

Business Procedure

Stanwell Safeguards Document Number – OHS-PROC-22

This document applies to the following sites:

All Sites	<input checked="" type="checkbox"/>		
Rockhampton Office	<input type="checkbox"/>	Brisbane Office	<input type="checkbox"/>
Barron Gorge Hydro PS	<input type="checkbox"/>	Kareeya Hydro PS	<input type="checkbox"/>
Koombooloomba Hydro PS	<input type="checkbox"/>	Swanbank PS	<input type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input type="checkbox"/>
		Tarong Site	<input type="checkbox"/>
		Mica Creek PS	<input type="checkbox"/>
		Mackay Gas Turbine	<input type="checkbox"/>
		Meandu Mine	<input type="checkbox"/>

1.0 Purpose

At Stanwell, we care about the health and safety of our people and we want you to be safe in everything that you do. Our Safeguards are the safety rules we live by to keep all our people safe and well every day.

2.0 Scope

The Safeguards apply to directors, employees, contractors and visitors travelling for Stanwell or attending a Stanwell workplace.

3.0 Actions

3.1 Stanwell Safeguards

- BE FIT FOR WORK** - Be fit for work and unimpeded by alcohol, drugs, medication and fatigue
- BE RESPECTFUL** - Be respectful in your dealings with others and contribute to a healthy workplace free from harassment, bullying, vilification and discrimination
- BE TRAINED, COMPETENT, AUTHORISED** - Ensure you are trained, competent and authorised before operating plant and equipment
- USE PPE** - Effectively use Personal Protective Equipment (PPE) whenever it is required
- FOCUS ON ROAD SAFETY** - Observe standard road rules and maintain your focus on safety as a vehicle or mobile plant operator and as a pedestrian
- ACCESS AUTHORISATIONS IN PLACE** - Obtain authorisation and correct permits prior to entering confined spaces and restricted areas
- CONTROLS IN PLACE** - Ensure plant isolations and specific hazard controls are in place before commencing a job
- FALLS AND FALLING OBJECTS PROTECTION IN PLACE** - Have fall protection and falling object controls in place before working at heights

WRITTEN BY:..... ENDORSED/CHECKED BY:..... APPROVED BY: DATE:

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9. **OBSERVE DANGER TAGS AND LOCKS** - Only authorised personnel adjust Danger Tags or locks, and no person operates apparatus protected by a Danger Tag or lock
10. **PRIOR APPROVAL TO ALTER SAFETY PROTECTION** - Gain approval prior to removing or bypassing safety protection devices, guards and barriers, or modifying plant and equipment.

These Safeguards form part of our entry to workplace conditions. If you are in any doubt with regard to the Safeguards please ask. We do not compromise our safety standards. If it's not safe, stop work and find a safer way. Consider safety first at all times and remember that the value of safety extends beyond the workplace.

4.0 Responsibilities for Directors, Employees, Contractors and Visitors

- Work safely and within the Safeguards
- Stop work that is unsafe and find a safer way of doing it
- Lead health and safety by example
- Report all exemplary safety behaviours and deviations from the Safeguards.

5.0 Review and Consultation (Prior to Approval)

This procedure was developed through employee consultation and will be reviewed by Health and Safety every 2 years, as a minimum.

6.0 Communication Plan (After Approval)

The content and intent of this procedure will be implemented initially via a post employee consultation communication program and will then form part of our entry to site conditions, inductions and new starter information.

7.0 References (Including Information Services)

Health and Safety Policy OHS-POL-01 (outlines Stanwell Safety Principles)
 Fair Treatment Policy PEO-POL-21
 Code of Conduct – The Way We Work at Stanwell GOV-POL-30
 Event Management HSEQ HSE-PROC-11
 Fair and Just Response Procedure

8.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Content Checker	Approved. By
		Original Draft	Trevor Hooper		
	7 Dec 2012	Post employee consultation	AJ Glazebrook		
0	18.01.2013	Document Finalised and registered	Trevor Hooper	A.J.Glazebrook	W.Collins