



Uranium Projects

Site Specific Information and Conditions for
Contractors

July 2011

CSG:	Uranium
Asset:	Olympic Dam
Location:	South Australia
Document Number:	53074
Version:	No. 29
Published:	17 June 2011

COPYRIGHT

Copyright © BHP Billiton Limited, 2011

All Rights Reserved in respect to copyright materials of BHP Billiton Limited

This manual and any related documentation are protected by copyright and may only be copied and distributed with the prior written consent of the lawful copyright proprietor.

This manual may also contain copyright materials licensed to BHP Billiton by their proprietors for use within the BHP Billiton group of companies. Use, copying and distribution of this manual or parts thereof by persons other than BHP Billiton should not proceed without the prior written consent to such use by the relevant copyright proprietor.

This publication is provided “as is” without warranty of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose or non-infringement.

CONTENTS

1	Purpose	4
2	Scope	4
3	Hazard and Control Measures for Safety and Environment	4
4	Related Documents and Forms	4
5	Health, Safety, Environment and Community (HSEC).....	5
5.1	Life Preserving Rules and Olympic Dam Site Safety Directory	6
5.2	Summary of HSEC Responsibilities	6
5.3	Indigenous Participation Program	7
5.4	Site HSEC Plan format	7
5.5	TRIFR and HSEC Reporting	8
5.6	First Priority (FPe)	8
5.7	Rehabilitation and Alternative Duties.....	9
5.8	Medical Assessments.....	9
5.9	Hazard Identification, Risk Assessment	9
5.10	Continual Improvement	10
5.11	Records and Documentation.....	10
5.12	Safe Working Procedures	10
5.13	Isolations	10
5.14	Safe Working in Confined Spaces.....	10
5.15	Working at Heights	10
5.16	Manual Tasks.....	11
5.17	Electrical Work and Hot-work	11
5.18	Training	11
5.19	Hazardous Materials	12
5.20	Communication Meetings.....	13
5.21	Housekeeping and Workplace Inspections	13
5.22	Management of Change	13
5.23	Personal Protective Equipment	13
5.24	Fitness For Work (FFW).....	14
5.25	Lifting Operations	15
5.26	Air Travel.....	15
5.27	Radiation and Occupational Hygiene	15
5.28	Environmental	16
6	Site Access, Inductions and Information Technology (IT).....	17
6.1	General	17
6.2	Vehicles and Equipment.....	18
6.3	Information Technology.....	19
7	Human Resources.....	19
8	Contract Management and Reporting.....	19
9	Quotations, POs, Timesheets and Payment.....	19
10	Olympic Dam Supplied Items	20
10.1	Village Accommodation, Meals, Transport and Travel	20
10.2	Travel Costs	20
10.3	Air Travel.....	20
10.4	Equipment Hire.....	22
10.5	On Site Facilities and Utilities	22
10.6	Support Services - Cranage, Scaffold, Hydro and Vacuum Cleaning.....	22
10.7	Distribution Service Centre.....	22
11	Olympic Dam Key Stakeholders.....	22
12	Appendix A - HSEC Plan Format	24
13	Appendix B – Radiation	27
13.1	General	27
13.2	Hygiene	28
13.3	Radiation Clearances	28
14	Appendix C – Contractor Human Resources Management Plan.....	29
14.1	Purpose.....	29
14.2	BHP Billiton Code of Business Conduct	29
15	Appendix D – Quote Template	30

1 Purpose

The purpose of this document is to set out important information and conditions which apply to BHP Billiton Olympic Dam Contractors.

2 Scope

The document must be taken into account by Contractors in the preparation of tenders or quotations for supplying services at Olympic Dam. It should also be read in conjunction with the applicable Contractor agreement, scope of work / services or purchase order.

3 Hazard and Control Measures for Safety and Environment

Before commencing this task check that no abnormal conditions exist.

4 Related Documents and Forms

Document No	Document Title
51327	Event Notification Form (ENF)
59769	Injury Management Procedure
3750	Take Time Take Charge (TTTC)
3021	Supervisor Task Audit Report (STAR)
2876	Task Hazard Analysis (THA)
52318	Life Preserving Rules
63167	Management of Isolations
63166	Permit To Work
2827	Working in a Confined Space
55012	Working at Heights – Site Standard
55004	Mobile Elevated Work Platform Procedure
55005	Fall Injury Prevention System Procedure
55006	Fixed Ladders, Walkways and Platforms Procedure
55008	Use and Care of Portable Ladders Procedure
4551	Scaffolding Procedure
55013	Working At Heights Permit Procedure
55014	Working on Roofs and Fragile Surfaces Procedure
4261	Electrical Workers – Registration and Licensing
54689	Equipment Compliance Manual
50539	Lifting Operations
54478	Surface Light Vehicle
49773	Safe Use of Portable Electrical Equipment
5011	High Voltage Systems Management
SMS112	Hazardous Materials

2816	Using a Hot Work clearance certificate
4217	Management of Hazardous Materials
1640	Housekeeping Standard
1307	Workplace Inspections
3287	Management of Change
332	Olympic Dam Clothing Standard
42518	Management of Fitness for Work at Olympic Dam
19213	Key Obligations for the Environment Management Program
56830	Application for Issuance of an Environmental /Indigenous Heritage Clearance Permit
50648	Spills and Air Emission Reporting
50324	Underground Mine Traffic Standard
930	Remote Area Safety
1296	Site Smoking Rules
52362	Ergonomic Risk Assessment
56118	Identification Labelling, Demarcation and Waste Segregation
70842	The Olympic and Roxby Village Rules and Regulations
3935	External Maintenance Equipment Contamination Management Procedure

Related documents can be found on the [Quality Intranet Website](#).

5 Health, Safety, Environment and Community (HSEC)

All Contractors are expected to have HSEC management systems which are consistent with BHP Billiton's "Zero Harm" philosophy, policies and standards. Contractors should familiarise themselves, and ensure all activities undertaken at Olympic Dam comply with, the following documents:

- BHP Billiton's Sustainable Development Policy (POL.004)
 - BHP Billiton's Code of Business Conduct (POL.005.17)
 - BHP Billiton's HSEC Management Standard (STA.009)
 - BHP Billiton's Fatal Risk Control Standard (STA.025)
1. Road Going Vehicles
 2. Mobile Equipment
 3. Explosives and Blasting
 4. Ground Control
 5. Hazardous Materials
 6. Molten Materials Management
 7. Equipment Safeguarding
 8. Isolation and Permit to Work
 9. Working at Heights
 10. Lifting Operations
- BHP Billiton's HSEC Reporting Manual (can be downloaded from the BHP Billiton intranet or copy obtained from the designated BHP Billiton Olympic Dam Contract Officer or Contract Owner).

Refer: [http:// bhpbilliton.com/bb/sustainableDevelopment/policiesAndKeyDocuments.jsp](http://bhpbilliton.com/bb/sustainableDevelopment/policiesAndKeyDocuments.jsp)

In complying with the relevant FRCP (notably the Light Vehicles, Surface Mobile Equipment and Underground Mobile Equipment protocols) Contractors shall ensure that the costs of modifying any item of equipment is clearly set out and substantiated in the applicable tender, quotation or claim for payment document.

5.1 Life Preserving Rules and Olympic Dam Site Safety Directory

In addition to the above HSEC Management System documents, BHP Billiton Olympic Dam employees and Contractors have developed jointly the “Life Preserving Rules”. They are designed to direct behaviour at site by clearly stating 11 practices which are unequivocally prohibited:

NEVER:

- Consume alcohol or use prohibited drugs on site.
- Knowingly give an instruction to perform an unsafe act.
- Remove any personal tag belonging to another person without authorisation.
- Knowingly operate equipment that is in an unsafe condition.
- Operate machinery or equipment without appropriate training and authorisation.
- Enter without authorisation a barricaded area.
- Fail to wear fall protection equipment within 3m of an open void underground; within 2 m of an open void on the surface; or where there is the potential to fall greater than 2 m.
- Fail to report an injury or serious incident in a timely manner.
- Work under unsupported ground or suspended loads.
- Fail to isolate equipment before working on it.
- Knowingly leave unsafe equipment in service.
- Never knowingly leave tools or equipment unsecured at heights that has the potential to fall onto personnel below.

Everyone at site must carry a copy of the OD Site Safety Directory (Version 2) booklet on their person at all times. The booklet summarises the basic safety requirements for working at site. These are available from the Contract Owner who shall issue a copy to the Contract Manager along with a sufficient number of directories that shall be allocated to each of the contract company employees by their immediate line managers/supervisors.

5.2 Summary of HSEC Responsibilities

Each Contractor will be required to comply with all policies and procedures as they are implemented throughout the site.

The Contractor shall be responsible for:

- Ensuring that all work carried out under the contract is in compliance with the SA Occupational Health, Safety and Welfare Act, 1986, and Regulations, and all other relevant legislative Acts, Regulations, Code of Practice, and Australian Standards;
- SA Environmental Protection Act 1993;
- Providing and maintaining an HSEC Policy and Procedures manual which has been communicated to employees;
- Verifying that the Contractor undertakes medical assessment to the standards specified by Olympic Dam, for all contract employees who will be required to work in controlled areas;
- Ensuring that regulatory compliance is maintained;
- Following all BHP Billiton Olympic Dam Policies and Procedures;
- Safe working procedures have been developed and implemented;

- Verifying that the Contractor maintains all equipment under their control in a sound condition, and consistent with any legislative obligations;
- Hazard identification and control mechanisms are functional and effective in minimising the risk to environment, health and safety;
- Developing procedures for the control, safe handling and disposal of all chemicals of other hazardous materials that will be used on site (if applicable);
- Complying with all existing safe working policies or procedures developed and implemented at Olympic Dam;
- Providing position descriptions and organisational structure;
- Formulating a HSEC plan which has been communicated to employees;
- Implementing incident investigation procedures (includes the requirement to record and maintain statistics consistent with AS 1885);
- Providing technical and HSEC training programs applicable to all their employees engaged upon site;
- Implementing employee consultation mechanisms;
- Implementing preventative maintenance programs for all equipment which is the Contractor's responsibility and which will be used on site;
- Applying HSEC management policies and procedures to all sub-contracted employees engaged to undertake work on behalf of the Contractor;
- Ensuring that all Contractor employees are inducted prior to commencement of work;
- Ensuring that all incidents are fully investigated and documented;
- Ensuring all Contractor personnel in supervisory or management roles working at Olympic Dam undertake Zero Harm leadership orientation checklists (Olympic Dam Document No TBA)

5.3 Indigenous Participation Program

Olympic Dam is committed to ensuring employment and participation opportunities are made available to Indigenous people.

The Kokatha, Barngala and Kuyani are the traditional owners of the region that includes Olympic Dam. Olympic Dam has signed a landmark agreement with these peoples that not only acknowledges their cultural and spiritual links around the Olympic Dam area but seeks to encourage capacity building and opportunity within the region for all Aboriginal people. Olympic Dam is now developing its own Indigenous Participation Program which, in part, is aimed at increasing our own numbers of Aboriginal employees. Contractors are encouraged to develop and support similar indigenous employment initiatives and in doing so encourage positive change and financial independence of this peoples into the future.

5.4 Site HSEC Plan format

Contractors seeking pre-qualification and Contractors undertaking work on site will be required to prepare a Health, Safety, Environment and Community (HSEC) Management Plan. The plan will be assessed by site HSEC personnel, together with the relevant Contract Owner and Supply representative. The plan must show a clear commitment to "Zero Harm". The purpose of the plan is to provide evidence that the Contractor has an appropriate HSEC management system in place. The management system should include company-wide policies and procedures and in that context, demonstrate the means by which any task-specific HSEC risks will be controlled for work under contract at Olympic Dam.

A generic format for Contractor HSEC Management Plan is at Appendix A.

Contractors should provide their HSEC plans electronically to the relevant Olympic Dam Supply Contracts Officer who will submit it to the Olympic Dam HSEC Department for consideration.

Contractors shall draft OD specific Safety Management Plan that is endorsed by BHP Billiton HSEC Department shall be converted to the "OD SMP" and embedded as part of the contractors systems in Phase 3 of the Contract Management Standards OD Quality Document No. 57741.

5.5 TRIFR and HSEC Reporting

The key lag indicator of Safety performance at Olympic Dam is Total Recordable Injury Frequency Rate (TRIFR). The TRIFR denotes the number of fatalities, lost time, restricted work and medical treatment cases per one million hours worked (on all Olympic Dam related activities on and off site) calculated as a 12 month moving average. Relevant definitions can be found in BHP Billiton's HSEC Reporting Manual (referred to above).

Contractors may be required to participate in data gathering exercises to ensure TRIFR measures accurately capture all HSEC incidents and hours worked for Olympic Dam (whether on or off site).

5.6 First Priority (FPe)

First Priority a web enabled system which includes HSEC reporting, incident/event notification and investigation, close out action tracking, inspections and auditing.

All people at site must report all HSEC incidents and hazards, regardless of how minor they may appear.

All HSEC incidents should be reported immediately to the relevant job owner as well as the relevant contract owner.

Details of the incident must then be immediately recorded in FPe.

Olympic Dam requires that all incidents must be investigated promptly to determine the factors that led to injury and in order that appropriate remedial actions can be taken to prevent recurrences. All investigations must be documented using the Olympic Dam Hazard/Incident Report form, and be undertaken in a manner consistent with the Olympic Dam Incident Investigation Procedure.

Olympic Dam requires that the following types of incidents, which occur on this site, must be reported:

- Incidents resulting in injury;
- Near miss incidents, including significant incidents;
- Equipment damage;
- Environmental;
- Hazards.

In the event of any incident involving a Contractor's employee or subcontractor engaged by the Contractor, resulting in personal injury or property damage, it is the responsibility of the contractor to ensure that:

In the event of personnel injury:

- Employee attends the site medical centre for treatment and FPe event entry by BHP Billiton representative.
- An investigation that may involve the contract manager is undertaken in accordance with BHP Billiton HSEC Reporting Guidelines.
- Where the accident or incident is identified as a 'Notifiable Incident' as defined within the regulation 6.6 of the Occupational Health, Safety and Welfare Act, 1986, the Contractor must notify the Olympic Dam HSEC Superintendent as soon as reasonably practicable so that a report can be made to Workplace Services within 24 hours.
- The Contractor will be required to submit a full and detailed report to the Contract Owner in accordance with BHP Billiton HSEC Reporting Guidelines.
- Where the incident has the potential to be a significant incident, the Olympic Dam incident investigation procedure in accordance with BHP Billiton HSEC Reporting Guidelines must be followed.

BHP Billiton employees and Olympic Dam contracting companies will receive training in the use of FPe as appropriate. FPe can be accessed through the "Zero Harm" homepage on the BHP Billiton intranet (<http://hsec.bhpbilliton.net/bb/home/homeContent.asp>). Where access to FPe is not possible, Event Notification Form shall be sourced from the Contract Owner and be returned completed for FPe entry.

In the event of an emergency situation on site, it is the responsibility of all contractor employees to notify Emergency Services personnel promptly, and to provide them with all necessary information for them to

respond to the emergency. It is also expected that contract employees assist with the follow-up action, if required, as directed by Emergency Services personnel, Olympic Dam or contract owner.

5.7 Rehabilitation and Alternative Duties

The Contractor has a responsibility to manage all injuries to their employees arising from any accident occurring within the workplace. The provision of effective rehabilitation strategies ensures that appropriate management occurs for all injuries and a prompt return to work is effective.

The Contractor will be responsible for demonstrating that documented rehabilitation policies and procedures are in existence, and are applied to all work related injuries. Policies and procedures must be consistent with those identified within the Olympic Dam Injury Management Policy and Procedures document.

The Contractor is to ensure that personnel are fit to perform all of the duties expected as part of their tasks.

The Contractor shall ensure that employee's who have sustained non work related injuries (or illness) and who are being prepared for work on restricted or alternate duties do not return to BHP Billiton engaged activities without the written authorisation of the Contract Owner.

An effective rehabilitation programme will ensure that the above occurs and does not place any person at risk of aggravation, exacerbation, deteriorating, accelerating or recurrence of that injury.

Refer to BHP Billiton OLYMPIC DAM Document No: 2413 - Injury Management System Manual in the Quality System for more information.

5.8 Medical Assessments

Each Contractor must ensure that they have systems in place, which ensure that all employees are fit to undertake the duties for which they have been employed. These systems should be incorporated within the normal process of employee selection, pre-placement and transfer. This is essential to ensure that no individual is placed at risk due to an existing injury/illness or while undertaking the tasks required of the job. The Contractor may be required to produce evidence that each employee engaged under the contract has been assessed and capable of performing all duties as required under the contract. Pre-employment medical assessments by a qualified medical practitioner are one way of demonstrating compliance to this requirement.

Where a Contractor employee is required to work in a controlled area for more than three months full-time, the employee may be deemed a designated employee as determined by the Radiation Safety Section based on individual exposure as per the Code of Practice on Radiation Protection in the Mining and Milling of Radioactive Ores, 1987.

All designated employees must undertake a medical assessment to the standards specified by Olympic Dam prior to commencing work in the controlled area, and within two weeks of termination. Refer to Olympic Dam Document No. 2261 via the Quality System for further information.

5.9 Hazard Identification, Risk Assessment

Hazard identification, assessment and control are key parts of an effective HSEC management plan. They should be aimed at reducing the exposure of employees to hazards and potential for injury. Contractors are required to provide evidence of effective management strategies to control hazards arising from work undertaken as part of the Contract. A Task Hazard Analysis (THA) is a formal process used to systematically identify hazards and apply current or new control measures prior to the commencement of a task. The THA procedure identifies when and how a THA must be conducted at Olympic Dam. Refer to the following Quality System documents:

Olympic Dam Document No 3750 OLYMPIC DAM Take Time Take Charge Procedure"

Olympic Dam Document No 2876 Task Hazard Analysis (THA)".

5.10 Continual Improvement

Olympic Dam has recognised that the management of environment, health and safety is a continual task. The maintenance of a safe and healthy working environment requires ongoing attention to identify and control hazards, assess risks, and continually improve working practices and procedures.

Olympic Dam requires that Contractors adopt a systematic approach to achieve a continually improving work environment. A consultative approach should be adopted so as to ensure that safety receives a high priority through the following actions:

- Identification of hazards or unsafe conditions that may lead to injury, disease or environmental harm.
- Development of action plans which identify responsibilities and specify time frames for implementation.
- Review of remedial actions.

5.11 Records and Documentation

The Contractor shall ensure that the management of HSEC as detailed in this manual is documented, and the records managed in a systematic way.

The Contractor shall also ensure that these records are stored for a minimum of seven years as per the legislative requirements. Where the documents related specifically to an individual, or where the information contained has the potential to impact on a individual's health and safety in the present or future, the documents must be archived for thirty years.

5.12 Safe Working Procedures

The Contractor is required to ensure that all tasks which are to be undertaken upon site have been identified, and that documented safe working procedures have been prepared, if relevant. These must be reviewed and approved by Olympic Dam Contract Owner and/or Job Owner. HSEC policies and safe working procedures must be communicated to all employees, and are essential in ensuring that all aspects of health and safety have been considered as an integral component of the scope of work to be performed.

5.13 Isolations

Permits to work are issued by Permit Issuers to ensure all personnel involved, and all safety checks have been completed before work commences. Before working on any equipment, it shall be isolated in accordance with Olympic Dam Document No 63167 "Management of Isolations".

5.14 Safe Working in Confined Spaces

All work undertaken by contract employees involving confined spaces must follow the Olympic Dam Working in a Confined Space Procedure. In particular, all personnel involved with any aspects of confined space work must have undertaken the Olympic Dam training course in confined space work.

Olympic Dam Document No 2827 "Working in a Confined Space"

5.15 Working at Heights

Special attention should be paid to the risks inherent in undertaking work at heights. All personnel involved with any work at heights must have undertaken the Olympic Dam training course "Safe Work at Heights".

Key documents are Olympic Dam Document No 55012 "Working at Height Standard"; Document No 55005 "Fall Injury Prevention System Procedure"; Document No 4551 Scaffold Procedure"; Document No 55013 "Working at Heights Permit Procedure" .

Tasks requiring the use of elevated platforms (boom, scissor lifts etc) should comply with AS 2550.10 1994 Elevating Work Platforms, as well as Olympic Dam Document No 55004 "Elevated Work Platform Procedure"; Document No 55006 "Fixed Ladders, Walkways and Platforms Procedure" and Document No 55014 "Working on Roofs and Fragile Surfaces Procedure".

5.16 Manual Tasks

Manual Task risks should be assessed for potential risks in the safe work procedure or during the THA preparation. Refer Olympic Dam Document No: 52362 Ergonomic Risk Assessment

5.17 Electrical Work and Hot-work

All work or alterations to any electrical equipment shall only be undertaken by a suitably qualified electrician on site in accordance with BHP Billiton Olympic Dam Document No: 4261 "Electrical Workers – Registration and Licensing". Important quality documents governing electrical works are:

Olympic Dam Document No: 49773 "Safe Use of Portable Electrical Equipment".

Olympic Dam Document No: 5011 "High Voltage Systems Management"

Contractors should refer to Olympic Dam Document No: 2816 "Using a Hot-work Clearance Certificate" to understand specific requirements associated with hot-work such as (but not limited to) welding, burning, grinding and soldering.

5.18 Training

The Contractor is responsible for ensuring that all of their respective employees are trained to a sufficient level of competency that will enable each person to carry out all required tasks in a safe manner.

Contractor employee training must be provided through authorised or accredited trainers / assessors.

HSEC training must be a component of all training.

Where the Contractor is to be engaged upon site for a period of greater than 12 months, evidence of a training plan for all employees must be provided to the BHP Billiton Contract Owner. Training must be ongoing to ensure that a continuous improvement process is maintained. Training must be awareness or competency based and provided through an authorised or accredited training agency (dependant on site requirements).

All contractor employees must hold appropriate certificates of competency to undertake skilled tasks and to operate equipment or machinery. Where the contractor employee is engaged in a 'prescribed occupation' as defined within the regulations under the Occupational Health, Safety and Welfare Act, 1986, then that employee must hold a certificate of competency as defined under the legislation.

These certificates include, but not limited to the following classifications:

- Forklift Truck
- Crane Driver
- Front End Loader Operator
- Scaffolder
- Rigger
- Dogman
- Explosive Powered Tool Operator
- Blaster Licence

Managers and supervisors employed by the contractor are crucial components to the effective implementation of any HSEC management system. Training will need to ensure that HSEC responsibilities are clearly understood, and can be effectively applied in the daily management of hazards and elimination of unsafe work practices. This shall include the completion of the Zero Harm leadership orientation checklists (Olympic Dam Document No TBA)

The contractor must maintain an auditable record of all training and certifications

5.19 Hazardous Materials

Prior to bringing hazardous materials onto the Olympic Dam site, as per Olympic Dam Document No 4217 - Management of Hazardous Materials, approval must be sought and received from the Hazardous Materials Coordinator or delegate by completing the Form No: SMS112 - Hazardous Materials Evaluation and Risk Assessment Tool.

These forms must be accompanied by a copy of the suppliers Material Safety Data Sheet (MSDS) for each hazardous material prior to it being brought on site.

Approval is issued after a review of the completed forms with the suppliers MSDS.

NOTE: No hazardous material may be brought onto the Olympic Dam site without the prior approval of the Hazardous Materials Coordinator or delegate.

Where the approval to bring hazardous materials on site has been granted, further approval must be sought whenever there are any changes. This could be due to significantly larger quantities, changes to storage conditions, or a change in the use or application of the material.

All conditions approved by the Hazardous Materials Coordinator or delegate must be strictly followed.

The above requirements are additional to any legislative requirement and responsibilities of individuals and companies.

Contractors must ensure that they develop and implement procedures for the transport, storage, control, safe handling and disposal of all chemicals or other hazardous materials that will be used on site.

One of the procedural requirements of FRCP # 5 for Hazardous Materials Management requires a system in place to ensure that material safety data sheets (MSDS's) are available to all personnel (including first aides and medical personnel) involved in the transportation, storage, handling, use and disposal of hazardous materials on site.

This is achieved by making the ChemGold II "Own" database available to all persons at Olympic Dam who have access to the intranet. A back-up hard copy system is also available at the main gate or Hazardous Materials Coordinator for use in the event of intranet or PC failure, and copies should also be available in the relevant work areas

It is the responsibility of the Contractor to ensure that all waste materials, including solid, liquid and hazardous waste are disposed of safely and correctly.

If any wastes are required to be disposed of on site, you will need to fill in the Form SMS095 - Notification of Hazardous Waste Material for Disposal Form and forward to the Hazardous Materials Coordinator who will advise the best disposal method. All hazardous waste materials must be securely contained and clearly labelled before disposal.

Disposal of hazardous materials must be in accordance with the Olympic Dam Document No 4217 "Management of Hazardous Materials" (section 11).

Olympic Dam also maintains a register of prohibited equipment. The following items cannot come onto site without appropriate approval from the relevant area managers following a written risk assessment:

Prohibited Equipment

Manual Torque Multipliers

Portable Angle Grinder with diameter greater than 7"

Pickling Paste

Chemicals that are not on Chem-Gold

Any portable hand tool with a trigger that can be locked in the on position

Hydrofluoric acid based products

Knives (with exception to non-retractable knives and approved belt slicing knives)

5.20 Communication Meetings

The Contractor will be required to hold safety and block meetings with their personnel and subcontractors on a frequency to be agreed to by the Contract Owner. All safety meetings must be minuted with a copy of the minutes be retained for future reference and supplied to BHP Billiton representatives as requested. Contractors who have elected workforce Safety Representatives must notify the Olympic Dam HSEC Department.

5.21 Housekeeping and Workplace Inspections

Contractors are required to keep the site clean and tidy as work proceeds, and shall regularly remove rubbish and surplus material arising from the course of work. The standard of housekeeping shall be regularly inspected and documented. Workplace inspections are conducted at Olympic Dam to ensure that for any hazardous condition that is identified, corrective actions are implemented and carried out.

Olympic Dam Document No 1640 "House Keeping Standard"

Olympic Dam Document No 1307 "Workplace Inspections"

5.22 Management of Change

All Contractors working at Olympic Dam are required to comply with the Olympic Dam Management of Change (MoC) process. The process is detailed in BHP Billiton Olympic Dam Document No: 3287 "Management of Change".

This standard covers any change to plant, equipment, processes, services, materials, standards, procedures, work instructions, drawings and documentation associated with surface and underground operations at Olympic Dam.

The types of activities for which use of the change management process must be used are detailed in Appendix A of Document No. 3287. The list is not exhaustive and as a general rule if the proposed change results in a potential change in risk profile, impact on the well-being of personnel, integrity of the operation, plant and equipment then the change management process must be followed.

5.23 Personal Protective Equipment

All people working in controlled areas of the plant are required to wear PPE as follows:

Processing Plant and Smelter:

- Orange long sleeved overalls with sleeves down.
- Hard hat;
- Safety boots;
- Safety glasses (safety goggles in the processing area)
- Respirator in the smelter area and some areas of the processing plant
- Hearing protection
- Wearing or carrying an appropriate pair of gloves

Persons entering the underground workings of the mine are required to wear:

- Orange overalls
- Hard hat;
- Safety boots (leather or PVC);
- Miners belt;
- Battery/cap lamp;
- Self rescuer;
- Safety glasses; and

- Hearing protection.

Refer to BHP Billiton Olympic Dam Document No: 332 "Olympic Dam Clothing Standard" for more details (including directives on the wearing of jewellery and the mandatory requirement for showering after wearing controlled area clothing, even if the person has not entered a controlled area).

In accordance with OD Document No 50324 - Underground Mine Traffic Standard all underground vehicles must contain a minimum of 1 long life rescuer with a preference to fit one per seat where practicable.

Contractors must supply their own long life rescuers and ensure that they are approved for use and maintained in accordance with manufacturer requirements. (i.e pressure testing, inspection, manufacturer testing and shelf life).

PPE Costs

Contractors undertaking temporary, occasional or one-off work on site should ensure their BHP Billiton contact arranges appropriate standard PPE and any locker space required (via a Laundry Locker Request Form Document No 16424). This will be at the expense of the Olympic Dam area and as such, no charges for standard PPE should apply in the Contractors rates or price/quote.

Unless clear arrangements are made with an Olympic Dam Contract Owner or Coordinator to the contrary, Contractors undertaking permanent or ongoing work on site should ensure their BHP Billiton Job Owner arranges for a purchase order against the Olympic Dam preferred PPE supplier (BOC) for the requisite PPE items. The Contractor can reference the GSAP PO number and pick up the order direct from site Distribution Service Centre. This means that the Contractor price, quote and / or rates should not include any provision for standard PPE.

It is the Contractor's responsibility to care for the issued PPE. Lost or unreasonably damaged PPE will be back-charged to the Contractor.

5.24 Fitness For Work (FFW)

Contractors are required to abide by the Olympic Dam policy on "Fitness For Work" and specific site procedures as required, to ensure that every employee or subcontractor who is engaged and under their control, attends work in a fit state to carry out all duties that may be required. Failure to identify personnel who are not fit for normal duties increases the risk of injury to those people, and in addition, to other employees within the proximity of the impaired worker.

Each Contractor must ensure that:

- No Contractor Personnel attends work in a condition, which precludes him or her from undertaking normal duties. This may be due to illness, injury, alcohol consumption, fatigue, or through the taking of prescription or non-prescription drugs.
- On a regular basis, all Contractor Personnel shall be assessed at the commencement and throughout the duration of the shift.
- Prompt action is taken, consistent with Olympic Dam 'Fitness For Work Policy', in all instances where a Contractor's Personnel is deemed as being unfit for duty.

All instances are documented and brought to the attention of the Contract Owner.

The Contractor's HR Management Plan (refer appendix C) must demonstrate understanding of and compliance with Olympic Dam's Fitness for Work policy.

Refer BHP Billiton Olympic Dam Document No: 42518 "Management of Fitness for Work. A person's site access may be revoked following a Fitness for Work test result. If that person's access is then restored following results of a second test and the Contract Owner is satisfied that the person has complied with Olympic Dam's FFW policy, Olympic Dam may, at the Contract Owner's discretion, pay to that person any pay lost as a result of access initially being revoked.

Hours of Work

The Olympic Dam hours of work policy is designed to ensure that physical or mental fatigue associated with working additional hours is not a contributing factor in the cause of hazardous or incidents. Key points of the policy are:

- The normal hours of work vary at Olympic Dam, although are usually agreed to be between 8 to 12 hours within any 24 hour period.
- No person should work more than 14 hours in any single shift.
- A 10 hour rest period must be taken from the completion of one shift to the commencement of another.
- A minimum of 24 hours uninterrupted rest period must be taken within any 14 day work cycle.
- For personnel working in remote areas, such as the Bore fields, vehicle travel time back to Olympic Dam inclusive of the shift worked shall not exceed 12 hours for the driver of the vehicle

Note, for the purposes of monitoring/measuring hours worked, Olympic Dam uses the times recorded on and off site through the gate security cardax system.

5.25 Lifting Operations

All work requiring Olympic Dam owned, hired or contracted cranes or other like equipment that can raise, lower or suspend a load, must comply with the Lifting Operations Safety Management Standard. Refer Olympic Dam Document No 50539 "Lifting Operations". Note this standard does not apply to the use of elevated work platforms or forklifts.

5.26 Air Travel

Olympic Dam's contracted air carrier for the Adelaide to Olympic Dam segment is Alliance Airlines. Contractors can reserve seats via the Qantas website (www.qantas.com.au) or by phoning 13 13 13.

Contractors must give preference to using Alliance Airlines before arranging their own charter flights. If charters are still required, only charter companies on the list of approved BHP Billiton airlines (operating under the conditions of that approval) can be used. A list of BHP Billiton approved airlines is available at <http://hsec.bhpbilliton.net/Bb/aviation/aviationSafety.asp>

5.27 Radiation and Occupational Hygiene

Radiation

BHP Billiton employees and all Contractors engaged on site must comply with all provisions of the Code of Practice and Safety Guide for Radiation Protection and Radioactive Waste Management in Mining and Mineral Processing (2005). The Code of Practice identifies specific requirements for all employees who may be required to work within a "Controlled Area", which is defined as any area where there is the potential to come into contact with radioactive material. It may be a requirement that contractor employees will be designated as radiation workers under the conditions of the Code of Practice. As such the contract organisation must provide all details as required by the Code of Practice and summarised in BHP Billiton Quality Document #82692. Designated employees will receive notice of their status and obligations from the Radiation Information Officer.

Contract organisations being utilised on site must abide by all of the requirements in the Olympic Dam Radiation Management Plan Quality Document #84684. Specifically they must ensure that they comply with all reasonable requests from Radiation Safety Officers or their delegates including:

- Wearing appropriate PPE required for radiation protection
- Providing management plans for the use of radioactive materials
- Wearing monitoring equipment for the determination of radiation exposure

There are many specific site related procedures for controlling radiation and ensuring off-site contamination does not occur. Specifically all contractors must adhere to the requirements of Quality

Document #2382 for the removal of equipment and material off site. For equipment that is being removed from site for maintenance Quality Document #3935 – External Maintenance Equipment Contamination Management Procedure applies to all vendors.

Further advice can be obtained from the Radiation and Occupational Hygiene Superintendent or either the Mine or Process Senior Radiation Safety Officers.

Occupational Hygiene

A range of controls are in place at Olympic Dam to reduce exposure to the Occupational Hygiene hazards present on site. Contractors must ensure that they adhere to the requirements of the Occupational Hygiene Management Plan Quality Document #77236 and all area safety requirements for Occupational Hygiene related risks.

Where new work is being performed on site the risk assessment process must include consultation with the site Senior Occupational Hygienist or their delegate to ensure that all relevant occupational hygiene issues have been addressed and adequate controls put in place. It may be necessary for the contract organisation to provide evidence of the occupational hygiene assessment of equipment prior to being able to bring such equipment to site.

Contract organisations must ensure that they comply with all reasonable requests from the Occupational Hygienist or their delegates including:

- Wearing appropriate PPE for protection against Occupational Hygiene hazards
- Providing Occupational Hygiene Management Plans
- Wearing monitoring equipment for the determination of Occupational Hygiene exposures

5.28 Environmental

Contractor shall at all times adhere to Olympic Dam Document No: 19213 “Key Obligations for the Environment Management Program”.

Abrasive Blasting and Spray Painting

If the contract scope includes abrasive blasting and spray painting of plant or equipment, then this must be completed in accordance with condition 30-10 of the OLYMPIC DAM EPA Licence no 1301.

In summary all contaminated and non-fixed plant that is capable of being moved into the Blasting Booth at the Waste Management Centre, must be blasted within the compound area. Particulates generated during blast cleaning shall be collected.

Where blast cleaning cannot be conducted within the booth then the Contractor shall hold an EPA Licence for Abrasive Blasting. Additional controls should be put into place to ensure personnel exposures to airborne contaminants are minimized and below the relevant exposure standards.

Silica free abrasive must be used and signs erected at the blast site to warn of the potential for emissions of airborne dust and paint over-spray. Enclosures will be used where practicable and spent abrasive and over-spray shall be collected and removed from the blast site to disposal at the Waste Management Centre. A representative of the Waste Management Centre must be contacted to arrange the disposal of the waste.

Olympic Dam Document No: 56830 “Application for Issuance of an Environmental /Indigenous Heritage Clearance Permit”

Fuel and Energy Use

BHP Billiton is a signatory to the Greenhouse Challenge and is required to report annually on energy and fuel usage. To achieve this, the Contractor must provide the Olympic Dam Contract Owner (or delegate) with regular information on fuel (e.g. diesel, petrol) usage. The Olympic Dam Contract Owner must forward this information to the Olympic Dam Environment Section.

Energy usage figures where available must also be provided to the Olympic Dam Contract Owner.

Radiation

Vegetation Disturbance

Any vegetation disturbance or civil works requiring disturbance of land (such as tracks) must be approved using the Environmental/Indigenous Heritage Clearance process. Contact should be made by the Contractor to the Olympic Dam Environment Section who will determine whether a Clearance is required. If a Clearance is required, an Environmental/Indigenous Heritage Clearance Permit can be applied for by the Contractor. The clearance permit identifies aboriginal sites and rare flora and fauna sites to be protected. Once the clearance permit is approved, then the work can commence. The Clearance is also subject to a signoff at completion of the work, at which time all requirements are checked by the Olympic Dam Environment delegate and the Contractor.

Weeds

Prescribed weeds and soil borne diseases must not be transferred to, from or within BHP Billiton sites. Therefore, all clothing (including boots), vehicles, machinery, plant and equipment used elsewhere, must be free from any vegetative or soil material, including from tyres and undercarriage, prior to arrival to and departure from Olympic Dam.

Spills and Air Emission Reporting

It is a site requirement that all hydrocarbons and chemicals be stored within bunded facilities, including temporary storage of all drums and bulkas. A number of permanent bunding areas for hydrocarbons and chemicals have been established across site. Where permanent bunding is still being established, or for isolated drums or bulkas of hydrocarbons or chemicals located outside of these facilities, temporary storage (i.e. self-bunded pallets) is required.

Spills can be categorised as either internally reportable (recorded in First Priority Enterprise (FPe) only) or externally reportable (Government authorities notified in addition to recording in FPe).

Further details on spills reporting, including guidelines regarding spill response, can be found in Spill and Air Emission Reporting -

Refer Olympic Dam Document No: 5064 8"Spills and Air Emission Reporting"

6 Site Access, Inductions and Information Technology (IT)

6.1 General

SA Occupational Health, Safety and Welfare Act, 1986, and Regulations 1.3.5 Induction to new work

New employees, or employees engaged in new or modified tasks, have a significantly higher risk of being injured whilst at work. In order to ensure that the risks of injury are minimised, each new or relocated worker within Olympic Dam is required to undergo an induction program prior to commencement of work.

All contract personnel, prior to commencing work at Olympic Dam, must attend an approved Olympic Dam induction session. Attendance will be arranged through the relevant Job Owner, and only after all requirements for medical assessment and site clearances have been satisfactorily completed.

Site access is monitored and controlled by Olympic Dam Security. At all times, Olympic Dam reserves the right to direct a Contractor to remove from site any person employed or engaged by the Contractor, who in the opinion of Olympic Dam is not performing their duties in a manner which is consistent with Olympic Dam policies, procedures or the site specific conditions contained in this document.

Access for all people is only possible through the turnstiles with a current photo ID security card that is strictly non-transferable.

Before ID security cards can be issued, Contractor personnel must each:

- Have a Site Access System request approved
- Completed induction/s designated appropriate for the nature of work to be undertaken.

Personnel working in “controlled areas” also undertake area-specific inductions after completing a standard induction. Controlled areas are: underground mine, backfill, concentrator, hydromet, SX plant, smelter, acid plant and refinery areas plus the waste management centre and the distribution service centre. Major shutdowns and projects may require Contractor personnel to undertake additional tailored inductions.

The cost of delivering inductions is borne by Olympic Dam – only for the number of people and period of time agreed in the applicable scope, tender or quote. Where there is a need to induct more Contractor personnel because of unacceptable staff turnover, work performance issues or contract non-compliance, these costs may be back-charged to the Contractor.

Unless clear arrangements are made with an Olympic Dam representative to the contrary, Olympic Dam will reimburse Contractors for the time spent in inductions at the Contractors quoted normal time rates on a per hour per man basis. Time spent undertaken the on-line general re-induction shall be reimbursable by Olympic Dam up to a maximum of 2 hours.

Fortnightly or monthly, Olympic Dam HSEC or contract management staff may request information from Contractors on the names and employment status of Contractor personnel. This is done to ensure the site access of any individual correlates correctly to the company with whom they are currently employed.

6.2 Vehicles and Equipment

Olympic Dam's equipment compliance system applies to all equipment that operates on OD controlled sites. Equipment such as light vehicles, elevated work platforms, generators, welders, forklifts, compressors, trucks, backhoes, mobile cranes, buses, haulers, dozers, graders, excavators and the must be certified for compliance with FRC Stdss 1 and 2.

Once certified, the equipment will be issued with a site access permit authorising it to be at the nominated site area. The equipment is then subject to routine re-certification and/or inspection and audit to ensure the compliance is maintained.

The equipment compliance manual (refer Olympic Dam Document No 54689 “Equipment Compliance Manual”) provides details on the certification and compliance process.

Note, motor vehicles designated for underground operations cannot be used on the surface whereby they interact with vehicles detailed in the “Equipment Compliance Manual”.

Motor vehicles are not permitted on site unless specifically authorised via a vehicle access request form (Refer Document No 21058 “Vehicle Access Request and Approval”). The nominated driver must have vehicle access activated on their access card. ONLY the Driver may remain in the vehicle when a vehicle is entering site - All passengers must enter site via the turnstile.

All drivers shall be fully and currently licensed and/or certified to drive the type of vehicles they are using and shall observe and obey the state road laws at all times except where the Site traffic signs impose further restrictions.

In addition to compliance with the Fatal Risk Control Protocols, all vehicles must have a current registration certificate and be maintained in good condition. All drivers must comply with speed limits on the site and lease areas. All site traffic management signs and notices must be observed at all times. All vehicles leaving the site must pass through the vehicle wash bay before leaving the Site. Vehicles with any mud build up must first wash down at the wash bay before passing through the vehicle wash bay at the main gate. It is the responsibility of the Contractor to ensure compliance with Olympic Dam Document No: 54478 “Surface Light Vehicle”.

6.3 Information Technology

The charges for services by Contractors to Olympic Dam must include provision for all personal computing equipment and its support. Olympic Dam shall not free issue laptops or mobile phones. The charges shall also include software reasonably required to undertake the services. Olympic Dam will supply requisite access to BHP Billiton IT infrastructure and systems at no charge (subject to compliance with BHP Billiton IT Systems Conditions of Use).

7 Human Resources

All Contracts involving the provision of trades based labour must have approved Human Resources Management Plans (HRMP) in place.

Appendix C provides a template for the details required in a HRMP.

Contractors should provide their HRM Plans electronically to the relevant Olympic Dam Supply Contracts Officer who will submit it to the Olympic Dam Human Resources Department for consideration.

8 Contract Management and Reporting

Contractors/Vendors may be engaged in the Contract Management System.

9 Quotations, POs, Timesheets and Payment

Contractors may be asked to prepare quotations for provision of goods and/or services. Quotations should not be submitted to Job Owners as a single line lump sum or target estimate amounts. Instead, all quotations should detail:

- Hours to be worked by Contractor personnel classification or goods to be supplied together with the applicable rates (which must not exceed rates in the contract);
- Any miscellaneous materials to be consumed and
- Any other approved costs or “cost plus” items which shall be supplied at no more than “cost plus” 10%, unless specified otherwise in the contract.

Appendix D provides a suggested template for the preparation of quotations.

Under no circumstances should Contractors commence work at or for Olympic Dam without a valid purchase order (PO). Purchase orders should either reference a valid Olympic Dam contract number and/or contain clear details of the scope of works and/or goods being delivered.

It is Olympic Dam policy to move Contractors onto the “Evaluated Receipt Settlement” (ERS) procedure for payment. Under ERS, Contractors do not submit invoices. Instead, Contractors will complete a “claim sheet” or “Contractor Reference Document” which is submitted to Olympic Dam (generally the Job Owner). The claim sheet is entered into Olympic Dam’s enterprise resource system “GSAP” after which it is approved and payment is generated.

The claim sheet will be in a form to be determined by Olympic Dam. The claim sheet must be submitted to the Olympic Dam Job Owner promptly and must be reconcilable against:

- The applicable quote for provision of the good and/or service in question.
- The schedule of rates by material and/or Contractor personnel classification and unit of measure (e.g. hours) contained in the applicable contract (and mirrored as service masters in GSAP).
- The hours time confirmed in GSAP if the work was performed on a GSAP “work centre” via the maintenance work order module notification system.

Note, the period of time covered by any claim sheet must be able to be substantiated. The means of substantiation will vary depending on the type of work being conducted but may include any or all of the following:

- Olympic Dam “PLOD” cards - cards completed by an individual worker. They detail the hours worked per GSAP work order number. It is signed by the relevant Olympic Dam supervisor or job owner.
- Tailored timesheets – these will set out the hours worked each day or shift by Contractor personnel and will be signed by the relevant Olympic Dam supervisor job owner.
- GSAP time confirmations.
- Olympic Dam gatehouse / site access card (cardax) time data.

10 Olympic Dam Supplied Items

10.1 Village Accommodation, Meals, Transport and Travel

While there is no entitlement to accommodation in Roxby Villages or in Olympic Village, every effort will be made provide Contractors with appropriate accommodation.

The Olympic Dam Job Owner or Contract Coordinator is responsible for ensuring a room booking request form is submitted in a timely fashion via the SAMS information kiosk.

Rates charged by Contractors shall make no provision for Village accommodation.

Olympic Dam will not accept costs for non-village meals (there may be some cases where Olympic Dam meets the costs of meals where Contractors are accommodated temporarily at Andamooka or Woomera).

Contractor personnel should utilise the free bus services for site-town-camp travel purposes.

The Contractor is responsible for all transportation of its personnel between their accommodation and their place of work at the site, whether for normal working hours, overtime, shift work and/or callouts. The cost of such transportation must be incorporated into the applicable hourly rate, price, tender or quote.

The Contractor must ensure that all contractor’s personnel and its sub-contractor’s personnel behave in a responsible manner at all times at the Roxby and Olympic Villages and the airport and must ensure that their personnel and its sub contractor’s personnel comply with the Village Rules and Regulations including travel to and from any Site, including to and from the airport.

10.2 Travel Costs

Travel costs can only be recovered by the Contractor for travel between the location of the Contractor’s premises, office or branch closest to Olympic Dam (excluding Olympic Dam or Roxby Downs branches) and only then if approved in advance by the Contract Owner or Project Manager.

BHP Billiton will not be liable for any other travel costs, or costs associated with travel by the Contractor unless agreed in writing with relevant the Contract Owner. Cost recovery for the use of private vehicles for transport by contractors is not accepted by Olympic Dam unless agreed in writing by the Contract Owner. Any agreement will consider whether such costs are necessary under the scope of work in question. The all inclusive OD standard rate of payment is \$0.75c / km.

10.3 Air Travel

Payment for time spent in air travel to Olympic Dam is only payable to contractors and recoverable from OD for contractor personnel who are not considered by OD to be resident in Roxby Downs or in camp and only then if approved in advance by the Contract Owner or project manager. Personnel must also be engaged uniquely on work as part of projects which have known scopes and end dates (eg shutdowns; green / brown-field construction or certain clearly defined maintenance projects). Payment for time spent in air travel to Olympic Dam Only is only recoverable from OD as part of rosters which have been approved by the OD contract owner in conjunction with OD HR.

Charges and costs for air travel and accommodation that will and will not be accepted by Olympic Dam are set out in the following table:

Return Trip	Airfare Charges	Nights Accom	“Accom Rate”	Travel time
ADL – Roxby Downs	Cost plus max 10%	Not accepted	N/A	Not accepted
Other states or Territories – Roxby	Cost plus max 10%	Max of 1	Cost plus 10%, (Max of \$150/night)	Up to 12hrs

Note: BHPB will only accept charges for economy class tickets, all other class travel will be at the expense of the Contractor.

Travel (for interstate) time may be claimed from first departure time to final arrival time plus 1 hour in each direction for miscellaneous (check-in, FFW testing etc). Claims are up to a maximum of 12 hours for interstate travel.

Vehicle / Bus Travel

Charges and costs for vehicle travel that will and will not be accepted by Olympic Dam are set out in the following table:

Return Trip	Airfare Charges	Nights Accom	“Accom Rate”	Travel time
Andamooka to Olympic Dam	Not accepted	Not accepted	N/A	Not Accepted (unless agreed with Contract Owner and only then up to a max of a half hour each way AND only if the individual is already on the waiting list for OD Camp)
Woomera to Roxby Downs	Not accepted	Not accepted	N/A	Not Accepted (unless agreed with Contract Owner and only then up to a max of 1 hour each way AND only if the individual is already on the waiting list for OD camp)
Port Augusta to Roxby Downs	Not accepted	Not accepted	N/A	Max of 2hrs
Adelaide to Roxby Downs	Not accepted	Not accepted	N/A	Max of 6hrs
Between 500 - 3000kms trip to Roxby Downs	Not accepted	Not accepted	N/A	Max of 20hrs
Over 3000kms trip to Roxby Downs	Not accepted	Max of 1	Max of cost plus max 10%, max of \$150/night	Max of 36hrs
Andamooka to Olympic Dam	Not accepted	Not accepted	N/A	Not Accepted (unless agreed with Contract Owner and only then up to a max of a half hour each way AND only if the individual is already on the waiting list for OD Camp)
Woomera to Roxby Downs	Not accepted	Not accepted	N/A	Not Accepted (unless agreed with Contract Owner and only then up to a max of 1 hour each way AND only if the individual is already on the waiting list for OD camp)

Note: No vehicle or vehicle associated charges will be accepted by BHP Billiton, including fuel. All vehicle access to Olympic Dam must be approved by the relevant Manager before arriving at site.

Regardless of the form of travel (air or vehicle) the “Accom Rate” limit is inclusive of all meals. Olympic Dam will not be liable for the cost of purchase of alcohol by the Contractor.

Air travel, meals and accommodation as part of Works or Services performed for the engineering alliance will be back-charged to the Contractor at the rates nominated in the invitation to tender / quote, unless agreed in writing with the relevant BHPB engineering alliance project supervisor prior to the commencement of the Works or Services.

10.4 Equipment Hire

Olympic Dam has preferred hire vendors with Coates Hire for the provision of tools and equipment hire services. Olympic Dam has negotiated favourable rates which Contractors should take advantage of in the preparation of tender or quotation pricing for site works.

Where Olympic Dam provides Contractors with free issue tools or equipment as part of a shutdown, it is the Contractor to whom the item has been scanned out that will be liable for that item's timely return. Olympic Dam reserves the right to withhold payment on Contractor invoices in the event any hire equipment items have not been recorded as returned in the on site or shutdown specific store facility.

10.5 On Site Facilities and Utilities

Arrangements regarding the provision of facilities and utilities on site should be clear in the applicable contract, contract variation or purchase order. Contractors should not assume Olympic Dam will provide office, crib, lay-down space or utilities. However, and wherever possible, Contractors should share available BHP Billiton facilities in preference to mobilising and charging for stand-alone facilities and connection costs.

10.6 Support Services - Cranage, Scaffold, Hydro and Vacuum Cleaning

BHP Billiton OD Central Maintenance Services Department provides cranes, scaffold and hydro / vac cleaning services for the entire Olympic Dam site. These services must be obtained via work order notifications in GSAP. In this way, appropriate scaffold, crane, hydro and vac cleaning resources can be planned and scheduled for the job or project in question. Contractors are not free to sub contract their own support services without the prior authorisation from the Services Maintenance Manager or their nominated delegate.

10.7 Distribution Service Centre

Olympic Dam has a primary distribution service centre (warehouse). Only contracted transport carriers or those approved by the Senior DSC Coordinator can pass through the warehouse gate to deliver freight to site. The distribution service centre will hold and/or deliver items to site areas and Contractors only where those items were requisitioned through the BHP Billiton GSAP system.

Contractors using third parties to deliver materials or goods to site as part of their own contract, may be required to arrange for deliveries to be forwarded to the Olympic Dam freight staging point, located in lot 15B of the Charlton Road industrial estate. Contractors can pick up deliveries direct from the freight staging point or arrange for one of Olympic Dam's contracted distribution carriers to deliver to site.

11 Olympic Dam Key Stakeholders

OD Title	Role Summary (in addition to roles specified in this "Site Specific Information and Conditions for Contractors at Olympic Dam " document)
Contract Owner	<ul style="list-style-type: none"> • Single point of vendor "contract" accountability. • Sets the "contract" strategy. • Point of escalation for "contract" issues and resolution. • Able to delegate responsibility for day to day management of the "contract" to Contract Coordinator. <p>Note; Determined by DTRA contract risk ranking (High = VP or Manager, Moderate = Superintendent, Low = Coordinator/Planner.</p>
Contract Coordinator	<ul style="list-style-type: none"> • Co-ordinates activities as required associated with the "contract" and vendor assigned personnel. • Point of escalation for "contract" related Job Owner. • Ensures regular, formal contractor performance reviews are completed. <p>Note; Determined by DTRA contract risk ranking (High = VP or Manager, Moderate = Superintendent, Low = Coordinator/Planner.</p>

Job Owner

- Responsible for planning works and ensuring clear task scope of work is available to engage the vendor.
 - Engages the vendor to perform work in accordance with contract scope of work, Olympic Dam HSEC, HR, Supply and work management policies and procedures.
 - Formally accepts (signs off) work completion.
 - Escalates issues to Contract Coordinator and/or Owner as appropriate.
 - Is a BHP Billiton position authorised to act in the capacity.
-

12 Appendix A - HSEC Plan Format

The assessment of Contractor HSEC Management Plans will entail a review of the following:

HSEC Plan Areas	What is required in the Contractor's HSEC Plan	Evaluation
<p>PLAN AREA 1 – MANAGEMENT SYSTEMS</p> <p>“BHP Billiton should only be contracting with companies who share a commitment to Zero Harm...”</p> <p>The Contractor should have an appropriately developed HSEC management system in place.</p>	<p>Evidence that there are a sufficiently comprehensive range of current HSEC policies in place:</p> <ul style="list-style-type: none"> eg a list with quality doc numbers, document extracts or copies of the documents themselves <p>Evidence that there are a sufficiently comprehensive range of HSEC procedures in place:</p> <ul style="list-style-type: none"> eg a list with quality doc numbers, document extracts or copies of the documents themselves <p>Evidence that Contractor personnel are inducted / trained in these policies and procedures:</p> <ul style="list-style-type: none"> eg an induction procedure and / or training matrix program with attendance verification 	<p>What was submitted?</p>
		<p>Is it appropriate for the proposed scope of work?</p>
		<p>What gaps are there (if any) in the plan submitted which the Contractor must address?</p>
<p>PLAN AREA 2 – COMPLIANCE</p> <p>“Awareness of and compliance with OD HSEC policies and procedures is crucial to achieving Zero Harm...”</p> <p>Contractor must acknowledge and understand key OD HSEC policies and procedures, including:</p> <ul style="list-style-type: none"> Relevant Fatal Risk Control Protocols HSEC Reporting Manual Incident Reporting General and area inductions PPE OD Life Preserving Rules OD Site Safety Directory OD Leadership Behaviours Hazardous Materials Management TTTC Task Hazard Analysis (THAs) Barricading Permits to Work Procedure Isolations Procedure Confined Space Procedure Working At Heights Procedures 	<p>Evidence that Contractor personnel are aware of all these policies and procedures and know where they can be found via the OD intranet</p> <p>Evidence that Contractor personnel are or will be fully inducted / trained in the policies and procedures relevant to the scope of work they will be delivering at OD:</p> <ul style="list-style-type: none"> eg an induction procedure and / or training matrix / program with attendance verification together eg a communication program (meetings, notices etc) demonstrating that personnel receive regular and accurate HSEC communications / updates 	<p>What was submitted?</p>
		<p>Is it appropriate for the proposed scope of work?</p>
		<p>What gaps are there (if any) in the plan submitted which the Contractor must address?</p>

HSEC Plan Areas	What is required in the Contractor's HSEC Plan	Evaluation
<p>PLAN AREA 3 – PERFORMANCE MEASUREMENT</p> <p>“Accurate measurement of HSEC performance is important...”</p> <p>Contractor's recent safety performance</p>	<p>Raw lost time, restricted work and medically treated case numbers for the previous 12 months Australian operations. This should also be expressed as TRIFR (Total Recordable Injury Frequency - refer HSEC Reporting Manual for definitions).</p> <p>Contractor should also submit at least one example of a lead and lag safety performance indicator which is in use in their Australian operations.</p>	What was submitted?
		Is it appropriate for the proposed scope of work?
		What gaps are there (if any) in the plan submitted which the Contractor must address?
<p>PLAN AREA 4 – ACCOUNTABILITY</p> <p>“Who is accountable for Contractor HSEC?”</p> <p>Contractor's organisation structure at OD</p>	<p>A clear org chart showing all key management and supervisory roles as well as any link into corporate offices / head quarters. It must be clear who is accountable for Contractor safety at site.</p>	What was submitted?
		Is it appropriate for the proposed scope of work?
		What gaps are there (if any) in the plan submitted which the Contractor must address?
<p>PLAN AREA 5 – HAZARD CONTROL</p> <p>“How will specific hazards at OD be controlled?”</p> <p>Outline of the hazards the Contractor will be faced with and how they will be controlled at OD</p>	<p>Thinking specifically about the proposed scope of work at OD, the Contractor should be able to demonstrate an appropriately in-depth understanding of the top 3-6 hazards personnel may face and the specific measures that will be in place to control them:</p> <ul style="list-style-type: none"> eg a matrix setting out each hazard, its severity, likelihood of occurrence and their corresponding control or management measures (HV work?; work at heights? hazardous materials use?; lifting operations?; hot work?; interaction with large mobile equipment? etc) 	What was submitted?
		Is it appropriate for the proposed scope of work?
		What gaps are there (if any) in the plan submitted which the Contractor must address?
<p>PLAN AREA 6 – ENVIRONMENT</p> <p>“Zero Harm must include the environment!”</p> <p>Outline of any potential environmental impacts and how they will be controlled</p>	<p>The Contractor should be able to demonstrate an appropriately in-depth understanding of any potential environmental impacts that may result from their work at OD:</p> <ul style="list-style-type: none"> eg a matrix setting out each potential impact, its severity, likelihood of occurrence and a corresponding control or management measure (hydrocarbon spill?; hazardous materials storage? vegetation clearance issue?; radiation OGA issue?; water consumption issue etc?) 	What was submitted?
		Is it appropriate for the proposed scope of work?
		What gaps are there (if any) in the plan submitted which the Contractor must address?

HSEC Plan Areas	What is required in the Contractor's HSEC Plan	Evaluation
<p>PLAN AREA 7 – SUB-CONTRACTORS</p> <p>"Sub-contractor safety must not be overlooked"</p> <p>Outline of what is in place to ensure sub-contractors meet all relevant HSEC obligations</p>	<p>Statement confirming whether sub-contractors will or may be used in undertaking the scope of work at OD.</p> <p>Evidence that sub-contractor personnel awareness and understanding of and compliance to relevant OD HSEC policies and procedures is indistinguishable from Contractor personnel:</p> <ul style="list-style-type: none"> • eg evidence that sub-contractors are subject to formal HSEC pre-qualification by the Contractor • eg evidence that sub-contractor personnel are subject to the same induction / training program as Contractor personnel 	<p>What was submitted?</p> <p>Is it appropriate for the proposed scope of work?</p> <p>What gaps are there (if any) in the plan submitted which the Contractor must address?</p>
<p>PLAN AREA 8 - COMMUNITY and INDIGENOUS EMPLOYMENT</p> <p>"Contributing to the community can make a difference..."</p> <p>Outline of any initiatives the Contractor has in place which demonstrates a contribution to the health of the community in which the Contractor operates</p>	<p>Examples may include evidence of:</p> <ul style="list-style-type: none"> • Indigenous employment programs planned or in place • Statement on whether the Contractor would be willing to develop an Indigenous Employment Strategy in consultation with BHP Billiton Olympic Dam's Senior Advisor - Aboriginal Liaison. If yes, details of Contractor representative and contact details should be provided. • Monetary donations or sponsorships to local charities or community organisations • Programs supporting the involvement of Contractor personnel in volunteer work 	<p>What was submitted?</p> <p>Is it appropriate for the proposed scope of work?</p> <p>What gaps are there (if any) in the plan submitted which the Contractor must address?</p>

13 Appendix B – Radiation

13.1 General

For the purposes of this section, “the Code” means the Code of Practice and Safety Guide for Radiation Protection and Radioactive Waste Management in Mining and Mineral Processing 2005.

The Contractor must comply with:

- all codes and recommendations referred to in the Indenture, including the Code;
- the Radiation Safety Manual issued by BHP Billiton (as amended from time to time); and
- any reasonable instruction or direction (whether verbal or written) of the site Radiation Safety Officer.

Contractors must

- Not employ any person who is or may become a ‘Designated Employee’ (as defined in the Code) until such person has undergone the medical examinations required by BHP Billiton. The form and content of such medical examinations shall be as approved and directed by BHP Billiton;
- Ensure that the Statutory Radiation Safety Officer or Delegate is provided with access to all employees of the Contractor during working hours for the purpose of instruction in accordance with the Code.
- Provide to BHP Billiton daily time information which show the number of hours each of the Contractor’s employees, (including any sub-contractors performing work for the Contractor) spent in each location of each Controlled Area. The format of this information shall be as directed by the Contracts Administration Officer;
- Deliver to the Radiation Information Officer on a fortnightly basis by way of a facsimile to ‘08 8671 0179’, a list of the Contractor’s employees on site. This list shall include the full name, permanent address, date of birth, job classification, employee number and date of pre- employment medical of each employee;
- Immediately notify the Radiation Information Officer upon termination of any of its employees by way of a facsimile to ‘08 8671 0179’;
- Ensure that a ‘Designated Employee’ who has been employed for a period of not less than 6 months, undergoes a medical examination on termination of employment, unless such a medical examination has occurred within the preceding 8 weeks. The form and content of such medical shall be as approved and directed by BHP Billiton and shall be carried out within 7 days of the Designated Employee leaving site.
- Ensure that radiation badges or other monitoring equipment is issued to and collected from such of the Contractor’s employees as may be nominated by or on behalf of BHP Billiton upon direction of the Statutory Radiation Safety Officer or Delegate. Such badges or equipment shall be supplied by BHP Billiton. It shall be the Contractor’s obligation to ensure that such badges and/or equipment are worn by its nominated employees as required;
- Ensure that at the completion of each shift in controlled areas, the Contractor’s employees shall change and shower at the ablution block at the relevant supervised or controlled area provided by BHP Billiton for that purpose;
- Ensure that such of the Contractor’s employees who are Designated Employees shall before entering the crib room remove dust from their external working clothes and shall wash their face and hands in the facility provided for this purpose. In any case where crib is taken at a location which is not a permanent cribroom sufficient quantities of clean wash water, soap and towels shall be provided at that location by BHP Billiton who shall ensure that such towels are laundered as necessary in the laundry area provided by BHP Billiton for that purpose;
- Ensure that all Designated Employees do not smoke or eat at the workplace, other than at times provided for that purpose and in or at the place or places designated by BHP Billiton.

It shall be the Contractor’s obligation to ensure that such badges and/or equipment are worn by its nominated employees as required.

13.2 Hygiene

Contractors must also ensure that

- at the completion of each shift the Contractor's employees shall change and shower at the abluion block at the relevant controlled or designated area provided by BHP Billiton for that purpose;
- the Contractor's employees who working in Controlled Areas shall before entering the crib room remove dust from their external working clothes and shall wash their face and hands in the facility provided for this purpose. In any case where crib is taken at a location which is not a permanent crib room sufficient quantities of clean wash water, soap and towels shall be provided at that location by BHP Billiton who shall ensure that such towels are laundered as necessary in the laundry area provided by BHP Billiton for that purpose;
- ensure that all employees do not smoke or eat at the workplace, other than at times provided for that purpose and in or at the place or places designated by BHP Billiton.

13.3 Radiation Clearances

(Refer to BHP Billiton OLYMPIC DAM Document No: 2382 "Radiation Clearance Guidelines")

Contractors shall, at their own cost:

- wash and clean all equipment and remove all non-fixed contamination on internal and external surfaces; and
- have all equipment visually and radiometrically inspected by the Radiation Safety Officer prior to removal from the Site, and present a "Radiation Clearance" to security at the gatehouse before the equipment is removed from the Site.

14 Appendix C – Contractor Human Resources Management Plan

14.1 Purpose

The Purpose of this document is to establish a methodology for assessing Contractor's risk profile and the related requirements for an HR Management Plan.

This document will form the template for which Contractor's will use to submit their HR Management Plans

[OD Human Resources Management Plan.pdf](#)

14.2 BHP Billiton Code of Business Conduct

The Contractor to confirm the they have accessed, understood and will comply to the BHP Billiton "BHP Billiton's Code of Business Conduct" (POL.005.17

This information can be accessed via the following link:

<http://www.bhpbilliton.com/bb/aboutUs/globalBusinessConductGuide.jsp>

15 Appendix D – Quote Template

**YOUR LOGO
HERE**

QUOTE Template

Submit Via Email **d**

Date:

Quote Reference No:

Address:

Phone Number
(for queries on quotation content)

ABN:

To	E-mail	Organisation	Vendor No	Contract No	Payment Terms
					Net 30 Days

Labour

Qty	Description	Unit Rate	Hrs per day	No of Days	Shift Pattern (day-night-N/A)	Sub Total (Excl GST)
					Day	
					Night	
					N/A	
<i>Sub Total</i>						\$0

Materials, Equipment and Vehicle Hire

Qty	Description	Unit Price	Unit Price	Sub Total (Excl GST)
<i>Sub Total</i>				\$0

Flights & Accommodation

Qty	Description	Unit Price	Sub Total (Excl GST)
<i>Sub Total</i>			\$0

Other Costs or Exclusions

Unit Price	Sub Total (Excl GST)

TOTAL		\$0 (Excl GST)