

# Accommodation Review

## Week beginning 29 September 2008

There is currently a gap of 500 beds through October, which we hope to cover the in early October with FIFO operations. The Norwich Park Camp position has changed due to legal advice re land status, pushing the likely start up there out to November. The effect of this is that we do not have the extent of flexibility through October and November shown previously. We will continue to investigate other options to bring forward capacity to mitigate this issue.

Highlights during the last week on accommodation measures under consideration are as follows (with a fuller summary of activities and next steps provided in the table below):

- Moranbah Temporary Village - majority of buildings now on site waiting for Council to get permission from State Government to deal directly with BMA before installation can commence
- Norwich Park Camp – Issue has arisen re land status; legal advice is that Council must approve camp, which will cause delays and potentially not allow container type rooms (Downer EDI). We are investigating the possibility of relocating the Downer EDI rooms to Goonyella.
- Acacia Village (Blackwater) – Expect to have 14 rooms available by the end of this week, we are meeting with Spotless to agree contract and understand timing for extra rooms.

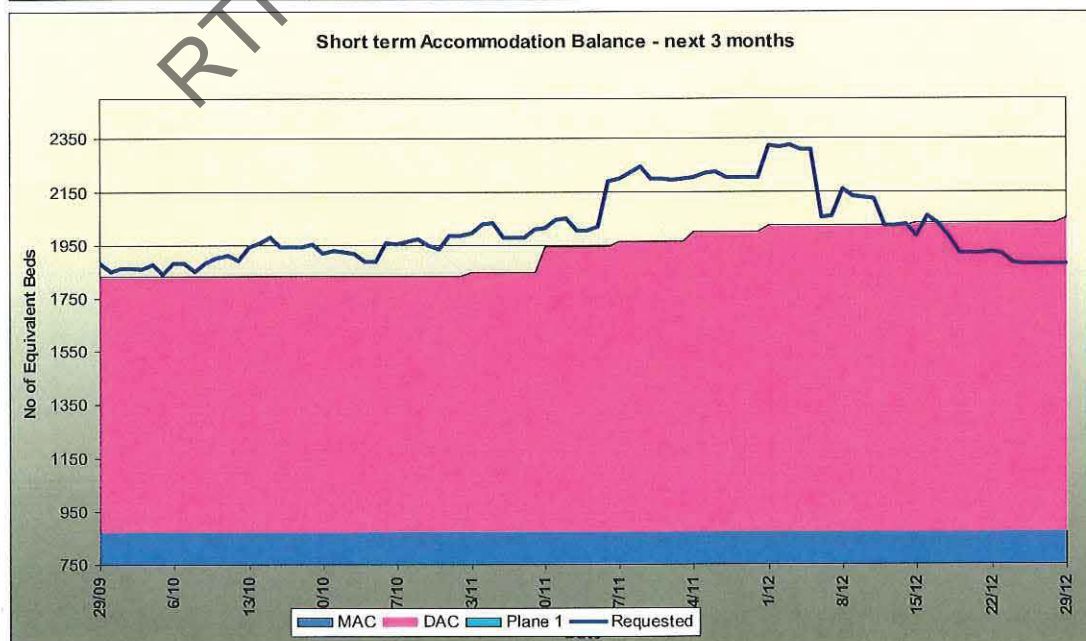
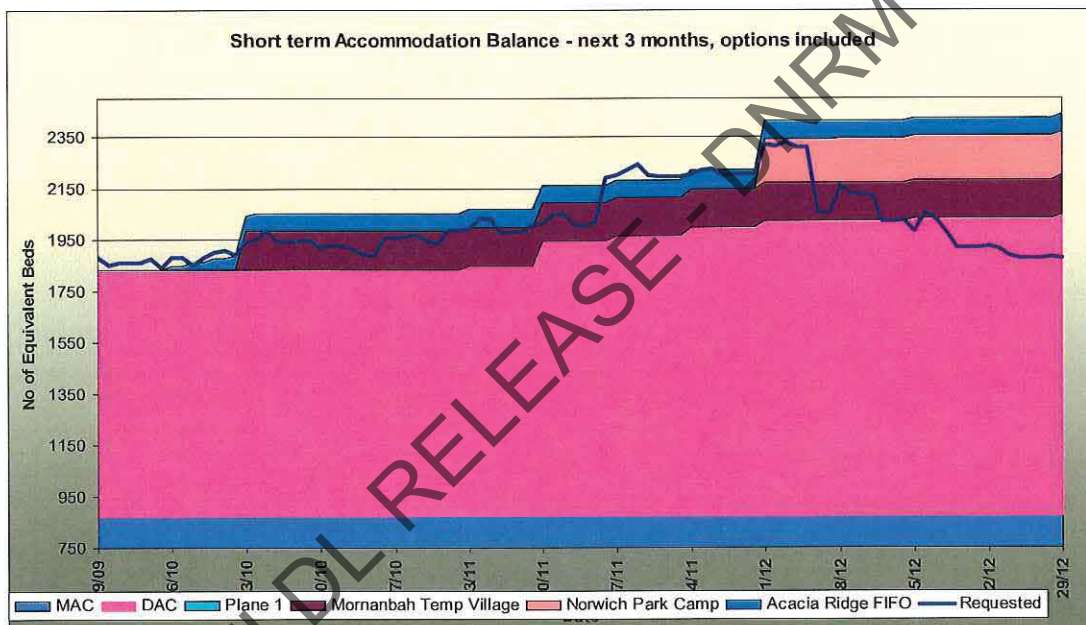
Initiative	Current Status	Issues	Next Step	Potential Rooms	Timing
Temporary Village Moranbah	Awaiting Council to finalise lease. Majority of the buildings including generators are on site.	Council awaiting State Government approval to deal exclusively with BMA. Finalising agreement with MAC to manage rooms.	Commence installation	150+	13/10/2008
Norwich Park Camp	Identified that there may be an ability to install rooms at Norwich Park. Associated facilities including camp management and cleaning will be required. Discussions held with two providers, both of whom have the necessary resources available in the region.	Legal advice states that we will have to get council approval, this will effect timing and potentially disallow the Downer EDI rooms on site, due to council aversion to container type rooms. Document layout plan and linkage to power, water and sewerage.	Confirm land status and impact. Contract for central facilities and identify camp management. Investigate the opportunity to use Downer EDI rooms at Goonyella.	170	30/11/2008
DAC Additional Rooms	MDP approval received. Awaiting BHPB signoff.	BHPB approval	End October 60 Mid November 146 End November 128	350	End November 2008
Acacia Village Blackwater	Spotless have begun cleaning rooms to reopen.	No messing facilities will be available initially.	Meeting with Spotless this week re contract and timing. Confirming FIFO.	70	13/10/2008
FIFO	Broker engaged, two planes identified. Travel Administrator commenced.			70+	1/10/2008
Saraji	Potential unused camp located at Collinsville for use at Saraji (200 rooms and central facilities.) Change of purpose has been submitted.	Finalise environmental approvals	Confirm camp availability. Identify Project Management resources. Finalise assessment of site infrastructure.	350	30/03/2009

10/10/2008

### Balance looking forward 3 months

The first chart below shows the position at 29 September including the supply steps being implemented as outlined in the above table. This shows an accommodation shortfall in early October and minimal margin through the remainder of the month. In order to meet the demand in November it will be necessary to replace the rooms assumed to have been lost at Norwich Park Camp. The 120 Downer EDI rooms will close this gap if we can source an adequate location to place them. It should be noted at this point there is a projected accommodation surplus leading up to the Christmas period with a projected reduction in demand, however this surplus is expected to be utilised again in the new year.

The second chart below shows the currently projected shortfall without these measures.







Norwich Park Mine

**BHP Billiton Mitsubishi Alliance**

Kevin Clough  
Inspector of Mines  
Queensland Mines Inspectorate  
Department of Mines and Energy  
PO Box 1801  
Mackay QLD 4740



9 October 2008

Dear Kevin

### Daily Fly In Fly Out Operations at Norwich Park Mine

I refer to the Mine Record Entry dated 1 October 2008 made by Gavin Taylor and yourself in relation to daily fly in fly out ("FIFO") operations that are being undertaken at Norwich Park Mine. Your Mine Record Entry states that you require a number of documents. I have therefore enclosed the following requested items:

1. Risk Assessment carried out in relation to the FIFO operation. This risk assessment was a comprehensive exercise carried out in consultation with 31 workers having over 350 years of collected coal mining experience.
2. Flight manifests for the air operations
3. Timings of the air operations
4. A report on the status of accommodation at Dysart
5. Procedure to be followed in the event of mechanical or weather conditions affecting flight operations

Although the Mine Record Entry does not ask for it, I have also attached a copy of the Fly In Fly Out Procedure that I have imposed upon contractors setting out the parameters that I expect them to comply with when engaging in daily FIFO of their employees. The contractors that are currently flying workers in and out of Norwich Park Mine are conforming to this procedure.

You have also asked me to supply a gap analysis between Norwich Park's existing Fatigue Policies and the FIFO operation. Such an analysis does not exist because the FIFO operations have been developed in a manner that conforms with the mine's fatigue policies in every respect. Accordingly, there are no gaps which could form the subject of an analysis. In this respect the FIFO operations are no different to any other work operation carried out at the mine.

You have also asked for a copy of any medical or expert opinion we might have in relation to the FIFO operations. When the FIFO operations were implemented, we considered that a medical or expert opinion was not necessary because the FIFO was being conducted in compliance with the fatigue and hours of work policies at Norwich Park Mine. Those policies were, in turn, developed in accordance

BM Alliance Coal Operations Pty Ltd ABN 67 096 412 752  
Norwich Park Mine, Private Mail Bag, Dysart, Queensland, 4745, Australia  
Telephone 61 7 4968 9222 Facsimile 61 7 4958 2357

BM Alliance Coal Operations Pty Ltd is a jointly-owned entity of BHP Billiton Limited and Mitsubishi Development Pty Ltd

with extensive expert analysis that had been commissioned by BMA. Nonetheless, in light of your request we are now seeking expert opinion on the issue. We are in discussions with a relevant expert and will provide the expert's report when received.

As I pointed out in our meeting on 1 October, the FIFO arrangements at Norwich Park have been implemented in accordance with all applicable safety and health requirements and procedures.

I trust that this satisfies your query. If you require anything further, please do not hesitate to contact me.

Yours faithfully

s.49 - Signature

**Ross Willis**  
**Site Senior Executive**  
**Norwich Park Mine**

Copy: Gavin Taylor, Chief Inspector of Coal Mines  
Stephen Smyth – Industry Safety and Health Representative

RTI DL RELEASE - DNRM

emailed SSE  
 faxed ✓  
 posted ✓  
 file copy Operator } 2/10/08

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**Queensland Government**  
 Department of Mines and Energy

Safety & Health, Mines Inspectorate  
 Mackay District Office  
 P.O. Box 1801, MACKAY QLD 4740  
 Phone: (07) 4967 0860, Fax: (07) 4953 2761

Mine/Quarry Name	File #	Operator	Activity Type	Region	Activity Date
Norwich Park	1,733	B M Alliance Coal Operations Pty Ltd	Site Meeting	Central	01/10/2008

**RIPS Elements:**

Vision: Our Industries Free of Safety and Health Incidents

## Mine Record Entry

*This report forms part of the Mine Record under s68 of the Coal Mining Safety and Health Act 1999. It must be placed in the Mine Record and displayed on Safety Notice Boards.*

*Note that inspection or audit activities conducted by the Mines Inspectorate are based upon sample techniques. It remains the primary responsibility of Mine Personnel to identify hazards, and risks associated with Operations and ensure those risks are at an acceptable level.*

**Site Safety & Health Reps Consulted: No**

Norwich Park and Saraji have commenced daily FIFO (Fly In, Fly Out) operations for selected contractors. Currently those FIFO operations fly the contractors from Mackay to Dysart return.

Concerns have been raised from a number of persons that this type of operation may increase risk through the effects of increased fatigue on those persons directly involved in the FIFO operations.

To investigate these concerns, a meeting was arranged at Saraji Mine with the SSE of Norwich Park, Ross Willis and the SSE of Saraji, Peter Sharpe. Attending from the Mines Inspectorate were Gavin Taylor, Chief Inspector of Coal Mines and Kevin Clough, District Inspector of Mines.

Messrs Willis and Sharpe verbally indicated the following:

1. FIFO operations at Saraji and Norwich Park are only being conducted due to a lack of accommodation in the township of Dysart and the surrounding mining camps.
2. As there is no personal driving involved in the FIFO as opposed to driving from the surrounding townships or camps, they believe the risk is lower. (It is acknowledged buses could be used but in this instance it is harder to police)
3. They are closely monitoring the accommodation status and believe sufficient accommodation will become available sometime toward the latter part of this quarter. Given this occurs, FIFO operations will be terminated.
4. All persons in the FIFO program are volunteers and are accommodated in the Illawong Resort or Miners Lodge Motel, Mackay. Door to door is averaging 13.83 hours which is well within the "Fatigue Policies" of both mines and the overarching BMA policy on fatigue
5. The number of persons involved in the current program on a daily basis varies up to a maximum of thirty-six (36) people, eighteen (18) at both sites.



6. Saraji rarely have people work night shift on this program.
7. Rosters vary but typically the Saraji people all work a five (5) day Monday to Friday.
8. Norwich Park have a variety of rosters on FIFO.
9. Average hours on site are 11.5 hours
10. Shift handovers are conducted at Dysart airport.
11. No operations of heavy equipment are involved. The FIFO scheme only involves trades people and maintenance planners.

To satisfy Inspectors Clough and Taylor that risk is within acceptable limits and as low as reasonably achievable, the following documentation will be supplied by BMA

1. The risk assessment conducted on the FIFO operation.
2. The gap analysis between the existing "Fatigue Policies" and the FIFO operation.
3. Documentation on consultation with a medical practitioner or subject matter expert on fatigue with respect to the FIFO operation.
4. Flight manifests and timings of air operations
5. Documentation on status of accommodation
6. Policy on action to be taken when flight operations are affected by either mechanical or weather conditions.

This information is to be supplied to District Inspector Clough in the Mackay Office of the Mines Inspectorate by close of business Friday 10 October.

s.49 - Signature

**Kevin Clough**  
**Inspector of Mines**  
**Central Region**

s.49 - Signature

**Gavin Taylor**  
**Chief Inspector of Coal Mines**

# FACSIMILE TRANSMISSION

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**DATE:** 2/10/08  
**TO:** Norwich Park Mine  
**FACSIMILE NO.:** 07 4958 2357  
**FROM:** Mines Inspectorate, Mackay  
**SUBJECT:** MINE RECORD ENTRY  
**NO. OF PAGES (Inc. Cover) 3**

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Attention: SSE

Mine Record Entry– Activity date 1/10/08 by Inspector Mr Kevin Clough and Chief Inspector Mr Gavin Taylor.

Emailed today the 2/10/08

Faxed today the 2/10/08

Original in the post today 2/10/08

DME  
Mackay  
Ph: 4967 0860

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**Department of Mines and Energy**

Enquiries to: MINES INSPECTORATE  
22-30 Wood Street Mackay Qld 4740  
PO Box 1801 Mackay Qld 4740  
Telephone: (07) 4967 0860 Facsimile: (07) 4953 2761

**Angus Judy**

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**To:** ross.willis@bmacoal.com  
**Subject:** Mine Recoed Entry, Activity date 1/10/08-Site Meeting  
**Attachments:** MRENorwich1.10.08KCGT.pdf

Original in the post today 2/10/08

*Kind regards*

*Judy Angus*

*Administration Officer*

On behalf of

*Kevin Clough*

District Inspector of Mines  
Department of Mines and Energy  
Central West Region  
Mackay District  
PO Box 1801  
Mackay. Qld. 4740  
Phone: 07 4967 0869  
Mobiles - Personal Information  
Email: kevin.clough@dme.qld.gov.au

RTI DL RELEASE - DNRM



**Clough Kevin**

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**From:** Day, Tom [Tom.Day@bhpbilliton.com]  
**Sent:** Friday, 10 October 2008 4:18 PM  
**To:** Clough Kevin  
**Cc:** Willis, Ross; Sharpe, Peter PJ  
**Subject:** Mine Record Entry - Saraji and Norwich Park Mines  
**Attachments:** Letter to Clough - Norwich Park.PDF; Letter to Clough - Saraji.PDF

Dear Kevin

As you may recall, the Chief Inspector and yourself have made Mine Record Entries at Norwich Park and Saraji Mines relating to fly-in-fly-out operations. In that MRE, you have asked for various items of information. I am writing to confirm that we have today mailed the various items of information to you. The information should arrive at your offices on Monday. Please let me know if the materials do not turn up. We have also arranged for a copy of the materials to be delivered to Gavin Taylor.

In the meantime, I have attached a scanned copy of the covering letters we have sent you in relation to each of the MRE's.

Regards

Tom Day

<<Letter to Clough - Norwich Park.PDF>> <<Letter to Clough - Saraji.PDF>>

**Tom Day**

Phone +61 7 3226 0705  
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tom.day@bhpbilliton.com

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Norwich Park Mine

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Queensland Mines Inspectorate  
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Yours faithfully

s.49 - Signature

**Ross Willis**  
**Site Senior Executive**  
**Norwich Park Mine**

Copy: Gavin Taylor, Chief Inspector of Coal Mines  
Stephen Smyth – Industry Safety and Health Representative

RTI DL RELEASE - DNRM





### STOP AND IDENTIFY THE HAZARDS

1. What will I be doing? Have I thought about the steps involved in my task?
2. Have I made the task safe? What could go wrong?
3. Can I be caught in or between machinery?
4. Can I fall more than 1.8 metres?
5. Can something fall on me or strike me?
6. Can I come into contact with something that may harm me? (heat, gas, fumes, chemicals, etc)
7. Is there anything I could over or trip on?
8. Do I need to isolate any equipment?
9. Can I spill or pollute something that may impact on the environment?
10. Am I likely to come into contact with other activities while completing my work?
11. Do need to tell other people in my area what I am doing?
12. Do need training or authorisation to start work?

Use your experience and knowledge to think of all the potential hazards that could occur during your task. **-IF IN DOUBT ASK-**

### HIERARCHY OF CONTROLS

1	• Eliminate	• Complete removal of the HAZARD.	
2	• Substitute	• Replacing the material or process with a less hazardous one.	
3	• Redesign Engineer • Separation	• Redesign the equipment or the process. • Isolate Isolation of the hazard by guarding or enclosing.	
4	• Administration	• Providing controls such as training or procedures.	
5	• Personal Protective Equipment (PPE)	• Use of P.P.E. where other controls are not practical.	

Probability Factor		Consequence Severity				
		1	2	3	4	5
Happens often (More than 1 event per month)	<b>A</b> (Almost Certain)	High	High	Extreme	Extreme	Extreme
Could easily happen (More than 1 event per year)	<b>B</b> (Likely)	Moderate	High	High	Extreme	Extreme
Could happen & has occurred here or elsewhere (1 event per 1 to 10 years)	<b>C</b> (Possible)	Low	Moderate	High	Extreme	Extreme
Hasn't happen yet but could (1 event per 10 to 100 years)	<b>D</b> (Unlikely)	Low	Low	Moderate	High	Extreme
Conceivable, but only in extreme circumstances (Less than 1 event per 100 years)	<b>E</b> (Rare)	Low	Low	Moderate	High	High

Risk Matrix Rating	Risk Level	Guideline for Risk Management
Extreme	INTOLERABLE	A level of risk that is so high as to require significant & urgent actions to reduce its magnitude.
High	ALARP	Efforts must be made to reduce the risk further.
Medium	ALARP	Efforts must be made to reduce the risk further.
Low	TOLERABLE	A level of risk that is low, but will be managed.

### Consequence Matrix

Consequence	Injury	Property damage or Process Loss	Environmental Impact (e.g. hydrocarbon spills)
Level 1 - Low	Very low short term injury. Minor injury or report only.	Low financial loss (<20,000)	Limited damage to minimal area of low significance.
Level 2 - Minor	Reversible disability or impairment. (e.g. Disabling & short term lost time injuries).	Medium financial loss (\$20,000 - \$200,000)	Minor effects on biological or physical environment.
Level 3 - Moderate	Moderate irreversible disability or impairment (<30%).	High financial loss (\$200,000-\$2M)	Moderate short term effects but not affecting eco-system.
Level 4 - Major	Single fatality &/or severe irreversible disability (>30%).	Major financial loss (\$2M-\$20M)	Serious medium term environmental effects.
Level 5 - Critical	Multiple fatality &/or significant irreversible effects to >50 people.	Financial loss (>20M)	Very serious long term environmental impairment of eco-system.



**GUIDANCE NOTES FOR COMPLETING FORM**

- STEP 1.** Define, Area and Title and Document Number and Version
- STEP 2.** Define the Mining/Operational Environment
- STEP 3.** Define Mining/Operational Activity
- STEP 4.** List all Team Members
- STEP 5.** List any Reference Materials used
- STEP 6.** Complete the Risk Assessment using the BMA Hazard & Risk Assessment Guide.
- STEP 7.** Complete action item plan
- STEP 8.** Check for other documents, sign off and give the Form to your Supervisor.



BHP Billiton Mitsubishi Alliance

**TASK ANALYSIS  
RISK ASSESSMENT FORM**

This document when completed correctly is intended to satisfy the requirements of the Coal Mining Safety and Health Act: Recognised Standard 02 – Control of Risk Management Practices

**STEP 1.**

**Area:** Contractors Fly in Fly Out operations

**Title:** Contractors Fly In/FlyOut Charter Flight Mackay – Dysart

**Date:** 14/08/08

**Doc No:** NP-RA-MIN-

**Version:** 1

**STEP 2. Mining/Operational Environment:**

**STEP 3. Mining/Operational Activity:** Transport contractors from residence in Mackay to mine sites and return each day. Transportation to include to and from home to Mackay airport, airport to Dysart airstrip

**STEP 4. Risk Assessment Team members:**

Name	Organisational Role	Process Role (Facilitator/Team Member)	Process /Task Experience	Consensus Yes/No	Signature
	Compliance Superintendent NPM	Facilitator		Yes	
	Senior Supervisor Town Services	Team member		Yes	
	Senior Safety Advisor Town Services	Team member		Yes	
	Safety Advisor Saraji	Team member		Yes	
	Senior HR Advisor NPM	Team member		Yes	
	Safety & Health Superintendent NPM	Team member		Yes	
	Director Wisely	Team Member		Yes	
	Field Maintenance Co-ordinator UnitedGroup	Team Member		Yes	
	Asset Manager UnitedGroup	Team Member		Yes	
	Bus it Manager	Team Member		Yes	

RTI DL RELEASE - DNR/M

s78B(2) - personal information

s78B(2) - personal information



RTI DL RELEASE DIRM

Manager accommodation Support BMA	Team member	Yes	
Asset Manager Wisely	Team Member	Yes	
Wisely Fitter	Team Member	Yes	
Wisely Fitter	Team Member	Yes	
Excel Fitter	Team Member	Yes	
Wisely Planner	Team Member	Yes	
BWA Tyre Fitter	Team Member	Yes	
Maintenance Supt Fitter	Team Member	Yes	
Fitter	Team Member	Yes	
Fitter	Team Member	Yes	
Fitter	Team Member	Yes	
BM	Team Member	Yes	
Fitter	Team Member	Yes	
Fitter	Team Member	Yes	
BM	Team Member	Yes	
HS&E	Team Member	Yes	
Coordinator	Team Member	Yes	
Fitter	Team Member	Yes	
BM	Team Member	Yes	
Fitter	Team Member	Yes	
Manager	Team Member	Yes	

s78B(2) - personal information

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<b>Definitions:</b> <b>S.A.M</b> – Spot the Hazards > Assess the Risk > Manage the Change <b>ALARP</b> – As Low as Reasonably Practicable <b>S.O.P.</b> – Standard Operating Procedure <b>P.P.E.</b> – Personal Protective Equipment <b>B.B.C.</b> – Black Coal Competencies <b>F.R.C.P.</b> - Fatal risk control protocols		<b>STEP 5. Reference Materials:</b>  			
<b>Authorising Supervisor:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>PLEASE RETURN THE COMPLETED AND SIGNED FORM TO YOUR SUPERVISOR</b>					

**TASK ANALYSIS - RISK ASSESSMENT FORM**

**STEP 6 – Break the Process down into Activity, Task or Job Steps; Identify the potential incidents, hazards and energies. Discuss, consider and ask questions about potential human factors/errors slips/lapses, mistakes and shortcuts, fatigue and changes etc. Identify existing or current controls and review any prior similar incidents, assess each incident/ hazard for likelihood and consequence, allocate a Risk Ranking, Identify new or recommended controls, Reassess the Risk Ranking and score the residual risk.**  
**(Refer to the BMA Health, Safety and Environmental Hazard and Risk Assessment Guide and Recognised Standard 02 – Control of Risk Management Practices)**

No.	Activity/Task/Job Steps	Potential Incidents, Hazards or Energies	Risk (No controls)			Existing or Current Controls (Incident Reviews/Data)			Risk (Existing controls)			New or Recommended Additional Controls <small>*Residual risk must =&lt; HIGH and ALARP</small>			Residual Risk*		
			L	C	Risk	L	C	Risk	L	C	Risk	L	C	Risk			
1	Transport personal from residences to Mackay airport.	<ul style="list-style-type: none"> <li>Vehicle accident</li> <li>Vehicle breakdown</li> <li>Missed flight - Environmental conditions i.e. wet weather, heavy fog (commercial loss)</li> <li>Limited capacity of Mackay taxi i.e. licensing agreements</li> </ul>	C	4	E	<ul style="list-style-type: none"> <li>Taxis or bus operators licensed-competent operators, Seatbelts</li> </ul>	D	4	H	<ul style="list-style-type: none"> <li>Schedule maintenance programs</li> <li>Qld road traffic rules -</li> <li>Advanced booking for taxi services for pick ups</li> <li>Car pooling and use of maxi cabs</li> <li>Buses controlled by contracting company</li> </ul>	D	4	H	Agreement between BMA – Contracting company ensuring taxi service and busses are utilised  Agreement with contractors that all worker must not drive home from airport at end of shift	D	4	H
			B	2	H		D	2	L		D	2	L				

RTI DL RELEASE UNDER OIA

No.	Activity/Task/Job Steps	Potential Incidents, Hazards or Energies	L	C	Risk (No controls)	Existing or Current Controls (Incident Reviews/Data)	L	C	Risk (Existing controls)	New or Recommended Additional Controls *Residual risk must =< HIGH and ALARP	L	C	Residual Risk*
2	Transport contractors by charter flight from Mackay airport to Dysart airstrip and return	<ul style="list-style-type: none"> <li>Airplane crash</li> <li>Fire</li> <li>Flight delays               <ol style="list-style-type: none"> <li>Mechanical</li> <li>Weather</li> </ol> </li> <li>Pilot fatigue</li> <li>Dangerous goods</li> <li>Unbalanced aircraft - excessive weight contractors tools and equipment Urgent Freight overweight/oversize/dangerous goods</li> <li>Housekeeping of aircraft</li> <li>Operator/maintainer fatigue</li> </ul>	C	5	E	<ul style="list-style-type: none"> <li>Certified competent operators</li> <li>Scheduled approved maintenance programs (CASA approved)</li> <li>Aircraft maintenance signed off by (LAMIE)</li> <li>On board fire suppression, QRFS (Dysart), 2 x 50 kg DCP/assorted 9kg DCP. Emergency management plan, CASA approved, AOS certified. Certified reporting officers</li> </ul>	E	5	H	<ul style="list-style-type: none"> <li>Airport reporting officer</li> <li>Upgrade fixed fire fighting at airfield if required</li> </ul>	E	5	H
			B	2	H	<ul style="list-style-type: none"> <li>Maintenance program, HART approval of aircraft company</li> </ul>	D	2	L		D	2	L
			E	5	H	<ul style="list-style-type: none"> <li>HART approval of fatigue management plan, co pilot, Short flight time</li> </ul>	E	5	H		E	5	H
			D	5	H	<ul style="list-style-type: none"> <li>Prohibited items list distributed to contractors and prohibited signage</li> </ul>	E	5	H		E	5	H
			D	5	E	<ul style="list-style-type: none"> <li>Scales, Pilot calculations and limitations, hand luggage only</li> <li>Managed by Norwich/Saraji Supply coordinators</li> </ul>	E	5	H	<ul style="list-style-type: none"> <li>Baggage scales if any stowed luggage to be carried</li> </ul>	E	5	H
			C	2	M	<ul style="list-style-type: none"> <li>Soiling of aircraft seating i.e. heavy lubricants</li> </ul>	C	2	M	<ul style="list-style-type: none"> <li>Paper overalls and booties made available by contractors</li> </ul>	D	1	L
			C	4	E	<ul style="list-style-type: none"> <li>BMA hours of work policy and procedures</li> <li>Fade Software for roster period</li> <li>Information note and timeline spreadsheet drafted by Ron McConochie</li> <li>Fatigue Calculator</li> </ul>	D	4	H	<ul style="list-style-type: none"> <li>Monitor for fatigue and modify shift and flight times as necessary</li> </ul>	D	4	H

RTI DL RELEASE UNDER DIRM



No.	Activity/Task/Job Steps	Potential Incidents, Hazards or Energies	L	C	Risk (No controls)	Existing or Current Controls (Incident Reviews/Data)	L	C	Risk (Existing controls)	New or Recommended Additional Controls *Residual risk must =< HIGH and ALARP	L	C	Residual Risk*
3.	Transport Contractors Dysart Airport – Norwich Park/Saragi Mine sites and return	<ul style="list-style-type: none"> <li>Bus Accident – multiple fatality               <ol style="list-style-type: none"> <li>collusion with other road vehicles roadside.</li> <li>Bus rollover</li> <li>Bus impact with local fauna/flora</li> <li>Mechanical failure</li> </ol> </li> </ul>	D	5	E	<ul style="list-style-type: none"> <li>Licence bus operators</li> <li>Competent operators</li> <li>Familiar with road conditions</li> <li>Maintenance program</li> <li>Bus drivers - mines site and airport induction if required</li> <li>Bus company comply with BMA 'Hours of Work Policy'</li> <li>Restraint Systems in buses – i.e. self belts</li> <li>Site based QAS Norwich and Saraji</li> <li>QAS services in Dysart</li> <li>Mine site Rescue teams</li> <li>Dysart QFRS</li> </ul>	E	5	H	Bus drivers must complete Mine Induction and Airport induction if they are going to drive on site or onto the airstrip, taxi way or tarmac	E	5	H
	Local stakeholders	Community Complaint	D	3	M	<ul style="list-style-type: none"> <li>Public relations ( Commercial Manager)</li> </ul>	E	3	M	<ul style="list-style-type: none"> <li>Discuss flights with local residences</li> </ul>	E	3	M

RTI DL RELEASE - DNR

No.	Activity/Task/Job Steps	Potential Incidents, Hazards or Energies	Risk (No controls)			Existing or Current Controls (Incident Reviews/Data)	Risk (Existing controls)			New or Recommended Additional Controls *Residual risk must =< HIGH and ALARP	Residual Risk*		
			L	C	Risk		L	C	Risk		L	C	Risk
4.	Aerodrome		C	3	H		D	3	M		D	3	M
	• Maintenance	• Deterioration of surface and substructure				• Ongoing repairs and maintenance of airstrip ( managed by appointed inspection officer)				• Require a resource for Airport officer			
	• Fauna/Flora	• Aircraft accident – bird strike	D	5	E	• Appointed airfield safety officer - inspection conducted 30mins before each flight	E	5	H	• Letter to Hart from Glen Firman addressing the Hart report recommendations	E	5	H
	• Emergency Response	• Air crash/Fire	D	5	E	• Airport manuals and Safety Management plan • Emergency Response plan – QRFS • CASA, HART and fire fighting appliance on site i.e. 50 kg DCP	E	5	H		E	5	H
	• Other users	• Landing delays	C	3	H	• Aircraft Operating Protocol CASA ASA, HART report, solar runway lighting	E	3	M		E	3	M
	• Communications	• Delays due to lack of Ground to air communications	D	3	M	• Airport Reporting Officer has Ground to air Comms	E	3	M		E	3	M
	• Car Park Lighting	• Reduced visibility ( slip trips and falls)	D	3	M	• Limited lighting	D	3	M	• Car park checks for approved lighting and procurement of backup generator	D	3	M
• Hygiene	• Disease	D	3	M	• Airport has ablutions and Hygiene facilities in place	D	3	M	• Town services are to ensure facilities are cleaned regularly Provide potable water in bottled form at Terminal	D	3	M	

RTI DL RELEASED

No.	Activity/Task/Job Steps	Potential Incidents, Hazards or Energies	L	C	Risk (No controls)	Existing or Current Controls (Incident Reviews/Data)	L	C	Risk (Existing controls)	New or Recommended Additional Controls *Residual risk must =< HIGH and ALARP	L	C	Residual Risk*
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**STEP 7 – New or Recommend Additional Controls Action Items: When allocating action items ensure person is competent for the allocated task.**  
 (Source action items from New or Recommend Additional Controls in step 6, e.g. placement of signage, building of safety rills, etc.) Completion date should be before job is started.

No.	Item/Issue	Action to be performed	Completion date	By Who	Signature
1	Workers driving home at end of shift	Workers are to be provided with transportation or alternative accommodation in Mackay so that they are not required to drive at the end of each shift. Bottom Line is 15 minutes travel time maximum allowable.	15/08/08	Contracting Companies Wisely UnitedGroup	
2	Airfield Reporting Office for ongoing operations	A permanent Airport reporting officer needs to be sourced for ongoing operations for this project. NB: This is a Federal regulatory requirement; this can be done by current resources for a couple of weeks.	15/08/08	Glenn Firman	
3	Upgrade fixed fire fighting appliances	Upgrade fixed fire fighting appliance at Dysart Airstrip as per Hart recommendation.	15/08/08	Glenn Firman	
4	Baggage Scales	Baggage scales to be procured for the Dysart terminal, if any stowed luggage or equipment is to be carried	If Required		
5	Housekeeping of Bus and Aircraft	Disposable overalls and booties to be provided for bus, plane and taxi	15/08/08	Dave White	
6a	Mine induction	Bus drivers must complete SGS, and site inductions if they are to drive on the mine site or are to be escorted. It is recommended that bus drivers and busses by authorised to drive on site regardless as a contingency.	If required		
6b	Airport induction	Bus drivers must complete an airport induction if they are going to drive onto the Dysart tarmac area, taxi way or airstrip	If Required		
7	Lighting	Lighting in terminal area and car park to be checked. Back up generator to be provided for night operations	15/09/08	Bevan Cumming	
8	Hart report	Letter to Hart aviation addressing their recommended actions	15/08/08	Glen Firman	Complete
9	Potable water	Potable water to be provided at Dysart Terminal.	15/08/08	Roy Tindale	
10	Hygiene	Arrangements are to be in place for regular cleaning of the airport facilities	15/08/08	Bevan Cumming	
11	Local landowners	Discuss proposal with local residence particularly those in the flight path.		Ross Willis	Complete

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RTI DL RELEASE - DNRM

Procedure		Document No.	
Document Title	Dysart Contractor - Fly In Fly Out (FIFO) Procedure		
Area	Human Resources	Issue Date	30 September 2008
Major Process		Sub Process	
Authoriser	Human Resources Manager	Version Number	5

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**Appendix:**

- “a” - BMA Risk Assessment
- “b” - Hours of Work
- “c” - No Flight Process
- “d” - Flight Request Form
- “e” - Flight Manifest

## 1. PURPOSE

The purpose of this procedure is to provide clarification on Fly In/Fly Out (on a daily basis) from Mackay to Dysart for Contractors working at BMA Norwich Park and Saraji Mines.

## 2. SCOPE

This document applies to BMA Norwich Park and Saraji contractors who work within priority roles under heading 16. Where a non-priority role is assigned to board a flight, the Norwich Park Accommodation Officer is to be advised and the non-priority passenger is informed that their flight is not guaranteed.

## 3. HAZARDS AND CONTROL MEASURES

A Risk Assessment has been completed by BMA to ensure that the business has reduced or eliminated any associated risks/hazards of the FIFO operation. The risk assessment is at attachment "a".

## 4. ENVIRONMENTAL REQUIREMENTS

All environmental requirements were considered in the BMA Risk Assessment for this FIFO operation.

## 5. PHILOSOPHY

Norwich Park and Saraji mines are residential sites. Maintaining a residential workforce in Dysart or surrounds, is an overarching principle. This procedure is a result of current accommodation needs and ensures alignment to business goals.

## 6. APPROVALS REQUIRED

A FIFO arrangement is applied for by the Contractor in consultation with the BMA site Department Manager. The application requires the approval from each of the following parties:

- Department Manager;
- Site Accommodation Officer

## 7. MANAGEMENT CONSIDERATIONS

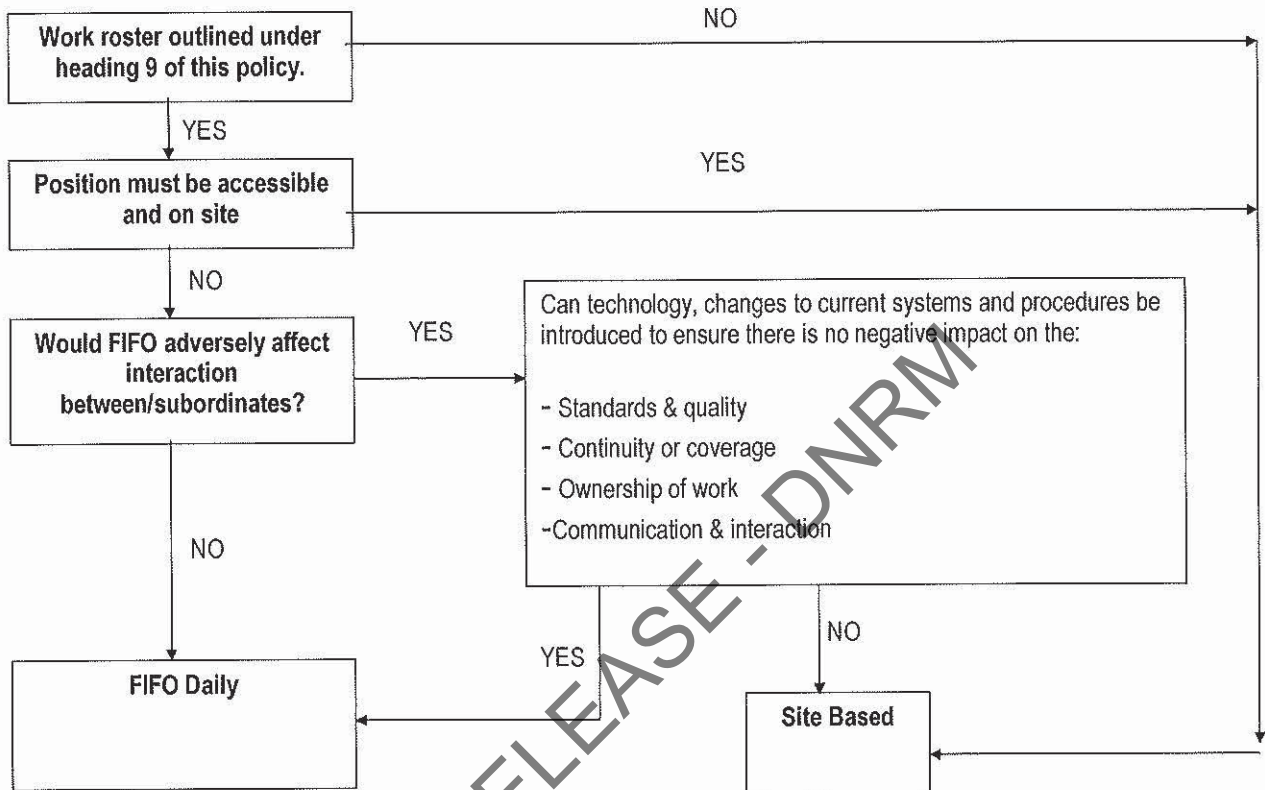
Not all contractors will be considered for FIFO. If the following is inherent in the nature of the role then it is unlikely that it will be considered for FIFO:

- Roles that may require call out and adequate alternatives are not available;
- Most production roles;
- Nature of work requires the role to be site based.



The process of evaluating the role for a FIFO arrangement is depicted in the Decision Tree under heading number 8.

**8. DECISION TREE FOR EVALUATING FIFO FEASIBILITY**



**9. ALLOWABLE ROSTERS**

Only the rosters below are considered in evaluating a Daily FIFO application:

- 7 Day or Day / Night Roster - 12 hours;
- 5 Day or Day / Night Roster - 12 hours; or
- Any other roster with hours of work from:
  - 0600hrs to 1800hrs; or
  - 1800hrs to 0600hrs

**10. OPERATIONAL TIMES OF FLIGHTS**

The hours of work and details for the daily flight are attached at appendix “b”. This appendix outlines flight operation times, start and finish times and travelling times for all contractors using the service.

It is essential that contractors meet all timeframes to ensure the operation is not affected due to lost productivity.

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**11. ACCOMMODATION**

The contractor is responsible for sourcing accommodation in Mackay for all employees that live further than 15 minutes from the Mackay airport. Accommodation needs in Dysart are only available when the 'No Flight' process has been exhausted. This process is attached at appendix "c".

**12. TRANSPORTATION**

The contractor is responsible for transporting their employees in Mackay and Dysart. This is to ensure arrival at Mackay and Dysart Airports are not delayed in any way. The transportation used in Dysart and Mackay is to be by bus.

**13. ACCOMMODATION OFFICER**

Cheryl Black, the Norwich Park Accommodation Officer is responsible for and is the primary contact for all flight matters. Cheryl Black can be contacted on (07) 4968 9222.

The Accommodation Officer is the primary contact for all contractors. No Contractor will be booked onto a flight without using the booking process under heading 15.

**14. EMERGENCY CONTACT - BOOKINGS**

On weekends and after hours, the emergency contact for flight bookings, etc is MAS (ground control) who can be contacted on the following numbers:

- Kevin Ross - 0409348314
- John Leigh - 0409421337

Where contact needs to be made regarding a 'no flight' situation, the 'no flight' process is to be used (refer to appendix "c").

**15. BOOKING & BOARDING PROCESS**

To ensure that contractors are booked onto a flight, the below process must be followed:

1. The Contractor must submit the Flight request Form to the Site Accommodation Officer 24 hours prior to a flight departure (see appendix "d");
2. The Accommodation Officer enters the details into flight manifest directly from the flight request form (see appendix "e");
3. The final flight manifest is sent to the following stakeholders as a confirmation of numbers:
  - a. Mackay Air Services (MAS - Ground Crew);
  - b. SkyTrans;
  - c. BusIT; and

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d. Dysart Mechanical.

4. MAS and Dysart Mechanical will ensure the details are on manifest for the correct flight and inform the Accommodation Officer of any issues or changes to manifest;
5. The Contractor is to ensure arrival at Mackay airport by boarding the bus from Illawong Accommodation Centre (or other accommodation within 15 minutes of airport) at the designated time (dependent on shift).
6. MAS will check off the flight manifest to board the plane. If a contractor is not at the flight at the designated time the flight will depart without them.

**16. PRIORITY BOOKINGS**

The following contractor positions have priority booking on the flights:

- Trades roles
- Planners
- Supervisors

Where a non-priority role is booked on the flight and the flight is overbooked, the positions on the priority list will fly first.

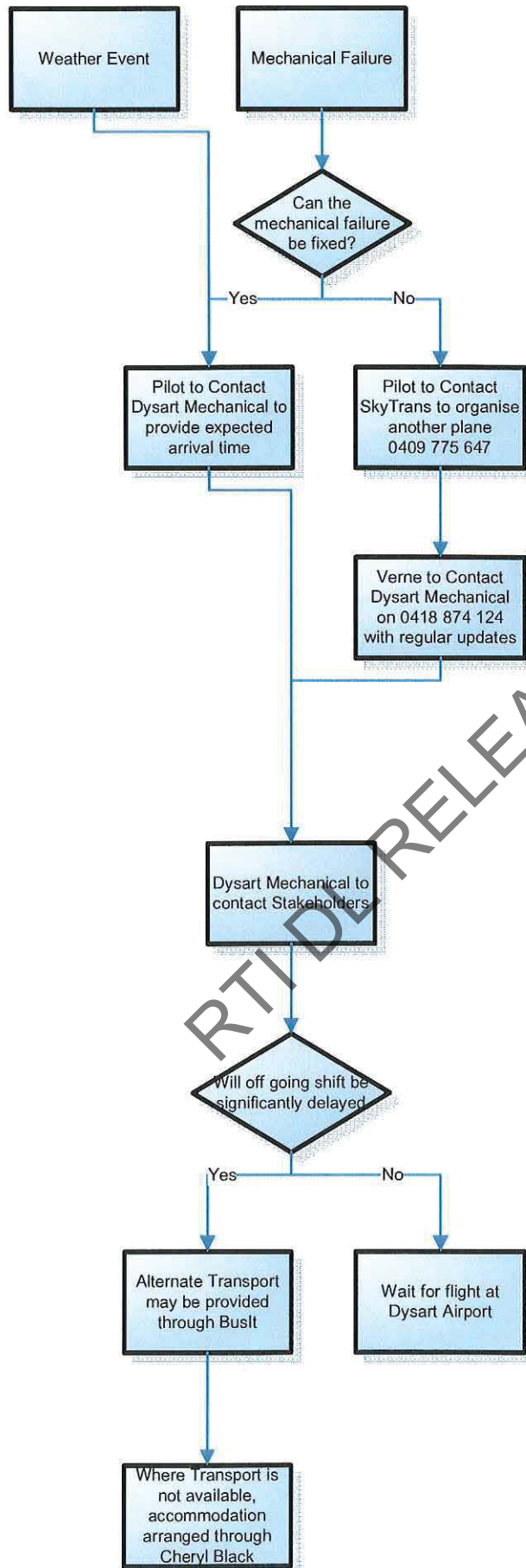
**17. NO FLIGHT**

In the event that a flight cannot depart or arrive in Mackay or Dysart, responsibilities to notify various stakeholders are outlined in appendix "c". The relevant contact details for these stakeholders are outlined below.

Contact	Contact Number
SkyTrans - Verne Moyle	s.49 - Personal Information
Dysart Mechanical	
BusIT	
NPM Mobile Maintenance	
NPM Field Maintenance	
Saraji CPP	
Saraji Field Maintenance	



## PROCEDURE FOR MECHANICAL OR WEATHER DELAYS



Note: If mechanical or weather delays cause any worker to fall outside the mine's rules and policies relating to hours of work then that worker is kept off work until such time that the worker has had sufficient rest/recovery time to bring him/her back into compliance with those rules and policies.

## TIMINGS FOR NORWICH PARK AIR OPERATIONS

### Day Shift Timings

0440	Bus	Accommodation to Mackay airport	10 mins
0450	Plane	Flight to Dysart inc. security checks, boarding etc	40 mins
0530		Handover at Airport	10 mins
0540	Bus	Airport to Mine	15 mins
0555	Mine	Work hours	11hrs 20mins
1715	Bus	Mine to Airport	15 mins
1730		Handover at Airport	10 mins
1740	Plane	Flight to Mackay	40 mins
1820	Bus	Airport to Accommodation	10 mins
1830		Arrive Accommodation	

### Night Shift Timings

1640	Bus	Accommodation to Mackay airport	10 mins
1650	Plane	Flight to Dysart inc. security checks, boarding etc	40 mins
1730		Handover at Airport	10 mins
1740	Bus	Airport to Mine	15 mins
1755	Mine	Work hours	11hrs 20mins
0515	Bus	Mine to Airport	15 mins
0530		Handover at Airport	10 mins
0540	Plane	Flight to Mackay	40 mins
0620	Bus	Airport to Accommodation	10 mins
0630		Arrive Accommodation	

**TIMINGS FOR NORWICH PARK AIR OPERATIONS (continued)**

<b>Daily FIFO Roster</b>		
<b>Day Shift</b>	<b>From</b>	<b>To</b>
Dayshift crew travels to Mackay airport	4:45:00	4:50:00
Dayshift crew arrives at Mackay airport and passes through security	4:50:00	
Dayshift crew boards plane	4:50:00	5:10:00
Dayshift crew travels from Mackay airport for Dysart airport	5:10:00	5:40:00
Dayshift & Nightshift crews transfer from plane to bus & bus to plane	5:40:00	5:45:00
Dayshift crew travels from Dysart airport to Norwich Park	5:45:00	6:00:00
Dayshift crew on site Norwich Park	6:00:00	17:25:00
Nightshift crew travels from Norwich Park to Dysart airport	5:25:00	5:40:00
Nightshift crew travels from Dysart airport for Mackay airport	5:45:00	6:15:00
Nightshift crew exits plane	6:15:00	6:20:00
Plane standown in Mackay		
Nightshift travels from Mackay airport to accommodation	6:20:00	6:25:00
Nightshift crew travels to Mackay airport	16:45:00	16:50:00
Nightshift crew arrives at Mackay airport and passes through security	16:50:00	
Nightshift crew boards plane	16:50:00	17:10:00
Nightshift crew travels from Mackay airport for Dysart airport	17:10:00	17:40:00
Nightshift & Dayshift crews transfer from plane to bus & bus to plane	17:40:00	17:45:00
Nightshift crew travels from Dysart airport to Norwich Park	17:45:00	18:00:00
Nightshift Crew On Site Norwich Park	18:00:00	5:25:00
Dayshift crew travels from Norwich Park to Dysart airport	17:25:00	17:40:00
Dayshift crew travels from Dysart airport for Mackay airport	17:45:00	18:15:00
Dayshift crew exits plane	18:15:00	18:20:00
Plane standown in Mackay		
Dayshift travels from Mackay airport to accommodation	18:20:00	18:25:00

**Continuous Loop**

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WEEKLY FLIGHT SUMMARY

Week Ending: 24<sup>th</sup> August 2008

	AM Flight 830 (Mackay – Dysart)	AM Flight 831 (Dysart – Mackay)	PM Flight 838 (Mackay – Dysart)	PM Flight 839 (Dysart – Mackay)
Monday	-	-	-	-
Tuesday	2	-	-	4
Wednesday	12	-	1	12
Thursday	3	1	1	1
Friday	3	1	-	3
Saturday	3	-	-	3
Sunday	4	-	-	4

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