

Number	WCEF-PD-HSE-0024				
Reasons for Creating or Amending Document	New or Amended Statutory Regulations; Correction of Error or Omission; Full Review of Document				
Actual Change Details	Full review of document. Edited to apply to all WesCEF Minerals Exploration projects. Updated to reflect Work Health and Safety Act and Regulations. Included undertaking risk assessment in preparation.				
Version	5.0.0	Published	08/01/2025	Review Date	8/01/2027

Table of Contents

1.	Introduction	2
1.1	Purpose	2
1.2	Scope	2
1.3	Roles and Responsibilities.....	2
2.	Legislation	2
3.	Procedure	2
3.1	Equipment	2
3.1.1	Location Board and Expected Return Time	2
3.1.2	Communication Equipment	2
3.1.3	Light Vehicle	3
3.1.4	Food and Water	3
3.1.5	First Aid Equipment.....	3
3.2	Preparation	3
3.3	Procedure Steps	3
3.3.1	Fill in Location Board or Discuss Area of Work with Contact.....	3
3.3.2	Test Communication Devices.....	4
3.3.3	Remote Work.....	4
3.3.4	Delays During Remote Work.....	4
4.	Definitions	5

1. Introduction

1.1 Purpose

WesCEF Minerals Exploration Projects are in remote areas across Western Australia. Communication and vehicle access is limited in some of these areas and as such, it is critical that location details of personnel working in the field is provided to the site and office team and is as accurate and up to date as possible.

1.2 Scope

This procedure applies to all persons WesCEF Minerals Exploration personnel and contractors who are conducting work or travelling outside the main administration area of a WesCEF Minerals Exploration site.

1.3 Roles and Responsibilities

Site Senior Executive (or Exploration Manager) – ensure all WesCEF Exploration employees are aware of this procedure and the relevant requirements

Geologists – communicate the requirements of this procedure with contractors and external stakeholders working on WesCEF Exploration worksites. Follow this procedure when completing field work in remote environments

2. Legislation

As per the Work Health and Safety Act (2020) and Work Health and Safety (Mines) Regulations (2022), WesCEF Minerals has a statutory duty of care to ensure, as far as is reasonably practicable, that workers, clients, contractors and others involved in the business are not exposed to risks to their health or safety arising from the conduct of the business.

All employees and contractors have a duty of care under Health and Safety legislation to take reasonable care of themselves and others in their workplace, comply with all instructions and control measures regarding health and safety, and to notify the Company of any hazards or incidents as they arise.

3. Procedure

3.1 Equipment

3.1.1 Location Board and Expected Return Time

For work being conducted in any remote work environment, a location/movement board should be utilised. If a location board is not present at the worksite the area of work, any check-in times and an expected return time must be communicated to a designated person. This should be the Emergency Services Officer if one is present at the project.

3.1.2 Communication Equipment

Any remote work being undertaken by WesCEF Exploration employees or on WesCEF Exploration work sites requires the use of a satellite communication device.

A satellite locating device such as an InReach or SPOT device should be utilised when outside of mobile reception. The WesCEF Minerals Exploration team have two InReach devices.

Two-way radios should also be used where applicable.

3.1.3 Light Vehicle

All remote work involves travelling from an established WesCEF Minerals Exploration site or camp, and as such a light vehicle is required. Ensure the vehicle contains sufficient fuel and does not show any faults prior to commencing work.

3.1.4 Food and Water

Ample food and water must always be carried when working remotely. It is recommended that a full 5-10L canteen is carried on the light vehicle at all times.

3.1.5 First Aid Equipment

First aid equipment should always be carried in the light vehicle and on person when working remotely. This is to include a standard first aid kit and a snake bite kit at a minimum. Personnel should be first aid trained.

3.2 Preparation

Before conducting any remote work the nature and location of tasks must be communicated via a verbal discussion with relevant managers, the Emergency Services Officer (ESO) and any personnel involved in the remote work.

A risk assessment must be conducted before any remote work to identify potential hazards that may not have been previously recognized. The type of risk assessment to be completed will depend on the nature of the remote work, such as a Take 5 or Job Hazard Analysis (JHA). The weather forecast and road conditions should be considered and discussed, as well as alternative access routes if tracks were to become impassable due to weather. It is vital that personnel remaining at the camp/administration area are aware of all possible and planned access routes.

It is recommended that the timing and response of check in calls is discussed and agreed upon. This will depend on the length of time spent in the field, the area of work and the manner of task performed.

The light vehicle should be prepared and ample hydration and food should be packed as outlined in section 3.1.

3.3 Procedure Steps

3.3.1 Fill in Location Board or Discuss Area of Work with Contact

The following information should be communicated prior to commencement of remote work;

1. Name of persons leaving camp
2. Time Out – time of departure from site (24 hour)
3. Time In – Expected return time to site (24 hour)
4. Vehicle being used
5. Comms Unit/ Mobile: include what radio channel and any other specific communication unit being utilised (e.g. InReach001 or SPOT device)
6. Specific location of work or destination
 - a. This is to be communicated in to a high detail in order to ensure a rapid response in case of an emergency
 - b. Include a map with work location and access routes

If utilising a location board the above information should be written down following discussion with the site or office contact.

3.3.2 Test Communication Devices

Communication devices should be turned on and tested prior to departing camp. Personnel should not depart for work if emergency satellite communications are not working.

1. In the case of a satellite phone, test call the ESO or a WesCEF Minerals Exploration team member and ensure you receive confirmation that it works. Ensure this number is known to the ESO or contact back at the office.
2. In the case of a satellite location device such as a SPOT or InReach, ensure tracking is turned on and use the relevant software to check that location services are working. Send a test message to the ESO or WesCEF Minerals Exploration team member and ensure that it is received.
3. If using a two-way radio, perform a radio check and ensure that outgoing and incoming communications are working correctly

3.3.3 Remote Work

Once all of the above steps have been followed WesCEF Minerals Exploration personnel and contractors may perform remote work as required.

1. Ensure all relevant safety precautions are taken when driving to and from work areas, as well as when performing work
2. Follow agreed upon check-in times to keep in contact with the main site
3. If any deviation from planned activities is necessary for any reason, ensure communication with relevant personnel as soon as is practicable.
4. Upon arrival back at camp, verbally inform relevant personnel and remove details from the location/movement board.

3.3.4 Delays During Remote Work

1. Notify the contact or other WesCEF personnel immediately if there are any delays and provide an updated time of arrival.
2. If delayed and unable to make contact, proceed back to site as quickly as possible (whilst driving to conditions) along the intended route. Do not deviate from the intended route without informing relevant personnel.
 - a. If the intended route is no longer viable (e.g. flooded) and you are unable to make contact with the office, proceed to the nearest location where a method of communication is available and inform the office. If this is not possible (e.g. you are bogged on an isolated track), stay in the same location and await assistance.
 - b. The site office will attempt to make contact with you via any means possible (phone/radio/satellite device) every 10 minutes after your intended arrival time. If unable to make contact for 30 minutes past the time due back, the site team will co-ordinate a search party to locate you as per the Isolated Persons Procedure (See Table 1)
3. In the event of an emergency or life threatening injury, utilise the SOS function on the satellite communication device. In the event of an emergency, ensure as much detail as possible is provided (e.g. GPS location, nature of accident, number of injured persons etc). An emergency or life-threatening injury includes, but is not limited to;
 - a. Significant car accident

- b. Snake bite (note – all snake bites should be treated as venomous even if bitten by a snake believed to be non-venomous)
- c. Broken leg
- d. Heat stroke
- e. Anaphylaxis

Table 1: Missing Persons Response

Time Missing (Minutes)	Action Taken	Additional Information
0	<ul style="list-style-type: none"> • Supervisor / delegate manager notified. 	
15	<ul style="list-style-type: none"> • Try to contact missing person every 10 minutes. 	<ul style="list-style-type: none"> • Utilise gps tracking transmitter (i.e. InReach device) if possible.
30	<ul style="list-style-type: none"> • Resources mustered and search party organised. 	<ul style="list-style-type: none"> • Known travel route and likely location discussed. • First Aid and Vehicle recovery gear organised.
45	<ul style="list-style-type: none"> • Search party departs to look for missing persons 	<ul style="list-style-type: none"> • Search teams to comprise of at least two people.
	<ul style="list-style-type: none"> • Continue to try to contact missing person every 10 minutes 	<ul style="list-style-type: none"> • Attempted contact managed by emergency delegate
	<ul style="list-style-type: none"> • Search party arrives at last known location 	<ul style="list-style-type: none"> • E.g last InReach signal
If not located	<ul style="list-style-type: none"> • WesCEF Management informed. • Next of kin contacted. • Emergency Declared 	<ul style="list-style-type: none"> • WesCEF Emergency Response Procedure to be utilised. • SES notified.

4. Definitions

Term	Definition
GPS	Handheld Global Positioning unit, used to navigate to and accurately record designated locations.
Satellite communication device	A GPS tracking device containing an SOS button that sends your location to emergency services (only to be used in the event of an emergency). Examples include SPOT and InReach devices
Location/Movement Board	A labelled white board used to track location of personnel working away from main area of WesCEF Exploration sites.