



Mackay
Sugar

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HEALTH, SAFETY and ENVIRONMENT HANDBOOK

Safe, Efficient Production

**SAFE WORK PRACTICES
AND
ENVIRONMENTAL PROTECTION**

These requirements shall be read in conjunction with the Work Health and Safety Act 2011 and its associated Regulations, Advisory Standards, Australian Standards and any other relevant legislation and regulations



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1. INTRODUCTION

Management at Mackay Sugar Limited ('Mackay Sugar') recognises that the basis for sound health and safety management rests with the company's ability to control risks, maintain Worker awareness, diligence and ensure systems and processes are audited, reviewed and improved on a timely basis to remain effective.

Mackay Sugar sites have comprehensive Health, Safety and Environment (HS&E) Management Systems that details requirements and standards that must be adhered to on a daily basis. Mackay Sugar's HS&E Management Systems and Electrical Safety Plan provides the guidance to ensure that these requirements continue to be satisfied, monitored, and audited for compliance.

This handbook outlines the systems and processes adopted by Mackay Sugar to ensure the health, safety and welfare of all personnel and to prevent harm to the environment. The document is supported by procedures developed under the HS&E Management Systems and Electrical Safety Plan. Specific procedures or systems have and will continue to be developed to address the requirements of the Workplace Health and Safety Legislation.

This document is also intended for Contractors who are engaged to provide services and undertake work activities on a Mackay Sugar site.

All reasonable steps shall be taken to ensure the commitments, responsibilities and other requirements defined in the Mackay Sugar Policies and procedures and those imposed by legislation are fulfilled at all times.



TABLE OF CONTENTS

| | |
|---|-----------|
| 1. INTRODUCTION | 2 |
| 2. DEFINITIONS | 5 |
| 3. WORKPLACE HEALTH AND SAFETY MANAGEMENT STATEMENT | 7 |
| 3.1 Obligations / Responsibilities | 7 |
| 4. ORGANISATION STRUCTURE..... | 8 |
| 5. ISSUE, REVISION AND REVIEW | 8 |
| 6. ENVIRONMENT | 8 |
| 6.1 General Environmental Duty..... | 8 |
| 6.2 Environmental Management Plans or Procedures | 8 |
| 6.3 Noise | 9 |
| 6.4 Dust..... | 9 |
| 6.5 Complaints | 9 |
| 6.6 Water Pollution..... | 9 |
| 6.7 Waste Management..... | 9 |
| 6.8 Earthworks or Soil Excavation | 9 |
| 6.9 Spills and discharges | 9 |
| 6.10 Contractors' Obligations..... | 10 |
| 7. CONTROLLING RISK..... | 10 |
| 7.1 Job Start Risk Assessment (JSRA) | 10 |
| 7.2 Job Observation | 11 |
| 7.3 Safe Act Observation | 11 |
| 7.4 Training | 12 |
| 7.5 Communication | 12 |
| 8. HEALTH & SAFETY – GENERAL..... | 14 |
| 8.1 Confined Space..... | 14 |
| 8.2 Hot Work (Arc Welding, Gas Welding, Cutting, Grinding) | 14 |
| 8.3 Working at Heights..... | 15 |
| 8.4 Hazardous Chemicals | 15 |
| 8.5 Electrical Installations and Equipment..... | 16 |
| 8.6 Live Testing..... | 17 |
| 8.7 Tagging & Isolation | 17 |
| 8.8 Barricading | 18 |
| 8.9 Concealed Services / Excavation | 18 |
| 8.10 Manual Handling | 18 |
| 8.11 Scaffolding | 19 |
| 8.12 Ladders | 19 |
| 8.13 Solar Radiation & Heat Stress | 19 |
| 8.14 Asbestos | 20 |
| 8.15 Hand Tools – Electrical Power, Pneumatic & Hydraulic Pressure..... | 20 |
| 8.16 Blasting & Painting..... | 21 |
| 8.17 Use of Compressed Air..... | 21 |
| 8.18 Moving Materials, Tools or Equipment..... | 21 |
| 8.19 Personal Protective Equipment (PPE)..... | 21 |
| 8.20 Drugs and Alcohol..... | 22 |

| | |
|--|-----------|
| 8.21 Fatigue | 23 |
| 8.22 Safety Signage | 23 |
| 8.23 Guarding of Machinery and Equipment | 23 |
| 8.24 Housekeeping | 23 |
| 8.25 Combustible Materials..... | 24 |
| 8.26 Workplace Amenities | 24 |
| 8.27 Safety Showers and Eye Wash Stations | 24 |
| 8.28 Fire Equipment..... | 25 |
| 8.29 Fire Water Lines..... | 25 |
| 8.30 Visitors..... | 25 |
| 8.31 Smoking | 25 |
| 8.32 Mobile Phones and Other Electronic Equipment | 25 |
| 8.33 Refinery | 25 |
| 9. MOBILE EQUIPMENT | 27 |
| 9.1 Authority to Operate (ATO) and Personnel Qualifications..... | 27 |
| 9.2 Materials on Trucks..... | 27 |
| 9.3 Riders or Passengers on Vehicles or Equipment | 27 |
| 9.4 Cranes and Crane Operators..... | 28 |
| 9.5 Rigging and Lifting Equipment | 29 |
| 9.6 Vehicles..... | 29 |
| 10. CANE RAIL OPERATIONS & MAINTENANCE | 30 |
| 10.1 General | 30 |
| 10.2 Critical Procedures..... | 30 |
| 11. ACCIDENT & INCIDENT REPORTING | 34 |
| 11.1 First Aid | 35 |
| 12. EMERGENCIES | 36 |
| 12.1 Emergency Types | 36 |
| 12.2 Two-way Radio Emergency Communication | 36 |
| 12.3 Emergency Vehicle Access | 36 |
| 13. REHABILITATION..... | 36 |
| 13.1 Contractors' Obligations..... | 37 |
| 14. SPECIFIC INFORMATION FOR CONTRACTORS | 38 |
| 14.1 Audits and Inspections | 38 |
| 14.2 Subcontractor Management..... | 38 |
| 14.3 Refusal of Site Access | 38 |
| 14.4 Accident Prevention Responsibility | 38 |

2. DEFINITIONS

“In these requirements, except where the context otherwise requires:

| | |
|---------------------------------|--|
| Authorised Person | A person who has the appropriate competencies and appointed to carry out a designated scope of duties |
| Barricade..... | A permanent or temporary structure including warning tape, rope or signs, erected to warn of a hazard and to prevent entry by persons into a particular area |
| Confined Space | An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: <ul style="list-style-type: none"> (a) An oxygen concentration outside the safe oxygen range. (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion. (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. A confined space may or may not have restricted means of entry and exit. |
| Contract Supervisor | Shall mean the Mackay Sugar officer responsible for the on-site supervision of the contract works whilst on site. |
| Contractor | Shall mean any person, firm or corporation who provides goods or services involving work at a Mackay Sugar Site and shall include, where the context permits, his/her or its Workers and any sub-contractor and Workers of sub-contractors. Contractors that provide services of a limited duration may gain access to site via the “Site Visitors” policy and procedure subsequent to approval by the Site’s HSE Co-ordinator. |
| Environmental nuisance | Environmental nuisance is unreasonable interference or likely interference with an environmental value caused by— <ul style="list-style-type: none"> (a) noise, dust, odour, light; or (b) an unhealthy, offensive or unsightly condition because of contamination; or (c) another way prescribed by regulation. |
| General Environmental Duty..... | A legal obligation imposed under the Environmental Protection Act 1994 which states that <i>‘a person must not carry out any activity that causes or is likely to cause, environmental harm unless the person takes all reasonable and practical measures to prevent or minimise the harm’</i> |
| Hazard | ‘anything (including work practices or procedures) that has the potential to harm the health or safety of a person’. |

Hazards can be classified into five broad areas:

- physical e.g. noise, radiation, light, vibration
- chemical e.g. poisons, dusts
- biological e.g. viruses, plants, parasites
- mechanical/electrical e.g. slips, trips and falls, tools, electrical equipment
- psychological e.g. fatigue, intimidation, bullying.

| | |
|---|---|
| Hazardous Chemical | Hazardous chemicals are chemicals and other substances for which a manufacturer or importer must prepare, amend, provide and review a Safety Data Sheet (SDS). Prior to coming on site an SDS is required; these data sheets are maintained and accessible through the nominated HSE Co-ordinator. |
| Mackay Sugar Electronic-Induction | The program is designed to introduce new Workers, visitors, contractors and other people involved with the sugar industry to the rules and regulations, safety procedures and accepted practices, which relate directly to the Sugar Milling Operations Code of Practice. |
| Limited Duration..... | For the purpose of this document a limited duration shall mean a period of less than eight hours duration in any one-month period. This provision excludes any fixed term or regular Contractors such as conveyor belting repairers, industrial cleaners (e.g. Vac-Tech) and sales agents (eg. Castrol). |
| Permits..... | A formal process, using documentation to ensure that all hazards/risks have been assessed, and taken into account, prior to starting a specific activity. Common permits are: <ul style="list-style-type: none"> • excavation • hot work • confined space • working at heights |
| Personnel..... | In this document context only, this refers to all persons employed by Mackay Sugar and/or by a Contractor engaged to carry out work at a Mackay Sugar site (see also <i>Worker</i>). |
| Principal Contractor | (1) The principal contractor for construction work, other than prescribed construction work, is the person appointed by the client as the principal contractor for the construction work under section 6.1 of the WHS Regulation 2011 (2) If the client does not appoint a principal contractor for the construction work, the client is taken to be the principal contractor for the construction work. (3) The principal contractor for prescribed construction work is the person who is in control of the prescribed construction work. |
| Risk..... | Is the combination of the chance of an incident/accident happening and the damage or injury it will cause if it does occur. |
| SDS..... | Safety Data Sheets for use as an on-job reference to the safe handling, storage, use and disposal of hazardous substances. |
| Site..... | Means the buildings, houses, grounds, cane railway and depots being the property or premises, whether owned, leased or otherwise, of Mackay Sugar where the work is being undertaken, including the area handed over (Possession of Site) to a Contractor |
| Supervisor..... | The individual who has been charged with supervisory duties and who is therefore responsible for a Worker or contractor working on a Mackay Sugar site. In the context of this document, Supervisor may also mean Contract Supervisor/Contract Administrator where it applies to contractors. |

Worker A person is a **worker** if the person carries out work in any capacity for Mackay Sugar, including work as—

- (a) an Worker; or
- (b) a contractor or subcontractor; or
- (c) an Worker of a contractor or subcontractor; or
- (d) an Worker of a labour hire company who has been assigned to work at Mackay Sugar; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class..

Wherever used in these Requirements

- (a) words importing the singular only also include the plural and vice-versa where the context so requires
- (b) marginal headings or notes shall not be deemed to be part thereof, or in the construction thereof
- (c) the word "shall" is to be interpreted to denote a mandatory obligation or requirement
- (d) the word "should" indicates that the practice referred to is sound operating procedure and its observance is highly recommended

3. WORKPLACE HEALTH AND SAFETY MANAGEMENT STATEMENT

As stated in the Mackay Sugar Occupational Health and Safety Policy: "Mackay Sugar Limited is committed to **"Safe, Efficient Production"**, by ensuring that the way it conducts its operations does not put the health and safety of any person at risk."

To contribute to the achievement of our goal, all personnel performing work at Mackay Sugar shall be fully familiar with the contents of this handbook and associated relevant documents. All persons working at this workplace shall perform their duties in accordance with applicable legislative requirements, requirements of this document and in compliance with company procedures.

Mackay Sugar Management has documented a number of policies in regard to Human Resource Management, Safety, Environment, etc. to identify clear objectives and commitment. These policies are listed here for your information. A current copy of these policy statements is also displayed at all site offices.

| | |
|-----------------------------|-------------------------------------|
| MSD-RM-0457 | Risk Management Policy |
| MSD-SA-0073 | Occupational Health & Safety Policy |
| MSD-HR-0341 | Employee Wellbeing Policy |
| MSD-EV-0074 | Environmental Policy Statement |
| MSD-HR-0091 | EEO and Harassment Policy |
| MSD-HR-0244 | Privacy Policy |
| MSD-SA-0362 | Rehabilitation Policy |

3.1 Obligations / Responsibilities

The obligations of all persons and parties involved in any activity on Mackay Sugar sites shall be as follows:

- Comply with all relevant statutory obligations, contractual requirements and Mackay Sugar systems
- Promote a culture which is based on the principle that all incidents can be prevented.
- Follow all existing policies and procedures (failure to comply will not be tolerated, and may result in persons being withdrawn from the workplace).

All Workers and contractors are responsible for their own safety and shall be held accountable for the health and safety performance in their areas. In doing so, they shall follow established safe systems and processes for work. A more detailed explanation of the application of any procedures listed below can be obtained through consultation with your immediate supervisor or relevant HSE Co-ordinator.

4. ORGANISATION STRUCTURE

A copy of the Mackay Sugar Organisation Structure may be obtained on request and approval from the company's HR Adviser.

5. ISSUE, REVISION AND REVIEW

Revisions to this document shall be made as required to reflect the current status of the workplace. Revisions are approved and issued under the requirements of the current OHS Management System. The HSE Manager shall ensure a complete review of this document is completed at least annually as scheduled by the HR/HSE Systems Analyst.

6. ENVIRONMENT

Mackay Sugar has an Environmental Management System (EMS) designed to ensure compliance with Environmental legislation and the company's Environmental Policy objectives. Our milling operations hold environmental permits from the Department of Environment and Heritage Protection (DEHP) which detail specific environmental conditions Mackay Sugar are to comply with. Copies of site environmental permits are held with site HSE Co-ordinators.

6.1 General Environmental Duty

All persons have a general environmental duty under legislation which places obligations on both individuals and companies to put in place appropriate measures or take appropriate action to prevent environmental harm

All persons who perform work on a Mackay Sugar site or on behalf of the company shall ensure that their activities are compliant with this handbook and any of Mackay Sugar's procedures relevant to activities and services provided.

Contractors are to ensure that they obtain and comply with any applicable regulatory environmental approvals or codes of practice relevant to the activities they perform. Where no such approvals or codes exists, JSRAs which include an assessment of environmental hazards shall be conducted to identify possible impacts and ensure controls are adequate. This assessment shall cover but is not limited to the following and persons should seek advice or assistance from Mackay Sugar if any uncertainty exists e.g. washdown away from stormwater drains, regulated waste storage and disposal:

- Air Pollution
- Land Pollution
- Water Pollution
- Noise Pollution
- Waste Disposal
- Flora and Fauna protection
- Dangerous Goods & Hazardous Substances

6.2 Environmental Management Plans or Procedures

All personnel shall request or check for any management plans or procedures which apply to the work they are to undertake prior to commencing the activity and comply with all requirements that apply to the area in which they undertake work.

The following are a general overview of some but not all of the Mackay Sugar environmental hazards.

6.3 Noise

All personnel will use all reasonable measures to minimise noise from any work being undertaken that may impact on the public, owner/s, occupants of neighbouring premises and co-workers, and report any obvious concerns in this regard to their immediate supervisor.

All plant and equipment where practically possible, shall be effectively sound controlled by means of silencers, mufflers, acoustic linings, shields, acoustic sheds or screens to the satisfaction of Mackay Sugar.

6.4 Dust

All personnel shall use appropriate measures as necessary to control or mitigate dust nuisance and contamination, for example: shrouding, screens, watering, isolation, covering of loads etc., as identified via a risk assessment. Any concerns relating to excessive dusty conditions should be reported to your immediate supervisor or HSE co-ordinator.

6.5 Complaints

Any complaints received from a member of the public regarding health safety or environmental issues shall be promptly reported to the site HSE Co-ordinator or HSE Manager.

6.6 Water Pollution

All personnel shall ensure any liquids or solids from their work activities including wash down waters and spills of any contaminants are captured and do not enter any open or closed storm water drain or gully. At no time is any product or waste be dumped into stormwater drains or gullies.

If a spill does enter a stormwater drain or gully Stop, Contain and Report to your immediate supervisor or HSE Co-ordinator.

6.7 Waste Management

All personnel shall ensure wastes are handled in accordance with Mackay Sugar's requirements such as the segregation of different waste types covering recyclables, general waste and regulated wastes. Regulated wastes (typically contaminated or hazardous wastes) must not be mixed with other wastes and are to be stored and disposed of in accordance with procedures and regulations.

All waste bins are colour coded and labelled to identify the waste types that may be stored in them. All regulated wastes shall be stored in the appropriate rigid walled bins or receptacles which are resistant to impact and prevent the entry of rain or stormwater.

Regulated wastes are only to be removed from site for transport by a person or organisation who holds a current approval under State legislation to transport the prescribed waste type. Any waste tracking documentation should be forwarded to the site HSE Co-ordinator.

6.8 Earthworks or Soil Excavation

All Mackay Sugar sites are listed on the state Contaminated Lands Unit Environmental Management Register which makes it illegal to transport soil off site without first obtaining a disposal permit. Soil that has been excavated from any site should not be spread or redispersed at another location on site to minimise further site contamination without testing. All excavations must have the applicable permit to excavate completed before the commencement of the task.

6.9 Spills and discharges

All personnel shall ensure that any minor spills or discharges of contaminants are cleaned up as quickly as practicable. Any significant spills shall be managed reported as per Mackay Sugar's incident management and emergency management procedures (where appropriate).

All chemicals and hydrocarbons used on site are to be stored within bunded areas. Empty drums are to be sealed and stored on a concrete floor, preferably undercover. Excessive build up of empty drums is to be avoided.

Piping systems and equipment containing hazardous materials shall be inspected on a regular basis to detect spills and leaks and the potential for such occurrences. Any deficiencies found shall be recorded and rectified as soon as practicable.

6.10 Contractors' Obligations

In addition to the requirements of Clause 6 above, the Contractor has the following obligations (unless expressly permitted or stated as being undertaken by Others):

- The Contractor shall comply with all safety and environmental statutory requirements at their own cost.
- The Contractor shall obtain and maintain at its own cost any necessary licences and permits required by the DEHP or other federal, state and local government to carry out the activities for which they are contracted.
- The Contractor shall comply with all requirements and provide all things necessary to ensure that the safety and amenity of the public, property owner/s, occupants and others is not compromised by work under the Contract.
- The Contractor shall store and dispose of any regulated wastes generated (prescribed in schedule 7 of the *Environmental Protection Regulation 1998*) in accordance with Queensland DEPH guidelines at their own expense.

7. CONTROLLING RISK

7.1 Job Start Risk Assessment (JSRA)

A Job Start Risk Assessment (JSRA) is a systematic, "living", documented approach to the identification of task-related hazards and control measures.

A JSRA is required at the start of each day for the tasks that will be undertaken during that day by Workers and/or for specific, complex or longer duration tasks. Dependant on the task being completed, the JSRA form will either capture:

1. A briefly documented risk assessment discussion which takes place prior to work commencing, which is in relation to the task that is to be performed and shall comply with the JSRA rules ([MSD-SA-0500](#)).
2. A detailed step-by-step breakdown of the task process (Safe Work Instruction [SWI]) and identification of the risks and controls of each step. This detailed approach should give consideration to the following to ensure all risks previously identified are captured, as well as those risks associated with specialised tasks or environments specific to this industry.
 - a history of significant injuries, incidents, or near misses;
 - significant or unusual hazards are present;
 - a high degree of task complexity;
 - an unpredictable variable, or potentially hazardous working environment;
 - the potential to impact on others eg. other workgroups, neighbours

Existing JSRA's may be accessed via a Supervisor or HSE Co-ordinator from the JSRA Register (formerly the Job Analysis register). All personnel are responsible and accountable for the completion of risk assessments before completing a task.

7.1.1 Rules for JSRA form use

1. JSRA shall be completed for **all** work tasks in operational areas.
2. Two types of Generic JSRA can be developed.
 - A) For absolute repetitive tasks on a daily basis e.g. sitting in a control room during the crush. These must be reviewed and approved by the supervisor at initial development

stage, and then annually thereafter (as noted on the footer via our document control system). If Workers use a generic JSRA in this instance it is not necessary to list the individual job steps, however they will need to have listed the specific hazards associated with the tasks, the initial risk score, what controls are being used and what is the residual score.

Workers or work teams working under a generic JSRA shall re-assess the risk score of the JSRA on a daily basis. The hazards can be pre-listed but not the risk scores. This is to ensure that conditions have not changed and to identify and control any new hazards which may be present.

- B)** For jobs/tasks which have specific steps which need to be followed each time that job is completed. This JSRA is developed by the workgroup, recorded and kept on Sharepoint)
3. Generic JSRAs are stored centrally, and reviewed and revised annually. The level of risk must be rescored each time it is used. Supervisors are responsible for ensuring that consultation of the JSRA is completed with Workers, HSEC and other internal stakeholders.
 4. JSRA for tasks that have a high risk score shall include an emergency preparedness plan as part of the JSRA steps. This is to ensure a plan is in place in the event of an emergency occurring during the performance of the task. All members of the work team are required to review or “step through” their individual roles in regards to the emergency preparedness plan before the task is commenced. i.e. confined space and work at heights.
 5. Supervisors are responsible for ensuring tasks that they consider to have a higher risk (for whatever reason) are reviewed on the day of the task. This will be captured by their signing onto the JSRA form.

Referenced documents:

| | |
|-------------------------------|-----------------------------|
| MSF-SA-0864 | JSRA/SWI form – Factory |
| MSF-SA-0865 | JSRA/SWI form – Cane Supply |
| MSD-SA-0500 | Rules for JSRA |
| JSRA Register | |

7.2 Job Observation

A Job Observation is a process of assessing a task or work situation through observation, discussion, reinforcement of positive aspects and correction of any inappropriate aspects. A key intent of the Job Observation is to raise awareness of safety in both the person who is being observed and the observer. Refer to [MSP-SA-0020](#) Proactive Safety Initiatives (Job Observations) Procedure for further information.

All Supervisory personnel and HSE Co-ordinators are required to conduct at least two job observations each month. Job Observations are conducted on personnel in all areas of Mackay Sugar including contractor workplaces and personnel.

7.3 Safe Act Observation

A [MSF-SA-0587](#) Safe Act Observation is similar in intent to a Job Observation, but is completed by workgroups in a team approach. Members of the workgroups are required to each complete four (4) SAO each month on a rotational basis. Outcomes are shared with the team at a 5 minute pre-start safety meeting on a set question structure EXCLUSIVELY scheduled for safety. The action items identified shall be either corrected immediately in the workgroup and documented as such by the Supervisor, or given to the Business Co-ordinator for entry into Safety Suite as an action item once approved by the Business Unit Manager.

7.4 Training

No person is to commence work at any time unless they have been adequately trained for the work they are to perform. All Workers are to be provided with such information, instruction, training and supervision to enable them to perform their work in a manner that is safe and without risks to their health and safety (refer [MSP-HR-0709](#) Training Procedure).

7.4.1 Induction training

In accordance with the Mackay Sugar Induction Procedure [MSP-SA-0006](#) all personnel working on a Mackay Sugar controlled site shall undertake a full induction process that will remain current for a period of three years prior to accessing any of the four (4) sites or Rail Network. Upon successful completion of the training, each participant will receive a copy of a statement of attainment for the induction. All personnel shall complete a General Site Induction, which covers safety topics and site specific information and assessment before commencing work on any Site controlled by Mackay Sugar. Competency for other inductions already attained, such as the Construction Industry induction, are recognised if current.



7.4.2 Prescribed Occupations training requirements

All training in prescribed occupations shall comply with the appropriate training competency standards. A person can only conduct some types of work, associated with the operation or use of plant, if the person holds a licence or is a trainee progressing to obtain the licence.

An Worker is only considered to be a trainee if:

- A document outlining the training planned for the trainee has been established;
- The trainee is being supervised during any workplace experience by a person that has a licence for the licensed work; and
- Training records are kept for the training being received.

The decision about whether a person is suitable to obtain a licence is made after a person has demonstrated that the skill and knowledge for the licensed work has been obtained and a successful assessment has been undertaken. This assessment must be conducted by an assessor that is authorised by Workplace Health and Safety Queensland (WHSQ) for this role and is engaged by a Registered Training Organisation (RTO) that is recognised by WHSQ for the licence type.

All persons required to complete tasks on site which have an Authority to Operate attached, must ensure that this is successfully completed before the task can be commenced.

7.4.3 Contractors' Obligations

In addition to the requirements of Clause 7.4 above, the Contractor shall provide a training and authorisation matrix including competencies and Authorities to Operate for all Workers working on site, to the Contractor Supervisor prior to the commencement of works on site. The Contractor shall keep this documentation current, reflecting the workforce on site, and provide any revisions to the Contract Supervisor.

7.5 Communication

A HSE noticeboard is established on all sites in a prominent / accessible position. The noticeboard displays HSE Committee meeting minutes, safety alert notices, HSE newsletters and other relevant HSE information.



Supervisors are responsible for ensuring their personnel are aware of the locations of such boards and refer to them.

HSE Safety Communication talks (toolbox talks) shall be held at least once a month and be devoted to the communication of, and discussion on specific HSE topics.

7.5.1 **Contractors' Obligations**

In addition to Clause 7.5 above, the Principal Contractor is responsible for ensuring all their Workers and any subcontractors reporting to them are aware of the location of HSE noticeboards, as well as the dates and times of toolbox meetings (organised by the Principal Contractor). A copy of the minutes of such meetings shall be provided to the Contract Supervisor.

8. HEALTH & SAFETY – GENERAL

8.1 Confined Space

Examples of some Confined Spaces you will find on any Mackay Sugar site include but are not limited to:

- | | | |
|------------------------------|---------------|-----------|
| - Tanks | - Pits | - Tunnels |
| - Vessels | - Pans/Effets | - Pipes |
| - Boiler (furnace and drums) | | |

A full register noting the identified confined spaces on site can be accessed through the site HSE Co-ordinator or on Sharepoint. Any persons required to work within a confined space shall be trained and familiar with the requirements of [MSP-SA-0051](#) Confined Space Procedure. No work is to be carried out in a Confined Space unless authorised by a Responsible Person, in accordance with this procedure, and a Permit to Work has been issued for the work. A rescue plan which all team members have run through to confirm roles and responsibilities, must be captured on a JSRA, before any task is commenced involving confined space work.

All persons required to enter a confined space, or who are part of the confined space work team e.g. Stand-by person, will have successfully completed the necessary level of training which covers confined space hazard identification, risk assessment and control, safety equipment, atmospheric testing and monitoring, stand-by duties, and emergency response.



Associated documents:

- ▶ [MSF-SA-0112 Permit to Work - Confined Space Entry](#)
- ▶ [MSF-SA-0175 Confined Space Status Assessment Sheet](#)

8.2 Hot Work (Arc Welding, Gas Welding, Cutting, Grinding)

Hot work - is used to collectively describe any operations, which may result in any risk to either personnel or equipment from fire or explosion or has the ability to produce a spark and/or source of static electric.

Common tasks are

1. Gas cutting and heating
2. Gas or electric welding
3. Grinding or friction cutting
4. Roller arcing or arc welding,

All hot work conducted on site in accordance with [MSP-SA-0598](#) Hot Work Procedure may require a permit ([MSF-SA-0527](#)) and shall ensure:

- All flammable materials shall be removed from the area prior to commencing hot work
- Adequate fire fighting equipment shall be available.
- Persons shall NEVER cut into or weld on enclosed or semi-enclosed structures that contain or could contain combustible or flammable liquids or gases ie, tanks, drums or other containers without obtaining a "HOT WORK PERMIT" and abiding by all conditions. ([MSF-SA-0527](#) Hot Work Permit)
- All grinding operations and the type of abrasive wheels used on work sites shall conform to AS 1788.
- Double eye protection ie safety glasses and a face shield, shall be worn at all times whilst grinding.
- When any type of grinding may create a hazard to any unprotected persons suitable screens shall be

provided to prevent injury to persons nearby.

Any Hot Work that encompasses Confined Space or Working at heights shall also comply with that relevant procedure and permits.

8.3 Working at Heights

The requirements of the Mackay Sugar procedures for Working at Heights shall apply for all work undertaken wherever a person is required to work above 2 metres or where there is a potential to fall. (Refer to [MSP-SA-0575](#) Working at Heights procedure).

All working at heights equipment shall comply with, and be used in accordance with relevant Australian design standards and manufacturers' specifications. All working at heights equipment is to be inspected by persons performing the task prior to use.

Anchor points shall be capable of withstanding 1.5 tonnes for one person and 2.1 tonne for two people.

Work Permits - Due to the risks involved with Working at Heights, a JSRA shall be developed in consultation with all participating Workers to identify, assess and control the hazards prior to work commencing. No work shall be carried out at heights unless it is in accordance with the Working at Heights procedure, and where the risk assessment dictates, a Permit to Work has been issued for the work.

Persons working at height shall not work alone. All persons who are required to Work at Heights must ensure that they have completed the relevant training and Mackay Sugar ATO before commencing such works.

Note: All tasks that are conducted at a height greater than 2m or where the risk matrix score is greater than 6 at a lower height, will require a documented JSRA to be completed for the task which shall include an emergency preparedness section; including a rescue plan, which has been revised by all persons in that workgroup before the task commences. All persons elevated mechanically (eg: -via a liftbox, EWP or scissor lift) are required to wear a harness and have completed appropriate training/awareness session as identified in the WAH procedure.

8.3.1 Contractors' Obligations

The Contractor shall ensure that all elevated work platforms brought onto a Mackay Sugar site shall be equipped with harness attachment points. Dangerous Goods & Hazardous Substances

8.4 Hazardous Chemicals

All Mackay Sugar sites have in place a procedure for the storage, issue, use and disposal of hazardous chemicals [MSP-SA-0042](#).

[MSP-EV-0495 Regulated Waste Management](#) sets out the requirements for appropriate disposal and tracking of regulated wastes in order to prevent environmental harm, and in so doing ensures compliance with environmental legislation. For more information refer to the site-specific regulated waste disposal listings below, as well as the Work Health & Safety Act 2011 and associated Regulations and Codes of Practice.



| | |
|-----------------------------|---|
| MSD-EV-0223 | Regulated Waste Disposal |
| Listing – Farleigh | |
| MSD-EV-0224 | Regulated Waste Disposal Listing – Marian |
| MSD-EV-0225 | Regulated Waste Disposal Listing – Pleystowe |
| MSD-EV-0226 | Regulated Waste Disposal Listing – Racecourse |

All chemicals, paints, etc. intended for use on site shall be presented as a formal request for use on site within a reasonable timeframe (e.g. a week prior to being required on site), for approval to the site HSE Co-ordinator prior to them being brought onto site. This formal request must include a Safety Data Sheet and a risk assessment.

No substance is permitted on site unless it is stored in a properly packaged and labelled container and has been approved for use on site.

Any substance decanted to another container shall be properly labelled unless the product is used immediately and the container must be washed out or disposed of. Containers primarily used for drinking are not to be used as chemical containers e.g. soft drink bottles, milk containers and glasses.

All personnel shall be trained in the safe storage and use of hazardous chemicals they are required to utilise. The site HSE Co-ordinator shall also make the arrangements for health surveillance if required.

Combustible materials, such as flammable liquids, paint, etc. shall be stored and handled in compliance with AS 1940. Other designated Hazardous Chemicals shall be stored and handled in accordance with the relevant Australian Standards.

8.5 Electrical Installations and Equipment

Mackay Sugar's Electrical Safety Plan ([MSD-EL-0469](#)) is intended to be used as a map to guide the user through the systems (Procedures, Instructions, Forms, Audit Schedules, Databases, etc) applicable to Mackay Sugar Workers and contractors working for Mackay Sugar.

The Plan fulfils the intent of an Electrical Safety Manual. By placing all these requirements into an integrated document, it is intended that the methods by which these objectives are delivered across all sites are consistent, readily accessible and used.

This document is applicable to all Mackay Sugar site Workers, contractors, sub-contractors and suppliers and covers the following requirements:

All electrical work shall be conducted by appropriately trained and qualified personnel. The design, installation and maintenance of electrical work shall be conducted in accordance with the procedures contained in Mackay Sugar's Electrical Safety Management Plan ([MSD-EL-0469](#)).

All persons completing electrical work on site, both Workers and contractors are required to meet additional induction requirements over and above the Electronic induction and General Site induction processes. A site specific electrical induction and orientation with documented evidence of participation is required, as developed and managed by the electrical department. Upon completion of the induction training, the electrical worker will be authorised to work on Mackay Sugar sites. The authorisation list is posted on MSDocs. The Electrical Induction content includes the following:

- Low Voltage Electrical Work Procedure
- Switchroom Access (Only Farleigh Effet Switch Room)
- MSP-EL-0129 High Voltage Switching
- Worksite familiarisation – Plant Electrical Distribution System
- Currency of CPR and SBR (within 6 months) confirmed or training arranged to renew qualification

Direct reference to Mackay Sugar procedures and processes shall be adopted for all electrical work.

Referenced Documents:

Procedures:

[MSP-EL-0129 High Voltage Switching](#)
[MSP-EL-0553 Low Voltage Electrical Work Procedure](#)
[MSD-EL-0318 Low Voltage Electrical Work Authorisation](#)
[MSP-EL-0199 Switch Room Access Procedure](#)
[Switch Room Access Training Presentation](#)
[MSP-EL-0667 Working near overhead power lines](#)

Electrical Guidance Notes:

[MSI-EL-0210 Cutting Cables](#)
[MSI-EL-0209 Inspection/Testing of Electrical Equipment](#)
[MSI-EL-0211 Safety Observer](#)
[MSI-EL-0208 Personal Protective Equipment for Electricians](#)
[MSI-EL-0207 Repair of Electrical Equipment](#)

[MSI-EL-0246 Electrical Work on Ladders, Scaffolds, Portable Platforms](#)

[MSI-EL-0247 Electrical Work in Trenches, Pits and Underground Ducts](#)

Forms:

[MSF-EL-0115 Generic Switching Sheet](#)

[MSF-EL-0114 Generic Test Permit](#)

[MSF-EL-0113 Generic Access Permit](#)

[MSF-EL-0858 Electrical Work Plan](#)

8.5.1 **Contractors' Obligations**

Contractors shall ensure that they:

- Comply with electrical safety instructions given by the person in control of electrical equipment on Mackay Sugar's sites;
- Do not wilfully interfere with or misuse anything provided for electrical safety;
- Do not wilfully place any person at electrical risk.
- Are familiar with and compliant to the Electrical Safety Management Plan and supporting documentation when completing working on any Mackay Sugar sites.

Where contractors are required to work on Mackay Sugar High Voltage equipment, all switching sheets shall be prepared by Mackay Sugar personnel. Once this is completed the contractor becomes the recipient (documented proof is required) and they are then able to use their own access permit and test permit, which must have documented evidence or approval for use by the electrical superintendent or his designate and currency of testing.

Contractors are required to provide safe systems of work for low voltage work or work under Mackay Sugar systems. Contract Coordinators or Mackay Sugar representatives arranging the work on site must ensure the appropriate contractor checklist is completed prior to work commencing. Assistance from the Electrical Superintendent or his delegate shall be sought if a contractor is completing electrical work.

8.6 **Live Testing**

Work shall only be carried out on energised equipment, for the purpose of testing, metering or adjusting, if such work cannot be effectively performed while the equipment is de-energised. Refer to [MSP-EL-0553 Low Voltage Electrical Work Procedure](#).

8.7 **Tagging & Isolation**

All Mackay Sugar sites operate a lockout/tagout system which uses five (5) types of tags and lockout devices, these can be categorised as follows:

- Personal Danger Locks/Tags
- Out of Service Tags
- Multi Isolation Locks/Tags
- Information Tags
- Barricade Tags

For information on the individual uses refer to [MSP-SA-0005 Isolation and Tagging procedure](#)

If faults are identified the equipment shall not be operated, an Out Of Service Tag attached and the tool sent for repair.

Prior to isolating any plant or equipment approval shall be obtained from the area Supervisor to assess the need for specific isolation procedures to be applied.

It is the responsibility of personnel prior to carrying out work to verify the integrity of their isolation using the following principles:

- Identification of all energy sources or hazardous materials directly and indirectly associated with work to be performed.
- Confirmation of the systems requiring isolation which includes a review of the isolation register
- Isolating the confirmed energy or hazardous material sources,
- Verify or carry out testing of all system isolations to verify the integrity of the isolation and ensure a zero energy state exists.
- Application of personal lock and/or danger tags.

8.8 Barricading

Barricades and barricade tags are used to indicate restricted access into areas which contain but are not limited to, holes, excavation, openings, or areas where a danger from falling objects is present. Barriers, rails, kick-boards, etc shall be provided around the perimeter of such areas on site to prevent accidental falling or being struck by objects.

Do not enter a barricaded area without authorisation from the persons working in the barricaded area/or supervisor to do so. Ensure you have a knowledge of the area hazards and/or risks associated with the task being completed prior to entry, once authority has been obtained.

All barricades and tagging shall be removed as soon as possible and properly discarded in waste receptacles by the barricade owner or their nominee once it has been determined that the hazardous condition has been controlled or removed.

8.9 Concealed Services / Excavation

Concealed services areas on site shall be maintained on drawing registers and plans, and shall be controlled by the relevant Business Unit Manager. In accordance with [MSP-SA-0673 Excavation, Earthworks and Hidden Services](#) procedure, written approval ([MSF-QA-0454 Permit to Excavate/Break Ground](#)) shall be obtained from the Responsible Persons detailed on the Permit form before commencing any:

- cutting/drilling/excavation/digging or,
- heavy lift work commences near concealed services or,
- where any excavation or trenching results in a depth of 200mm or greater

Drawings and plans shall be referred to ensure the area is safe for the work being undertaken, and to protect these essential services. This may require the use of cable/service finders.

When satisfied the work can proceed safely and the results of the inspection are documented on the Authority to Excavate Checklist ([MSF-QA-0454 Permit to Excavate/Break Ground](#)), this checklist shall be approved by the Responsible Person(s) i.e. responsible supervisor for the area where the excavation is to occur, prior to undertaking the task.

Upon completion of the work, the Responsible Person shall inspect the area to ensure all personnel are out and signed off the permit, all equipment is removed, the work is complete and conditions are safe for normal operations to resume. When the area is considered safe, the original copy of the authority to excavate checklist shall be signed-off and filed. The Responsible person i.e. responsible supervisor for the area where the excavation is to occur, shall ensure that sufficient information has been gathered to revise the drawing as a result of the completed works (if applicable) and ensure these records are updated either directly (liaising with Mackay Sugar draftsman) or indirectly (as built drawings are provided by the Contractor).

8.10 Manual Handling

Training and information shall be provided to address safe manual handling and ergonomic topics ([MSP-SA-0624 Manual Handling](#) procedure).

Persons shall apply the following Hierarchy of controls to reduce the risk of manual handling injuries whilst on site;

- Redesign the manual handling task to eliminate or control the risk factors, and
- Provide mechanical aids and/or arrange for team lifting in order to reduce the risk, especially if the load is more than 20 kgs, and/or
- Ensure that workers receive appropriate training in methods of manual handling appropriate for that manual handling task and/or in the correct use of the mechanical aids and/or team lifting procedures.

Mechanical handling equipment should be used if loads cannot be dealt with safely using manual handling techniques. Such equipment includes cranes, hoists, forklifts, jacks etc. There may be hazards associated with using plant such as this and persons are required to be competent (see Authority to Operate) and authorised to do so by a Supervisor.

8.11 Scaffolding

All scaffolding provided at the site shall conform to AS 1576.1 Scaffolding - General Requirements and the Workplace Health and Safety Regulations in force at that time. All scaffolding shall be tagged in accordance with [MSP-SA-0665](#) Scaffolding procedure. Scaffolding shall be erected by a qualified, competent scaffolder, or a trainee working under the supervision of a qualified, competent scaffolder (refer to training in prescribed occupations section). No scaffold is to be used unless green scaffold approval tags are attached and the inspection record indicates an inspection has been conducted by an appropriately qualified person within 30 days. Scaffolds shall be inspected prior to use, after alteration or repair or after any event likely to affect the stability of the scaffold. (e.g. following strong winds or storms.)

8.12 Ladders

No ladder shall be used on site unless approved for industrial use, and inspected prior to use ([MSI-SA-0194](#) Working on Ladders).

All ladders when used on site shall be used in accordance to the WH&S regulations for Ladders.

Ladders shall be used so that the angle between the ladder and the horizontal is at least 70° but not more than 80° when in use (1 to 4 ratio), and must extend at least one metre past a platform.

When climbing or descending a ladder a person shall maintain at least three points of contact at all times. (eg. Two hands and one foot, or two feet and one hand.)

Metal ladders shall NOT be used in the vicinity of electrical wires or equipment where there is a possibility of contact between live wires and the metal ladder.

Timber ladders shall only be used when erected correctly with the wire tension supports on the underside. Only approved timber ladders shall be used.

Extension ladders shall be adequately footed and secured at the top to prevent falling.

Broken or damaged ladders shall be tagged 'out of service' and withdrawn from service immediately.

Ladders shall not be placed upon boxes, loose timber, etc to gain additional height. A longer ladder shall be obtained for this purpose.

Fibreglass ladders must be used where electrical work is being performed.

8.13 Solar Radiation & Heat Stress

Workload and environmental conditions such as ambient temperatures, working in locations where heat cannot dissipate easily, and where the need for personal protection can restrict the body's ability to dissipate heat are all factors which need to be considered when performing tasks (refer [MSP-SA-0627](#) Working in Hot Conditions).

People who are overweight, physically unfit, suffer from heart disease or alcohol/drug abuse are at greater risk of heat stress.

All work areas and tasks, which involve UV radiation exposure, shall be assessed to determine the level of risk. With reference to the 'Hierarchy of Controls', control measures shall be implemented to eliminate or minimise risk wherever practicable;

- Identify work areas/tasks that expose workers to undue hot or cold conditions.

- Implement control measures to reduce / eliminate such exposure. This may include work rotation, altering the time of performing the task, providing regular breaks, plenty of water, portable shade, etc.
- Implement a monitoring process to ensure the effectiveness of such controls
- Implement an on-going health surveillance program to ensure control measures remain effective.
- Educate the workforce in the physiological effects of extremes of heat and cold.

8.14 Asbestos

No asbestos based products shall knowingly be brought onto any Mackay Sugar Site. Asbestos registers are available for each mill and are accessible through the site Plant Superintendent or HSE Co-ordinator. This register shall be referred to prior to undertaking any tasks that is likely to involve the penetration of building materials or products containing asbestos. Asbestos signage has been installed on asbestos products to aid in the identification.

Persons required to handle asbestos based products shall have an approved level of training and shall observe the requirements of the following;

- a) [MSP-SA-0582 Asbestos Management Plan](#).
- b) Workplace Health & Safety legislation and associated documentation
 - [MSD-SA-0005 Racecourse Mill Asbestos Register](#)
 - [MSD-SA-0194 Farleigh Mill Asbestos Register](#)
 - [MSD-SA-0195 Marian Mill Asbestos Register](#)
 - [MSD-SA-0207 Playstowe Mill Asbestos Register](#)

Where a person suspects or becomes aware of activity involving any product containing asbestos materials on site, it shall be reported immediately to the site Supervisor, who shall complete [MSD-SA-0212 Asbestos Activity Report](#). Controls shall be in accordance with asbestos handling procedures outlined with the Asbestos Management Plan.



8.15 Hand Tools – Electrical Power, Pneumatic & Hydraulic Pressure

All hand tools are to be inspected prior to use to ensure they are in good condition and fit for purpose.

All electrically powered tools shall be inspected and tagged as per statutory requirements and defined in Australian Standard AS 3160 Test Specifications – Hand Held Portable Electrical Tools.

All pneumatic tools shall be inspected to ensure the equipment is safe for use. Items to take into consideration include, but are not limited to; the condition of the fittings; body condition; trigger operation; airline condition; attachments and suitability for the task.

All air-lines shall have safety pins or chains fitted to the connections prior to operation of the equipment to reduce the potential of “whiplash” should the connection of the equipment and air-line be broken.

Compressed air shall never be directed at one’s self or another individual.

An inspection of hydraulic equipment shall be conducted to ensure the equipment is safe for use. Items to take into consideration include, but are not limited to; the condition and cleanliness of the fittings; body condition; hydraulic hose condition; pump condition.

If faults are identified the equipment shall not be operated, an Out Of Service Tag attached and the tool sent for repair. All persons must ensure that they are competent to use a tool prior to doing so. If they have not used it before they should consult with their immediate supervisor prior to



doing so to receive instructions and if necessary complete an ATO assessment or plant familiarisation assessment.

8.16 Blasting & Painting

All persons engaged to conduct abrasive blasting or spray painting shall ensure all permits and management plans as required under state environmental regulations are current and provide a copy of these documents to Mackay Sugar on request.

Personnel shall be trained, competent and comply with the conditions of the “Code of environmental compliance for certain aspects of mobile and temporary abrasive blasting” and/or development approval for the activities which they are conducting.

All equipment is to be located in a manner so as not to cause any undue hazards for personnel setting up the unit, operating the unit, any bystander or vehicle traffic.

All hose couplings are to be securely connected then pinned for safety.

Visual checks of all blasting and painting equipment shall be carried out prior to operating such equipment and any equipment that is found to be faulty or in poor condition is not to be used.

Safety signs and barricades shall be erected warning of abrasive blasting activities and to prevent unauthorised access.

Appropriate Personal Protective Equipment shall be worn by all persons within the vicinity of the task. This includes standard PPE such as long sleeves, long trousers, steel capped boots, hearing protection, and specific PPE for painting/blasting including as a minimum a ½ face respirator with a P2 - Organic Vapour cartridge or air feed helmet.

During all surface-coating activities screening or other suitable containment must be used to collect dust, spent abrasives and any overspray.

Any residual contaminants must be recovered and disposed of in a manner approved under waste regulations.

8.17 Use of Compressed Air

Compressed air shall not be used to blow dust, dirt or particles from the body or hair, or for personal cleaning purposes of any nature.

The correct safety nozzle, connections and safety devices shall be used for this purpose.

8.18 Moving Materials, Tools or Equipment

Material, tools or equipment shall not be thrown or dropped from a height to lower levels. They shall be raised or lowered by hand, ropes or in suitable containers to prevent accidental striking of persons or damage to nearby equipment. Manual handling principles are to be observed whilst raising/lowering in order to manage risks.

8.19 Personal Protective Equipment (PPE)

All Personal Protective Equipment (PPE) required to perform the job/task safely shall be obtained by Mackay Sugar Workers via Supervisors or the free issue store and used correctly.

Blue and White Signs calling for mandatory, specific items of PPE must be obeyed at all times. Failure to obey such signs could result in personal injury or death and will not be tolerated.

PPE requirements are outlined within [MSP-SA-0004](#) Protective Clothing and Personal Protective Equipment Requirements, but in summary, the typical dress and PPE requirements on all Mackay Sugar sites are:

- Long, natural fibre, shirts and pants. **(All shirts to be tucked in and long sleeves must be rolled down and buttoned up)**
- Operational/Cane Supply areas - Steel capped boots or shoes (must have above ankle boots when

- accessing cane rail corridor) Administration areas – closed in shoes with sturdy heels, no more than 50mm high
- Safety Glasses (no dark glasses inside buildings except where welding or thermal cutting)
- Hard Hat.
- Long hair secured/tied back in operational areas
- Hearing Protection
- Reflective high visibility vests (in cane supply areas)
- Orange or Yellow work shirts in milling areas : if not, a hi visibility vest must be worn in operational areas
- Other PPE as per signs, or risk assessment (eg. gloves, respirators, harnesses, etc)

Safety helmets shall be worn by all personnel other than when working in covered offices, workshops, amenities, cane railway or as otherwise exempted by the Supervisor (eg welding or working in the sun when other appropriate PPE is required).

All persons working on tasks such as chipping, chiselling, grinding, wire brushing and welding shall wear well-fitted coverall-type goggles or a high impact face shield in conjunction with their safety glasses compliant with AS 1337 (Industrial Eye Protectors).

Gloves shall be worn when you identify there may be a risk of injury to your hands. Exemptions may apply for certain operational tasks and must be documented and justifiable on the grounds of an increased risk to a Worker's health and safety e.g. when working with rotating equipment. Operational task exemptions shall only be authorised with agreement of the Business Unit Manager or their designate for particular tasks and shall be documented in the individual's task risk assessment. It is **mandatory** for all personnel on Mackay Sugar sites to carry gloves on their person in an operational area, for use when required or as instructed by a Supervisor. Gloves should not be worn when operating moving or rotating machines and power tools where there is a risk of entanglement. (See PPE procedure for additional information in regards to hand protection)

8.19.1 Contractors' Obligations

Mackay Sugar shall NOT be responsible for the issue and maintenance of PPE to Contractors' personnel. It is the responsibility of the Contractor to provide PPE for their own personnel.

8.20 Drugs and Alcohol

To minimise the risk of accidents and incidents that may result from the use or consumption of alcohol and/or other drugs, Mackay Sugar has a drug and alcohol procedure which encompasses "Random", 'Post Incident' and 'For Cause' drug and alcohol testing ([MSP-SA-0559 Drug and Alcohol procedure](#)).

Personnel are prohibited from reporting for or remaining at work or attending Mackay Sugar worksites whilst affected by alcohol or other drugs. It is the responsibility of all personnel to notify their supervisor of any medication they are taking which could affect their safety or performance at work ([MSF-SA-0661 Declaration for Prescribed medication](#)).

The sale, supply, possession or use of alcohol or other drugs by any person in the work place will result in the termination of the individual's employment. In the case of contractors or visitors, any individual involved shall be removed from site.

Where a person returns a confirmed non-negative test result the individual will be unable to commence or return to work. The individual's supervisor or manager will be contacted to remove the person from site and where necessary make arrangements for the individual to be transported back to their place of accommodation. The Worker shall then be subject to disciplinary steps in accordance with [MSD-HR-0042](#) Counselling and Disciplinary process.

In all cases the individual will not be permitted to return to work until the individual is able to provide a negative test in accordance with the acceptable standard (see Drug and Alcohol policy).

Any attempt to avoid or falsify any alcohol and/or drug test shall involve disciplinary procedures being applied and can result in action including the termination of the individual's employment or in the case of contractors and visitors, their exclusion from Mackay Sugar workplaces.

8.20.1 Contractors' Obligations

Where a contractor's Worker returns a confirmed non-negative test result and is removed from site, the Contractor shall provide documentary evidence confirming that actions consistent with those actions required for Mackay Sugar Workers, as stated above, have been implemented, prior to the Worker being permitted to return to site.

8.21 Fatigue

To ensure that fatigue is appropriately managed across all Mackay Sugar worksites, Workers are informed of the 'elements contributing to fatigue' so as to prevent accidents, incidents and illness in the workplace. Individuals must notify their supervisor of any concerns about or potential impairment of their fitness for work

As part of the job start risk assessment process the following factors should be taken into account:

- The structure of the work schedules and rosters;
- Irregular and unplanned work schedules;
- Potential for call-out of shiftwork Workers for breakdown or absences to result in sleep deprivation and fatigue;
- Shift length in relation to the physical and mental demands of the work and commuting arrangements;
- Proximity of residence or accommodation;
- Method of travel to and from work available to Workers and the risk of commuting accidents;
- Environmental factors – eg. Heat, humidity, noise levels, vibration etc; and
- Ability to access a balanced diet and adequate rest

As noted in the Fatigue Management procedure ([MSP-SA-0494](#)), no person shall exceed a total of 72 hours work during any seven-day period.

Under exceptional circumstances Workers may be requested to work in excess of the restrictions specifically referred to in the Fatigue Management procedure. Permission to work hours in excess of these requirements must be approved by the Business Unit Manager in consultation with the Human Resources Adviser.

8.21.1 Contractors' Obligations

Contractors shall ensure Workers are trained in the identification of fatigued Workers.

8.22 Safety Signage

All signs shall comply with AS 1319 (signs for the occupational environment) and shall be displayed on hazardous plant, equipment, or in hazardous areas, or temporarily placed where so directed by the Supervisor or HSE Co-ordinator.

Safety signs are placed for your protection. DO NOT remove them unless you have been authorised.

8.23 Guarding of Machinery and Equipment

All machinery and equipment shall be guarded in accordance with the Workplace Health and Safety Act and Regulations pertaining to guarding of machinery and equipment. No guarding that is in place for the safety of Workers shall be removed or modified prior to the use of equipment; this includes tooling e.g. grinders.

NEVER operate a machine or piece of machinery with such devices missing or defective. Report any missing guards to a supervisor or HSE Coordinator.

8.24 Housekeeping

Poor housekeeping in the work area can lead to unnecessary creation of hazards. Rubbish and debris that is left lying around is unsightly, creates a fire risk and can cause a trip or slip hazard. It is the responsibility of all personnel to maintain their work site in a safe, tidy and sanitary condition at all times.

- ▶ Each Worker is responsible for keeping his/her own work area clean and tidy
- ▶ All rubbish is to be placed in the appropriate bin
- ▶ Walkways for pedestrians shall be wide enough to accommodate two-way flow
- ▶ Material shall always be neatly stacked on stable and level floors capable of carrying the weight of the stack
- ▶ All spillages shall be cleaned up immediately
- ▶ All rubbish, waste or surplus materials shall be collected at the conclusion of each working period and taken to a disposal area approved by the Supervisor.
- ▶ All protruding sharp points shall be eliminated or removed as they appear. This includes nails in wooden materials, scrap welding rods, reinforcing rods, pipe ends, scrap metal, tin, sheet metal and broken glass. Supervisor or HSE Co-ordinator approved receptacles shall be positioned throughout all work areas to facilitate the implementing of this requirement.
- ▶ All material not being used shall be properly stored to avoid creating a safety hazard or fire risk.
- ▶ All platforms and walkways shall be kept clean and clear. I.e. all scrap, wood, paper, pipe, bolts, nuts, welding rods, hoses, etc. shall be removed immediately, and placed in approved receptacles.
- ▶ All welding leads, electrical extension cords, pipes, hoses, etc. shall be removed from walkways. This applies to those hanging over walkways where they may create a safety hazard for walking and mobile traffic. Where this is not possible appropriate barricades shall be erected to prohibit access.
- ▶ Sheet metal or wooden material shall be secured at all times to prevent the wind from dislodging it and creating a safety hazard.



8.25 Combustible Materials

Combustible materials from either equipment or tooling, or build up of waste combustible material from the completion of a maintenance task must, be removed from dry sugar areas, conveyor galleries and bagasse storage areas as soon as practical and no later than the end of the current working shift. Due to the high risk of explosions in these areas all housekeeping requirements must be adhered to where sugar dust or bagasse can accumulate. In addition, hot work permit requirements must be strictly adhered to.

8.26 Workplace Amenities

The Workplace Health & Safety Regulations 2011 shall be used as a guide to the design and placement of amenities. The following shall be provided by Mackay Sugar, unless specifically stated otherwise:

- Amenities shall be provided to accommodate the largest shift size and be maintained in a clean and hygienic state.
- Work areas are to be of adequate size and having adequate lighting and ventilation for persons to conduct their work safely and effectively.
- Washing facilities are to be provided and maintained for persons to use as required for cleansing.
- Bathrooms, toilets and changing facilities are to be of sufficient capacity for the requirements of persons on the largest shift, and of adequate design for male and female use.
- A workplace shall have an adequate supply of potable drinking water.

8.27 Safety Showers and Eye Wash Stations

Safety showers and eye wash stations are installed throughout the workplace at convenient locations. Familiarise yourself with the known locations of the safety showers or eye wash stations in your area before starting work.

8.28 Fire Equipment

Fire extinguishers or other fire fighting equipment on site shall be inspected and prepared for use and maintained in proper working condition at all times. A register of such equipment and inspection records shall be maintained by maintenance department in conjunction with the external provider.

Materials and vehicles shall not be parked within five metres of a fire hydrant to allow sufficient access should a fire truck be required.

Vehicles or materials shall not be permitted to block existing walkways or exits from buildings.

8.28.1 Contractors' Obligations

The Contractor shall provide suitable and adequate fire fighting equipment at the Site, to the approval of the Contract Supervisor.

8.29 Fire Water Lines

Approval shall be obtained from the Supervisor before opening or connecting to a fire water line, or using water from hydrants or other fire water line sources for purposes other than fighting fires. Alarms are linked to fire water lines, when a drop in water pressure is sensed, alarms will be activated.

8.30 Visitors

Unauthorised personnel shall not be permitted on the site. Site visitors shall complete the requirements of Mackay Sugar Visitors Policy & Procedures for site entry.

Referenced Documents:

[\(MSP-SA-0508 Visitor Procedure](#)

[MSD-SA-0245](#) Visitors rules

[MSI-SA-0212](#) Guidance Notice for Tour Operators.

8.30.1 Contractors' Obligations

The Contractor shall obtain approval before bringing any visitor to Site. Contractors are responsible for the actions and conduct of any visitors to their work sites and shall ensure that visitors are escorted at all times and obey all safety rules of the site (refer to [MSD-SA-0245 Visitor Site Rules](#) and [MSD-HR-0349 House Rules](#)).

8.31 Smoking

In accordance with [MSP-SA-0046 Smoking in the Workplace](#), smoking is not permitted in offices, control rooms, buildings, vehicles, loco cabs, within 4m of a non-smoker or any other designated non smoking area. Personnel who are found breaking these requirements may be refused access to the site (in the case of contractors or visitors) or be subject to disciplinary procedures.

8.32 Mobile Phones and Other Electronic Equipment

Mobile phones are permitted to be carried on site and within the workplace, however due to safety concerns; restrictions on their use shall be observed ([MSP-SA-0568 Guidelines for Use of Mobile Phones](#)). Personal mobile phones are not permitted to be used unless in an emergency or by prior arrangement with a Supervisor.

Other electronic devices e.g. MP3 or Ipod players, including the use of earplugs to utilise a mobile phone for listening to music, shall not be permitted in any high risk work areas, mobile plant or vehicle due to the risks associated with distractions and inaudibility of alarms.

8.33 Refinery

Entry to the Refinery Operations shall only be via written authority from Mackay Sugar and requires a further Sugar Australia induction. All entry and works are to be managed by a Sugar Australia Worker.

The Refinery produces white refined sugar for consumers and as such food grade requirements shall be strictly adhered to:

- ▶ Glass in any form is absolutely forbidden in the Refinery
- ▶ Food and drink is only permitted in control rooms
- ▶ Special permission is required for any photographs
- ▶ Sugar handling areas are restricted areas and require special security access. Cards may be issued by the Production Manager - Refinery upon request. These are also Hygiene Areas and entry restrictions apply.
- ▶ Intrinsically safe radios only are allowed in restricted access areas
- ▶ Contractors shall at all times protect the product and process equipment from contamination by materials and or by-products from the work performed. Hygiene and Metal Working Permits may be required.
- ▶ Hot Work Permits shall be obtained prior to conducting any works inside "Dry Sugar Areas".
- ▶ Smoking is totally prohibited in the Refinery building and associated Refinery areas
- ▶ Each day, the Refinery Production Supervisor is to be informed of all Contractors working in the Refinery

8.33.1 Contractors' Obligations

Any Contractor who fails to abide by the above requirements will be removed from site immediately and future access will be denied. In addition, the Contractor will be responsible for any loss or damage to product as a result of any failure to comply with the above requirements.

9. MOBILE EQUIPMENT

9.1 Authority to Operate (ATO) and Personnel Qualifications

The following shall be observed with respect to the operation of vehicles and/or mobile equipment on any Mackay Sugar Site.

- All personnel operating Mackay Sugar vehicles, plant or equipment shall hold an Authority to Operate (ATO) in accordance with [MSP-SA-0121 Authority to Operate procedure](#).
- All personnel operating vehicles and/or mobile plant/equipment on site shall observe the established road rules of Queensland.
- All vehicle and/or mobile plant/equipment operators shall possess a current driving licence and/or all relevant certification issued by the state authorities.
- The maximum speed limit permitted for vehicles and/or mobile plant/equipment on the site will be as per individual site rules
- All personnel shall rigidly obey all established traffic regulations and posted speed limits on site

9.1.1 Contractors' Obligations

In addition to the requirements of Clause 9.1 above, the Contractor shall keep a register to enable proof of qualifications for all Workers (including sub-contractors) on site reporting to the Contractor. This register shall include proof of qualification for example:

- Electrical Licences; and
- Prescribed Occupations.

9.2 Materials on Trucks

Procedure [MSP-SA-0561 Securing Vehicle Loads](#) outlines the minimum requirements for transporting equipment/objects on or within vehicles. In summary:

- ▶ All loads on any vehicle shall be securely tied to prevent load movement or loss.
- ▶ Vehicles handling loose materials shall be provided with such appropriate sides, tailgate and tie down and/or load covering equipment.
- ▶ If material (earth, rubbish, wood, stones or other litter) falls from a vehicle, the area shall be cleaned up immediately.
- ▶ All loads that extend beyond the tail of a vehicle shall have a red flag marking the end of the load, and shall comply with the Transport Department's specifications regarding overhang.
- ▶ Transport personnel shall adhere to the Mandatory Safety Requirements for Transport/Delivery Companies at Mackay Sugar Sites (Attachment A to [MSF-AD-0060](#)) to ensure the safe handling of all materials or equipment brought to site.

9.3 Riders or Passengers on Vehicles or Equipment

- ▶ Personnel shall not be permitted to ride in moving equipment unless a seat and seatbelt is provided.
- ▶ Seat belts of an approved type shall be provided and worn, for vehicle and equipment operators.
- ▶ Riding on fenders, running boards, tops, bumpers or hoods of motor vehicles is prohibited.
- ▶ Mounting or dismounting from vehicles or equipment in motion is prohibited.
- ▶ Passengers shall keep legs, arms and head inside the sides of the vehicle body at all times.

9.4 Cranes and Crane Operators

Conditions and requirements for the operation and use of all equipment such as cranes, hoists, forklift trucks, etc. shall be in accordance with the Workplace Health and Safety Act and Regulations as well as [MSP-SA-0571 Lifting Equipment Including Cranes](#).

Cranes, hoists and lifting equipment brought on to the site must comply with AS 1418.6 and AS 1418.1

All hooks supplied with a safety latch shall be maintained in good working order without modifications. All lifting equipment accessories shall contain a current identifiable inspection tag.

Crane operators, doggers and riggers shall hold current certificates to work in a prescribed occupation issued by the relevant state authority and Workplace Health and Safety Queensland (WHSQ) for the crane or lifting equipment being operated at the time.

Workers shall not be permitted to operate cranes where any part of the crane or load comes within 3 metres of any overhead electrical transmission wire or other exposed conductor in accordance with the Electrical Safety Act 2000. Should it be necessary to operate closer than this specified distance, special permission shall be secured from the Supervisor and the local supply authority.

For critical crane lifts (eg. >80% of crane SWL, multiple crane lifts, or a crane and a lift with another piece of lifting equipment) a documented work plan including a risk assessment shall be completed.

No heavy lift (>50t) shall be undertaken unless first approved by the site Engineering Superintendent to ensure that no concealed services are present at the lift site.

All lifts shall be planned and include the appropriate level of qualified and experienced personnel to meet the legislative requirements regarding that lift e.g. dogger, rigger, intermediate or advanced rigger.

When operating a mobile crane (slewing/non-slewing) and/or loader and backhoe in crane mode a person in control of and/or operating a mobile crane (slewing/non-slewing) must not:

- leave the crane operator controls unless in an emergency or after the following actions have been taken:
 - removed all loads and lifting slings from the hook or dedicated lifting device- raised the crane hook to a position where it is clear of other operations, namely loads and slings, and
 - disabled all powered crane motions.
- Or
- supervise and/or direct a trainee dogger.

A dogger is required if:

- Judgement needs to be exercised in relation to what slinging technique is appropriate or for inspection or lifting gear to safely sling a load
- If the load to be lifted is out of the operator's view

A person who has been trained and assessed to complete a specific lift by a competent person may be used to connect a load if the requirements specified above for a dogger do not apply i.e.:

- Where high volume repetitive lifting occurs where slinging techniques can be predetermined and specified by a competent person: with specific instructions formalised and available with the crane and the person having completed the formal training for the specific lift as specified on MSF-SA-0693 Lifting Tasks Assessment
- The person has completed training, instruction, information on the lift and supervision has been given by a competent person prior to the person being assessed and allowed to do so independently.

Note: A competent person in this instance could include: engineers experienced in designing crane lifting procedures or persons who hold licenses to perform the high risk work of dogging or rigging, provided that they have been assessed as competent to do so by the employer

9.4.1 **Contractors' Obligations**

In addition to the requirements of Clause 9.4 above, prior to any work being conducted the Contractor shall present all certificates regarding prescribed occupations to the Contract Supervisor for sighting.

9.5 **Rigging and Lifting Equipment**

All rigging, slinging and scaffolding equipment brought to site shall conform to the relevant Australian Standards and Mackay Sugar's requirements as outlined in [MSP-SA-0571 Lifting Equipment Including Cranes](#) and [MSP-SA-0665 Scaffold procedure](#)

All rigging gear shall be in a good condition, carry an identification tag, to identify the piece of equipment, data relating to its type and load carrying capacity, and the date of the last inspection. Equipment that does not meet these criteria shall not be used on site and tagged Out of Service.

Slinging and rigging equipment shall be formally inspected at intervals not exceeding 6 months. Persons using rigging and slinging equipment shall inspect its condition before use. Rigging and lifting equipment shall be visually inspected prior to each use. Damaged or unsafe equipment shall be tagged out of service and removed from the work area.

All hoisting equipment shall be thoroughly inspected and certified before used on the site. Inspections and maintenance recommended by the manufacturer of the equipment shall be regularly performed.

9.6 **Vehicles**

All vehicles operated on the site shall be maintained in good mechanical condition.

Drivers must exercise caution at all times as pedestrians access the roadways within the mills.

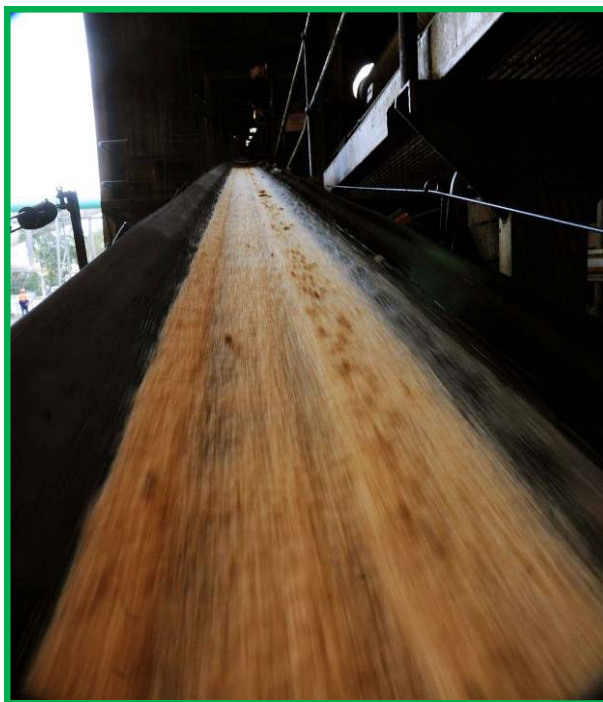
Seatbelt must be worn at all times.

Parking is only allowed in the Approved Areas.

Speed limits shall be adhered to on all sites.

ATO requirements apply for all Mackay Sugar Vehicle use

Mobile phone use in company vehicles is limited to those vehicles fitted with a hands free set/aid. In all other instances the operator of the vehicle shall pull over or stop to answer or make a mobile phone call.



9.6.1 **Contractors' Obligations**

Motorcycles and motor scooters shall not be permitted on the site, unless specifically authorised by the Contract Supervisor.

All vehicles entering the site must be authorised by the Contractor Supervisor. The number of vehicles on the site shall be kept to a minimum.

10. CANE RAIL OPERATIONS & MAINTENANCE

10.1 General

Cane Rail Operations and Maintenance, while falling within Mackay Sugar's HSE Management system, have specific processes and procedures that guide the operations and maintenance of the Cane Railway.

A comprehensive description of Rail Operations and Maintenance procedures is contained in [MSD-OP-0100](#) Rail Operations Manual and on MSDocs..

The purpose of the standards contained within these manuals (which should be read in conjunction with the [Code of Practice for Cane Railway Operations](#)), are to assist personnel in the following functional areas:

- **Traffic Management** – all aspects relating to the provision and implementation of traffic (train) control, train movement and uniform safe working rules, dispatch, crewing, cane bin requirements, regulations and procedures and all other relevant aspects of train separation and integrity including whenever the operational practices of track maintenance personnel and third parties activities interact with rail operations.
- **Train Operations** – all aspects relating to train movement, marshalling, shunting, bin delivery and pick – up, train security and integrity, inspection, pre and end of shift servicing, and observing best practice with regard to train management and control.
- **Track Maintenance** - all aspects relating to the implementation and movement of track maintenance crews, relevant regulations and procedures, inspection, safe practices and co-ordination with other parties.
- **Bridge and Structures Maintenance** - all aspects relating to the maintenance and upkeep of bridges and structures, relevant safe-working procedures and rules, and co-ordination with other parties

The procedures specifically covered by the Rail Operations Manual and Cane Rail maintenance include:

- Tracksafe procedures
- Train separation procedures
- Radio procedures
- Emergency procedures
- Accidents, obstructions and unusual incidents
- Track occupancy procedures
- Re-railing procedures
- Shunting procedures
- Derailment repair and recovery
- Crew changing procedures
- Crew replacement procedures
- TO Tools procedures
- Block Zones
- Bin and Wagon Management
- QR Interactions
- Automated Points, Electric Signals & Lights Failure
- Inspections
- Train completeness
- General procedures.

10.2 Critical Procedures

Of these procedures, several are critical to the safety of personnel and contractors on the Rail Network. It is the responsibility of all personnel wishing to work within the railway corridor to be familiar with the procedures outlined below.

10.2.1 Radio Protocol

Radio transmissions form the basis of all communication for Mackay Sugar transport operations, including all Rail Vehicle movements, safe-working procedures, track maintenance work, and rolling stock marshalling activity in **both** the **crushing** and **maintenance** periods

It is critical to all users that the Standard Radio Protocols are adhered to at all times to ensure safe and efficient communications over the Cane Supply main traffic channel radio frequencies and UHF Shunting radios within Mackay Sugar. [MSP-OP-0110](#) Radio Protocols & Instructions provides the Standard Protocols and Procedures for the operation of Cane Supply main traffic channel radios and UHF Shunting radios. The radio system is the primary safe working system of the cane railway.

All radio protocols and procedures must be adhered to at all times, day and night.

All Mackay Sugar Cane Supply voice VHF main traffic channel radio transmissions are recorded.

10.2.2 Working on the line

The procedure [MSP-OP-0010](#) Working on Rail Line provides the basic instruction for maintenance crews to gain authorisation to work on the railway and to safely interact with trains. It applies to any personnel (all Mackay Sugar personnel, Contractors and Third Parties) performing work on the Mackay Sugar Cane Railway Network.

The Mackay Sugar Standard Radio Transmission Protocols [MSP-OP-0110](#) shall be adhered to at all times when carrying out maintenance work on the Rail Network.

10.2.3 Caution Signals and Stop Signals

The documents [MSP-OP-0014](#) Caution Signal Procedure and [MSP-OP-0012](#) Stop Signal Procedure provide the instruction on the use of caution signals and stop signals which communicates the need for caution (speed 10 km or under) to rail vehicles or the need to isolate sections of track entirely (as is the case with stop boards).

Stop Signals halt the progress of all rail traffic and are used to protect either an untrafficable part of the rail system, rail traffic, rail maintenance crews, bridge maintenance crews or authorised contractors.

Crews in control of any type of rail traffic shall not proceed past a Stop Signal.

A stop signal can only be removed by the person or Workgroup who are in current ownership of the signs and shall be displayed in a position where it will not be obscured and is clearly visible to approaching rail traffic

Caution Signals reduce the speed of all rail traffic and are used to protect either weakened sections of track, rail system maintenance crews or authorised contractors, and rail traffic. Crews in control of any type of rail traffic may proceed past a Caution Signal while observing the procedures outlined in [MSP-OP-0014](#).



10.2.4 Transport Operations Incidents

Train Crews are required to report to the duty Traffic Officer immediately, or at the first opportunity, any happenings or incidents that occur that may stop, limit or endanger the safe continuation of their work. Such occurrences are listed below;

- Derailment
- Collision with road vehicles, harvesting machinery or livestock
- Locomotive Out Of Service or malfunction
- Railway crossing light failure
- Crew injury or accident
- Faulty rolling stock (bin shunt outs or rake separations)

- Damaged or faulty track components
- Any potential physical hazards within the railway corridor
- Unauthorised persons within the railway corridor
- Near Miss

This data will be recorded in the Traffic Officer's Daily Log and entered into the Transport Database.

All Transport Operations Incidents involving Mackay Sugar equipment which travels on Mackay Sugar railway track, including items such as locomotives, ballast regulators, resleeper machines, will be required to conform to the Transport Operations Incident Procedure [MSP-SA-0018](#) to ensure that the correct people are advised and a consistent and uniform approach to incidents is adopted by Mackay Sugar Railway Operations.

The response matrix and response forms in the Transport Operations Incident Procedure [MSP-SA-0018](#) guide the response for incident occurring on the cane railway network. The incident response matrix has been developed for those with responsibilities in the event of an incident. Refer to Table 1 in Transport Operations Incident Procedure [MSP-SA-0018](#). The Transport Operations Coordinator, Transport Operations Supervisor, Track Maintenance Coordinator, Traffic Officer, Cane Railway Supervisor /Scene Coordinator, train crew/s and HSE Coordinator all have responsibilities to perform in the event of an incident.

10.2.5 Cane Rail WHS Plan and Safe Work Method Statement

This Work Plan ([MSF-SA-0087](#)) and [Safe Work Method Statement](#) shall be used on the cane railway whenever new construction work (>\$200,000), any demolition, or Specified Work (trenching over 1.5m deep, or working at heights at or over 2.4m, or work involving asbestos) takes place. The contents of this plan can be expanded to meet the needs of more complex work. This plan must be completed prior to the commencement of these works, kept on site and made available to all Workers, Sub-Contractors and Workplace Health & Safety Inspectors.

10.2.6 Contractors' Obligations

Contractors engaged to perform work on Mackay Sugar's Rail Network shall be provided with a copy of Mackay Sugar's Tracksides Safety presentation and Railway and Street Directory. Contractors must request permission from Mackay Sugar Operations Centre prior to commencing work; Mackay Sugar will then advise all trains of the presence of the Contractor. The Contractor shall be issued with a Transaction Number, which is their authority to be within the rail corridor.

The contact numbers for the Operations Centre are as follows:

Crushing Season

7 Days -24 Hours

4953 8386

Shutdown Period

Mon -Fri 0630 -1600 hrs
49538386

Sat - Sun and A/H weekdays
0418775595

Contractors should consult the Mackay Sugar Railway and Street Directory to ensure their exact location is provided to the Operations Centre.

When a train approaches a contractor's work site, the Contractor's personnel shall cease work and move 10 metres clear of the track until the entire train is clear. Contractor's personnel must wear hi visibility clothing as the outer most garment.

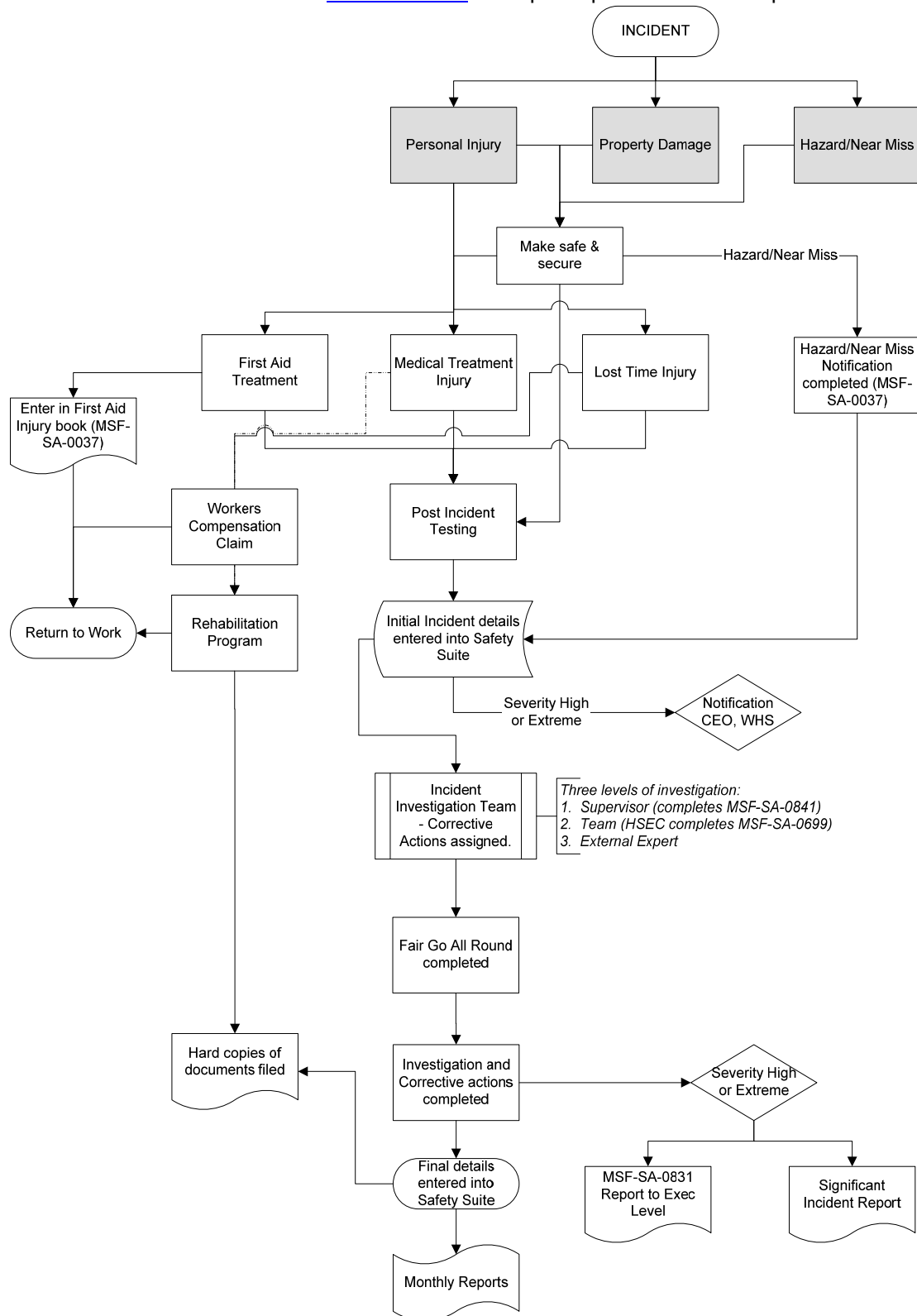
Any excavation work to be performed by a Contractor must be arranged in advance with Cane Railway Supervisors. Prior to excavating near road crossings protected by flashing lights contact must be made with Cane Railway Supervisors as cables are present on both sides of the crossing.



Contractors shall not leave vehicles parked near the rail corridor, or around level crossings where they may inhibit visibility. The Operations Centre must be advised if rail line has in any way been damaged, moved, excavated under or buried as this could cause a derailment.

11. ACCIDENT & INCIDENT REPORTING

The [MSP-SA-0001](#) HSE Incident Reporting and Investigation procedure adopted by Mackay Sugar shall be adhered to by all personnel. A summary of the procedure is outlined below. Transport Operations incidents shall be dealt with in accordance with [MSP-SA-0018](#) Transport Operations Incident procedure.



NOTE: Any work related injury or illness shall be reported directly to the Supervisor, Contractor Supervisor or Site HSE Coordinator as soon as possible.

It is a requirement of Mackay Sugar that all incidents and near misses are reported, recorded, investigated and all resulting corrective actions implemented.

Any person receiving an electrical shock exceeding extra low voltage (50vAC RMS or 120v ripple-free DC) shall report to the on-site first aid facility for assessment. The person shall then proceed to the Health and Safety Advisor (during office hours) or the nearest appropriate medical facility (After-hours) where further assessments (E.C.G) will be conducted and provide subsequent advice on post-shock management. .

The Supervisor shall be responsible for the management of the incident reporting, investigation and corrective actions with the assistance of the HSE Co-ordinator.



11.1 First Aid

Adequate first aid supplies shall be maintained on site at all times by the site HSE Co-ordinator in accordance with MSP-SA-0644 First Aid Procedure and the Work Health and Safety Act and associated Regulations.

Before commencing work at any Mackay Sugar site, the Worker shall be advised of the location of the relevant first aid room.

11.1.1 Contractors' Obligations

Where the Contractor is the Principal Contractor, they shall, before commencement of work at the site:

- ascertain the availability of ambulance services and the nearest hospital facilities.
- provide and staff first aid facilities appropriate for the size of his workforce and the nature of the work being undertaken.
- advise each of their Workers and subcontractors' Workers of the location of the Contractor's first aid facility
- display in a suitably prominent position for their workforce, a notice clearly identifying the name, location and phone numbers of the first aid personnel on site, nearest hospital, doctor and ambulance.

Where Mackay Sugar is the Principal Contractor, the Contractor shall:

- comply with the requirements of Clause 11.1 above
- advise each of their Workers of the location of Mackay Sugar's first aid facility
- display in a suitably prominent position for their workforce, a notice clearly identifying the name, location and phone numbers of the first aid personnel on site, nearest hospital, doctor and ambulance.

12. EMERGENCIES

If an emergency situation occurs, [MSP-SA-0002 Emergency Management Plan](#) shall be followed, to minimise the effects on both personnel, plant and the environment.

It is the responsibility of all Workers to report immediately any emergency or any situations likely to give rise to an emergency..

In the event of an emergency, all Workers shall report to the designated emergency assembly area.

All personnel shall be trained in the Emergency Management Plan noted above.

12.1 Emergency Types

An emergency may be caused by:

- (a) a fire or explosion
- (b) working at heights
- (c) confined spaces
- (d) natural phenomenon eg. Cyclone, flood earthquake
- (e) environmental ie leak or spill of chemicals
- (f) discharge of an energy source ie electrocution, hydraulic discharge,
- (g) industrial sabotage, or similar occurrence
- (h) Medical Emergency

12.2 Two-way Radio Emergency Communication

Procedure [MSD-SA-0189 Emergency Radio Call Protocol](#) describes the course of action which shall be taken if it is necessary to transmit an emergency call over the two-way radio:

In the event of any emergency, all personnel shall take the following action unless otherwise directed by their Supervisor:

- ▶ Stop all work. Extinguish all possible sources of ignition
- ▶ Warn others who may be working in the vicinity
- ▶ Isolate any live electrical equipment if safe to do so
- ▶ Close any water, gas or air valves, which supply any equipment being used. Always ensure that the equipment being supplied has been properly turned off before shutting off the supply. All equipment shall be shut down in accordance with existing procedures. For example: HV Switching Procedure and Boiler Shutdown Procedure
- ▶ Remove all mobile equipment in use to a safe place as designated by the Supervisor. Ensure it does not obstruct vehicles required for such an emergency eg. Fire trucks, ambulance etc.
- ▶ Leave the emergency scene and congregate in a designated evacuation point and report to their supervisor. If it is found that a member of a crew has not reported in at the safe muster point, the Chief Warden or HSE Co-ordinator shall be notified immediately.

12.3 Emergency Vehicle Access

Personnel shall ensure that lanes or roadways suitable to allow fire vehicles, ambulances, etc, to travel to any area of the site are kept clear of all but mobile equipment at all times.

Vehicles not in use shall be parked only in designated areas.

13. REHABILITATION

Mackay Sugar has a Rehabilitation procedure ([MSP-SA-0597](#)) to ensure Workers suffering workplace related injury or illness are assisted in the return to their pre-injury physical, psychological, social, vocational and economic capacity.

The purpose of the rehabilitation procedure is to assist in the safe and early return to work of Workers through the provision of optimal Rehabilitation Programs which details the management process for injury / illness claims and rehabilitation.

To assist in implementing the requirements of the Workers Compensation and Rehabilitation legislation, Mackay Sugar employs a number of Rehabilitation and Return to Work Coordinators. Each Coordinator is responsible for a separate business unit within Mackay Sugar. When a medical emergency requiring external medical consultation occurs, the injured worker and/or their direct supervisor shall coordinate access with the HSE Coordinator prior to accessing external medical services. During the crushing season, Rehabilitation Coordinators are available 24/7 on a call out roster.

Reference: [MSP-SA-0597](#) Rehabilitation and injury management procedure
[MSF-SA-0298](#) File Notes
[MSF-SA-0032](#) Réhabilitation Plan

13.1 Contractors' Obligations

Contractors are to ensure they are aware of the name of the Workplace Compensation and Rehabilitation Coordinator who is responsible for their work area location.

Contractors shall ensure that they have informed the Contract Supervisor of the nominated contact person in case an incident occurs and rehabilitation is required.

Mackay Sugar shall not be obliged to supply suitable duties for contractor Workers who have sustained an injury. It shall be at the discretion of the Contractor Supervisor and Rehabilitation Co-ordinator to discuss and agree if suitable duties can be supplied on a case by case basis.

14. SPECIFIC INFORMATION FOR CONTRACTORS

14.1 Audits and Inspections

All major Contractors shall be subject to an safety management system audit conducted by a Mackay Sugar HSE Co-ordinator or Contractor Supervisor to ensure all contractual, legislative and site specific safety management requirements are met.

In accordance with site procedures ([MSP-SA-0626](#) Audits & HSE Inspection procedure), site personnel shall conduct workplace inspections on a monthly basis, these shall include sub-contractor facilities.

14.2 Subcontractor Management

If Contractors require the services of subcontractors the Contract Supervisor shall be notified and give written approval prior to the subcontractors attending site. Subcontractors shall also be required to fulfil the requirements of this Plan.

14.3 Refusal of Site Access

The Contractor shall take all necessary steps to ensure that the requirements outlined in this document are adhered to at all time by his/her representatives (including sub-contractors).

Where it has been established that the Contractor and/or their representatives have continually disregarded the requirements of this document the Contracts Supervisor may refuse access to the site at his/her discretion.

14.4 Accident Prevention Responsibility

The Contractor shall take all necessary precautions to ensure that safe working practices and conditions are adopted and maintained for all Workers. A copy of the contractors Management Plan and/or relevant Safe work instructions relating to the tasks being completed on site shall be submitted for review by the HSE Department prior to the contractor commencing work on a Mackay Sugar site.

The Contractor appointed in the role as **Principal Contractor** shall prepare a workplace health and safety plan for any construction workplace in accordance with the relevant sections of the workplace health and safety regulations and shall provide a copy to the Contract Supervisor and Manager HSR for approval before commencing work on site. All alterations to the safety plan shall be provided to the Contract Supervisor for review by the HSR Manager.

The Contractor is wholly responsible for the conduct of all personnel whom they control or direct. Practical jokes or skylarking is strictly forbidden.

All Contractors shall co-operate fully with the Contract Supervisor on the implementation of positive personal accident and damage incident prevention programs. These may include the formation by the Contractor of site safety committees, the regular initiation of job safety procedures, the employment of a Site Safety Officer, or the utilisation of external consultants or advisers to promote safety awareness and reduce personnel accident and property damage experiences.

Where it is considered that the work is not progressing in a safe manner, or will result in an unsafe condition, the Contract Supervisor, Supervisor or HSE Co-ordinator may order an immediate suspension of all further work until the unsafe condition is rectified.

The Contract Supervisor and or site HSE Co-ordinator may, as he/she considers necessary, examine all details of a job before work actually commences in order to ensure that safe practice and procedures will be followed.

All Mackay Sugar Sites have a means by which incidents or accidents can be reported. The purpose of these reports is not primarily to attach blame to individuals, rather, they are in place to determine the cause and the severity of the accident/incident and thus take action to ensure that a similar problem does not recur. Everyone must do their part in improving the safety culture of Mackay Sugar by ensuring that all accidents/incidents are reported through the correct channels.

INDEX

| | | | | | |
|-------------------------------------|--|---|---------------|--|--|
| Abrasive blasting | 21 | Preparedness | 15 | Hygiene areas | 26 |
| Access to site | 38 | Radio Call Protocol | 36 | Illness | 36 |
| Accident | 34, 38 | Employee Wellbeing | 7 | Incident | 38 |
| Investigation | 34 | Employment termination | 22 | prevention | 38 |
| Prevention | 38 | Environmental | | reporting | 34, 38 |
| Alcohol | 22 | Duty | 5 | Incident management | 9 |
| Amenities | 24 | Policy | 7 | Incident management | 31 |
| Asbestos | 20 | EPA | 8, 9, 10 | Induction | 6 |
| Assembly area, emergency | 36 | Equipment | | Induction Procedure | 12 |
| ATO <i>See</i> Authority to Operate | | fire fighting | 25 | Induction, Sugar Australia | 25 |
| Audits | 38 | Guarding | 23 | Information Tags | 17 |
| Authorised Person | 5 | Lifting | 28 | Injury | 35, 36 |
| Authority to Operate | 19, 27 | Work at heights | 15 | Inspection | 38 |
| Bagasse storage | 24 | Ergonomics | 18 | equipment | 20 |
| Barricade | 5, 18, 21, 24 | Evacuation | 6, 9, 18, 32 | fire equipment | 25 |
| Tags | 17 | Extinguishers | 25 | lifting equipment | 28 |
| Bathrooms | 24 | Eye wash stations | 24 | workplace | 38 |
| Blasting | 21 | Face shield | 14, 22 | Intrinsically safe radios | 26 |
| Call-out | 23 | Fall | 15 | Ipod | 25 |
| Cane Rail WHS Plan | 32 | Fatigue | 5, 23 | Isolation | 17 |
| Cane Railway Network | 31 | Fire | 36 | Job Observation | 11 |
| Caution Signal | 31 | Fire equipment | 14, 25 | JSRA | 2, 10, 11, 14, 15, 23 |
| Chemicals | 15 | Fire water lines | 25 | Kick-boards | 18 |
| Combustible materials | 16, 24 | First aid | 35 | Ladders | 19 |
| Communication | 12 | Flammable liquids | 16 | Legislation | 2, 7, 8, 9, 10, 15, 19, 20, 21, 23, 24, 28, 35, 38 |
| Competency | 12, 20 | Flammable materials | 14 | Licences | 10 |
| Complaints | 9 | Flood | 36 | Lifting Equipment | 28, 29 |
| Compressed air | 20, 21 | For cause testing <i>See</i> Drugs, Alcohol | | Lifting Tasks Assessment | 28 |
| Concealed services | 18, 28 | Forklifts | 19, 28 | Lighting | 24 |
| Confined space | 5, 14 | Free issue store | 21 | Limited Duration | 6 |
| emergency | 36 | Gloves | 22 | Load carrying capacity | 29 |
| Consultation | 7, 15 | Goggles | 22 | Loads | |
| Contaminants | 9, 21 | Grinders | 23 | Manual handling | 19 |
| Contract Supervisor | 5, 6, 12, 13, 25, 29, 37, 38 | Guards | | securing on vehicles | 27 |
| Contractors' Obligations | 10, 12, 13, 15, 17, 22, 23, 25, 26, 27, 29, 32, 35, 37 | Equipment | 23 | Lockout | 17 |
| Control rooms | 25 | Hand tools | 20 | Long hair | 22 |
| Corrective actions | 35 | Harassment | 7 | Low Voltage Electrical | 16, 17 |
| Counselling | 22 | Hard hat | 22 | Machinery Guarding | 23 |
| Crane Operators | 28 | Hazard | 5, 15, 23, 24 | Mandatory Safety Requirements for | |
| Cranes | 19, 28 | Hazardous Chemicals | 15, 16 | Transport/Delivery Companies | 27 |
| Critical crane lifts | 28 | Hazardous materials | 18 | Manual handling | 18, 19 |
| Cyclone | 36 | Hazardous plant | 23 | Mechanical aids | 19 |
| Dangerous Goods | 15 | Hazardous substance | 6 | Medical Emergency <i>See</i> Emergency - | |
| Definitions | 5 | Health surveillance | 16, 20 | Medical | |
| Discipline | 22, 25 | Hearing protection | 22 | Mobile equipment | 36 |
| Dogger | 28 | Heat | 23 | Mobile phone | 25, 29 |
| Drawing registers | 18 | Heat Stress | 19 | Mobile plant | 25 |
| Drinking water | 24 | Heavy lift | 18, 28 | Motorcycles | 29 |
| Drivers licence | 27 | Heirarchy of controls | 18, 19 | MP3 players | 25 |
| Drugs | 22 | High risk work areas | 25 | Multi Isolation | 17 |
| Dust | 9, 21 | High visibility | 22 | Near misses | 35 |
| Earplugs | 25 | High Voltage | 16 | Noise | 9, 23 |
| Earthquake | 36 | Hoisting | 29 | objective | 16 |
| Earthworks | 9 | Hoists | 19, 28 | Organisation Structure | 8 |
| Electrical | 16, 19, 24 | Hot conditions | 19 | Out of service tag | 17, 19, 29 |
| Contractors | 27 | Hot work | 14, 26 | Painting | 21 |
| equipment | 36 | House rules | 25 | Permit | 6, 10, 21, 24 |
| shock | 35 | Housekeeping | 23, 24 | EPA | 9 |
| Electronic Equipment | 25 | HSE Committee | 12 | Excavate/break ground | 18 |
| Emergency | 36 | HSE noticeboard | 12 | Excavation | 9 |
| | | Hydrants | 25 | Hot Work | 14, 26 |

| | | | | | |
|-------------------------------|--|---------------------------|---------------------------------|---------------------------|-------------------------|
| Hygiene | 26 | Risk assessment | 15, 22, 28, <i>See</i> | Tag | 17 |
| Work at heights | 15 | Heirarchy of Controls | | Identification | 29 |
| Personal Danger Locks/Tags | 17 | Risk Management | 7 | Out of service | 17, 19, 29 |
| Personal mobile phones | 25 | Roster | 23 | Scaffolding | 19 |
| Personal Protective Equipment | 21 | Rules, house | 25 | Test and | 20 |
| Platforms | 24 | Safe working practices | 38 | Tagging | <i>See</i> Isolation |
| Policy | 7, 8, 25 | Safety committees | 38 | Termination of employment | 22 |
| Post incident testing | 22 | Safety culture | 7, 38 | Testing | |
| Potable drinking water | 24 | Safety Data Sheet | 6 | Drugs & alcohol | <i>See</i> Random, Post |
| Power tools | 22 | Safety Data Sheets | 6 | Incident, For Cause | |
| PPE | 21, 22, <i>See</i> Personal Protective | Safety glasses | 14, 22 | Electrical | 17 |
| Equipment | | Safety Management Plan | 2 | Isolation | 18 |
| Practical jokes | 38 | Safety rules | 25 | Toilets | 24 |
| Prescribed occupation | 27, 28, 29 | Safety showers | 24 | Toolbox talks | 13 |
| Prescribed occupations | 12, 19 | Safety signage | 23 | Tools | 5, 20 |
| Principal Contractor | 6, 35, 38 | Safety Suite | 11 | moving | 21 |
| Privacy | 7 | SAO | <i>See</i> Safe Act Observation | Trackside Safety | 32 |
| Property damage | 38 | Scaffolding | 19, 29 | Traffic regulations | 27 |
| Radio | 36 | Scooters | 29 | Training | 12, 16, 18, 20 |
| Radio Protocol | 30 | SDS | 6 | Manual handling | 19 |
| Radios, intrinsically safe | 26 | Seatbelt | 27, 29 | Transporting equipment | 27 |
| Rail corridor | 33 | Securing Vehicle Loads | 27 | Trench | 18 |
| Rail operations | 34 | Signage | | Two-way Radio | 36 |
| Refinery | 25 | Asbestos | 20 | Vehicles | 25, 27, 29 |
| Register | | Safety | 21, 22, 23 | Emergency | 36 |
| Asbestos | 20 | Site Access | 38 | Passengers | 27 |
| Chemicals | 15 | Site Induction | 12 | Vest (high visibility) | 22 |
| Confined Space | 14 | Skylarking | 38 | Visitors | 25 |
| Drawing | 18 | Sleep deprivation | 23 | Walkways | 24 |
| Environmental Management | 9 | Smoking | 25, 26 | Waste | 24 |
| Fire fighting equipment | 25 | Solar Radiation | 19 | Waste Management | 9 |
| Isolation | 18 | Speed limits | 27, 29 | Water pollution | 9 |
| Job Analysis | 10 | Spills | 9, 10, 24, 36 | Welding | 22, 24 |
| Regulated waste | 9, 10, 15, 21 | Spray painting | 21 | Work at Heights | 15 |
| Rehabilitation | 7, 36 | Steel capped boots | 21 | Work schedules | 23 |
| Reporting incidents | 38 | Stop Signal | 31 | Workers Compensation | 37 |
| Respirator | 21 | Subcontractor Management | 38 | Working at heights | |
| Restricted Entry/Access | 5, 14, 18 | Sugar Australia induction | 25 | emergency | 36 |
| Return to work | 37 | Suitable duties | 37 | Working on Rail Line | 31 |
| Rigger | 28 | Supervisor | 13, 35 | Workplace Amenities | 24 |
| Rigging | 29 | Switch Room Access | 16 | Workplace inspections | 38 |
| Risk | 6, 15, 18, 19 | SWL | 28 | | |



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REMEMBER –

If in doubt STOP and speak to your supervisor