be 'park (P)'. For manual transmission vehicles:
  - put the vehicle in first gear when facing uphill
  - put the vehicle in reverse when facing downhill.
- Always apply the handbrake before exiting the vehicle.
- Turn the engine off (unless prohibited by a safety regulation in that area).

## 8. MOBILE EQUIPMENT

### 8.1 Forklift Safety

Forklifts are used at multiple locations across site. The following rules must be observed when using forklifts:

- Only authorised operators, trained to meet the High Risk licence requirements and have been assessed as competent, are permitted to use forklifts.
- Pre-start checks shall be done to ensure the forklift is safe to operate and suitable for the task before starting work.
- If a fault or condition results in a forklift being unsafe to operate, do not use it until the problem is rectified. An out of service tag shall be attached to the equipment to visually indicate the equipment is not to be used until the equipment is deemed safe by qualified repair person.
- Do not make unauthorised alterations or adjustments to a forklift.
- Wear seat belts at all times. All seatbelts shall be fitted with a seatbelt interlock.
- Do not exceed the manufacturer's capacity for the forklift.
- Do not drag loads nor sling them from the forks.
- Make the load secure before carrying it.
- Passengers shall not ride on forklifts, except where specific provision is made to accommodate them.
- Do not use damaged pallets, bins or containers that may collapse.
- Do not allow personnel to stand or pass under raised loads.
- Activate the warning lights when driving a forklift.

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- Do not use a forklift for a task it was not designed for.
- Pay particular attention to the operating environment, including other personnel and in particular, safeguard pedestrians at all times.
- The forklift and load shall be kept clear of all live electrical equipment. A clearance distance of 10 metres shall be maintained from exposed electrical conductors.
- Do not exchange LPG containers or park forklifts adjacent to open pits, underground extensions and similar areas. LPG is heavier than air, and if released may accumulate in these areas.

All forklift operations must comply with the Forklift Safety Procedure (WCEF-PD-HSE-0001).

Reach stacker forklift operators at Sodium Cyanide must complete the Sea Container Forklift Verification of Competency (CSBP-TM-KC-102-42-VOC) and be deemed competent prior to triple stacking sea containers in the Despatch Container Yard.

All forklift operations at AMM/AN despatch area must comply with AMM/AN Despatch Forklift Operation Procedure and Assessment (CSBP-TM-OPS-0006). All forklift operators working in this area must complete a verification of competency prior to operating a forklift alone.

## 8.2 Mobile Plant

At fertilisers and for projects, various mobile equipment such as front end loaders, skid steer loaders and excavators are used.

At fertilisers, there are additional hazards for loaders working around stockpiles. Vertical faces of bulk material heaps are unstable and may collapse without warning. A front-end loader operator who is required to work a heap of bulk material with a vertical face higher than the extended loader bucket (i.e. a "high face") must stop work to assess the situation, and consider the best method of removing the high face. Only front-end loader operators who have been trained in the special precautions to be observed when removing "high faces" are permitted to work such heaps. These operators shall be assessed as competent for this work.

Care must be taken when driving mobile plant on tracks on roads and through gates as the tracks can damage the asphalt and the gate rails. Wherever practicable this plant should be transported long distances and through the gates on trucks to prevent damage.

All mobile equipment activities must comply with:

- Mobile Equipment Procedure (CSBP-OP-KQ-000-11)
- Operating Mobile Equipment Near Walls (CSBP-OP-OPS-0013).
- Safe Working with Bulk Stockpiles and High Faces (CSBP-DP-11-032-04).

## 9. CHEMICAL MANAGEMENT

### 9.1 Hazardous Chemicals

In this section, the terms "Hazardous Chemical" refers to any chemical or material that possesses a classification under the GHS and is defined as hazardous in the Safety Data Sheet (SDS).

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Exposure to a hazardous chemical can cause injury, serious illness or death. Hazardous chemicals can be solid, liquid, gas or a vapour and can enter the body by being inhaled into the lungs, absorbed through the skin or ingested through the mouth. The effect of a hazardous chemical will depend on its toxicity and the extent and duration of the exposure.

Hazardous substances shall only be used by personnel who have read and understood the SDS, and are protected by appropriate personal protective equipment.

Area specific inductions will outline the major chemical hazards in each work area.

The risks must be evaluated and controlled before using any hazardous chemical. Control measures for hazardous chemicals must be in accordance with the hierarchy of controls.

For Suppliers, all hazardous chemicals being brought onto site must be reported to the WesCEF RO. All hazardous substances must be reviewed and approved by WesCEF prior to coming to site. Approval request shall be submitted via ChemAlert in accordance with ChemAlert - Approval of Hazardous Chemicals (WCEF-GM-RSK-0003).

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**Note:** All spills MUST be cleaned up and/or neutralised and then reported via Cintellate. If the spill is significant in size, contact Emergency Response for spill clean-up assistance.

**Note:** SDS's for CSBP products are listed on the Document Management System (DOCOVA). Copies of SDS's can also be found using ChemAlert (accessed via the Intranet) or by asking a Supervisor for the relevant SDS.

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## 9.2 Dangerous Goods

Many hazardous chemicals are also classified as dangerous goods. Dangerous goods are substances and articles that have the potential to cause harm to people, property and the environment. Dangerous goods that are brought to WesCEF sites are subject to the Western Australian Dangerous Goods Safety Act 2004 and its subsidiary regulations. This legislation requires sites that store dangerous goods to be appropriately licensed. Each site's dangerous goods licence is supported by a:

- Manifest – which documents the total inventory of dangerous goods on site. The inventory of dangerous goods on site must not exceed the licensed amount.
- Site Plan – which indicates the nominated storage locations for dangerous goods that are covered by the site's licence.

It is important that the WesCEF Process Safety team be informed of any changes to dangerous goods storage requirements on site in order to maintain the accuracy of these two documents, ensuring ongoing compliance with each sites dangerous goods licence.

Dangerous goods stored and in use on site must:

- Have a supporting risk assessment, which could be a compliance assessment against an appropriate Australian Standard.
- Be approved for use on site via the ChemAlert process (insert procedure number).
- Have an available SDS in ChemAlert.
- Be appropriately labelled in accordance with GHS or ADG code to identify their hazards. Note - The requirement for labelling also includes piping systems that contain dangerous goods.
- Segregated from other incompatible substances that might already be on site.
- Separated from places where people accumulate offices, crib rooms etc.
- Be provided with adequate bunding to retain liquid spills.
- Be protected from impact or accidental dislodgement.

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- Have available fire protection equipment and safety showers adjacent to the storage area, as required.

## 9.3 Safety Showers

Safety showers are located across the site and are critical in providing first response to chemical or thermal exposure of workers. The location of safety showers and eyewash stations are identified by a green fluorescent light. Workers should familiarise themselves with the location and operation of the safety showers in their work areas. Safety showers **MUST** be used in the first instance for a chemical or thermal burn.

If contact occurs:

- Remove the person from the hazard.
- Raise the alarm.
- Remove clothing and jewellery from affected areas.
- Wash the affected area for a minimum of 20 minutes under a safety shower.

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**Note:** Using copious amounts of water immediately is important in chemical burns, as this will dilute and remove the product from the skin decreasing the severity of skin damage. If diphoterine is available it can be administered to assist in the neutralisation of the chemical burn, but it is not to be used as a replacement for safety shower or eye wash station use.

**Note:** Most safety showers are alarmed to the local control room and will trigger a response to that shower location.

**Note:** Safety showers can also be used in the event of a heat-related illness.

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**Where a chemical burn is suspected the priority is to wash the affected area under a shower or eye wash station for at least 20 minutes. Diphoterine can be applied during or after this time.**

**Seek medical advice – all burns MUST be reported to the medical centre immediately for further attention and treatment**

## 9.4 Decontamination

Many items of equipment such as pipes, valves and pumps are in contact with hazardous substances whilst in service. When these items need to be removed from service, they **MUST** be decontaminated and tagged using a decontamination tag. This ensures that persons involved in the transportation or repair can handle them safely. This applies also to hire equipment that has been in contact with any hazardous substance.

All equipment removed from service shall comply with the decontamination procedure applicable to that work area:

- Decontamination of Process Equipment (CSBP-GM-11-031-62)
- Ammonia / AN Decontamination Procedure (CSBP-GM-11-037-07)
- Sodium Cyanide Decontamination Procedure (CSBP-PD-KC-000-01)
- Sodium Cyanide – Managing Contaminated Equipment (CSBP-PD-OHS-0002).

## 10. RADIATION

The Kwinana site does have some radiation gauges on site located at Sodium Cyanide Plant. These are located in contained gauges and away from personnel areas, however, they pose a risk if these gauges need to be worked on. These are marked with a radiation warning label. See the Radiation Safety Procedure (CSBP-GM-11-031-40) for more information.

### 10.1 Industrial Radiography

Radiography is often used on site for inspection and testing services using Non-destructive Testing (NDT) to check for cracks or flaws in materials. Industrial radiography equipment can deliver large amounts of radiation in a short time. If safety procedures are not followed, there is inadequate training and supervision, or a failure in the equipment, then it is possible that operators and other workers can be exposed to significant radiological health hazards.

Radiography will be done in accordance with the specialist contractor procedure. The procedure will be made available for review by WesCEF upon request.

All radiation work requires a work permit and radiation certificate.

## 11. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is anything used or worn by a worker to assist to reduce health and safety risks. PPE is one of the least effective control measures. It must only be considered after applying higher level measures and should only be used:

- As a last resort
- As an interim measure when other controls are being reviewed or checked; or
- As a back-up for higher level controls.

Risk assessment of all work must identify the PPE required for the job. PPE worn must comply with WesCEF standards.

Safety Data Sheets (SDS) must be consulted to identify required PPE for chemical and biological hazards. Where there is any doubt, contact a member of the Safety Department.

WesCEF highly recommends that jewellery not be worn by personnel working in plant areas and workshops due to the potential for items such as chains, rings etc. becoming tangled or caught in rotating equipment. The acidic nature of some products may also have an effect on jewellery, increasing the risk of injury or hazards.

For more information on the selection and use of PPE refer to CSBP Personal Protective Equipment (CSBP-GM-11-031-01).

### 11.1 Minimum PPE

Minimum PPE requirements on site are communicated in the site inductions, site signage and detailed in the business PPE procedures.

Minimum personal protective equipment requirements throughout all CSBP operational areas are:

- Safety helmet
- Safety footwear (boots or shoes)

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- High visibility long-sleeved top fastened at the wrist (or hi-visibility vest over a long sleeved shirt) and long trousers or high visibility coveralls. Yellow is the preferred colour for shirts.
- Approved safety glasses
- Gloves carried as a minimum. If a task is to be conducted appropriate gloves shall be worn; and
- Clothing containing no greater than 50% polyester can be worn in site process areas - clothing must be inherently anti-static or made anti-static via approved treatment.

## 11.2 Double Eye Protection

All personnel conducting grinding, cutting and chipping work are required to wear double eye protection. Examples of these tasks include:

- Grinding with grinders, including the use of wire brush discs.
- Cutting using cut off saws, cutting discs in grinders and quick cut masonry saws.
- Chipping using needle guns and de-scalers.

Double eye protection includes the use of safety glasses or mono-goggles with a face shield. The choice on whether to use mono-goggles or safety glasses will be task specific. As a guideline if there is a chance that particles may come from another direction than straight ahead, mono-goggles should be worn.

Goggles and glasses worn together do not constitute double eye protection. Only face shields are rated for high impact and can withstand being struck by flying objects and particles such as shattered grinding or cutting discs. A face shield will also protect the entire face – not just the eyes.

## 11.3 Hand Protection

Protection for the hands can be provided by wearing the appropriate leather, synthetic or rubber gloves. Gloves should not be worn where there is a risk of them getting caught on moving machinery.

It is vital that the correct glove is chosen for the task as different gloves may be required for specific tasks, this will be identified in the risk assessment.

## 11.4 Body Protection

Protection for the body can be provided by the following:

- Chemical splash suits.
- Fully encapsulating chemical suits.
- Leather aprons/welding jackets/leather spats.
- Disposable overalls.

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**Note:** *Due to contamination potential any of the above PPE is not to be worn into admin areas, crib rooms etc.*

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## 11.5 Respiratory Protection

Selection of respiratory protection should be determined in the risk assessment and match the task. This may include:

- Disposable dust/mist masks (P2 minimum).
- Half or full face, air purifying respirators (e.g. P2/P3 filter or ABEK canister filter).

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- SABA – Supplied Air Breathing Apparatus.
- SCBA – Self Contained Breathing Apparatus.
- PAPR – Powered Air Purifying Respirator.

Respirators that rely on a facial seal to be effective will require the wearer to be clean shaven. Full facepiece respirators shall not be worn with side arm (normal) spectacles, as an effective seal cannot be obtained. A negative pressure fit check shall be completed before each use. For further information, see the Health and Hygiene team.

Where respiratory protection has been identified as a requirement, this shall comply with WesCEF Respiratory Protection (WCEF-GM-HSE-0001).

Workers requiring to wear respiratory protection must first have a fit test conducted in accordance with Respiratory Fit Testing (WCEF-GM-HSE-0002).

## 11.6 Working with Fibreglass

Fibreglass may be encountered when handling lagging and cladding. This presents hazards through inhalation and contact with skin. All work with manmade vitreous fibres such as fibreglass must comply with Safe Working with Manmade Vitreous Fibre (WCEF-PD-HSE-0033).

## 11.7 Hazardous Chemicals PPE

Chemical-protective PPE must be worn where there is the risk of exposure to hazardous chemicals by way of direct contact, spills, splashes, mists, vapours or other means. Chemical-protective PPE must be selected for the specific hazardous material concerned. The protection level and limitations of the PPE (such as degradation, permeation and breakthrough data) must be confirmed as sufficient for the specific chemical concerned.

All documentation stating chemical-protective PPE requirements (such as risk assessments and standard operating procedures) must specify the type and material (and possibly the make and model) of the particular PPE required. Generic terms such as 'rubber gloves' or 'protective suit' must not be used.

Area specific PPE may apply in some scenarios and will be described in the area safety induction e.g. red and yellow zone PPE at Sodium Cyanide. If unsure, specialist advice should be sought from area Health and Safety Advisor regarding the selection of appropriate chemical-protective PPE.

At CSBP work sites, substances may be divided into three classifications according to the nature of the hazard:

- Class 1 substances are hazardous because of their physical condition. The following are examples of Class 1 substances:
  - Ammonium nitrate melt and solution
  - Hot Fuel Oil
  - Steam and Hot Condensate
- Class 2 substances are hazardous because of their chemical properties. The following are examples of Class 2 substances:
  - Fluorosilicic acid
  - Hydrochloric acid
  - Sodium cyanide solution
  - Methyldiethanolamine (MDEA).

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- Class 3 substances are hazardous because of the possibility that they may produce toxic gas in high concentrations. The following are examples of Class 3 substances:
  - Anhydrous ammonia
  - NOx gas
  - Hydrogen Cyanide Gas

Minimum PPE for Class 1, 2 and 3 products is described in more detail in Personal Protective Equipment (CSBP-GM-11-031-01). If unsure, consult with the area Health and Safety Advisor for further advice.

Sodium cyanide plant specific PPE requirements are described in Sodium Cyanide Solid Plant Risk Controls & Decontamination Procedure (CSBP-GM-KC-000-06) and Sodium Cyanide Protective Equipment Requirements (CSBP-GM-11-031-16).




CLASS '1' PROTECTIVE CLOTHING		
<ul style="list-style-type: none"> <li>• Safety helmet</li> <li>• Chemical goggles worn with a face shield</li> <li>• Heat resistant jacket or PVC jacket and trousers as appropriate</li> <li>• Appropriate gloves</li> <li>• Safety footwear</li> </ul>		<ul style="list-style-type: none"> <li>• Ammonium nitrate melt and solution</li> <li>• Aqueous Ammonia</li> <li>• Fertiliser melts</li> <li>• Hot coating agent oil</li> <li>• Hot fuel oil</li> <li>• Molten coating wax</li> <li>• Steam &amp; hot condensate</li> <li>• Ammonium Nitrate Emulsion</li> </ul>
CLASS '2' PROTECTIVE CLOTHING		
<ul style="list-style-type: none"> <li>• Safety helmet</li> <li>• Chemical goggles worn with a face shield</li> <li>• PVC waterproof clothing (jacket and trousers or overalls)</li> <li>• Appropriate chemical gauntlet gloves</li> <li>• Rubber boots</li> </ul>		<ul style="list-style-type: none"> <li>• Fluorosilicic acid</li> <li>• Hydrochloric acid</li> <li>• Phosphoric Acid</li> <li>• Nitric acid</li> <li>• Sodium hydroxide</li> <li>• Sodium hypochlorite</li> <li>• Sulphuric acid</li> <li>• Scrubber liquors</li> <li>• Sodium cyanide solution and slurry</li> <li>• Sodium cyanide powder *</li> <li>• Methyldiethanolamine (MDEA)</li> <li>• Water treatment chemicals</li> <li>• Oxidiser Solution Additives</li> </ul>
CLASS '3' PROTECTIVE CLOTHING		
<ul style="list-style-type: none"> <li>• Supplied air (full face piece) or self contained breathing apparatus</li> <li>• Full PVC overalls with elastic hood</li> <li>• Appropriate chemical gauntlet gloves</li> <li>• Rubber boots</li> </ul>		<ul style="list-style-type: none"> <li>• Anhydrous ammonia</li> <li>• Hydrogen cyanide gas</li> <li>• NOx gas</li> </ul>

Figure 5 – Class 1, 2 & 3 PPE



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## 12. HAZARDOUS MANUAL TASKS

A hazardous manual task is one which involves lifting, lowering, pushing, pulling, carrying, or moving/holding/restraining an item. This can involve a force that is repetitive/sustained or high/sudden, repetitive movements, awkward/sustained postures, and vibration exposure.

A STOP, at a minimum, should always be conducted prior to performing a potentially hazardous manual task to assess the risks. Wherever practicable, manual handling should be avoided by using mechanical aids such as trolleys, cranes, forklifts, etc.

If a hazardous manual task or an ergonomic hazard is identified and requires further assessment, the supervisor and/or area Health and Safety Advisor should be informed. The Medical Centre will then be contacted, and the Physiotherapist can perform a detailed assessment of the task, and provide recommendations as required.

For more information see Ergonomics and Hazardous Manual Tasks (WCEF-GM-HSE-0019).

### 12.1 Office Work

Only approved office equipment may be purchased in accordance with the WesCEF Office Equipment Guide (WCEF-GM-OHS-090-01).

A Workstation Self-Assessment can be used by individuals as a guide for either new staff, or those who wish to review their workstation. Refer to WesCEF Workstation Self-Assessment Checklist (WCEF-FORM-HSE-0016).

If unable to resolve any ergonomic concerns, the Medical Centre will be contacted (nurse@csbp.com.au), who can contact the Physiotherapist to conduct an Ergonomic Workstation Assessment.

An Ergonomic Workstation Assessment should be arranged in the following circumstances:

- A Workstation Self-Assessment has been completed and ergonomic concerns have not been resolved
- Equipment is required that is outside of the WesCEF Office Equipment Guide (WCEF-GM-OHS-090-01).
- Individuals with significant health issues or injuries, or individuals returning to work following a significant health issue or injury.

### 12.2 Plant Operation

Any ergonomic concerns identified on mobile equipment should be reported to the supervisor and/or Health and Safety Advisor. Examples of ergonomic concerns can be:

- A faulty or potentially not fit-for-purpose cab seat
- Abnormal or excessive vibration on the seat
- Awkward postures when operating mobile equipment
- Atypical discomfort when operating Heavy Mobile Equipment.

## 13. WORKING IN CONFINED SPACES

Work in a confined space requires rigorous safety considerations. Key concerns are the potential presence of atmospheric contaminants, explosive atmospheres or oxygen deficiency as well as engulfment by product or liquids. Other harmful agents, such as noise, mechanical equipment and heat are also potential safety and health hazards in confined spaces.

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Before conducting any task that appears to require Confined Space Entry, the job shall be assessed to try and eliminate the need to enter the Confined Space or, where this is not practicable, minimise the time spent within the space.

When a space has been deemed a confined space, requirements for safe entry, potential work and ventilation within the space MUST be considered. All confined space entry must be done using the site Work Permit system.

Only competent personnel shall enter or be assigned as a watch person for a confined space. Training required for competence in Confined Space Entry can be achieved by completing the competency assessment associated with a Confined Space Entry course. Confined Space Entry training may be delivered either by WesCEF or a Registered Training Organisation (RTO), which qualifies them to enter a confined space.

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**Note:** All confined spaces must have a Confined Space Data Sheet which includes a Confined Space Risk Assessment (CSRA) completed prior to entry. The CSRA will be attached to the certificate and all controls identified in the risk assessment must be in place prior to entry.

**Note:** All confined spaces MUST be gas tested prior to entry. All personnel conducting gas testing MUST be authorised gas testers.

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For more information about work in confined spaces, refer to

- Confined Spaces Procedure (CSBP-GM-11-031-52)
- Gas Testing (CSBP-GM-11-031-33).

## 14. BREAKING INTO HAZARDOUS PIPELINES

A hazardous pipeline is any pipeline or inline equipment item (both fixed and portable) that could potentially contain:

- Stored energy
- A hazardous substance. A hazardous substance refers to any chemical or material classified as such in the SDS which possess any of the following characteristics:
  - Toxicity
  - Corrosive or reactive state
  - Human sensitivity, and/or
  - Explosive or combustible state.
- Temperature less than -10°C
- Temperature more than 60°C.

Breaking into a hazardous pipeline is any process that may allow the contents of the pipeline to escape. This includes but is not limited to:

- Unbolting a flange
- Uncoupling a hose
- Unbolting in-line components such as valve stems
- Cold cutting the pipe with a saw
- Hot cutting with oxy acetylene equipment; and
- Hot tapping.

Breaking into a pipeline that may contain hazardous chemical exposes the worker to serious injury and requires strict conformance with CSBP Breaking into Hazardous Pipelines (CSBP-GM-11-036-02).

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***When walking jobs for line breaks and hanging break in tags, zero energy must be proven. Where zero energy cannot be proven, positive confirmation of the isolations points on the line should be demonstrated in field prior to commencing the task.***

***The individual performing the task and the watch person MUST wear the minimum stipulated PPE for the class in accordance with the procedure.***

## 15. EXCAVATION

Excavation collapses can be dangerous. They can occur quickly, limiting the ability of workers and others to escape. The consequences are significant—falling earth can bury or crush a person in its path. This can result in death by suffocation or internal crush injuries. Furthermore, many injuries can occur when underground services are struck, penetrated or damaged during excavating. Electric shock or electrocution may result from striking electricity cables with excavation equipment. Damaging underground gas lines can cause fire or explosions.

At WesCEF, excavation is defined as work by hand or mechanical means that disturbs the soil or other surface to a depth greater than 150mm. The work includes: digging holes or trenches, cutting concrete, driving pile, posts or spikes or driving of earthing electrodes.

A Work Permit and excavation permit is always required for excavation work. Only Field Engineering can issue an excavation certificate.

An excavation may be considered a confined space if it meets the definition of a confined space, regardless of the depth of the excavation. This must be assessed prior to commencing work.

Parts of the CSBP site are managed under a contaminated site plan and where excavations take place in those areas, extra control measures must be implemented. Prior to excavation, see Section 14.6 of this Plan.

All excavations shall be done in accordance the WesCEF Excavation Procedure (WCEF-PD-OHS-040-05) and WesCEF Locating Underground Services (WCEF-PD-OHS-040-04)

## 16. PENETRATIONS

Penetration is defined as work including demolishing, removing, drilling, cutting or otherwise penetrating any floor slab, wall, ceiling, roof, partition or surface where the opposite side is not visible.

Penetrating a blind space exposes the worker to hazards from services that may be within that space such as electrical wires and may create other hazards such as fire from sparks interacting with combustible materials within or on the other side of the space.

All penetrations shall be done in accordance with the WesCEF Penetration Procedure (WCEF-PD-OHS-040-06).

## 17. HOT WORK

Hot Work is defined as any work which involves the use of tools, equipment or techniques that could generate heat of sufficient intensity to ignite flammable gases, liquids, dusts or materials.

A Work Permit and a Hot Work Certificate shall be obtained before starting any hot works outside of designated hot work areas.

Non-intrinsically safe (spark potential) equipment is equipment that does not produce a spark or flame outside the equipment casing as part of its normal operation but can produce an ignition source in abnormal circumstances.

The use of non-intrinsically safe (spark potential) equipment may also be considered a risk activity that requires controls to be in place. A Hot Work certificate may be required with continuous gas monitoring within a Restricted Area. Restricted areas are those in which the generation of heat (with sufficient intensity) would ignite flammable gases, liquids, dust or materials. This includes all manufacturing, storage and despatch areas unless otherwise designated through a risk management process and authorised by the relevant Manager. All personnel are responsible for checking with the relevant WesCEF department for restricted areas prior to using non intrinsically safe equipment.

For more information on Hot Work, refer to Hot Work Procedure (CSBP-GM-11-036-06).

### 17.1 Total Fire Bans

WesCEF businesses are granted an exemption to the requirements of days determined to be a Total Fire Ban (TFB), however, extra precautions must be taken on TFBs as described in the Total Fire Ban procedure (WCEF-PD-SEC-0002).

### 17.2 Grinding, Buffing & Drilling

Angle grinders pose a serious risk to workers from:

- Kick-back, where the disc is thrust back violently towards the operator causing injury
- Metal particles lodging in the operator's eye
- Discs shattering causing debris that can injure operators.

Where a safer alternative cutting tool is available or can be obtained, an angle grinder should not be used as a cutting tool.

In order to operate an angle grinder at a WesCEF site, personnel must be deemed competent and authorised. This requires personnel to have completed:

- An angle grinder VOC; and
- An angle grinder operation commitment.

WesCEF personnel must complete an angle grinder VOC practical assessment with an authorised assessor. Contractors must provide WesCEF with evidence that a VOC process has been completed prior to commencing angle grinder work on site.

A face shield as well as safety glasses/goggles will be the minimum eye protection worn for all grinding operations.

The operator will check the following before use:

- The correct flange and locking nut is in place for the type of disc being used.
- The guard and handles are secure.

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- There are no defects or damage to the disc (any disc that has been dropped or become damp is thrown away).

The following precautions will be taken when grinding:

- Angle grinders will not be used unless they are fitted with suitable guards.
- Pedestal / bench grinders / buffers will not be used unless they are fitted with a suitable guard and anchored.
- All hand-held grinders will be fitted with a dead man (on/off) switch.
- Respiratory protection will be worn when grinding or cutting magnesium, aluminium and aluminium bronze; the metallic dust from which can be hazardous (Also see Section 14.5: Hazardous Paints).
- An angle grinder should not be used as a cutting tool where a safer alternative is available. Keep the grinder at waist height during grinding, where possible.
- Stop the grinder at regular intervals for a short break to rest arms and hands.
- Never put a grinder down until the disc stops rotating.
- Disconnect the power and place the grinder on the bench with the disc facing upwards when not in use.
- Secure the work piece before grinding or buffing. Personnel must not use a hand-held grinder whilst holding onto an object with their hand.

A JSA must be completed and approved by the appropriate CSBP Supervisor in the following situations:

- Use of 7” or 9” grinders
- The removal of angle grinder handles
- The use of cutting discs thinner than 1.6mm

For more information on Hot Work requirements, refer to below:

- Hot Work (CSBP-GM-11-036-06).
- Angle Grinder Practical Assessment VOC (WCEF-TM-TRN-102-8).
- Angle Grinder Operation Commitments (WCEF-TM-TRN-101-17).

## 18. WORKING AT HEIGHT

Working at Height is any situation where people are at risk of falling from, into or through one level to another.

A work permit and a 'Working at Height Certificate' is required for all working at height.

Take the following precautions when working at height to reduce the risk of falling:

- Where practicable, the elimination of the need to work where there is the risk of a fall. For example, assembling equipment at ground level first.
- Wherever practicable, position personnel behind permanent or temporary physical barriers.
- When it is a requirement to work at heights of where there is a risk of falling without permanent or temporary barriers a work permit and a Job Safety Analysis (JSA) must be undertaken prior to the work commencing.
- Other forms of physical protection for working at height are crane work box, elevated work platform, swing stage scaffold / suspended scaffold and scissor lift.
- Where fall prevention barriers are not possible - fall protection systems are required, e.g. full harness and fall restraint system. The use of fall arrest equipment as the last option

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for a control measure (after all other control measures have been explored and deemed to be inappropriate),

- Trained, competent personnel only to use fall protection equipment that has been checked immediately before use and is clearly free from defects.

All personnel working at height must comply with Working at Height (WCEF-PD-R&S-0018).

## 18.1 Working on Roofs

No sheeted roof or box gutter, no matter what the material, should be relied upon to bear the weight of a person. Roofs and box gutters are likely to be fragile if they are constructed from the following materials:

- Asbestos roof sheeting
- Polycarbonate or plastic commonly used in skylights
- Fibre cement sheets
- Metal sheets and fasteners where corroded
- Glass, including wired glass
- Wood slabs, slates and tiles

For works where there is a high risk identified, a Team Based Risk Assessment shall be completed prior to commencing work.

All work on brittle or fragile roofs shall comply with the Safe Working on Brittle or Fragile Roofs (CSBP-GM-11-036-01).

## 18.2 Pipework

Standing on pipework is not permitted, unless assessed, approved by an Engineer and appropriate control measures are in place. This not only increases the risk of falls but can cause damage to pipes and lagging which may cause pipe failure and serious consequences.

## 18.3 Scaffolding

All scaffolding used on site shall be erected by licensed personnel and comply with WesCEF document Working at Height (WCEF-PD-R&S-0018).

It is a WesCEF requirement for all platforms to be accessed via a self-closing gate.

Scaffolding should not inhibit the proper operation or access to safety and production equipment. Positioning of boards and staging supports will be planned so as not to obstruct access on walkways, fire equipment, eyewash and emergency showers, emergency shutoff or shutdown devices and alarm panels.

There is a risk that wooden scaffolding may catch fire if positioned too close to hot equipment. An air gap must be left between the scaffold and any equipment that when in service may be hot. Note: equipment will be cool when not in service.

Personnel should not access any scaffolding structures without confirming it has a current “scaff” tag.

Different areas at WesCEF have different requirements for scaffolding such as:

- Sodium Cyanide Production Facility - No aluminium ladders permitted
- Ammonia/AN - Restrictions apply for wooden planks. Steel or hardwood boards to be used, laminated veneer board to be used only via risk assessment / approval / with additional conditions.
- Fertilisers - All types acceptable.

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All scaffold construction is to be done under a work permit and working at height certificate, at which time the site specific scaffolding requirements will be reviewed by the area permit authority.

## 18.4 Ladders

Ladders and access equipment include fixed ladders and stairways, temporary ladders to scaffolding, portable stands and portable ladders in general. The following rules are to be observed when using ladders:

- Only use portable single ladders as a means of access or for light duties of short duration. A platform ladder or alternative means of work platform should be selected wherever practicable.
- When working from a ladder, a JSA is required and fall protection implemented where required.
- Inspect ladders frequently and rectify defects immediately or tag as Out-Of-Service.
- Ensure that the foot of the ladder is on a firm, level surface and at a safe distance from the vertical (1 metre for every 4 metres vertical).
- Ladders are to be secured in place by tying off to prevent movement.
- An attendant will be stationed at the foot of the ladder when required.
- When using extension ladders, always have at least four rungs overlapping at the centre of the ladder.
- Ensure that ladders protrude at least 1 metre above the platform/surface against which they are resting unless they are integrated into a scaffold arrangement that allows safe access.
- Always face the ladder and use both hands when ascending and descending. Three points of contact should always be maintained while moving on a ladder.
- Climbing whilst holding equipment or tools is not permitted.

## 18.5 Rope Access

Industrial rope access will be done as per the specialist contractor procedures which should meet the requirements of Safe Work Australia: Guide to managing risks of industrial rope access systems.

All rope access workers must be trained to the Industrial Rope Access Trade Association (IRATA) qualification standard and hold current certification with IRATA.

Contractor procedures and training records must be made available for WesCEF review upon request.

Multidirectional screw clamps (eagle clamps) must not be used as anchor points at WesCEF facilities.

## 19. DROPPED OBJECTS

A dropped object is any item with the potential to cause injury, death, or equipment damage, that drops down or over from its previous position. Dropped objects may be further classified as static or dynamic.

Dropped objects include (but are not limited to):

- An object free falling from a structure (for example, solid product, roof sheeting, scaffolding)
- equipment and tools

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- An object free falling from lifting machinery, a vehicle or other plant equipment, including loads being lifted that are not well secured or are unstable.
- An object or material ejected while using machinery or hand tools.
- The collapse of a structure including racking systems and mezzanine floors not strong enough to bear the weight of the objects kept on them.

Where the risk of a dropped object exists, controls for the prevention of dropped objects must be implemented to prevent the occurrence of high potential injuries. This can be achieved through eliminating the need to conduct the work activity at height, or where this is not practicable, ensuring dropped objects are included in all risk assessments, taking into consideration:

- The potential energy sources related to the task.
- The tools required to complete the task. The amount and type of tools/equipment used at height.
- A system to secure/tether tools and equipment to prevent objects from dropping.
- A system to prevent other personnel being exposed to the dropped objects risk. For example, an Exclusion Zone, Drop Zone or Spotter.
- The environmental conditions which may compromise the stability of tools, equipment and the structure.
- Any structures, work areas, overhanging material or product above the work area.
- The method of lifting, moving and transporting equipment. Snagging or collisions can occur when equipment is lifted without appropriate planning.

Managing the risks from dropped objects must be in accordance with Dropped Objects Prevention (WCEF-GM-OHS-040-03).

## 20. ELEVATING WORK PLATFORMS (EWP)

Personnel must hold a relevant high risk work license to operate an EWP. They are to comply with the following safety requirements:

- A pre-start inspection of the machine must be completed and the results must be recorded in the machine logbook or equipment pre-start book prior to task commencement.
- A spotter is required at all times. Additional spotters should be considered for work in tight, restricted spaces
- No person other than the authorised operator will travel on an EWP while it is in transit.
- Wherever practicable, exclusion zones shall be established under the EWP area of operations.
- An EWP will not be loaded and operated in excess of its rated platform load capacity nor used as a crane.
- Exiting the working platform in an elevated position will only be done, using a double lanyard hook-up system and with an authorised TBRA.
- An EWP will not be operated closer than ten (10) metres from an exposed electrical conductor without prior approval from the electrical department.
- Personnel working on the platform will keep their feet on the platform floor. They will wear an approved safety harness, attached by lanyard to an approved anchorage point located at the bottom of the work platform.
- Unless designed for rough terrain, the EWP should be used only on a solid level surface.
- Where the EWP is to stand in a poorly ventilated location, the area shall be checked for atmospheric contaminants and whether the exhaust gas represents a hazard.



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When loading/unloading an EWP onto/off a vehicle for transport, the following is required:

- A spotter must be used
- Fall restraint for the EWP operator
- The vehicle is parked safely
- Traffic management put in place where there is the potential for the loading to impact traffic or pedestrians e.g. demarcating the loading/unloading zone. A 3 metre clearance / exclusion zone is required from other traffic or pedestrians around the truck and ramp zone – where this cannot be achieved, traffic management is required.
- All loose items, tools and equipment are removed from the platform to eliminate the risk of dropped objects during transport.
- Ensure personnel stay clear of the loading ramp swing arc area during lowering or raising; or when raised but not secured.
- The basket is secured/lowered while travelling
- Basket is lowered to the level of the flatbed for safe egress.

Additionally, when loading or unloading the following should be considered:

- Ground conditions e.g. soft or uneven
- Overhead powerlines
- Slope of the ramp
- EWP rating
- Ensure there is adequate space on the vehicle for safe egress
- Where more than one machine is loaded, consider loading methods, weight distribution and restraint methods

All EWP work must comply with WesCEF Elevating Work Platforms (WCEF-PD-R&S-0019).

## 21. WORKING OVER WATER

On occasions, personnel may be required to work over or near water. This presents a number of hazards that can adversely affect the safety of personnel.

Working over water must be conducted under the Permit to Work system and a risk assessment must be completed. The risk assessment must take into account rescue procedures. For working over water the following requirements must be complied with:

- An appropriately maintained Personal Flotation Device (PFD) that meets AS4758.1 must be worn where there is a risk of falling into the water including:
  - When within 2 metres of a berth face/edge where there is no barrier or fall prevention system in place;
  - When getting on/off a ship where there is a risk of falling into water; and
  - When working suspended over water in a workbox or platform.
- It is recommended that all work over water be conducted during daylight hours. When operations require that work be conducted over the side, wind speed and seas must be favourable for the work and any rescue operation.
- The work party must consist of at least one spotter to observe the work and who is capable of quickly initiating man rescue procedures if necessary.

There may be some instances where an auto inflatable PFD may be a risk, in these instances the use of a non-auto inflatable PFD should be considered. Refer to the manufacturers' operating instructions for information on the operation, servicing and storage requirements of a PFD.

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A rescue buoy (life ring) that meets AS2261 should be in a location readily available from the area where the work is being undertaken. Other appropriate equipment to facilitate the retrieval of personnel from the water is to be available based on the risks identified with the job and the location in the risk assessment.

## 22. CRANE OPERATIONS

Particular hazards exist when operating mobile cranes on site. Operators, riggers, doggers and personnel in the vicinity of the operating cranes must be alerted to the potential for injury and/or damage at all times. These hazards include but are not limited to:

- Collision of the crane jib or its load, with personnel, equipment or buildings
- Contact with live aerial conductors (overhead power lines)
- Overturning of the crane during lift
- Introduction of a source of ignition to a hazardous area
- Dropped loads or other objects causing injury to personnel
- Crush points on the crane or load
- Damage to underground services and drains.

Never position a crane on a culvert unless there is engineering approval. Care must be taken when driving cranes over culvert lids – bridging plates should be used to travel over culverts wherever practicable, to prevent damage and potential collapse

Using mobile cranes to transport loads over long distances or outside the gates (e.g. on admin drive) should be avoided where practicable with the loads transported by truck instead. If this must be done, the JSA must ensure there are suitable controls such as traffic management and spotters in place to reduce the risk.

All crane operations on site must meet the requirements of:

- Mobile Crane Safety (WCEF-GM-HSE-0008)
- Slings, Rigging and Lifting Equipment (CSBP-GM-11-038-02).

## 23. CHAIN OF RESPONSIBILITY

WesCEF employees and suppliers have an obligation to ensure all transport operations are undertaken in a safe and compliant manner.

Chain of Responsibility (CoR) refers to the chain of people involved in transporting goods by road. Each party involved in that chain have responsibilities to ensure transport is completed safely.

There are many roles in the CoR. As an example, as a consignor or receiver of goods in a WesCEF business your responsibilities include ensuring that goods carried on behalf of WesCEF:

- Do not exceed vehicle mass or dimension limits
- Do not cause vehicle or permitted mass limits to be exceeded
- Are able to be appropriately secured
- If transported in freight containers, the driver is carrying a valid container weight declaration.

Delivery requirements shall not require, or encourage, drivers to:

- Exceed the speed limits

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- Exceed regulated driving hours
- Fail to meet minimum rest requirements
- Drive while impaired by fatigue.

As a loader/packer of goods in a WesCEF business, responsibilities include ensuring a vehicle's load:

- Does not exceed vehicle mass or dimension limits
- Does not cause the vehicle to exceed mass limits
- Is placed in a way so it does not become unstable, move or fall off the vehicle.

WesCEF's Chain of Responsibility training is managed and delivered through the Elevate LMS. After the initial training course, all personnel shall be required to undertake a refresher course every 3 years.

For more information, refer to WesCEF Chain of Responsibility (WCEF-GM-RSK-0002).

## 24. WORKING IN A HOT ENVIRONMENT

Working in heat can be hazardous and can cause harm to workers. The human body needs to maintain a normal temperature to be healthy. Workers may suffer from heat-related illness if the body has to work too hard to keep cool or starts to overheat. Hot work conditions should be identified in relevant risk assessment with suitable controls put in place.

Workers who experience profuse sweating, or feel clammy, together with dizziness, may be suffering from dehydration or heat stress and should immediately stop work, have a drink of water and seek medical assistance.

The following safety precautions will be taken when working in a hot environment where there is risk of heat stress:

- Alternatives of work rescheduling, work rotation, cooling and other preventative methods shall be planned.
- Outside work sites will be shaded as much as practicable.
- People working for extended periods in direct sunlight will wear broad-brimmed hats, or attachments to safety helmets, and sun block creams to protect the skin.
- Personnel will self-manage their health by taking adequate drink and rest breaks as dictated by the conditions and the task JSA.

For more information about working in a hot environment refer to Safe Working in a Hot Environment (WCEF-GM-R&S-0002).

## 25. EXTREME WEATHER

Extreme weather conditions can introduce hazards to work sites through strong winds, wet conditions and lightning strikes. A review of weather conditions should be considered prior to undertaking any work. Weather forecasting should be incorporated into the scheduling of outdoor activities.

Extreme winds are defined as:

- Average wind speeds are greater than or equal to 72 km/h (20 m/s or 39 knots)
- Wind gusts are greater than or equal to 90 km/h (25 m/s or 48 knots)

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To reduce the risk of exposure to dropped objects during extreme winds, all non-critical outdoor activities shall be postponed whilst the above criteria are met. At this time a site wide email should be sent to warn of extreme winds.

Where an activity is deemed critical and is to be completed during extreme wind conditions the following must be completed:

- The activity must be deemed as critical by a CSBP Supervisor
- A risk assessment must be completed and reviewed by the relevant CSBP Supervisor.

Further information on extreme weather conditions and the appropriate control measures can be found in the WesCEF Extreme Weather Procedure (WCEF-PD-HSE-0036).

As the site is subject to strong winds, all equipment stored at the work site that may have the potential to be blown in winds, must be adequately secured at all times. In particular, when utilising temporary structures such as gazebos, tents or humpys the follow precautions must be taken:

- Position the structure on a flat surface.
- Place weights or secure each leg or corner of the structure as soon as it has been assembled. Wind gusts can be unpredictable. As a guide, use a minimum of 20kg weight per leg/corner for a 3m x 3m structure.
- Ensure the weights are balanced and securely attached.
- When using weights or other securing methods such as ropes or cords, ensure they do not pose a risk to people in the area and make sure they are visible if they present a tripping hazard.
- Do not conduct hot work or use any flammable or combustible materials inside a tent, canopy, or temporary structure unless it is designed for this purpose.
- When extreme weather is expected (or site communications are issued as per the extreme weather protocols), disassemble and remove the structure.
- Remove when they are no longer needed for the task. They should be temporary in nature.

## 26. CONVEYORS

Conveyors have many moving parts and potential pinch points, which can make them a dangerous item of equipment. The following general rules apply when working with or around conveyors:

- Never work on or touch a conveyor that is moving.
- Use conveyor walkways or crossovers to cross conveyors.
- Before coming into contact or starting work on a conveyor, ensure that a Work Permit is obtained and that the conveyor is correctly isolated at the MCC.
- All conveyors have safety lanyards designed to be activated by pushing or pulling in the event of an emergency.

## 27. EQUIPMENT GUARDING

Before any safety guards are removed (for example, for cleaning or maintenance) the equipment **MUST** be correctly isolated, locked out and tagged as per the Work Permit System.

Ensure that equipment safety guards are in the correct position before starting any equipment.

Report all missing guards and any unguarded pinch points, place an out of service tags where required.



***No equipment or machinery will be operated with safety guards removed.***

## 28. TEMPORARY BARRIERS

Barriers will be erected to stop people accessing areas that are hazardous. Signs and/or information tags to indicate the restrictions or actions required are placed on or near the barriers. Examples of temporary barriers are bunts or ropes, portable frames, mesh fences, warning posts with chains, ropes or highly visible tapes, scaffolding, traffic cones, hazard lamps and beacons. A risk assessment should determine the type of appropriate temporary barrier to be used.

There are two commonly used temporary barriers:

- DANGER TAPE - Red and white danger tape which personnel are not permitted to cross, and warns of a serious or life-threatening hazard. Personnel must gain access approval from the person in control of the zone or the person indicated on the information tag, prior to entrance – failure to do so may result in disciplinary action. Radiation tape (as indicated by the “radiation” symbol) is a form of Danger tape.
- CAUTION TAPE - Black and gold caution tape warns of a hazard, it can be crossed but caution must be shown to the relevant hazard.

When using barrier tapes at the work site the below requirements must be followed:

- Barricading must cover all possible entry points to the hazard.
- Signs and/or information tags must be visible at all possible entry points indicating the restrictions or actions required. Information tags must include the date, time, hazard and contact details (phone number or radio channel) of the person responsible for the taped off area.
- Remove and dispose of unnecessary barricading when the hazards are no longer present.
- For barricading of hazardous work activities, the tape should be removed during breaks (if the hazard is no longer present). When returning to the job site, always ensure the tape is in place prior to commencing work.
- For crane lifts, barricading should be fitted only for the duration of the lift – once the equipment is hooked up the tape must be present, and when the equipment has landed the tape is removed.

When flooring or handrails (or any other form of edge protection) is removed and an opening is created which exposes a person to a fall from height risk, hard barricading shall be put in place that prevents access to the exposed opening. Open holes and excavations pose a falls risk, and also requires hard barriers in place. All hard barriers to prevent falls must comply with the WesCEF Working at Height procedure (WCEF-PD-R&S-0018).

## 29. FIRE EXTINGUISHERS

Portable fire extinguishers are intended as first response devices for fires of limited size. Basic instructions are listed on the labels of each extinguisher.

Fire hydrants, hoses, hose reels and associated equipment designated for emergency use will not be used for any other purpose.





	WATER	FOAM	DRY CHEMICAL / POWDER		CARBON DIOXIDE
					
<b>A</b> Ordinary Combustibles (Wood, Paper, Plastics)	YES MOST SUITABLE	YES	ABE YES	BE NO	YES (Limited Effectiveness)
<b>B</b> Flammable and Combustible Liquids	NO	YES	YES		YES
<b>C</b> Flammable Gases	NO	NO	YES		NO
<b>E</b> Fire Involving Energised Electrical Equipment	NO	NO	YES		YES
<b>F</b> Fire Involving Cooking Oils and Fats	NO	NO	ABE YES	BE NO	YES (Limited Effectiveness)

Figure 6 - Fire Extinguishers

## 30. ELECTRICAL SAFETY

An electrical risk is a risk to a person of death, shock or other injury caused directly or indirectly by electricity. The main hazards associated with these risks are:

- Contact with exposed live parts causing electric shock and burns (for example exposed leads or other electrical equipment coming into contact with metal surfaces such as metal flooring or roofs)
- Faults which could cause fires
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere (for example in a spray paint booth).

The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions, for example:

- Outdoors or in wet surroundings—equipment may become wet and may be at greater risk of damage
- In cramped spaces with earthed metalwork, such as inside a tank or bin—it may be difficult to avoid electrical shock if an electrical fault develops.

Some forms of equipment can also involve greater risk than others. Portable electrical equipment is particularly susceptible to damage including to plugs and sockets, electrical connections and to the cable itself. Extension leads, particularly those connected to equipment which is frequently moved, can suffer from similar problems.

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***Even a minor electric shock can cause cardiac abnormalities. All electric shocks MUST be reported immediately and the person MUST be medically reviewed prior to returning to work.***

Controls and safety requirements established include:

- Only suitably qualified electrical trades' employees holding an electrical licence shall undertake electrical work.
- Access to Switch Rooms is restricted to authorised personnel only.
- Authorised personnel (e.g. Operators, Mechanical Fitters, and Instrument Fitters) are permitted to enter switch rooms when there is no direct access to live parts, as long as they have achieved competency as an Isolating Person under the Work Permit System.
- At all times, it is the preferred option to isolate equipment prior to conducting work. Work will only be conducted with the voltage applied (i.e. live) when there is no reasonable alternative. A Work Permit shall be used whenever access to HV power is required.
- All electrical work and installations will comply with the requirements of AS/NZ3000 – Electrical Installations (AU/NZ Wiring Rules) and all other applicable standards
- Persons conducting electrical work shall have current Low Voltage Rescue and Cardiopulmonary Resuscitation training, which shall be updated and maintained annually.

The following practices shall be complied with:

- Electrical isolation work shall be performed by a qualified electrician only. For HV isolations the person must be able to demonstrate prior experience and have completed a nationally recognised HV Switching Course. It is the preferred option for all HV isolations to be performed by the WesCEF.
- Test for Dead must be complied with prior to working on any equipment that may have the potential to become live. The Test for Dead training and competency assessment shall be completed as part of the Electrical Trade Specific Induction.
- Metal ladders shall not be used for electrical work.
- Records of testing, including “Certificate of Testing and Safety” shall be maintained in an Electrical Register or JDE Maintenance System.

All electrical work shall comply with:

- WesCEF Live Work Guidelines (WCEF-GM-ENG-0001)
- WesCEF Arc Flash Guidelines (WCEF-GM-ENG-0002)
- CSBP Operation and Testing of HV Equipment Guidelines (CSBP-GM-11-032-03)
- Access to Switch Rooms (CSBP-GM-11-032-02).

## 30.1 Hazardous Areas

Specific areas across site are designated as hazardous zones. Accordingly, the use of equipment, including radios, pagers, torches, battery-powered devices, electric motors, equipment in truck cabs, wearable devices, cameras, and mobile phones are prohibited, unless expressly approved by the relevant area Permit Authority in writing and managed under Permit to Work.

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Before bringing equipment to site, consider if it poses an ignition risk and consult with the Permit Authority for that specific area, prior to use.

## 30.2 Electrical Equipment Testing

A colour coded tag system is used to ensure that all portable electrical equipment and extension leads are inspected quarterly or annually as required following the initial safety inspection and registration.

All extension leads and portable electrical equipment shall be tested at quarterly intervals with the test record recorded on a register in accordance with AS 3760:2010 – In-Service Safety Inspection and Testing of Electrical Equipment.

Only portable electrical equipment and extension leads with the current colour coded tag will be used at CSBP sites.

Any electrical equipment and extension leads that are suspected of being defective in any way MUST not be used until the defect has been corrected. If an electrical defect is identified or suspected an “Out of Service Tag” is to be attached and repairs by an authorised repair person arranged.

For more information on the inspection requirements refer to Electrical Appliance Testing and Tagging (CSBP-GM-11-038-06).

## 30.3 Portable Electrical Equipment

The use of portable electrical equipment poses electrical hazards to workers. When using portable equipment, the following must be complied with:

- All power tools shall be fitted with deadman switches
- It is preferred to use cordless power tools wherever practicable
- Power tool safety devices must not be tampered with or overridden (e.g. guards removed, deadman switch etc).
- Protection against earth leakage current is mandatory when portable electrical equipment is in use. Seek assistance from a trained electrician if unsure how to establish this protection.
- Power tools shall not be used in wet areas unless precautions are taken to prevent moisture contacting live parts.
- Any power tool that is damaged in any way or defective in operation shall be immediately taken out of service and an ‘Out of Service’ tag attached. Repair to the equipment is only permitted by an authorised Electrician.
- All electrical equipment brought to the facility must be approved by the Responsible Officer and be within test date. It is the responsibility of the contractor to arrange for portable appliance testing to occur prior to bringing electrical equipment to the site.

## 30.4 Electrical Lead Management

Good extension lead management is important to not only prevent tripping hazards but also to prevent damage to leads and potential electrical hazards to workers.

Flexible extension cables used on site shall be heavy duty rated as a minimum and comply with AS 3199:2020.

Electrical leads on the site must be used taking the following precautions:

- Ensure leads are fit for purpose and inspected for damage before use
- Ensure a valid quarterly test tag is present.



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- Do not leave extension leads in damp, dusty or corrosive conditions (unless they are made for those conditions)
- Remove any damaged leads from service.
- Do not run leads across the ground, over sharp edges or adjacent to heat sources. Use insulated cable hangers or lead stands to keep leads off the ground.
- Use cable protection ramps or covers to protect leads, where practicable
- Avoid connecting multiple extension leads into one another (piggy backing)
- Store extension leads in a way that will not cause damage
- Always use Residual Current Devices (RCDs).

## 31. HYDROJETTING

High pressure water jetting (hydrojetting) is a very efficient cleaning method. However, because of the very high pressures involved, it is also potentially dangerous if used incorrectly. Therefore, it is necessary that personnel required to operate high pressure water jetting equipment are trained and competent in the correct use of the equipment.

All hydrojetting work and equipment must comply with the Hydrojetting Procedure (WCEF-PD-HSE-0047).

## 32. ABRASIVE BLASTING

Abrasive blasting' means propelling a stream of abrasive material at high speed against a surface using compressed air, liquid, steam, centrifugal wheels or paddles to clean, abrade, etch or otherwise change the original appearance or condition of the surface. Abrasive blasting is a hazardous activity, which if not managed safely can cause serious injury and illness such as lung damage, hearing loss, tinnitus, eye damage and severe lacerations through exposure to dusts, noise, hazardous chemicals and risks associated with the use of plant and equipment

All abrasive blasting must be done in accordance with Abrasive Blasting and Spray Painting Safety (CSBP-GM-11-031-13).

## 33. CO2 BLASTING

CO2 blasting, also known as dry-ice blasting, is a form of carbon dioxide cleaning, where dry ice, the solid form of carbon dioxide, is accelerated in a pressurized air stream and directed at a surface in order to clean it. When the dry ice pellets are blasted against a surface, they disintegrate and change to carbon dioxide.

Carbon dioxide can be toxic at certain concentrations and can also displace oxygen resulting in asphyxia if equipment is not used in a ventilated area. In addition, because carbon dioxide is heavier than air, exhaust vents are required to be at or near ground level to efficiently remove the gas. At normal pressure dry ice is  $-78\text{ }^{\circ}\text{C}$  ( $-108\text{ }^{\circ}\text{F}$ ) and must be handled with insulated gloves. Eye and ear protection are required to safely use dry-ice cleaning equipment.

CO2 blasting is done only by specialist contractors who shall work in accordance with their procedures which are to be reviewed by the WesCEF AP/RO prior to commencing work.

CO2 blasting must not be used on vessels or surfaces that contain or have contained sodium cyanide. Carbon dioxide reacts with sodium cyanide to form hydrogen cyanide gas.

## 34. GAS SAFETY

CSBP's fertiliser, cyanide and ammonia businesses at Kwinana each contain gas supply piping and Type B gas appliances which burn natural gas as a fuel.

Work carried out on Type B gas appliances and their supply piping is deemed "gasfitting" under the Gas Standards Act. Gasfitting is defined as any operation, work, or process in connection with the installation, removal, demolition, replacement, modification, maintenance or commissioning of a gas installation.

Gasfitting includes work on the:

- Gas appliance
- Combustion air chamber
- Combustion air supply
- Apparatus such as any valves and gas pressure regulating equipment
- Flues, gas pipework, ventilation, and ductwork; and
- Any work associated with the safe operation of gas systems (e.g. work on burner management systems and electrical work for example).

Gasfitting work on CSBP gas installations must only be undertaken by permitted persons. "Authorisations" are provided for under the regulations to permit authorised CSBP personnel, who are not licensed gasfitters, to undertake minor servicing activities. The work completed under authorisation is limited to the "like for like" replacement of gas installation components such as valves and flow meters, purging, and servicing work such as cleaning strainers/filters, adjusting equipment back to approved specifications.

Upon completion of gasfitting work by permitted persons (i.e. supervised gasfitter), the work must be entered into the gasfitting register and signed off on by the business unit's Supervising Gasfitter (also known as an Authorisation holder).

Work that is outside the scope of the authorisation system must be completed by licensed gasfitters. This typically includes – new work on the gas installation, alterations to the approved state of a Type B gas appliance, changes to burner management systems etc. Upon completion of the work, gasfitter must provide CSBP with a "Notice of Completion".

## 35. COMPRESSED GASES

### 35.1 Gas Cylinders

The following precautions are to be taken when working with gas cylinders:

- Cylinders must only be used if personnel are sure of the contents.
- Take care to prevent damage to cylinders and secure cylinders against movement or falling while in use, storage or transport.
- Transport of cylinders will always be in the upright position where possible. Argon may be transported in the horizontal position as specified by the manufacturer, as long as:
  - The valve on the bottle is protected,
  - the bottles are secured from rolling; and
  - the base of the cylinder is placed against the a solid object (i.e. the cab of a utility vehicle).
- Cylinders are not to be lifted or lowered by mechanical means unless, they are contained in an appropriate type of box/cage.

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- Never expose cylinders to excessive heat
- Do not allow any form of heating that would raise the temperature above 450°C.
- Keep cylinders, and in particular the valves, clean and free from grease and oil and do not use cylinders with dirty valves.
- Close cylinder valves when cylinder is not in use and especially when the cylinder is empty. Tag discharged cylinders, clearly mark them “MT” and store in a separate, dedicated area for return to the supplier.
- Oxy acetylene cylinders MUST be fitted with flash back arrestors at both gauges and at the welding/cutting handpiece.
- Keep incompatible cylinders adequately separated whilst in storage. Refer to a Dangerous Goods Segregation Chart (e.g. AS3833, Safework Australia - Managing risks of storing chemicals in the workplace).

## 35.2 Compressed Air

Because of a danger of serious injury, compressed air shall never be used to blow dust, dirt or particles from the body, clothing or hair, or for personal cleaning purposes of any nature.

Take the following precautions when working with compressed air:

- Using compressed air to clean down machinery must be conducted under controlled conditions, so as not to create hazards for other workers.
- Respiratory protection and eye protection MUST be worn by all personnel in the area.

For more information on safe use of compressed air refer to the Compressed Air Safety procedure (CSBP-GM-11-031-22).

## 36. WORKING UNDER RAISED HYDRAULICS

Under no circumstances are any personnel to undertake any work, cleaning, or inspection of any type, under or near to any raised or energised hydraulic or pneumatic plant/machine function. This includes but is not limited to raised Loader buckets, forklift tynes, heavy machinery booms and truck tipper bodies, as well as fixed plant such as overhead crane buckets and chutes.

All hydraulic/pneumatic functions must be completely de-energised, with all residual pressure removed prior to any work/inspection. Loader buckets and forklift tynes must be flat on hard and level ground, Loader buckets cannot be “knife-edged” into the ground as the boom is still raised in this situation. All truck tipper bodies must have an appropriate mechanical stay in place as well as the tipper hoist cylinder prior to any above mentioned work, inspection or cleaning.

The only exception to any of the above is when correctly rated stands or supports are used by personnel with a relevant competency.

All work under raised hydraulics must be risk assessed prior to commencing work.

## 37. MOBILE PHONES

Using Personal Electronic Devices (PED) while operating (or working near) mobile or high risk plant can cause distraction, which can affect reaction times and awareness of surroundings. Examples of some PEDs can include mobile phones, laptops, smart watches and music players.

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It is not permitted to use a PED while driving a car or operating plant or equipment. Pull over in a safe location if you must use your phone.

Do not look at a screen while walking as this presents hazards of tripping or walking into the path of traffic. If needing to look at the screen, stop walking and go to a safe location.

Due to confidentiality and security obligations, mobile phones or any other PEDs must not be used in operational areas for photographic or any other purpose without approval being given by a WesCEF Manager. PEDs must not be brought into plant areas without a permit as they present an explosion risk.

Remember that electronic devices are not permitted in process plant areas without approval and may require a permit.

## 38. DRONES

To reduce the risk associated with drone activity in plant areas, the following controls are to be implemented:

- Permit Authoriser and Permit Holder (often the Drone Pilot) to walk the job
- Drone use requires a work permit and JSA.
- Conduct pre-flight check – weather conditions, structural checks, calibrations and pre-launch details
- Complete gas testing (where required)
- Demarcate take-off and landing zones.

Drones are to be:

- Operated by trained and competent people
- Flown in daylight and with conditions allowing adequate visibility
- <2.4kg in weight
- Only flown on WesCEF property (unless further CASA authorisation is granted)
- Flown <120m high, at least 30m away from people and not over populous areas.

All use of drones on site must first be approved by the Plant Inspection team. Contractors must submit their procedure & a JSA (with CSBP cover page) for review and approval prior to use.

## 39. RESTRICTED ITEMS

Some items are banned or restricted on site as they have the potential to introduce hazards and contribute to accidents and injuries. All personnel and suppliers must comply with the Restricted Items List (WCEF-RM-HSE-0002).

## 40. WORKING ALONE

The risk of injury or harm to people who work alone may be increased because of difficulties contacting others when assistance is required.

A person is defined as working alone if they cannot be seen or heard by another person and they cannot expect a visit from another person for some time. The minimum time a person has to be on their own for the person to be considered “alone” has not been set and each situation must be assessed based on the risks.

For more information on working alone for your area refer to:

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- Working Alone (CSBP-DP-11-031-55)
- Working Alone – Kwinana Laboratory (CSBP-DP-11-031-01).

## 41. WORKING AT HOME

WesCEF is committed to creating a workplace that is diverse and inclusive and offers appropriate flexible work arrangements to help achieve this objective.

All WesCEF employees, part-time or full-time, must first complete a Working from Home Application (WCEF-FORM-HRS-0003) to be approved by their Supervisor.

Once approved, all workers should complete the Working from Home Assessment (WCEF-FORM-HRS-0004) to ensure their home workplace is safe and risk is reduced so far as is reasonably practicable.

Any work from home must comply with the Working from Home Standard (WCEF-PO-HRS-0008).

## 42. FAUNA

### 42.1 Snakes

Venomous dugites and tiger snakes are commonly observed on site particularly around areas where there may be water and refuge from warm weather conditions. Snakes are protected fauna under State legislation. WesCEF has trained personnel on site for handling snakes. Do not approach snakes onsite - contact the Shift Supervisor or the environment team.

The following precautions should be taken during snake season (Spring / Summer):

- Do not approach or aggravate snakes in any way. Most bites occur when people accidentally step on snakes, or while attempting to kill them.
- If you spot a snake onsite, monitor its location from a safe distance and contact the Shift Supervisor or Environment team.
- Keep a watchful eye on the ground about a metre ahead of where you are walking, and avoid entering areas of long grass, rushes and undergrowth.
- Maintain good housekeeping. Remove long grass and items lying on the ground such as corrugated iron, rubbish, chemicals, tools and equipment/parts, which may provide cover for snakes.
- Be careful opening ground level cabinets, lifting pit lids, entering confined/below-ground spaces and taking covers off equipment, as snakes may be sheltering or trapped.
- Reduce mice numbers by disposing of food waste appropriately and using pest control measures.
- Take care in bushland and grassy areas. If working in these areas the risk of snakes should be addressed in your JSA and control measures put in place e.g. wearing snake protective gaiters.

If bitten, call the site emergency team in accordance with the emergency response plan. Immobilise the affected area and keep as still as possible, until help arrives.

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## 42.2 Birds

During spring - summer, it's common to find birds nesting in work areas, and this can cause disruption to work process, swooping/aggressive behaviours and hygiene issues.

Native and migratory animals are protected under State and Federal environmental legislation, and it can be an offence to interfere with them unless authorised by the regulator.

If birds are an issue in your workplace, try and identify the bird species – contact your Environmental RO for assistance in determining the species. If possible, send a photo of the nest, eggs and nearby adult birds to assist with ID. Once the bird species is identified further action can be taken by the Environment team.

The best solution for bird issues is to minimise the appeal as a habitat by removing access to food, water and nesting or sheltering places.

- Where possible, keep doors and windows on sheds, offices, workshops, domes and other work areas closed (particularly in the hour or so before and after sunset) or use PVC strip doors to prevent birds from entering. Ensure gaps in the roof or walls are filled in.
- Consider installing rigid plastic or wire mesh below rafters and eaves. Do not use flexible netting as birds can become entangled.
- Install metal or plastic spikes along ledges, rafters and windowsills (though this often not effective long-term, as birds can learn to work around them).
- Limit water and food sources – turn off lights at night so insects aren't attracted to the light, keep bins closed, dispose of food and fix leaking taps/air conditioners to minimise standing water.
- If you see a nest in the process of being built or only recently appeared, please contact the Environment team for assessment.

If you see a baby bird outside of the nest (e.g. on the ground), please do not pick it up unless it is in immediate danger. Often the baby birds are simply learning to fly and the parent(s) are nearby. Contact the Environment team for assessment.

## 43. SECURITY

CSBP Kwinana has been classified as having 'Major' Criticality under the Western Australian Critical Infrastructure Assessment. This means Kwinana site must maintain a high level of security at all times. Site security is managed in accordance with the CSBP Kwinana Works WA - Site Access and Asset Protection Policy (CSBP-PO-SEC-010-02).

### 43.1 Site Access

Access to the CSBP facilities is restricted by the outer cyclone wire fence around the facility and using electronic proximity cards through a controlled access gateway and turnstile. Visitors to the facilities must first access reception or the security gatehouse and if they are not inducted, an inducted person will escort them during their visit.

After-hours access is further restricted at the roadway entrance to the CSBP site by full gates. Security or the Shift Supervisor control visitor access to the facilities after hours.

Persons that are working at the CSBP Kwinana site must have been enrolled in Elevate and have been assigned a Person ID and have successfully completed a minimum of the General

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site access induction. Local area inductions and other additional requirements are required before a PAC will allow access to some high security areas.

All workers and visitors that are issued with a Personal Access Card (PAC) must keep it with them at all times. While the PAC is an important security measure it is also critical to management of emergency management when those on site are required to badge on a muster point reader.

Visitors to site are always escorted by a host and are issued with a visitor's PAC that will allow them access with their host. More information on visitor requirements can be found in CSBP Kwinana WA - Visitor Access (CSBP-DP-SEC-010-02).

All people accessing the site are subject to random bag or vehicles searches as per the CSBP Kwinana Works WA – Random Vehicle and Bag Search Procedure (CSBP-DP-SEC-010-04).

## 43.2 Asset Security

Any materials or significant equipment of some value to CSBP removed from site must be accompanied by a Road Delivery Note or authorisation form in accordance with the procedures: Equipment Disposal Procedure (WCEF-PD-SUP-0003) and Supply/Redundant Advice Form (WCEF-FORM-SUP-0001).

Items of no value to CSBP can be removed from site if it has been authorised by the Supervisor who is the owner of the item. They must complete the Supply/Redundant Advice Form (WCEF-FORM-SUP-0001) and scan in an email to the Security Guards mailing group.

## 43.3 Security Sensitive Ammonium Nitrate

At the Kwinana facility, CSBP manufactures and stores ammonium nitrate which is classed as a security sensitive substance under the Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007. CSBP's Security Plan defines its "SSAN Secure Areas" as the PP2 area, ANEP, as well as all associated storage facilities. Only authorised persons can gain access to the SSAN secure areas. Personnel accessing these areas must have a Dangerous Goods Security Card (DGSC) or be escorted by someone who has a valid DGSC. Access to these areas must first be approved by the area responsible manager through Elevate.

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## 44. KEY DOCUMENTS

### 44.1 WESCEF

Document number	Title
WCEF-PO-OHS-000-01	Health, Safety & Wellbeing Policy
WCEF-GM-OHS-000-01	Safety Management System
WCEF-PO-HSE-0015	Legal and Other Obligations
WCEF-GM-SUP-0003	Supplier Site Requirements
WCEF-GM-OHS-040-11	Responsible Officer and Accountable Person Health & Safety Requirements
WCEF-GM-OHS-040-01	Hazard and Risk Management
WCEF-GM-HSE-0011	STOP and Job Safety Analysis Risk Assessment
WCEF-GM-OHS-040-02	Team Based Risk Assessment
WCEF-PD-OHS-070-01	Incident Reporting and Classification
WCEF-PD-OHS-070-02	Incident Investigation Methodology
WCEF-PD-CMP-000-26	Notifications of Incidents to External Authorities
WCEF-PD-CMP-000-31	Management of Change
WCEF-PO-OHS-080-01	Injury Management
WCEF-PO-OHS-140-01	Fitness for Work
WCEF-GM-OSH-040-06	Fatigue Management
WCEF-PO-OHS-080-02	Return to Work Process
WCEF-PD-OHS-140-01	Drug and Alcohol and Procedure
WCEF-PO-HRS-040-01	Code of Conduct



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WCEF-PO-HRS-000-03	Diversity and Equal Employment Opportunity Policy
WCEF-PO-HRS-000-04	Discrimination Harassment and Bullying Policy
WCEF-PO-HRS-040-02	Grievance Resolution Policy
WCEF-PO-HRS-000-02	Whistleblower Policy
WCEF-PD-OHS-090-04	Health and Hygiene Management Plan
WCEF-PD-OHS-090-02	Health Surveillance and Biological Monitoring
WCEF-PD-HSE-0045	Reproductive Management Standard
WCEF-GM-HSE-0003	Noise Control and Hearing Conservation
WCEF-PD-OHS-130-01	Asbestos Management Plan
WCEF-GM-RSK-0003	ChemAlert - Approval of Hazardous Chemicals
WCEF-PD-QAC-021-01	Auditing of Management Systems
WCEF-GM-HSE-0019	Ergonomics and Hazardous Manual Tasks
WCEF-PO-HRS-0008	Working from Home Standard
WCEF-GM-ENG-0001	Live Work Guidelines
WCEF-GM-ENG-0002	Arc Flash Guidelines
WCEF-PD-HSE-0001	Forklift Safety Procedure
WCEF-PD-OHS-040-05	Excavation Procedure
WCEF-PD-OHS-040-04	Locating Underground Services
WCEF-GM-HSE-0001	Respiratory Protection
WCEF-GM-HSE-0002	Respiratory Fit Testing

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WCEF-PD-HSE-0033	Safe Working with Manmade Vitreous Fibre
WCEF-PD-OHS-040-06	Penetration Procedure
WCEF-PD-R&S-0018	Working at Height
WCEF-PD-R&S-0019	Elevating Work Platforms
WCEF-GM-HSE-0008	Mobile Crane Safety
WCEF-GM-RSK-0002	Chain of Responsibility
WCEF-GM-R&S-0002	Safe Working in a Hot Environment
WCEF-PD-HSE-0036	Extreme Weather Procedure
WCEF-IS-HSE-0009	Kwinana Site Contamination Management Plan
WCEF-PD-SUP-0003	Equipment Disposal Procedure
WCEF-RM-HSE-0002	Restricted Items

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## 44.2 CSBP

Document number	Title
CSBP-RM-11-010-02	CSBP Kwinana - Management of Emergencies
CSBP-GM-11-031-51	CSBP Work Permit System
CSBP-FORM-OHS-0010	Work Permitting Guide for Contractors Compound
CSBP-SF-11-031-01	Job Safety Analysis (JSA) Worksheet
CSBP-GM-11-031-01	Personal Protective Equipment
CSBP-DP-11-031-06	Resolution of Safety and Health Issues
CSBP-GM-02-100-03	Kwinana Works Vehicle Access Policy
CSBP-DP-11-031-55	Working Alone
CSBP-DP-11-031-01	Working Alone – Kwinana Laboratory
CSBP-GM-11-031-40	Radiation Safety Procedure
CSBP-GM-11-039-37	Rail Safety Management Plan
CSBP-PD-11-039-30	Rail Safety Emergency Management Plan
CSBP-RM-11-030-04	Kwinana Bulk Jetty Safety Management Plan
CSBP-GM-11-031-22	Compressed Air Safety procedure
CSBP-GM-11-031-18	Hydrojetting procedure
CSBP-OP-KQ-000-11	Mobile Equipment Procedure
CSBP-DP-11-032-04	Safe Working with Bulk Stockpiles and High Faces
CSBP-GM-11-031-62	Decontamination of Process Equipment

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CSBP-GM-11-037-07	Ammonia / AN Decontamination Procedure
CSBP-PD-KC-000-01	Sodium Cyanide Decontamination Procedure
CSBP-GM-11-031-52	Confined Spaces Procedure
CSBP-GM-11-031-33	Gas Testing
CSBP-GM-11-036-02	Breaking into Hazardous Pipelines
CSBP-GM-11-036-06	Hot Work Procedure
CSBP-GM-11-036-01	Safe Working on Brittle or Fragile Roofs
CSBP-GM-11-038-02	Slings, Rigging and Lifting Equipment
CSBP-GM-11-032-03	Operation and Testing of HV Equipment Guidelines
CSBP-GM-11-032-02	Access to Switch Rooms
CSBP-GM-11-038-06	Electrical Appliance Testing and Tagging
CSBP-GM-11-031-13	Abrasive Blasting and Spray Painting Safety
CSBP-ES-14-102-13	Surface Treatment of Lead-Based Coatings
CSBP-GM-KS-000-01	Working on or Outside Boundary Fences
CSBP-GM-KC-000-06	Sodium Cyanide Solid Plant Risk Controls & Decontamination Processes