

**MM Kembla WHS&E**

**Contractor Induction  
Training Module 2022**

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# MM Kembla WH&S Policy

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## **The Role Of MM Kembla Management:**

- Ensure the health, safety and welfare of all persons who enter onto our MM Kembla site.

## **The Role Of MM Kembla Employees Includes:**

- Work in accordance MM Kembla WH&S Policies & Procedures.
- Take reasonable care for their own health, safety & welfare and the safety of others in the workplace.

## **The Role and Responsibility Of The Contractor or Visitor includes:**

- Work in accordance MM Kembla WH&S Policies & Procedures.
- Take reasonable care for their own health, safety & welfare and the safety of others in the workplace.
- Work in accordance with all Policies & Procedures from their own workplace

# Legislation Which Drives WH&S In The workplace

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In New South Wales, the Work Health and Safety Act 2011 and the Work Health & Safety Regulations 2011 are the law & therefore set the legal requirements of what must be complied with.

Codes Of Practice, Australian Standards and Guidance Notes provide valuable information to assist employers and employees in meeting these legal requirements.

# WHS Legal Requirements

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## Duties Of Employers

- An employer must ensure the health, safety & welfare at work of all the employees of the employer.
- An employer must also ensure that people (other than employees of the employer) are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking while they are at the employer's place of work.

## Duties Of Employees

- An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work.
- An employee must, while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interests of health, safety and welfare on the employer or any other person.

## Persons are not to interfere with or misuse things provided for health, safety & welfare.

- A person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under work health and safety legislation.

# WHS Act 2011 & WHS Regulations 2011

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The WHS Act 2011 & the WHS Regulations 2011 outline requirements that must be met.

The Act and Regulations form the basis of WH&S requirements in all places where work is conducted.

The Act and Regulations therefore determine the requirements that all persons in all workplaces need to meet.

# Regulatory Instruments

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## Australian Standards

- Standards set a minimum level of quality or specification for products, equipment and material used in WHS.
- Although Standards are not law unless they are incorporated (referenced) in legislation, they can be used as guidelines across general industry and MM Kembla.

## Codes of Practice

- Approved industry Codes Of Practice provide practical guidance on how the required standard of health and safety can be achieved.
- Where a relevant Code Of Practice exists, it should be followed unless there is an alternative course of action that achieves the same or better standard of health, safety and welfare in the workplace.

# Take 2 Approach for Hazard Control

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The “Take 2” approach is a simple 3 step tool that is used to ensure that tasks are completed safely. The steps are:

## STOP AND TAKE TIME

Take time for safety. The STOP can happen before a job is started, at planned intervals during a task, when the task changes or when problems arise. Take as much time as needed to plan or check a task.

## THINK

Think about all hazards that may cause injury to yourself or others in the area where the task is to be performed.

## PLAN

Correct & Protect. Commence the task with a planned approach that has controls in place for all identified hazards.

### NOTE:

The “Take 2” approach is ideal for simple tasks but can also be integrated into a Job Safety and Environmental Analysis (JSEA) and a Permit To Work (PTW).

# Job Safety & Environment Analysis (JSEA)

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**A Job Safety and Environmental Analysis (JSEA) is a tool used at MM Kembla which can be used by people performing a task to ensure their safety and the safety of others in the area where the task is performed.**

**The Job Safety and Environmental Analysis (JSEA) process ensures that:**

- 1.** The task to be performed is broken down into individual job steps / tasks.
- 2.** The safety and environmental hazards for each job step / task are identified.
- 3.** Appropriate measures to control the hazard are determined and implemented to ensure that the task is completed safely.



# Introduction To Permit To Work (PTW)

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**As the name implies, MM Kembla's Permit To Work (PTW) Policy is a structured approach to permit a task to be started.**

**All Contractors working on MM Kembla site are required to work under a Permit to Work**

Features of MM Kembla's Permit To Work Policy include:

- Clearly documented Planned Start Date
- Clearly documented Scope Of Work
- "Sign On" provisions for Plant Owners and Service Providers
- "Sign On" provision for all employees who will perform a role in the task to verify that the JSEA has been read & understood.
- Clearly documented Job Safety & Environment Analysis (JSEA)
- Site Map indicating "Emergency Assembly Areas" and "Emergency Location Points" to be used in emergencies.
- "Sign Off" provisions for Plant Owners & Service Provider.

# Introduction To Permit To Work (PTW)

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## **Work is not to start until the:**

- Permit To Work has been adequately filled in. This includes a comprehensive JSEA being completed and understood by the Service Provider.
- The Plant Owner has authorised the work to start.
- The Service Provider has acknowledged understanding of the task, the JSEA, and the requirements of the PTW itself.

## NOTE:

If the task changes and / or problems arise, the Plant Owner must be contacted so that the JSEA can be amended as required

# Introduction To Permit To Work (PTW)

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## Upon completion of the task:

- All members of the Work Group must complete the “Time Out” sections on the PTW.
- The Plant Owner and Service Provider will complete their relevant “Time Out” sections.
- The Plant Owner and Service Provider will complete the Permit Closure section of the PTW form.

**ATTENTION:** In all instances the site **EMERGENCY** number is: (42235222) or (222)

**Please Note:** Any amendments to the JSEA once a PTW has been put in place **MUST** be approved and counter signed by the Plant Owner & Service Provider.

**DESCRIPTION OF WORK and SERVICE PROVIDER: Including Area to be worked in.**

|                              |                         |
|------------------------------|-------------------------|
| <u>Service Provider:</u>     | <u>Dept. / Machine:</u> |
| <u>Work to be performed:</u> | <u>Job Planner:</u>     |

**PERMITS / ASSESSMENTS REQUIRED TO BE ATTACHED TO MM KEMBLA PTW (Tick Box):**

- JSEA 
  Confined Space Permit 
  Hot Work Permit 
  High Voltage Access 
  Working at Heights 
  Excavations & Trenching 
  Contractors PTW/JSEA  
 Group Isolation (Document No: \_\_\_\_\_)  Others, Please specify: \_\_\_\_\_

**ADDITIONAL SAFETY MEASURES: Not included in JSEA**

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|  |
|--|

|                               |  |               |              |                 |                  |                  |
|-------------------------------|--|---------------|--------------|-----------------|------------------|------------------|
| <b>SERVICE PROVIDER</b>       | <p style="color: red; margin: 0;">                     -I have completed a JSEA identifying job steps, hazards and controls<br/>                     -I have attached additional permits /risks assessments as required<br/>                     -I understand and will comply with the requirements of the above documents<br/>                     -I will communicate the requirements to all crew members                 </p> |               |              |                 |                  |                  |
| <u>Service Provider Name:</u> | <u>Signature:</u>  | <u>Phone:</u> | <u>Date:</u> | <u>Time In:</u> | <u>Time Out:</u> | <u>Comments:</u> |
|                               |  |               |              |                 |                  |                  |

|                          |  |               |              |                 |                  |                  |
|--------------------------|--|---------------|--------------|-----------------|------------------|------------------|
| <b>JOB PLANNER</b>       | <p style="color: red; margin: 0;">                     -I have checked that task hazards are included in JSEA and controls are adequate.<br/>                     -I have checked that additional permits/risk assessments are valid and authorised<br/>                     -I have checked that the Service Provider understands the hazards and controls                 </p> |               |              |                 |                  |                  |
| <u>Job Planner Name:</u> | <u>Signature:</u>  | <u>Phone:</u> | <u>Date:</u> | <u>Time In:</u> | <u>Time Out:</u> | <u>Comments:</u> |
|                          |  |               |              |                 |                  |                  |

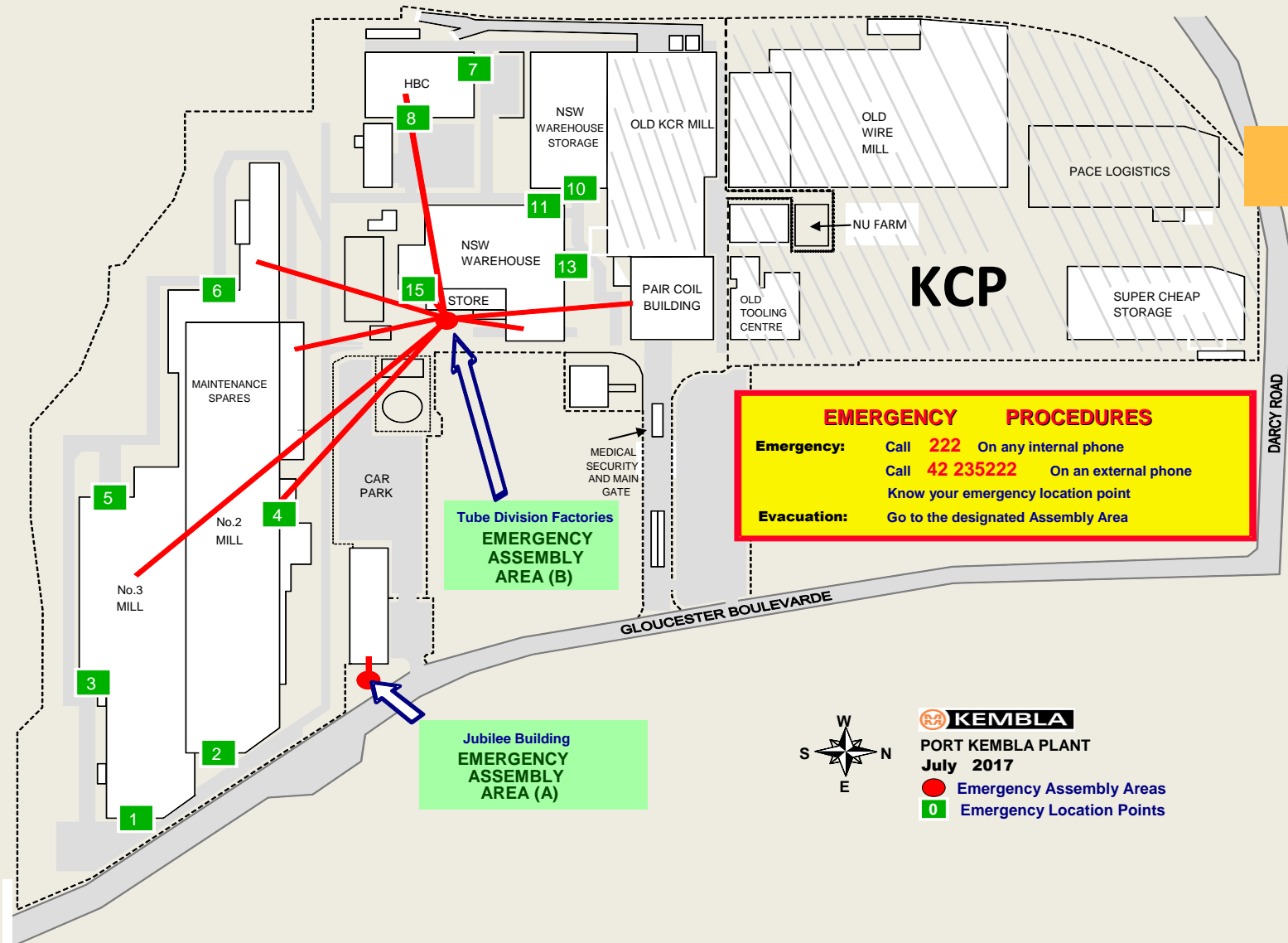
|                          |   |               |              |                 |                  |                  |
|--------------------------|---|---------------|--------------|-----------------|------------------|------------------|
| <b>PLANT OWNER</b>       | <p style="color: red; margin: 0;">                     -I have checked that process hazards and potential interactions are included in the JSEA.<br/>                     -I have checked that additional permits /risk assessments are attached.<br/>                     -I have communicated any additional operational requirements to the Service Provider<br/>                     -I will communicate potential interactions with the other work crews.                 </p> |               |              |                 |                  |                  |
| <u>Plant Owner Name:</u> | <u>Signature:</u>   | <u>Phone:</u> | <u>Date:</u> | <u>Time In:</u> | <u>Time Out:</u> | <u>Comments:</u> |
|                          |   |               |              |                 |                  |                  |

**PERMIT CLOSURE:**

|   |                 |                    |                          |             |             |
|---|-----------------|--------------------|--------------------------|-------------|-------------|
| <u>Is the Work Complete?</u>                    | <u>Yes / No</u> | <u>(Comments):</u> | <u>Signature</u>         | <u>Date</u> | <u>Time</u> |
| <u>Are ALL Danger Tags &amp; locks removed?</u> | <u>Yes / No</u> |                    | <u>Service Provider:</u> |             |             |
| <u>Is the site clear &amp; safe?</u>            | <u>Yes / No</u> |                    | <u>Job Planner:</u>      |             |             |
| <u>Is equipment fit for operation?</u>          | <u>Yes / No</u> |                    | <u>Plant Owner:</u>      |             |             |
| <u>Were there any Incidents?</u>                | <u>Yes / No</u> |                    |                          |             |             |

\*\*\*\* Please return this PTW + JSEA to the Job Planner once the permit has been closed. \*\*\*\*





**EMERGENCY PROCEDURES**

**Emergency:** Call **222** On any internal phone  
 Call **42 235222** On an external phone  
 Know your emergency location point

**Evacuation:** Go to the designated Assembly Area

**Tube Division Factories  
 EMERGENCY  
 ASSEMBLY  
 AREA (B)**

**Jubilee Building  
 EMERGENCY  
 ASSEMBLY  
 AREA (A)**





Name:

Dept. / Machine (Area of work):

Work to be performed:

Employees involved In Hazard Identification:

General MM Kembla Site Induction Information (Safety requirements)

- This is a Non-Smoking Site.
- In an Emergency Contact "222" or "42235222" Identify nearest emergency pickup point.
- This is a High Visibility clothing site and Hi-Vis clothing must be worn at all times. Clothing must be worn as intended for use. (E.g. Sleeve rolled down and buttoned up, shirt tucked in). When entering Hot Metal Areas, no Polyester – only 100% cotton Hi-Vis clothing – is to be worn.
- Steel cap safety boots, in good condition are to be worn at all times whilst working on site.
- Hearing protection and non-tinted safety glasses are to be worn at all times while working in a mill.
- Obey speed limits (15km/h) on roadways and 5km/h inside buildings. Ensure all loads are tied securely. Seat belts to be worn at all times. Sound vehicle horn when entering and exiting buildings. Hazard lights are to be on whilst vehicles are travelling in buildings
- Notify area owner/team leader of presence prior to starting task
- Be aware of your surroundings. Stay within marked walkways where possible. Look out for unstable, slippery and/or uneven surfaces when climbing on, around or over machinery, using steps and stairwells.
- Be aware of cranes and live rails in the area and be aware of crane movements. If required, make communication with the crane driver to inform them of your presence. Isolate the crane if required.
- Isolate and test work areas with stored energy and ensure they are safe. (E.g. Mechanically - Operate valves to prove there is no physical movement. Electrically – Test before you touch.)

- Always use correct lifting techniques/procedures when manually lifting or handling equipment and machinery. Use a two person lift where necessary.
- **MUST ONLY** use up to date tested and tagged extension leads, power tools and equipment. Ensure all tools and equipment is well maintained. Ensure all power tools and portable equipment is protected by a personal RCD protection unit.
- A Toolbox is to be carried out by the Service Provider on the job site with all parties involved. The purpose of the toolbox is to communicate the findings, hazards and control measures of the JSEA. All parties will be given the opportunity to comment and ensure clear understanding of the JSEA requirements.
- Any amendments to the JSEA once a PTW has been put in place **MUST** be approved and counter signed by the Plant Owner/Authorised Person. Once this has happened, a toolbox **MUST** be carried out by the Service Provider communicating the changes.
- Mobile phones are not to be used whilst working, walking, driving, or when their use could cause a hazard.
- No material other than clean rain runoff is allowed to enter storm water drains as MM stormwater drains directly to Port Kembla Beach. Barriers must be erected to prevent spoil and other contaminants to enter the drain system. All spills **MUST** be immediately notified to the MM representative and the watchmen's cabin (Ph: 02 4223 5366).
- Enter buildings through pedestrian access doorways (i.e. NOT roller doors)
- Take two
- Barricades must be used where applicable & abide by the MM barricading policy

I have read and understand the above information: \_\_\_\_\_  
(Signature)





| IDENTIFY  |                                      | CONTROL                 |                            |
|-----------|--------------------------------------|-------------------------|----------------------------|
| Job Steps | Hazard<br>(Including exact location) | Hazard Control Measures | Tick Box<br>(verification) |

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**Page 3**

**If required, more blank copies  
of page 3 are supplied.**



# Personal Protective Equipment

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## The minimum PPE required to work in general areas on site is:

- Long trousers
- Long sleeve shirt (sleeves to be rolled down and buttoned at the wrist).
  - Note 1: MM Kembla is a High Visibility Clothing Workplace. Therefore, the shirt must be a high visibility shirt.
  - Note 2: If the shirt is not a high visibility shirt, then a high visibility reflective vest must be worn over the long sleeve shirt.
- Fully enclosed steel cap boots. The boots must be in good condition.
- Safety Glasses and Hearing Protection must be worn in all Factories, Warehouses and ASSET (Maintenance) Workshops.

# Housekeeping

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**Housekeeping is an integral element of MM Kembla's WH&S Program. As such, all employees and contractors are required to keep their workplaces clean and hazard free at all times.**

Therefore, work areas must be:

- Tidied up before work starts
- Tidied up at regular intervals until the task is completed.
- Cleaned up at the completion of the task & before leaving the area.

# Working At Heights - General

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1. Where there is a risk of falling from height, a fall prevention system must be in place. A nominal height of 2 metres is often used as the bench mark for a height at which a fall could cause injury.
2. It needs to be realised that an injury can be sustained from a fall much less than 2 metres.
3. Therefore, all tasks need to be planned so that a suitable safe method of work is always used. Hazards need to be identified and control measures to safeguard against these hazards are needed.
4. Where a fall hazard is identified, a suitable safe method of work is needed to ensure that the risk of injury from a fall is eliminated.
5. When working at heights, a Working At Heights Permit is to be completed as part of MM Kembla's Permit To Work system.

# Working At Heights – Hierarchy Of Control

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Before deciding on the best way to do a task, the “Working At Heights Hierarchy Of Control” should be used. This includes:

## **Eliminate**

- Does the job really need doing? Bring the job to the ground.

## **Substitute**

- Find another way to do the job.

## **Barriers**

- Install handrails (fixed or temporary).

## **Engineering**

- Use of a Cherry Picker (EWP) or temporary scaffold.

## **Administration**

- Effective use of JSEAs and Permit To Work, training, use of the “3 Point Contact” approach to working at heights.

## **PPE**

- The use of an appropriate safety harness (fall arrest & fall restraint).

# Working At Heights – Ladders

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**While portable ladders are being used less & less for work at height, they are still being used. Some basic rules to ensure ladder safety include:**

- Extension ladders are to be set up against a wall at 4-1 ratio. That is, for every four (4) metres of vertical ladder height, the ladder needs to be set back one (1) metre from the wall.
- A ladder must protrude a height of between 0.9 and 1.1 metres past the platform or working area to which access is required.
- To secure a ladder in position, the top of the ladder is to be tied off.
- Where possible the ladder should be tied off / secured at the bottom and a safety person should remain at the base of the ladder.
- A Safe System Of Work must be in place to ensure that the ladder is not struck by passing traffic.
- When using a portable step ladder, never stand on the last 2 rungs of the ladder.
- Use the “3 Point Contact” (2 hands & one foot or one hand & 2 feet) approach when climbing a ladder or working on / from a ladder.

# Confined Spaces – Definition

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**A “Confined Space” in relation to a place of work, means an enclosed or partially enclosed space that:**

- is not intended or designed primarily as a place of work, and
- is at atmospheric pressure while persons are in it, and
- may have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen, or stored substances that may cause engulfment, and
- may (but need not) have restricted means of entry and exit.



# Confined Spaces – General 1

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1. MM Kembla has a Hazardous Areas Register in which all known “Confined Spaces” are recorded.
2. No work is to be conducted in a Confined Space unless a Confined Space Entry Permit is issued.
3. All work conducted in Confined Spaces must be conducted as per the requirements of the Confined Space Entry Permit.
4. The Confined Space Entry Permit will include a system of work that will allow the required task to be completed safely.

# Confined Spaces – General 2

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**Where work is to be conducted in an area believed to be a Confined Space, but the area is not recorded as a Confined Space in the MM Kembla Hazardous Areas Register:**

- The area will be assessed as per the MM Kembla Site Policy.
- If the area is determined to be a Confined Space, it will be included as such in the Hazardous Areas Register.
- Risk assessments will be conducted for the various tasks to be performed in the space.
- Confined Space Entry Permits will be developed for the tasks to be conducted in the newly identified Confined Space.

# Asbestos

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1. MM Kembla has an Asbestos Policy and an Asbestos Register which records the known location, management and removal of any asbestos on site.
2. If working near or with asbestos known asbestos products, the Permit To Work will identify the existence of the Asbestos and the safe system of work to be used. Never use high speed friction tools such as electric drills or electric grinders on asbestos products.
3. If a substance suspected of containing asbestos is discovered during a task, stop work and contact the Job Planner so that the substance can be investigated before any further work is conducted.

# Excavations

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- A Permit To Work is required before any excavation work can be carried out on site.
  - NOTE: In line with MM Kembla's Excavation Policy, a separate "Excavation Permit" must be filled in and added to the generic Permit To Work document.
- In line with the MM Kembla Excavation Policy, the possible presence of underground hazards such as electricity, gas and water supplies are taken into account.
- Adequate control measures must be in place to safeguard against all hazards introduced by the excavation. Typical control measures include; use of barricades, signage, traffic control and use of Confined Space procedure where applicable.

# Barricades

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A barricade is a physical barrier established to clearly identify an area of hazardous conditions. There are three types of barricade used on site.

- Danger Tape - A unique **red** tape with **white** stripes which has **DANGER DO NOT ENTER** written on it is to be used to barricade where no unauthorised entry is permitted.
- Caution Tape - A unique **yellow** tape which has **CAUTION DO NOT ENTER** written on it is to be used to barricade where caution is required before entering.
- High Voltage Tape - A unique **White** tape which has **CAUTION. DO NOT ENTER. AREA UNDER ACCESS PERMIT** written in **red** writing on it is to be used to barricade where High Voltage work is undertaken. No unauthorised entry is permitted.

**NOTE:** When in use (active) each type of barricade will display a white Barricade Information Tag which gives details such as Date tag was placed, Description / Hazard, Barricade Owner and contact details.

# Barricades

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The 3 types of barricades allowable on site:

1. Danger Barricade




2. Caution Barricade



3. High Voltage Barricade



# Barricade Information Tag



## BARRICADE INFORMATION TAG

Barricade Owner: \_\_\_\_\_

Contact Number: \_\_\_\_\_


Date: \_\_\_\_\_

Barricade Entry Location:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\* Please Note \*\*\*\*

|   |   |
|---|---|
| CAUTION<br>DO NOT ENTER<br>AREA UNDER ACCESS PERMIT | CAUTION<br>DO NOT ENTER<br>AREA UNDER ACCESS PERMIT |
| <b>DANGER DO NOT ENTER</b>                          |   |
| MUST contact Barricade Owner prior to entry.        |   |
| <b>CAUTION DO NOT ENTER</b>                         |   |
| MUST TAKE 2 prior to entry.                         |   |

Front



## BARRICADE INFORMATION TAG

Description/Hazard:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\* Please Note \*\*\*\*

|   |   |
|---|---|
| CAUTION<br>DO NOT ENTER<br>AREA UNDER ACCESS PERMIT | CAUTION<br>DO NOT ENTER<br>AREA UNDER ACCESS PERMIT |
| <b>DANGER DO NOT ENTER</b>                          |   |
| MUST contact Barricade Owner prior to entry.        |   |
| <b>CAUTION DO NOT ENTER</b>                         |   |
| MUST TAKE 2 prior to entry.                         |   |

Rear

# Plant Vehicular Movements And Speed Limits

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1. Only essential vehicles are to be brought on to site.
2. Maximum speed limit on external roads is 15 kph.
3. Maximum speed limit inside buildings is 5 kph or walking pace.
4. Seat belts must be worn in all vehicles traveling on site.
5. All traffic signs must be obeyed.
6. Always give way to pedestrians who must use designated walkways.
7. Before driving through a mobile equipment access door, when entering or leaving a building; always stop before the door, sound the horn and then proceed slowly with caution.
8. Use the same rules on site as on external public roads. Therefore, mobile phones are not to be used while driving.
9. All incidents involving mobile equipment must be reported and will lead to investigation and Mandatory Drug & Alcohol Testing.



# Use Of MM Or Other Employees Equipment

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## **Before using any equipment across site consider the following:**

- Are you familiar with the equipment and have the competence to use or operate it?
- Do you have permission to use it?
- Does the equipment need a Pre-Start Check to be completed before use?
- Are you wearing the correct PPE to use the equipment?
- Always return equipment to its intended storage area.
- Always return it in its original condition. Any damage and / or incidents related to this equipment must be reported, recorded & investigated.

# Overhead Cranes - Working Around Cranes

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**All factories, warehouses and workshops across site have overhead cranes which can operate at any time. To ensure your safety around Overhead Cranes always consider the following:**

- Use the **“Take 2”** approach when entering or walking about in or around a building. Plan your route, be aware of overhead cranes operating along your planned route and always maintain a safe distance.
- **Never** stand or walk under a load.
- Avoid placing any part of your body under a load or in the direction of travel of the load. This is known as staying out of the **“Line Of Fire”**.

# Overhead Cranes – Operating Overhead Cranes

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## **When operating an overhead crane always:**

- Ensure that you have the competence to operate the crane and perform the lifting task to be performed.
- Conduct the required Pre- Start Checks before starting your task.
- Use the “Take 2” approach & plan your lifts and the route to be taken.
- Use “Line Of Fire” principles.
- Do not lift / drive loads over people
- Report all incidents so that investigation and Mandatory Drug and Alcohol Testing can be conducted.

# Construction Work / Construction Areas

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**The definition of “construction” is quite broad and captures most activities associated with structural alteration, repair work, maintenance, excavation and demolition.**

**Whenever construction work is conducted across the site:**

- Appropriate PPE including safety helmet must be worn.
- Appropriate signage must be displayed.
- Appropriate barriers or fencing must be considered.
- Permits To Work will address the requirements of the construction work to be conducted.

# Drugs & Alcohol

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1. Drugs and alcohol are not permitted on site.
2. Incidents related to drugs or alcohol on site will be recorded and investigated.
3. If you are caught with alcohol on site, you will be escorted off site.
4. If you are caught with, or taking drugs on site you may be escorted off site by the police.
5. If you are involved in an incident involving mobile equipment or overhead cranes you will be subject to a mandatory Drug & Alcohol Test.
6. If you are displaying a behaviour that indicates the use of drugs or alcohol, you may be subject to mandatory Drug & Alcohol Testing.

# No Smoking On Site - Tobacco Smoke Free

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- MM Kembla has been a Tobacco Smoke Free Workplace since 16 January 2006.
- There are no designated smoking areas on site.
- If you need to smoke you must walk off site and smoke outside our site boundary. This involves “signing out” before walking off site.

**NOTE:** The car parks are part of our MM Kembla site. Therefore, smoking is not permitted in our car parks.

- When smoking outside our site boundary, always dispose of cigarette packets and cigarette butts responsibly.
- Incidents related to smoking on site will be recorded, investigated and may lead to dismissal from site.

# Electrical Lead & Appliance Tagging

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- All electrical leads and appliances that are to be brought onto site must be in good working condition and display a current (in date) electrical tag which clearly verifies when the appliance was checked and when it is due for retesting.
- Electrical leads and appliances which do not clearly display the required electrical tag are not to be brought onto site.
- MM Kembla electrical personnel will not test and / or tag electrical leads or appliances that belong to contractors.

# Medical Treatment, Accident And Incident Reporting

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- Contractors are to provide their own First Aid Kit when working on site.
- To ensure that MM Kembla is aware of all incidents / injuries that happen on site, contractors are to use the MM Kembla Work's Medical Centre Facility to report all injuries so that the incident / injury can be recorded and to ensure that appropriate first aid treatment is given.
- All reported incidents and injuries are recorded in the MM Kembla Event Management System and will require an investigation to identify root causes of the incident or injury and corrective / preventative actions aimed at preventing a similar incident or injury from happening again.
- The site Emergency Phone Number is: **222**
- This number is printed on the front of your Contractor's Card, appears on your Permit To Work & Job Safety & Environmental Analysis (JSEA) paperwork and is placed on all site telephones etc.
- **222** is to be called for all Emergencies.
- For a Medical Emergency, when the injured person can not make their way to the Work's Medical Centre, located in the Weighbridge / Security Building, **222 MUST** be called.
- The First Aid Attendant on duty will ask you for your "Emergency Location Number" and the name of the area where you are located and will immediately be able to drive the Work's Ambulance to the reported "Emergency Location Number" and start first aid treatment

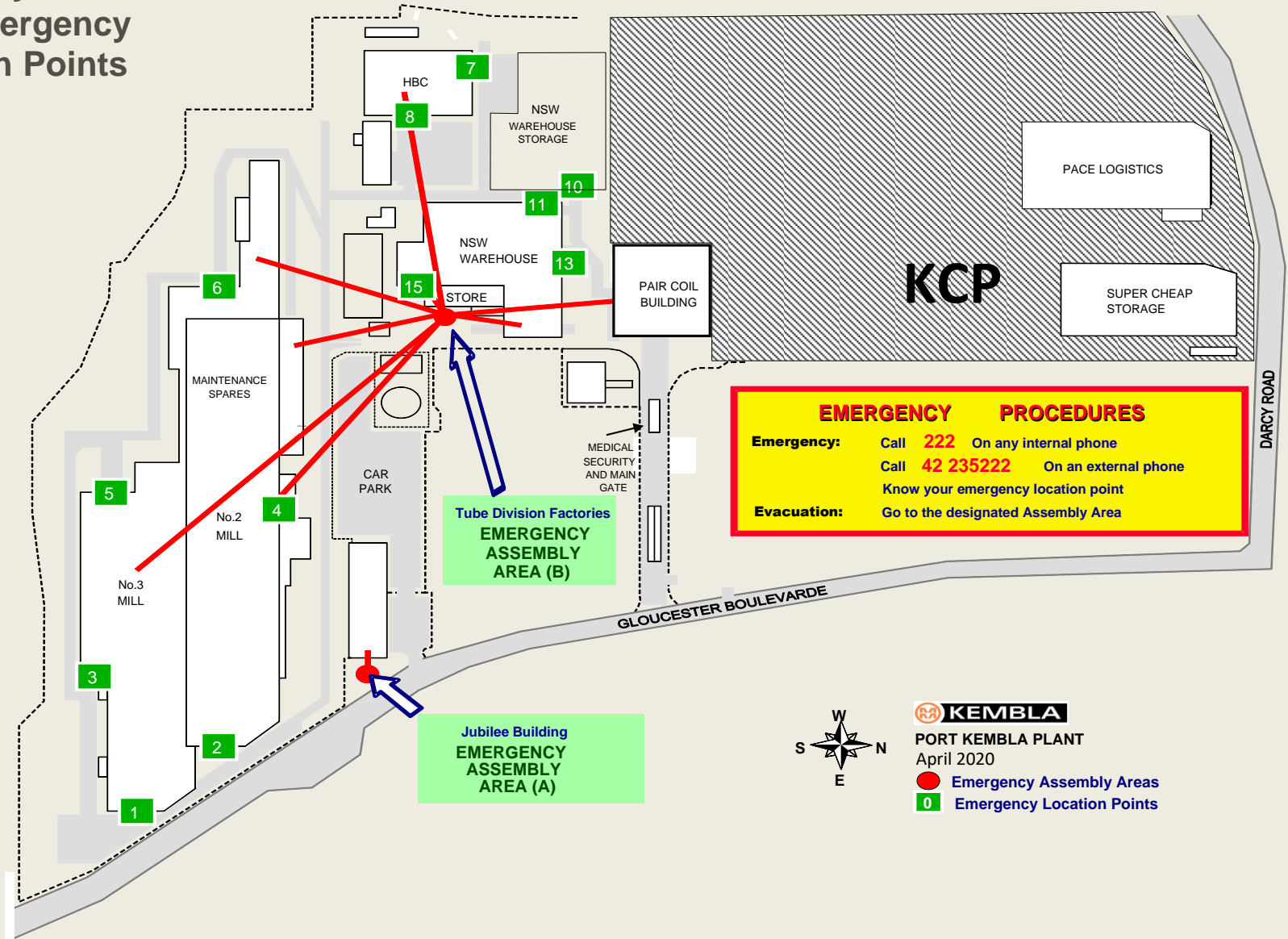


# Emergency Location Point Signage

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1. There are a series of Emergency Location Point signs placed across our MM Kembla Site.
2. These signs are green with white “Emergency Location Point” writing at the top and a large white number takes up the rest of the sign.
3. You need to be aware of these signs and their numbers when you are on site because this number is vital to getting a quick response to all site emergency situations.
4. Typically, these signs are positioned at external doorways across site. There are 2 signs per location - one on the internal wall and the other on the external wall.
5. These numbers can also be seen on page number 3 of the Permit To Work Document. Page 3 is titled; “Emergency Evacuation Site Assembly Points” - see the next slide.

# Emergency Assembly Areas And Emergency Location Points

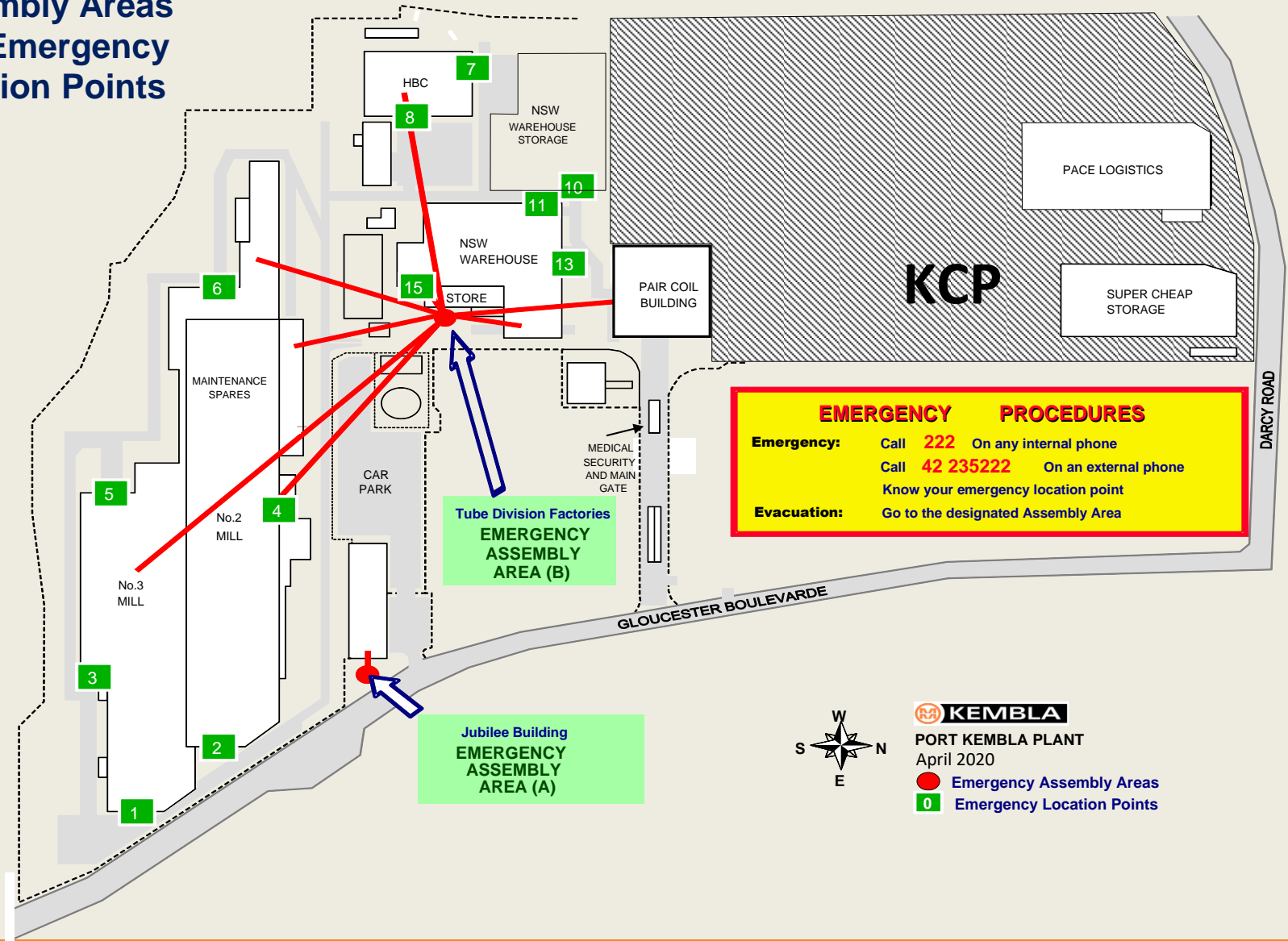


# Emergency Evacuation & Assembly Areas

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1. In the event of an emergency you must stop work, leave the building via the nearest Exit and **make your way to your Emergency Evacuation Assembly Area**. Do not leave site.
2. There are 2 Emergency Evacuation Assembly Areas on site.
3. The Tube Division Emergency Evacuation Assembly Area is located at the eastern side of the Work's Store.
4. The Jubilee Building Emergency Evacuation Assembly Area is located on the eastern side of Jubilee Building.
5. Once at the Emergency Evacuation Assembly Area, you will be involved in a head count and must remain in this area until it is safe to return to work or until you are given instruction to proceed to another area.

# Emergency Assembly Areas And Emergency Location Points



**KEMBLA**  
 PORT KEMBLA PLANT  
 April 2020  
 ● Emergency Assembly Areas  
 ○ Emergency Location Points

# Location Of Toilet Facilities & Amenities

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- For major construction jobs portable amenities may be brought onto site for use by contractors.
- For all other times, amenities that can be used by contractors are to be identified by Plant Owners, Job Planners and / or the person supervising the work that you are engaged in.

# Environmental: Liability

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The Protection of the Environment Operations Act 1997 is the main piece of NSW environmental legislation covering water, land, air & noise pollution and waste management.

## **Breaking the law carries serious penalties!**

- Fines for pollution to water (including litter, oil, grease, paints) are up to \$250,000 for individuals, up to \$1,000,000 for companies
- Tier 1 breaches (wilful breaches to the POEO Act) carry fines of up to \$1 Million for individuals and up to \$5 Million for companies

**Individuals are required to minimise the risk of an environmental incident by implementing control measures.**

**At MM Kembla, this is done through Job Planning and the JSEA.**

# Environmental: Incident Reporting

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**All MM Kembla staff and contractors have the duty to report any environmental incident as soon as they become aware of it.**

**This allows for the situation to be controlled and minimise potential harm to the environment.**

Incidents may include (but are not limited to) the following:

- Spills of oil, fuel, chemicals or other materials that may be harmful to the environment
- Unauthorized dumping of waste
- Unauthorized air emissions
- Adverse impact to local flora or fauna
- Unexpected finds of contaminated soils or other potentially hazardous materials

Environmental incidents, or situations that pose a risk to the environment must be immediately reported to the Job Planner or Plant Owner.

**In an environmental emergency contact 222**

# Environmental: Stormwater Drains

All stormwater (water from roads and gutters) flows to the MM Kembla Beach

Never pour or place anything into stormwater drains.

Contact emergency **222** if you see anything other than stormwater going into these drains and keep our beach beautiful.





# Environmental: Spills

In the event of a spill the appropriate spill kits. Use the yellow spill kit for fuels and oils.

- Access the risk. Identify the spilled material and put on PPE
- Stop the spill
- Contact Emergency 222 if it is entering a stormwater drain
- Use booms to contain the spill. Use absorbent pads/kitty litter to absorb the spill
- Inform your Job Planner or Plant Owner



# Environmental: Waste

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## MM Kembla is committed to recycling

There are recycling bins for timber, paper/cardboard, plastic and household containers.

There are bins onsite for metals including copper, steel and aluminium. Do not mix metals.

**All jobs must have a plan for storing and removing any waste products that are produced during the work.**

- Waste must be appropriately stored
- Waste must be labelled. Label must include type of waste and the location where it was generated
- Do not mix waste types. It makes it harder and more expensive to dispose of.
- All drums of liquid waste must be sealed to prevent spills during transport

# Lock Out / Tag Out

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TRAINING MODULE

# Types Of Tags

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**There are three types of tags used across MM Kembla sites.**

These are:

- Danger Tags
- Out Of Service Tags
- Group Isolation Tags

In regards to tags, this toolbox session focuses on the use of Out Of Service Tags and Danger Tags.

This toolbox session also introduces Group Isolations and the use of the Group Isolation Board.

# Out Of Service Tag

**FRONT**

**BACK**

**Write a clear description of the object being tagged out**

**Depending on what you are tagging out, strike out either switch or valve.**

**Fill in ALL of the details in this section. Ensure that the details are correct.**

**Depending on the nature of the job, strike out the categories which do not apply.**

**In this section, write a clear description of the reason why the tag is attached.**

**WHEN TYING THE TAG ON, MAKE SURE THAT IT IS SECURE**

# Out Of Service Tags

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- An Out Of Service Tag is used to let others know that the equipment / isolator that it is attached to is Out Of Service.
- The Out Of Service Tag protects equipment and machinery.
- **Where a job is not finished and is to be left unattended, an Out Of Service Tag must be attached to the isolator to let others know, not to turn on the isolator / machine.**
- **NOTE: The Out Of Service Tag must be attached to the isolator prior to the removal of Danger Tags or Red Locks. This is to avoid a situation where a distraction could lead to no tag at all on the isolation points of a machine that must not be operated.**
- Across MM Kembla Sites, Out Of Service Tags are also used to warn others of FAULTY EQUIPMENT.
  - For example, an Out Of Service Tag can be placed onto a faulty ladder or faulty chair to stop it from being used.

# Danger Tag

FRONT



Depending on what you are tagging out, strike out either switch or valve.

Fill in ALL of the details in this section. Ensure that the details are correct.

BACK



Depending on what you are tagging out, strike out either switch or valve.

**WHEN TYING THE TAG ON, MAKE SURE THAT IT IS SECURE**

# Danger Tags And Red Locks

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## Danger Tags and Red Locks are personal and:

- Every person working on a machine or line must place their own Red Danger Tag or Red Lock onto the Isolator Of The Machine.
- A Red Danger Tag or Red Lock only protects the person who placed it onto the isolator.
- **NEVER RELY ON ANOTHER PERSON'S RED DANGER TAG OR RED LOCK TO PROTECT YOURSELF.**
- You must remove your Red Danger Tag or Red Lock at the end of the day or when you are leaving the job. If the job is not complete, you must ensure that a Yellow Out Of Service Tag (correctly filled in) has been placed on the isolation switch as a warning to others.
- **The correctly filled in Yellow Out Of Service Tag must be placed onto the isolation switch before the Red Danger Tag or Red Lock is removed.**
- The only person who can remove a Red Danger Tag or Red Lock is the person who placed it.
- **NEVER REMOVE ANOTHER PERSON'S RED DANGER TAG OR RED LOCK.**



# Danger Tags And Red Locks



- Red Personal Locks must contain the owner's details.
- Where these contact details are not legible, a MM Kembla "Personal Lock Tag" must be attached to the lock.
- These "Personal Lock Tags" are also used on Spare / Returnable locks available from the Work's Medical Centre.



# Locks vs Tags

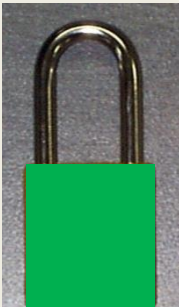
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**Red** locks are **personal** locks and can be used in place of a red Danger Tag. **NOTE** : Danger Tags are not to be used on Group Isolation Boards



**Yellow** locks are **equipment** locks and can be used to isolate specific isolation points during a Group Isolation. Group Isolations are introduced later in this presentation.



**Green** locks are used for **Group Isolations** where the isolations are controlled by an Isolation Co-ordinator.

# Verifying An Isolation

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- Once you have isolated a machine or part of a machine, you can test / check the isolation by operating the normal controls.
- If the machine still starts, you have not isolated it properly and need to check blueprints and correct the isolation.
- **AFTER ISOLATION, ALWAYS VERIFY THAT THE ISOLATION IS CORRECT BEFORE STARTING WORK.**



# Group Isolation And The Group Isolation Board

- A Group Isolation is an isolation that involves many isolations on a large machine or a large area such as Basket Conveyor or Hook Conveyor.
- Typically, a Group Isolation, may be used to isolate various forms of energy (electrical, hydraulic and/or pneumatic) and the isolation will protect the safety of all persons working on or around the item being isolated.
- Group Isolation Boards are used when a Group Isolation is in progress.



# Group Isolation General

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- If you are ever involved in work on a machine or area where a Group Isolation is in progress, you will be involved in a Tool Box Meeting at the start of the job. This is done so that you are aware of what the job involves, what is isolated and so that you know your job / role in the Group Isolation Process for the work being carried out.
  - You will be made aware of the Job Safety and Environment Analysis (JSEA) related to the task. Also, you must sign on to the JSEA “Sign On Sheet” before you start working on the task. The “Time In” and “Time Out” sections must also be filled in.
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- If you join a Group Isolation part way through a job, you must contact the Group Isolation Co-ordinator and be made aware of what the job involves and what is isolated so that you know your job / role in the Group Isolation process for the work being carried out.
  - You will be made aware of the Job Safety and Environment Analysis (JSEA) related to the task. Also, you must sign on to the JSEA “Sign On Sheet” before you start working on the task. The “Time In” and “Time Out” sections must also be filled in.

# Group Isolation – Attaching Locks

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- You will attach your red Personal Lock onto the Group Isolation Board before you start work on the Group Isolation.
- You must remove your red Personal Lock from the Group Isolation Board when you have finished your work on the Group Isolation.
- No one can de-isolate the Group Isolation while ever you or someone else has a Red Lock on the Group Isolation Board .

**NOTE: Danger Tags are not to be used on Group Isolation Boards.**

**Spare / Returnable Red Personal Locks can be borrowed from the Work's Medical Centre if required for use on a Group Isolation Board**

# End Of Induction Presentation

If you are an electrician conducting electrical work onsite, you will also need to review the Electrical Safety Presentation. It can be downloaded from the same webpage this presentation was accessed.

**To complete the induction, you will need to complete the Online Assessment via the website you accessed this presentation.**

**Please contact MM Kembla if you are not able to access the assessment.**