



**OCCUPATIONAL HEALTH & SAFETY MANAGEMENT
PLAN AUSTRALIA**

DOC. NO : BSWP51
REV. NO : 09
DATE : 29/10/2020
PAGES : 49

Contents

1	INTRODUCTION	4
1.1	Occupational Health and Safety Principles	4
1.2	Bunge Safety Vision	5
1.3	Bunge Safety Mission	6
1.4	Terminal Organisational Chart	7
1.5	Safety Reporting Structure	7
1.6	Occupational Health and Safety Management	7
1.6.1	Terminal Assistant Manager	Error!
	Bookmark not defined.	
1.6.2	OH&S Advisor/Coordinator	Error!
	Bookmark not defined.	
1.6.3	Supervisors	9
1.6.4	Employees	10
1.6.5	Contractor and Subcontractors	10
1.7	Key Performance Indicators	11
1.8	OH&S Management Plan	12
1.9	Continuous Improvement	12
1.10	Consultation	12
1.11	Legal and Other Requirements	12
2	RISK MANAGEMENT	15
2.1	Safe Work Procedures	15
2.2	Job Hazard Analysis	16
2.3	HAZOPS (Hazard Identification Cards/Booklets)	16
2.4	Safe Work Method Statements (SWMS)	16
2.5	Terminal Risk Assessments	17
2.6	Risk Assessment Methodology	18
2.7	Change Management Process	20
3	INDUCTION , TRAINING, AWARENESS AND COMPENTENCY	21
4	COMMUNICATING AND REPORTING	22

BSWP51 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN AUSTRALIA

4.1	Resolution of Issues	22
4.2	Occupational Health and Safety Committee and Representatives	22
4.3	Communication	22
4.4	Reporting	23
4.5	Statistical Reporting and Analysis	23
5	INCIDENT REPORTING AND INVESTIGATION	25
5.1	Incident Reporting	25
5.2	Incident Reporting Process	25
6	EMERGENCY PREPARATION, PREPAREDNESS AND RESPONSE	27
6.1	Emergency Response Plans	27
7	FITNESS FOR WORK	28
8	SPECIFIC TERMINAL OH&S REQUIREMENTS	29
8.1	Medical Examination	29
8.2	Terminal Construction Site is a Tobacco Smoke Free Workplace Bookmark not defined.	Error!
8.3	Inductions	29
8.4	Electrical	29
8.5	Hazardous Substances	30
8.6	Auxiliary Lifting Equipment	30
8.7	Fixed Plant and Mobile Equipment	31
8.8	Traffic Management Plan	31
8.9	Personal Protective Equipment	31
8.10	Heat Stress, Heat Exhaustion and Heat Stroke	32
8.11	Scaffold, Scaffolding and ladders	32
8.12	Safe Working at Heights	33
8.12.1	How to Assess the Risk of Falling	33
8.12.2	How to Control the Risk of Falling	34
8.12.3	Eliminate the hazard and associated risk	34
8.12.4	Minimise the risk by using a passive fall prevention device	34
8.12.5	Minimise the risk by using a work positioning system	35
8.12.6	Minimise the risk by using a fall arrest system	35
8.12.7	Minimise the risk using ladders, administrative controls and others	35
8.13	Excavation Safety	36
8.14	Hot Work Permit	36
8.15	Permit to Work	37
8.15.1	Working at Heights Permit	37
8.15.2	Confined Space Permit	37
8.15.3	Removal of Grid Mesh or Check Plate from Walkways Permit	37
8.15.4	Man Cage Permit	37
8.15.5	Excavation Permit	37
8.15.6	Hot Work Permit	37
8.15.7	High Voltage Permit	38
8.15.8	Commissioning Permit	38
8.15.9	Radioactive Permit	38
8.16	Personal Conduct and Behaviours	38
8.17	Housekeeping	39

BSWP51 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN AUSTRALIA

8.18	Reflective Vest	39
8.19	Site Pass	Error!
	Bookmark not defined.	
8.20	Building and Construction Site Signage	39
8.20.1	Sign the fabrication/workshop area	39
8.20.2	Sign at the construction area	40
8.21	General guidelines for compressed gasses and cylinders	40
8.21.1	Storage	40
8.21.2	Handling	40
8.21.3	Usage	41
8.22	Confined Space	41
8.22.1	Risk Assessing a Confined Space	41
8.23	Confined Space Entry Permit	43
8.24	Isolation and Tagging Procedures	44
8.25	Additional Safety Requirements	47

READ ONLY

1 INTRODUCTION

Bunge Agribusiness Australia Pty Ltd, operates the following facilities/sites and offices in Australia;

- a) Bunbury Terminal Facility
- b) Kukerin Storage Facility
- c) Arthur River Storage Facility
- d) Melbourne Head Trading Office

Bunge exports grain from its Bunge Grain Terminal (thereafter called "Terminal") in Bunbury, Western Australia. Receival and storage facilities have been constructed on land leased from the Bunbury Port Authority (BPA).

The Kukerin and Arthur River storage facilities (thereafter called "Kukerin" and "Arthur River" respectively) are located on land purchased from local growers in their respective towns.

The Melbourne Head Office is located at 99 Coventry Street, South Melbourne. The Head Office (thereafter called "Melbourne") is the basis for trading and accounts for all Australian operations.

Bunge is responsible for ensuring the operations of all Western Australian sites are compliant to the Occupational Health and Safety legislative requirements of Western Australia, inclusive of OH&S Act 1984 and OH&S Regulations 1996, and Bunge's internal OH&S Management Plan covering safety policy and procedures.

All Bunge employees, contractor employees and sub-contractors involved in site operations will be made aware of the requirements for complying with the Occupational Health and Safety requirements via the induction processes.

Bunge operates two (2) induction processes for all persons entering a Bunge site. Terminal operations require a Bunge online induction to be completed prior to entry, while Arthur River, Kukerin and Melbourne operations require a site familiarisation induction prior to entry.

1.1 Occupational Health and Safety Principles

1. Safety and health management is an integral part of line management responsibility and all persons with delegated authority will show full commitment to the program and will actively participate in and enforce all aspects of the OH&S Management Plan.
2. The safety and health management system will reflect best available practices. As a minimum, we will meet all statutory requirements, and the practical application of relevant Australian Standards, Industry Advisory Standard and Codes of Practice.

3. Where there is scope for flexibility above the legal requirements, there will be full and frank consultation with employees in setting these standards on site and for any changes that have safety and health implications.
4. Where applicable the risk arising from exposure to all hazards will be analysed and controlled in a systematic manner and in accordance with quantifiable levels of risk tolerability set for each operation.
5. Safety and health implications will be examined in a pro-active manner in the design of tasks, equipment or procedures and will involve consultation with employees as participants in this design process.
6. Specific programs will be developed to manage high consequence/low likelihood risk in accordance with the Bunge Hazard Management Plans.
7. The OH&S Management Plan systems, procedures and instructions will be documented in a simple, user friendly manner and will be readily available for reference by all persons on site.
8. All persons will receive appropriate training to ensure no person is asked to carry out any task they are not competent to perform.

1.2 Bunge Safety Vision

Safety is recognised by Bunge as one of the core principles of our business.

Our vision is to adopt the philosophy of “**Zero Harm**” which means no serious accidents or incidents during operations.

Safety of our employees, contractor and subcontractors is Bunge’s primary safety objective and this can be achieved by:

- Clearly defined safety responsibilities from a management to employee level
- Safety compliance increases employee’s morale
- No downtime or delays during operations
- Safety is one of the elements of families’ happiness
- Putting safety ahead of production and/or profit

At Bunge, we are committed to build the world’s best integrated agribusiness and food company, where safety is an integral and essential part of all our activities.

We are dedicated and committed to improve our safety and safety awareness at every level of our businesses and business functions. Our target is for Bunge to

be among the best companies in safety around the world. The leadership team will provide and allocate resources required to achieve our objective.

With this in mind, Bunge would like to communicate the following:

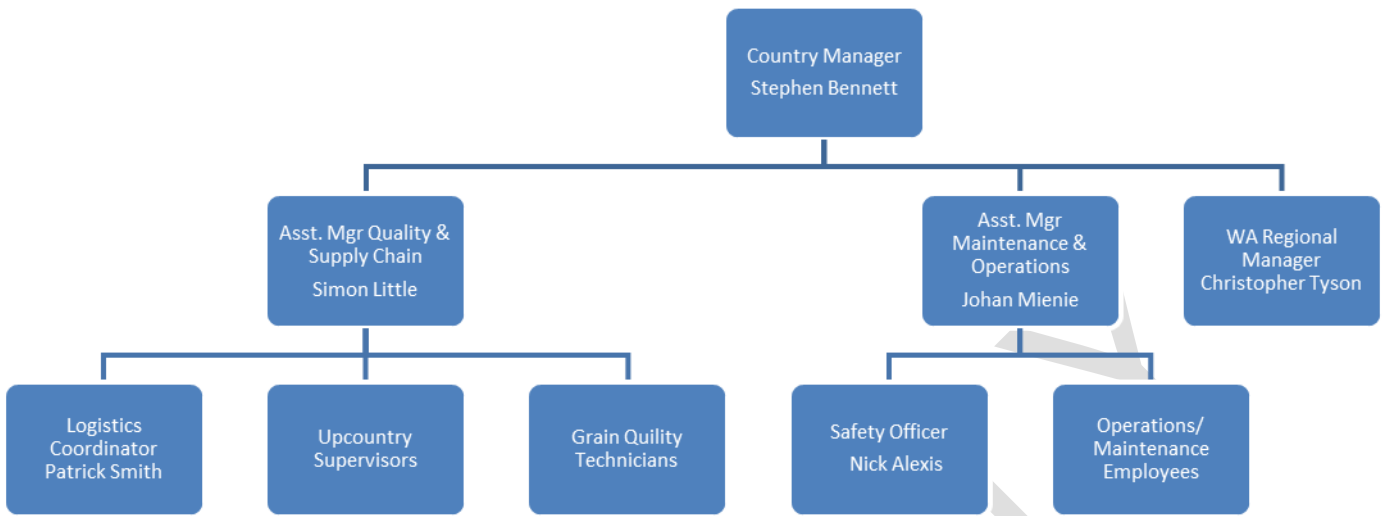
1.3 Bunge Safety Mission

“NO WORK IS SO IMPORTANT OR URGENT THAT IT CAN BE DONE WITHOUT SAFETY”

- All work-related injuries, illness and unsafe practice are preventable
- All personnel are responsible and accountable for their own safety and the safety of others
- Safety performance is a key indicator of operational excellence
- All accidents or incidents – no matter how slight should be investigated; preventive and corrective action should be taken
- Health, Safety & Environmental can be managed
- We strive for continuous improvement to our established program



1.4 Bunge Australia Organisational Chart



1.5 Safety Reporting Structure

Refer to Sections 4 and 5. Alternately, contact the Country Manager/ Crisis Manager

1.6 Occupational Health and Safety Management

Each person employed by Bunge has identified responsibilities for the management of Occupational Health and Safety (OH&S). Safety in relation to managing the Bunge facilities is the responsibility of the Safety Officer and Assistant Managers.

All key position holders involved in site management acknowledge acceptance of their OH&S responsibilities in writing either by a Position Description or a Letter of Appointment.

The accountabilities and responsibilities for the management of safety includes (but are not limited to) the following:

1.6.1 Assistant Managers

- Ensure competent and trained Assistant Managers/ Supervisors exist to manage all staff, employees and contractors involved in the Western Australian site operations
- Promote a culture in which safety is the prime concern and that shall never be compromised.
- Ensure adequate Risk Management strategies are implemented to identify hazards and evaluate the level of risks associated with the site operations and any fixed or mobile plant and other equipment purchases.
- Prepare site operation plans that comply with the design standards and health and safety management standards.
- Provide resources to eliminate hazards and improve safety
- Ensure that elected Health and Safety Representatives or Safety Delegates are in place to represent employee's safety issues and concerns.
- Ensure a thorough investigation of all accidents and incidents to prevent a recurrence
- Ensure the safe management of all staff, employees, contractors, subcontractors and visitors to site
- Conduct Pre-Shift Meetings prior to the start of each work day and hold regular site Safety Meetings once a Month Promote the involvement of all staff and employees in improving safety
- Focus on the elimination of unsafe acts, and to rectify unsafe conditions as soon as practicable.
- Ensure safety responsibility is an integral part of all management systems and processes.
- Ensure that adequate safety and risk management evaluations are made of all modification designs to structures and fixed plant.
- Review training needs for all staff and employees and provide the training as required

1.6.2 Safety Officer

- Implement and maintain the Bunge OH&S Management Plan on all sites for all staff, employees and contractors
- Advise the OH&S Management Team on safety issues and suggested solutions
- Report directly to the Port Terminal Assistant Manager for. Maintenance & Operations / Country Manager and act on their authority regarding safety issues
- Promote a culture in which safety is a Key Objective and shall never be compromised
- Promote the involvement of all staff, employees and contractors in improving safety

- Focus on and establish a culture of the elimination of unsafe acts and rectification of unsafe conditions by Managers and Supervisors.
- Facilitate and/or participate in all staff, employee and Contractor accident/incident investigations. Ensure that all incidents are thoroughly investigated to avoid re-occurrence.
- Coordinate (in consultation with staff, employees and contractors), all General and Site-specific Induction requirements and ensure all employees, contractors and visitors to each site are inducted prior to venturing beyond the office.
- Ensure Safety Information Boards are in place and updated on a regular basis with safety information relevant to each site.
- Accompany injured employees and/or contractors to the doctor/hospital and ensure prompt treatment is provided and Return to Work Programs developed for Lost Time or Alternative Duty Injuries. Report any injuries that require medical treatment to the management team immediately.
- Compile and present a monthly Safety Report to include relevant safety information in consultation with the Terminal Assistant Managers.

1.6.3 Supervisors

- Ensure management systems are in place and understood to provide safe design and operation.
- Ensure hazards and risks are identified for all plant and major equipment.
- Ensure designs are fit for purpose and safe to implement
- Ensure a safe workplace is provided for staff.
- Ensure all staff, employees and contractors are inducted and have received the required training to enable safe access to the site or Terminal.
- Contribute to and participate in the Bunge Safety Management Program.
- Ensure that management systems are followed to provide a safe working environment.
- Ensure your own safety and safety awareness of other employees at all times.
- Promote a culture in which safety is a prime concern and shall never be compromised.
- Define and document safe systems of work and through consultation, ensure they are applied.
- Ensure that all accidents and incidents are thoroughly investigated to avoid reoccurrence.
- Ensure safety management of the contractors and subcontractors while working on Bunge sites.
- Ensure contractors and employees know and understand the hazards

associated with performing tasks.

- Promote the involvement of all employees in improving safety
- Focus on the elimination of unsafe acts and rectify unsafe conditions quickly
- Conduct safety inspections, monitor safety behavior on site and participate in audits
- Ensure that all employees prior to the commencement of any work complete a Hazard Observation or Risk Assessment (high risk tasks) and ensure that the control measures identified are appropriate, communicated and understood by all employees and contractors performing the job/task.

1.6.4 Employees

All Bunge employees shall abide by the personal conduct and behaviours as outlined below:

- Employees need to be aware of the hazards and risks involved in the work they are doing and shall abide by the safe work methods and safe systems of work at all times.
- No employee shall act in a manner that endangers or is likely to endanger any other employee or cause harm to any other employee.
- Any employee who becomes aware of any person disregarding any safety rules shall remind that person of the rules. If he/she persists in disregarding the rules, the matter shall be reported to his/her direct Supervisor or Manager.
- Fooling, skylarking, horseplay, practical joking, fighting or in any way acting irresponsibly or in an undignified way is prohibited.
- No employee shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of a site, or for the health and safety of employees.
- Employees to obey all safety and warning signs at all times.

1.6.5 Contractor and Subcontractors

Contractors and sub-contractors shall provide and demonstrate to the Assistant Manager, and therefore Bunge, a suitable and sufficiently documented OH&S Management Plan and supporting documentation based on the Tender Contract requirements and the clients safety expectations. The OH&S Management Plan once approved by the management team, and therefore Bunge, shall be applied from the date of commencement of works to the duration of the construction or maintenance work at all Bunge sites.

The Primary Contractor shall maintain all facilities and equipment to ensure continued safe operation. The contractors Safety Management System shall provide for the periodic review of hazards and for routine inspection

of activities, plant, equipment and premises related to the site works. As outlined in the Contractors work permit such reviews shall have regard to workplace hazards, process hazards, engineering integrity, containment of materials, fire protection systems and other measures to ensure full compliance with the safety requirements.

Appropriate records relating to equipment, plant or facilities and their processes shall be maintained by the contractor.

Health Assessments, rehabilitation of injured contractor employees and the development and implementation of Return to Work Programs shall be established and maintained and employee records, including Pre-Employment Records and Training and Competency Records, shall be retained in a retrievable form to verify information required when conducting Accident/Incident Investigations.

1.7 Key Performance Indicators

Key Performance Indicators (KPI's) are essential to determine whether performance targets are being met. They are an integral part of the individual management position performance evaluation and the evaluation of the overall Terminal safety performance for site health and safety against set targets. Key Performance Indicators will be set for all Staff, Employees, Contractors and Subcontractors and may include some or all of the Leading and Lagging Indicators as outlined below:

Leading Indicators		
Description	Measurement	Duration
Number of Job Hazard Analysis completed.		Weekly
Number of Safe Work Method Statements reviewed and signed off for High Risk Work		Weekly
Number of Workplace Inspection completed		Weekly
Number of Pre-Start Meetings completed		Weekly
Number of Safety Meetings Conducted		Monthly
Terminal Managers Site Safety Inspections completed		Weekly
Safety Observations		Weekly
Lagging Indicators		
Description	Measurement	Duration
Number of employees on site		Weekly
Total Hours Worked		Weekly
Lost Time Injuries*		Weekly
Disabling Injuries		Weekly

Leading Indicators		
Number of damage/non-damage Safety Reports		Weekly
Number of Outstanding Investigations		Weekly
Number of Outstanding Actions from Investigations		Weekly

Lost time injury (LTI) is a work-related injury or disease that resulted in: time lost from work of a least one day or shift following the day of injury (not counting the day of injury); a permanent disability; or a fatality.

1.8 OH&S Management Plan

The remainder of this OH&S Management Plan will follow the following structure:

- Section 2 - Risk Management
- Section 3 – Induction, Training, Awareness and Competency
- Section 4 – Communication and Reporting
- Section 5 – Incident Reporting and Investigation
- Section 6 – Emergency Preparation, Preparedness and Response
- Section 7 – Fitness for Work
- Section 8 – Specific Site OH&S Requirements

1.9 Continuous Improvement

All Bunge employees and contractors will be required to report health and safety issues to their Direct Supervisor and Bunge Management so that appropriate corrective and preventative action can be taken. Complex or long term actions identified will be included in the Safety Improvement Plan for tracking purposes.

Bunge will ensure that all employees have the necessary training and competency skills to be able to perform their job/task in a safe and efficient manner. Additional to this, employees will increase their knowledge and skills which will benefit Bunge in achieving its safety and business development targets.

1.10 Consultation

Bunge has a policy of open consultation and welcomes feedback from employees, contractors, government agencies or any other third party associated with the business activities. Immediate action will be taken on receiving such feedback ensuring all affected parties are involved and advise the person providing feedback of the action/s taken.

1.11 Legal and Other Requirements

Health and Safety documentation and Safe Work Practices used for Bunge sites will be in legal compliance to the relevant statute law requirements for Western

Australia.

The General Manager and the OH&S Manager/Advisor shall ensure that copies of legislation, codes of practice, guidelines and other related information are made available. This can be achieved by utilising electronic links to relevant web sites or the availability of documents in a dedicated directory or in hard copy.

Auditing process must include the requirement to check for legislation and compliance to relevant parts of the Act and sections of the Regulations.

Notification of legislation changes shall be carried out by the OH&S Advisor or Coordinator.

The Bunge OH&S Management Plan must list the applicable legislation and Government Department that has jurisdiction over the Terminal and that information must be included in the Site Terminal General Safety Induction.

The Management Plan must satisfy the legal requirements when undertaking specific activities, performing work or operating plant and equipment. These activities include:

- License Requirements
- Certificate of Competency
- Registrations
- Approvals
- Notifications/Reporting
- Record Keeping
- Legislative requirements include:
 - Act of Parliament
 - Regulations made under the Act
 - Standards and Codes of Practice cited in regulations
 - State specific legislation

Practical Guidance includes:

- Standards – ISO and Australian and New Zealand Safety Standards
- Codes of Practice
- Guidance Notes
- National Health and Safety Guidelines
- Industry Best Practices

Name of Organisation	Web Site	Comments
Australasian Legal Information Institute	www.austlii.edu.au	
Worksafe WA – Department of Commerce	www.worksafe.wa.gov.au	Worksafe Western Australia
Standards Australia	http://www.standards.com.au/catalogue/script/search.asp	Australian Standards
International Organisation for Standardisation	http://www.iso.org/iso/home.htm	ISO Standards
SafeWork Australia	www.safeworkaustralia.gov.au	Previously known as the National Health and Safety Commission
Work Cover	www.workcover.wa.gov.au	Worker Compensation
Federal Safety Commissioner	http://www.fsc.gov.au/	Reference
Australian Occupational Health and Safety	http://www.ohs.com.au/Sites/index.htm	Reference
National Institute of Occupational Health and Safety	http://www.cdc.gov/niosh/mining/aboutus/aboutus.htm	Reference

Reference: 3.142 Occupational Health and Safety Management Plans – Occupational health and Safety Regulations 1996.

Specifically, staff, employees and contractors will be required to become familiar with and comply with the key Western Australia legislative requirements for each site as outlined below:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996
- Occupational Safety and Health Act 2004 (VIC)
- Port Authority Act 1999
- Port Authority Regulations 2001
- Environmental Protection Act 1986
- Environmental Protection Regulations 1987

Additional Acts, Regulations, Codes of Practice or Standards may also need to be complied with as outlined in specific sections of the Acts and Regulations.

2 RISK MANAGEMENT

Bunge is committed to continually improving its practices as guided by the risk management framework detailed in AS/NZS ISO 31000: 2009. The framework ensures that information about risk derived from the risk management process is adequately reported and used as a basis for decision-making and accountability at all relevant levels.

Risk Management techniques involve by identifying, assessing and prioritising all risks to and impacts on the company and its objectives. Action is then taken to minimise, monitor and control the probability and/or impact of unfortunate events or maximise the realisation of opportunities.

The operation-wide review of hazards, risks and impacts includes, but is not limited to, a threat to physical safety or the environment, a breach of legal or contractual responsibility, a threat to business operations and performance, a breach of security, failure of equipment or computer systems, the recruitment, selection and stability of company personnel, subcontractors and suppliers.

2.1 Safe Work Procedures

Safe Work Procedures and Work Instructions are developed for specific tasks associated with each site and for compliance to the relevant legislative requirements for the state. The Assistant Manager (or delegate) will prepare a list of Safe Work Procedures and Instructions for the tasks that need to be completed as part of Bunge site operations.

The terminal Staff, employees and contractors will also be required to comply with the Bunbury Port Authority Safety Standards, Safe Work Procedures and Work Instructions.

All new procedures should be discussed with employees either through the Pre-Start Meeting or Monthly Safety Meeting. A Safe Work Procedure Matrix shall be developed and displayed in the Pre-Start Meeting Room or the Supervisor's Office outlining the list of Safe Work Procedures and the employees who have read through and understand the requirements of each procedure.

Reading through specific Safe Work Procedures and signing off on these procedures may not provide the person with the necessary level of competency to be able to perform the task safely. This is why it is important to check for understanding with the employee and to identify further training needs so the employee can perform the required job/task safely.

Records shall be kept on all employees who have been deemed competent to undertake the task described. For High Risk Work Tasks, employees must be trained, deemed competent and hold the required Competency Ticket or license to perform the task required.

2.2 Job Hazard Analysis

A Job Hazard Analysis is a form of a Personal Risk Assessment which is performed by the staff and employees to ensure all potential hazards and risks have been identified and appropriate control measures have been implemented to control the hazards and risks to prevent personal injury or damage to property, assets or equipment.

If a Job Hazard Analysis has previously been performed, the employee performing the same job/task only needs to review the current Job Hazard Analysis to ensure all the steps are covered. There is no need to conduct another Job Hazard Analysis if one already exists except if several steps have been missed which have the potential to cause injury.

2.3 HAZOPS (Hazard Identification Cards/Booklets)

The purpose of the HAZOP Hazard Identification Cards/Booklets is to provide all employees and contractors with a tool for identifying hazards and risks within the workplace prior to commencing work in order to prevent injury and damage to property, equipment and assets.

HAZOP Hazard Identification Cards/Booklets must be performed prior to commencing work at each workplace. If a hazard has been identified and cannot be rectified by the employee, the employee must isolate the work area and report the hazard to the employees direct Supervisor so the hazard can be further assessed and appropriate control measured implemented.

2.4 Safe Work Method Statements (SWMS)

The Contractor will be required to submit Safe Work Method Statements for High Risk Work to the site manager for approval and authorisation prior to the commencement of work. Safe Work Method Statement means a statement that:

- Describes how work is to be carried out
- Identifies the work activities assessed as having safety risks
- Identifies the safety risks
- Describes the control measures that will need to be applied for the work activities and includes a description of the equipment used in the work, the standards or codes or practice to be complied with, the qualifications of the employees doing the work and the training required to do the work.

The Site Assistant Manager must ensure that all employees and contractors who are required to perform tasks or operate equipment, as listed below, have the required Certificate of Competency and a High Risk Work License prior to commencing work on a Bunge site.

- Non-Slewing Crane

- Materials Hoist
- Personnel Hoist
- Boom Type EWP
- Concrete Placing Boom
- Working at Heights
- Fork Lift Operation
- Pressure Equipment Operation
- Scaffolding Assembly and Disassembly
- Dogging and Rigging Work
- Crane and Hoist Operation
- Tower Crane
- Self Erecting Tower Crane
- Derrick Crane
- Portable Boom Crane
- Bridge Gantry Crane
- Vehicle Loading Crane

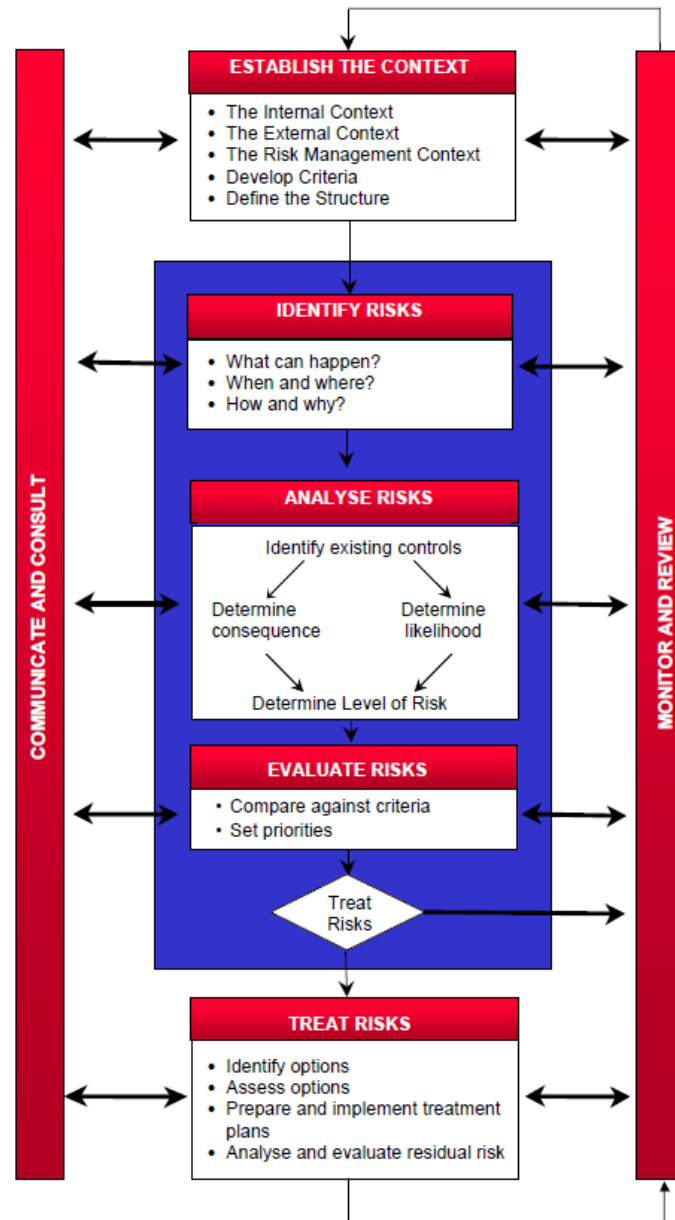
2.5 Risk Assessments

The Site Assistant Manager shall organise and conduct a Risk Assessment for the work to be undertaken at the each site. The following steps shall be followed when conducting Risk Assessments:

- Review the requirements outlined in the Contract for Bunge and identify the key hazards and risks associated with the works.
- Develop a Risk Assessment Worksheet taking into account the following headings:
 - Task, Item Step
 - Unwanted Event
 - Consequences
 - Existing Controls
 - Inherent Risk Rating (based on the most credible consequence)
 - Recommended Actions (to improve existing control or implement new controls)
 - Residual Risk Rating
- Once the Risk Assessment Worksheets have been developed, organise who is going to be involved in the Risk Assessment Workshop and organise a suitable date and time to conduct the Risk Assessment Workshop.
- At the completion of the Risk Assessment Workshop, the identified Recommended Actions need to be prioritised from Low, Moderate, High and Extreme and the Actions placed in the Safety Improvement Plan.
- The Site Manager is to ensure that all people working on site complete the Recommended Actions within the agreed timeframe for the duration of the site operations.

2.6 Risk Assessment Methodology

The following Risk Assessment Methodology shall be used when determining the Inherent Risk and Residual Risk associated with the identified hazards or hazardous events:



Likelihood Table

Likelihood Rating	Description
Almost Certain	Is expected to occur in most circumstances, common or repeating occurrence
Likely	Will occur in most circumstances. Known to occur, or “it has happened”
Possible	Might occur at some time. Could occur or “I’ve heard of it happening”
Unlikely	Could occur at some time. Not likely to occur.
Rare	May occur only in exceptional circumstances. Practically impossible.

Consequence Table

Consequence Rating	Insignificant	Minor	Moderate	Major	Catastrophic
People	No injuries or illness	First Aid Treatment	Medical Treatment Required	Extensive injuries or illness	Death
Environment	Minor localised spill	On site release immediately contained	On site release with detrimental effects	Off site release with detrimental effects	Toxic release off- site with massive detrimental effects
Production delay, loss or damage	Low financial loss. Less than \$5000 delay/loss	Medium financial loss \$5k to \$500k delay/loss	High financial loss \$1m to \$5m delay/loss	Major financial loss \$1m to \$5m delay/loss	Huge financial loss, more than \$5m delay/loss

Risk Rating Matrix

Likelihood		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
1	Almost Certain	High (11)	H - 10	E - 6	E - 3	E - 1
2	Likely	M - 19	H - 14	H - 9	E - 5	E - 2
3	Possible	L - 22	M - 18	H - 13	E - 8	E - 4
4	Unlikely	L - 24	L - 21	M - 17	H - 12	E - 7
5	Rare	L - 25	L - 23	M - 20	H - 16	H - 11

Reference: 3.141 Duties of Main Contractors – Occupational Health and Safety Regulations 1996.

RISK ASSESSMENT MATRIX					
	CONSEQUENCE				
	Low	Minor	Moderate	Major	Critical
Almost Certain	High (11)	High (16)	Extreme (20)	Extreme (23)	Extreme (25)
Likely	Moderate (7)	High (12)	High (17)	Extreme (21)	Extreme (24)
Possible	Low (4)	Moderate (8)	High (13)	Extreme (15)	Extreme (22)
Unlikely	Low (2)	Low (5)	Moderate (9)	High (14)	Extreme (19)
Rare	Low (1)	Low (3)	Moderate (6)	High (10)	High (15)

2.7 Change Management Process

Change Management is the process of taking a planned and structured approach to help align companies with change. In its most simple and effective form, change management involves consultation with Assistant Managers, Supervisors and employees to help them understand what the change means for them, helping them to make and sustain the transition and working to overcome any changes involved. From a management perspective it involves the organisational and behavioural adjustments that are needed to accommodate and sustain change.

Fundamentally, the basic goal of all Change Management is to secure “buy-in” from employees to the change and to align individual behaviour and skills with the change. The successful change also involves ensuring employee’s capacity to adapt to and work effectively and efficiently in the new environment.

Change Management often fails because not enough strategic thought is given to communicating the rationale and the expected impact of the change to employees and stakeholders.

To ensure clarity about the change and to provide a clearer picture of the magnitude and complexity of what is involved, the change management process should be documented. This includes outlining:

- Why the initiative is being undertaken – what are the business drivers?
- What outcomes and objectives the change is seeking to achieve
- How the change will benefit the company and employees
- The key to successful Change Management is good planning. Managing the complexity of any change is virtually impossible without a robust plan that is supported by strong Terminal management.

When planning for Change Management the following processes should be considered:

- Determine a clear objective of what is to be achieved
- Determine the benefits of the change and how this is going to benefit employees
- Identify what is to be achieved, and the expected outcomes from the change
- Detail precisely who, what, when where, why and how philosophy of achieving and implementing the change objectives.
- Assess the impact of the change on the company and the employees as well as other stakeholders.
- Ensure alignment with the company’s Business Plan including costs

Reference: 4.28 – Duties of certain persons in relation to plant – Occupational Health and Safety Regulations 1996.

3 INDUCTION, TRAINING, AWARENESS AND COMPETENCY

The effectiveness of the health and safety program is dependent on the availability of competent Managers and Supervisors conversant with the health and safety requirements for Bunge and committed to its implementation and improvement.

Responsible Managers and Supervisors shall consider the following points in relation to the training and competency requirements for employees working on the Bunge sites;

Selection Criteria - To include consideration of safety awareness/attitude and where required specific safety responsibilities and related qualifications and/or competencies. This process includes being medically and physically fit to perform the required work.

Inductions – Employees will be required to attend the Bunbury Port Authority General Safety Induction (Bunbury) and a Bunge Online Safety Induction or Site Familiarisation Induction prior to commencing work on site. The Induction provides a detailed overview of the safety requirements for the sites and should include but not limited to the following topics:

Performance Management – The General Manager will be responsible for reviewing staff, employees and contractors's performance and to determine additional training requirements for employees:

- Accidents and incidents involving High Risk Tasks and Mobile Equipment
- Quality of work performed
- Amount of rework required

Training Requirements - Identify skills, qualifications, competency relating to positions and activities which identifies compliance to staff, employees and contractors training requirements. The following documentation shall be developed by the Terminal Manager / Safety Officer and made available to all staff and employees for review:

- Training and Competency Skills Matrix
- Position Skills Matrix
- Task Observation Procedure

Specific Occupational Health, Safety and Training requirements shall be identified and communicated to all employees involved in Bunge operations. Bunge Management shall ensure training and competency requirements are applied and complied with by Bunge employees.

Reference: 4.28 – Duties of certain persons in relation to plant – Occupational Health and Safety Regulations 1996.

4 COMMUNICATING AND REPORTING

4.1 Resolution of Issues

Health and safety issues will from time to time be raised at both the organisational level and site levels by direct employees or contractor employees. When issues are raised, resolution of these issues is of the utmost importance to ensure the issues do not present a danger of injury or harm to the health of employees working within Bunge sites and the work environment is returned to a safe place for employees to work.

4.2 Occupational Health and Safety Committee and Representatives

The Country Manager may request that Bunge employees and / or Contractor employees form an OH&S Committee for each site. The OH&S Committee provide a forum for consultation with elected employees OH&S Representatives to resolve workplace Occupational Health and Safety issues. Where agreed with the OH&S Committee members issues may be raised and resolved at that forum. Where the Committee decides issues cannot be adequately addressed, then the Committee may refer the issue to management to resolve.

4.3 Communication

The use of communication tools such as presentations, short videos, Safety Alerts, Safety Bulletins and Safety Boards to communicate safety program initiatives and to provide performance feedback shall be utilised as identified.

All employees are required to be involved and actively participate in communicating Occupational Health and Safety requirements at all times within their area of responsibility.

The Management Team must establish formal and informal means of communication between management, contactors and the workforce. Assistant Managers will be subject to external inspections and audits and required to establish their own verification methods by developing and utilising a Safety Activity Planner.

Types of communication that could be used are:

- Safety Performance Reports
- Written Procedures and Work Practices
- Inductions
- Pre-Start Meetings
- Toolbox Meetings
- Safety Meetings
- OH&S Committee Meetings
- Safety Alerts
- Safety Training

- Short Safety Awareness Programs
- Compliance Verification Methods
- Workplace Inspections
- Internal and External Audits

Promotion and recognition paths:

- Praise
- Awards
- Feedback
- Performance Review
- Performance Bonuses

4.4 Reporting

Reporting of unplanned events is critically important in actively responding to the prevention of recurrence and to reducing and controlling further impacts in the workplace.

The Site Assistant Managers will be responsible for reporting the following:

- Accidents, incidents and near misses
- Hazards – Likely to cause injury or harm to employees
- Issues – that causes or has the potential to cause immediate injury or harm to the health of an employee.
- Dangerous Occurrences – That caused or has the potential to cause immediate injury or harm to the health of an employee.

A person having knowledge of any of the above events must report the fact to their direct Supervisor. Where the Supervisor is unavailable or not contactable then the report shall be made to the General Manager.

4.5 Statistical Reporting and Analysis

The Safety Officer, with input from all staff, employees and contractors, may **submit a report at the end of each month outlining the following safety requirements:**

- Number of employees and contractors and the total number of hours worked for the month. This information is used to calculate Injury Frequency Rates.
- Accident and incidents reported
- Outstanding Investigations and Overdue Actions
- Workplace Inspections and Audits completed
- Health and Safety Communication
- Employee, Staff, Contractor and Sub Contractor performance against the Site Schedule
- Pro-active Safety Initiatives achieved for the week

Staff, employees and contractors safety performance shall be reviewed by regular workplace meetings, inspections and audits to verify compliance to the site requirements and Work Method Statements and Management Systems.

READ ONLY

5 INCIDENT REPORTING AND INVESTIGATION

Incident Reporting and Investigation processes and procedures will be adhered to by staff, employees and contractors.

As a minimum, the personnel listed below shall be competent to conduct an incident investigation. Where necessary, training shall be provided;

- Assistant Manager
- Supervisor
- Safety Officer

It is a legislative requirement for Bunge to compile and maintain a record of each incident that occurs. The record must include corrective actions to prevent recurrence.

5.1 Incident Reporting

The timely reporting of incidents is important in order to:

- Comply with legislative requirements; and
- Facilitate continual OH&S improvement through the communication of incidents and establishment of preventative controls.

When an incident occurs, the first action to be taken is to prevent escalation and arrange any physical response such as rescue, medical treatment or equipment repairs.

A Assistant Manager must be advised of the event and an assessment made to determine the extent of injury or damage. Where necessary, the Bunbury Port Authority will be advised, and a copy of the Bunge Site Incident Form will be provided.

5.2 Incident Reporting Process

In the event of an unwanted and unplanned event occurring, requiring an Incident Report Form to be completed, the following points shall be followed in regards to completing the Incident Report Form:

- The person involved in the incident must report the incident to their immediate Supervisor. If injuries are involved, the immediate Supervisor will organise First Aid/ Medical Treatment for the injured person/s.
- If no injuries are involved the person/s will report the incident to their immediate Supervisor and identify and rectify potential hazards and risks present in the area only if it is safe to do so.
- If mobile equipment or light vehicles are involved in the incident, the equipment must be shutdown following the manufacturer's specifications or the Standard Operating Procedures.

Note: Person/s involved in mobile equipment or light vehicle incidents or accidents maybe required to undertake Fitness for Work Testing for alcohol and illegal substances.

- For serious injury and non-injury incidents, the area must be isolated and barricaded to prevent unauthorised entry until the incident scene has been investigated by site personnel or external authorities.
- For serious injury and non-injury incidents the immediate Supervisor must notify the following people at the earliest convenience:
 - Assistant Manager
 - Contractor Representative
 - OH&S Coordinator
- Where required or deemed necessary, and in consultation with the Staff, Employees or Contractor representative the relevant regulatory authority is notified of the incident.

The investigation team will be at the discretion of the Bunge's Management Team and may involve the following: injured person/s, Supervisors, Contractor's Representative, external agencies, external technical advisor and a Worksafe WA Inspector.

All corrective actions are to be entered onto the relevant Corrective Action Register. An incident investigation is not closed until a final signature of close-out has been completed.

Reference: 2.4 Notification under Act s 231 of certain injuries and 2.5 Notification under Act s 231 of certain diseases of the Occupational Health and Safety Regulations 1996.

6 EMERGENCY PREPARATION, PREPAREDNESS AND RESPONSE

Bunge employees and Contractor employees will be required to follow the Emergency Management Plan. Bunge shall provide to all staff, employees and contractors, training on the Site Emergency Procedures by General Safety Induction or Awareness Programs covering the following points:

- Overview of the Site Emergency Procedures
- Emergency Alarms
- Emergency Phone Numbers and Two-Way Radio UHF Channels
- Emergency Muster Points 1/ 2
- Roles and Responsibilities of key positions to control/coordinate emergency incidents

6.1 Emergency Response Plans

Site Emergency Procedures for each site shall be developed to provide specific details of emergency preparedness and response. The Bunge Emergency Management Plan provides guidelines for the initiation and maintenance of an effective emergency response for likely emergency scenarios. In addition, the Plan will include precautionary planning in regards to emergency preparedness and response.

The Bunge Emergency Management Plan includes:

- Likely emergency scenarios and guidelines for responding to such scenarios;
- Means by which an emergency response is initiated;
- Criteria for escalation of an emergency;
- Defined roles and responsibilities required to respond to an emergency;
- Facilities or equipment required to coordinate the emergency response;
- Emergency key contact list;
- Communication and documentation; and
- Evacuation protocols and Emergency Muster Points.

In addition, the Plan will include up to date layout drawings where appropriate. The layout drawings may include the positions of emergency response and fire fighting equipment that are maintained at operational sites.

In developing and reviewing the Emergency Response Plans the relevant site hazards should be identified to ensure appropriateness of the Plan.

Reference: 3.10 Evacuation Procedures – Occupational health and Safety Regulations 1996.

7 FITNESS FOR WORK

All Bunge employees and Contractor employees will be required to follow the Fitness for Work Policy and Procedures. The following points shall be followed by employees and Contractor employees:

- Nobody is to attend work affected by alcohol or illegal substances.
- Alcohol and illegal substances shall not be consumed or brought onto site.
- Random and For Cause Testing for alcohol and illegal substances will be conducted on site at the Assistant Managers discretion.
- Awareness programs and procedures will be implemented to encourage behaviors to minimise fatigue in the workplace.
- Educational and awareness programs will be implemented to provide employees with awareness on the impacts of alcohol, illegal substances and fatigue in the workplace.
- Will promote and encourage healthy lifestyles of all employees.
- Rigorously identify, develop and implement effective and fair procedures for dealing with people who are unfit for work.

READ ONLY

8 SPECIFIC SITE OH&S REQUIREMENTS

8.1 Medical Examination

As part of the Primary Duty of Care requirements for employers to ensure that employees are medically and physically fit to perform the required duties and tasks, employees and contractor employees shall produce evidence that they have completed a Pre-Employment Medical Examination within the last 12 months indicating that they are medically and physically fit to perform the job/task required. The Medical Examination shall be by an approved General Medical Practitioner. The Pre-Employment Medical Assessment also includes testing for alcohol and illegal substances.

8.2 Bunge Smoking Policies

Bunge has designated all Bunge sites as smoke free work environments and as such tobacco smoking is prohibited within the confines of each site. Designated smoking areas will be established in low risk areas at each site, away from buildings and grain receipt.

8.3 Inductions

All Bunge staff, employees and Contractor employees will be required to attend the Bunbury Port Authority General Safety Induction (Bunbury Only) and a Bunge Online Safety Induction prior to commencing work on any site.

As per the executed agreement between BPA and Bunge, the lease requires "All Tenant Associates of Bunge to hold a valid Port of Bunbury MSIC card (MSIC) or proof that they have applied and have been approved for the issuance of a MSIC. Tenant Associates without a valid MSIC must be escorted, at all times, by a person holding a valid MSIC." Tenant Associates include all contractors, sub-contractors, suppliers, consultants and employees of Bunge. Visitors without MSIC's are only acceptable for short term or one off visits.

Note: For all queries and direction regarding MSIC/PAC, visitor and escort requirements, contact the BPA Port Security Officer, Huey Lange, on 0417091461.

Maritime Security Induction Cards are available at the Bunbury Port Authority Office.. Bunge will be responsible for developing and presenting the Site Specific Inductions to all employees, Contractor employees and visitors to the site.

8.4 Electrical

The Assistant Manager will ensure that the use of electrical wiring, portable electrical tools, extension leads, power packs and generators are in accordance with the requirements outlined in the Occupational Health and Safety

Regulations 1996 and with Australian Standards AS3012. Where a more specific provision is not made in AS3012 conformance will be to the provisions of AS3000 Wiring Rules.

All electrical and portable power tools, junction boxes and each leakage devices will be tested and inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible, the General Manager will be advised immediately by the Electrical Contractor or sub-contractor and assistance requested in order to comply with the requirements of the Australian Standard.

8.5 Hazardous Substances

During Bunge site operations, the use of chemicals for fumigation and/or pest eradication may be required. The Fumigation and/or Pest Control Contractor will provide the Management Team with any information known or records held concerning hazardous substances or atmospheric monitoring required for use of the chemical substances. This information is to be entered in the register for Dangerous Goods/Hazardous Substances and kept at each site while being made available to all employees on site.

Prior to the Dangerous Goods or Hazardous Substances being used at the sites, the relevant Contractor or the Sub Contractor will provide a hard copy of the Risk Assessment and Safety Data Sheet (SDS) and a copy shall be maintained in the Terminal Office.

The Terminal Manager / General Manager shall:

- Ensure all substances to be brought on site will be listed on the Hazardous Substance Register.
- Review the Risk Assessment to verify the suitability of the planned risk control measures and then sign and authorise the use of the substance on site.

8.6 Auxiliary Lifting Equipment

All lifting equipment (chains, slings, wire rope, shackles and hooks) to be brought on site will have a current Test Certificate and will be listed in a Lifting Equipment Register. The Site Assistant Managers in liaison with staff, employees and contractors will make sure the register is maintained during the operations of the site. If a Man Cage is required, the Contractor or persons using the device must ensure that a Man Cage Work Permit has been raised and issued.

All lifting slings and accessories will be marked with the manufacturer's identification and Safe Work Load. The Contractor or person using the device shall provide each item with a marked identification number and a current Test Certificate for each. Test certificates will be stored on the Terminal Site and made available if requested.

8.7 Fixed Plant and Mobile Equipment

Staff, employees and contractors will carry out regular inspections and maintenance of their plant. The inspection and maintenance history of each item shall be documented in an appropriate log book or Plant maintenance software package and made available to the Site Assistant Managers prior to the commencement on site. The Assistant Manager of Maintenance shall ensure that the mobile plant is logged into the Plant and Equipment Register and on a weekly basis via Weekly Site Inspections that all plant service regimes are adhered to and any mobile equipment that is not in a safe operational state is tagged out with an "Out of Service Tag".

Where required by legislation, items of plant and equipment shall be Item Registered and or Design Registered. The inspection use and maintenance of the plant shall comply as a minimum with the Manufacturers Specifications and Instructions. Where no instructions are available the inspection, use and maintenance of the plant will comply as a minimum with the relevant Australian Standard as is appropriate.

8.8 Traffic Management Plan

Bunge will be responsible for developing and implementing a Traffic Management Plan and to have the Traffic Management Plan approved by the Bunbury Port Authority (Bunbury). The Traffic Management Plan as a minimum shall cover the following points:

- Light Vehicle and Mobile Equipment Specifications
- Road Design
- Speed Limits
- Signage
- Parking Areas
- Right of Way
- Breakdown and Recovery of Vehicles
- Emergency Procedures
- Seat Belts and Personal Protective Equipment
- Segregation between Pedestrians, light vehicles and mobile equipment
- Training and Competency Requirements
- Overhead Power Lines

8.9 Personal Protective Equipment

Bunge and the Contractor will be responsible for supplying all Personal Protective Equipment to employees as outlined in the OH&S Management Plans. Staff, employees and contractors will ensure that all items of Personal Protective Equipment are manufactured, used and maintained in accordance with the relevant Australian Standard.

All employees will be instructed and or trained in the correct use of each Personal Protective Equipment item prior to use.

Bunge and it's contractors will be responsible for displaying mandatory Personal Protective Equipment Signage around each site outlining the type of Personal Protective Equipment requirement.

Personal Protective Equipment may include but not limited to: (hard hat, hearing protection, eye protection, high visibility clothing, hand protection, feet protection, safety harnesses, respiratory protection, etc).

8.10 Heat Stress, Heat Exhaustion and Heat Stroke

The site Assitant Managers shall ensure that appropriate control measures are identified and implemented to reduce the risk so far as reasonably practical of employees being exposed to hot humid atmospheres that may result in Heat Stress, Heat Exhaustion or Heat Stroke. The following controls shall be reviewed and implemented as appropriate.

- Wear light breathable reflective clothing
- Wear a wide brim peak attached to your hard hat, sun screen and tinted safety glasses
- Clean drinkable water
- Temporary shade
- If possible plan to do heavy work during the cooler parts of the day
- Provide awareness training on dehydration, heat exhaustion and heat stroke

8.11 Scaffold, Scaffolding and ladders

The Site Assistant Managers shall ensure that scaffolds and scaffolding will only be erected, modified or dismantled by qualified Scaffolders who have obtained a High Risk Work License for Scaffolding.

A SCAFFTG System or similar shall be used as a visual warning system to display the status of the scaffold or scaffolding (safe verses unsafe).

Bunge Staff, employees and contractors shall ensure that safe systems of work and safe work procedures are developed and implemented for all scaffold and ladder use.

Ladders are only to be used for access where there is no alternative and must comply with the following as a minimum acceptable standard:

- Portable ladders when in use shall be secured with rope or ladder clamps to prevent slipping or overbalancing.
- Ladders shall always be placed on firm, stable footing to prevent the ladder

feet from moving unexpectedly.

- Portable ladders shall be placed on a substantial base at a 1:4 pitch, have a clear access top and bottom and extend a minimum of one meter above the egress landing.
- Portable metal ladders and wire reinforced ladders shall not be used for any electrical work or where contact with electrical conductors is foreseeable.
- All ladders must be industrial rated with a clearly marked Safe Working Load.

8.12 Safe Working at Heights

The Site Assistant Managers and where appropriate, the Contractor's Site Manager must identify all physical locations and tasks that could cause harm due to a fall, whether it is a person or an object falling. This includes access to the areas where work is to be carried out. Tasks that need particular attention are those carried out:

- On any structure or plant being constructed or installed, demolished or dismantled, inspected, tested, repaired or cleaned.
- On a fragile surface (cement sheeting roofs, rusty metal roofs, fiber glass sheeting roofs and skylights).
- On a potentially unstable surface (areas where there is potential for ground collapse).
- Using equipment to work at the elevated level (when using elevating work platforms or portable ladders).
- On a sloping or slippery surface where it is difficult for people to maintain their balance (on glazed tiles).
- Near an unprotected open edge (near incomplete stairwells)
- Near a hole, shaft or pit into which a worker could fall (trenches, lift shafts or service pits).

8.12.1 How to Assess the Risk of Falling

Once the fall hazards have been identified in the workplace, assess and understand the associated risks: What could happen if a fall did occur and how likely is it? A risk assessment can determine;

- How severe a risk may be;
- Whether any existing control measures are effective
- What action you should take to control the risk, and
- How urgently the action needs to be taken.

A risk assessment is unnecessary if you already know the risk and how to control it. When assessing the risks arising from each fall hazard, consider the following points:

- The number and movement of all people at the workplace

- The design and layout of elevated work areas, including the distance of a potential fall
- the adequacy of inspection and maintenance of plant and equipment (scaffolding)
- The proximity of workers to unsafe areas where loads are placed on elevated working areas (for example, loading docks) and where work is to be carried out above people and there is a risk of falling objects
- The adequacy of lighting for clear vision
- Weather conditions—the presence of rain, wind, extreme heat or cold can cause slippery or unstable conditions
- The suitability of footwear and clothing for the conditions
- The suitability and condition of ladders, including where and how they are being used
- The adequacy of current knowledge and training to perform the task safely (young, new or inexperienced workers may be unfamiliar with a task), and
- The adequacy of procedures for all potential emergency situations.

8.12.2 How to Control the Risk of Falling

The most important step in managing risks involves eliminating the risks, or if that is not reasonably practicable, minimising them so far as is reasonably practicable.

There are a number of ways to control the risks of falls. Some control measures are more effective than others. Control measures can be ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of control.

8.12.3 Eliminate the hazard and associated risk

The first priority is to eliminate fall hazards by eliminating the need to work at height, for example, by carrying out the work on the ground, or work on a solid construction.

Eliminating hazards and risks is often cheaper and more practical to achieve at the design stage of structures or plant by integrating fall prevention systems into the design. For example, design permanent guard rails or other types of edge protection, such as parapet walls, as part of the structure.

8.12.4 Minimise the risk by using a passive fall prevention device

A passive fall prevention device is any equipment that is designed to prevent a fall and which, after installation, does not require ongoing adjustment, alteration or operation by a person to the means by which it is designed to prevent a fall. These include installing edge protection, using

temporary work platforms or guard railing.

8.12.5 Minimise the risk by using a work positioning system

A work positioning system involves the use of equipment, other than a temporary work platform, that enables a person or thing to be positioned and safely supported at a location for the duration of the work being carried out, for example, travel restraint systems and industrial rope access systems.

Work positioning systems require a higher level of operator competency and supervision than control measures which are higher on the hierarchy of control. Accordingly, they must only be used where it is not reasonably practicable to use a passive fall prevention device.

8.12.6 Minimise the risk by using a fall arrest system

A fall arrest system is equipment that is designed to prevent or reduce the severity of an injury to a person if a fall does occur, for example, catch platforms, industrial safety nets and safety harnesses.

8.12.7 Minimise the risk using ladders, administrative controls and others

If it is not reasonably practicable to use any of the above control measures, or if there is a remaining risk of falls, you may consider using ladders.

Administrative controls include 'no go' areas, procedures for working safely at height and using signs to warn people of a fall hazard.

If the only risk controls used to minimise a risk of a fall over two metres are ladders, administrative controls or other reasonably practicable steps (other than passive fall prevention devices, work positioning systems or fall arrest systems), then you must make a record of the control to be implemented and the reasons why higher order risk controls cannot be used. If the work being carried out is construction work, then the preparation of a safe work method statement will meet this requirement. The use of ladders and administrative controls are the least effective control measures because they rely on people's behaviour to reduce the risk of a fall occurring and require a high level of supervision.

In some cases, a combination of control measures may be appropriate, for example, using safety harnesses while working from an elevating work platform.

You should also ensure that the control measures you select do not create new hazards, for example, electrical hazards from contact with overhead power lines or crushing and entanglement from plant such as elevating

work platforms.

Some of the control measures designed to control the risk of persons falling may also be adapted to control the risk of falling objects, for example, a catch platform with a perimeter screen will arrest a worker's fall and contain any falling objects before they hit a person below the work area.

8.13 Excavation Safety

The Site Assistant Managers and where appropriate, the Contractor Site Manager must ensure that the following safety precautions are taken before any excavation work is undertaken or at the completion of the excavation work.

- Underground essential services (water lines, sewage lines, air lines, electrical cables, communication and data lines etc) must be identified and clearly marked on the ground prior to commencing any digging operations.
- An Excavation Permit needs to be raised and authorised by General Manager the wall stability of the excavations needs to be assessed by a competent person to ensure the walls are stable enough for employees to work in the excavation.
- Loose rocks and material to be removed from the top of the excavation and from the excavation walls prior to any employee working inside the excavation.
- Appropriate signage and fixed barriers are installed around the top of the excavation to prevent people from falling down the excavation.

8.14 Hot Work Permit

The Site Assistant Managers shall ensure that a Hot Work Permit System is developed and implemented to cover Hot Work activities (welding, grinding, oxygen/acetylene cutting or lancing) covered outside of designated workshop areas.

The following precautions need to be evaluated and assessed prior to performing Hot Work activities:

- A Hot Work Permit will need to be raised and approved prior to the commencement of Hot Work activities.
- Flammable and combustible materials to be removed from the immediate vicinity of the area where the hot work is going to be performed.
- Fire Fighting Equipment (water hose or Fire Extinguishers) to be present in the immediate area where the hot work is going to be performed.
- For high risk areas, a Fire Watch/Observer needs to be present.
- Hot work must not be performed on Confined Spaces with adequate ventilation and extraction.
- Hot work must not be performed in areas where explosive or flammable

atmospheres are present.

8.15 Permit to Work

Major work activities that have the potential to cause injury to employees are covered by a Permit to Work System. All persons working on Bunge sites will be made aware of the Permit to Work System and the requirements of each permit clearly explained.

Permit to Work training shall be provided to all employees and contractors and shall be complied with when undertaking any of the following activities:

8.15.1 Working at Heights Permit

Where a person is working at heights or near an edge of a hole or opening where there is a possibility of falling.

8.15.2 Confined Space Permit

When entry is required into a confined space that is not considered a normal place of work.

8.15.3 Removal of Grid Mesh or Check Plate from Walkways Permit

Removing Grid Mesh or Checker Plate from existing walkways, stairways and other places where a person could fall through the space to the level below.

8.15.4 Man-Cage Permit

A Man Cage fitted to the end of a crane which can be raised and lowered to allow people to perform work at elevated levels.

8.15.5 Excavation Permit

When anything has to be driven into the ground or when any hole or trench is excavated on the Terminal Site.

8.15.6 Hot Work Permit

When Hot Work (welding, oxygen/acetylene cutting, lancing, grinding etc) has to be performed outside designated workshop areas.

8.15.7 High Voltage Permit

When work has to be performed on high voltage power lines or work has to be performed within the High Voltage Power Line Corridors.

8.15.8 Commissioning Permit

When commissioning new plant and equipment installed ready for operational use.

8.15.9 Radioactive Permit

The removal or adjustment of radioactive devices.

8.16 Personal Conduct and Behaviours

All Bunge employees, contractor and sub contractor employees shall abide by the following personal conduct and behaviours while working on Bunge sites;

- Supervisors in charge of unskilled employees or new employees are responsible for ensuring that these employees are aware of the hazards and risks involved in the work they are doing and shall observe the safety rules for each site.
- An employee who observes anything that might be dangerous to life or that can cause damage to property or the safety of any other employee, shall as soon as possible inform the supervisor who is responsible for that section of the site.
- No employee shall act in a manner that endangers or is likely to endanger any other employee or cause harm to any other employee.
- Any employee who becomes aware of any person disregarding any safety rules shall remind that person of the rules. If he/she persists in disregarding the rules, the matter shall be reported to his/her direct Supervisor or the OH&S Advisor or Officer.
- Running on site is forbidden.
- Fooling, skylarking, horseplay, practical joking, fighting or in any way acting irresponsibly or in an undignified way is prohibited.
- No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site, or for the health and safety of employees.
- Interfering with or unauthorised use of Fire Fighting Equipment is prohibited
- No person affected by alcohol or illegal substances shall enter or be allowed to enter a Bunge site.
- Alcohol and illegal substances must not be taken onto a Bunge site.
- Firearms or any other weapon shall not be taken onto a Bunge site.
- Cameras shall not be taken onto Bunge sites unless written permission has been obtained from the Terminal Assistant Managers / Country Manager.

- All safety and warning signs shall be obeyed
- If an employee becomes ill at work, the employee must report to the Supervisor prior to receiving medical treatment or leaving site.
- Supervisors are responsible for investigating every incident that occurs in their area of control even though the incident may not result in personal injury or property damage.

8.17 Housekeeping

- All work areas must be left clean, tidy and orderly at the end of each shift
- Spills of oil or other liquids must be cleaned up by the person involved
- Put everything you use in its proper place
- Place all rubbish and scrap in the proper disposal or recycle bins

8.18 Reflective Vest

The Bunge employees and visitors are obliged to use the high visibility and reflective vests provided by the company where appropriate clothing is not worn.

Typically the reflective vest would include on the front side:

- Bunge Logo – small format

On the back side:

- Bunge logo – large format
- “Stand for Safety” slogan – medium format

All contractor employees will have their own reflective vests that must be worn at all times in site.

8.19 Building and Construction Site Signage

A minimum set of the following signs are required from each contractor who are engaged in medium to long term works (listed and explained below).

8.19.1 Sign the fabrication/workshop area

- minimum size of 200 cm x 250 cm
- name of the area (office, storage, etc) in English
- logo of Bunge
- logo of the contractor
- name of the contractor
- Terminal name
- name and the phone number of the construction manager
- name and the phone number of the safety manager
- “Stand for Safety” slogan

- made from water proof material
- fixed in at the straight angle

8.19.2 Sign at the construction area

- minimum size of 200 cm x 250 cm
- name of the area (office, storage, etc) in English
- logo of Bunge
- logo of the contractor
- name of the contractor
- Terminal name
- name and the phone number of the construction manager
- name and the phone number of the safety manager
- “Stand for Safety” slogan
- made from water proof material
- fixed in at the straight angle

8.20 General guidelines for compressed gasses and cylinders

The following are General Guidelines and Safe Practices which shall be observed at all times, on all sites, by all personnel.

8.20.1 Storage

- Cylinders shall be stored upright and be restrained at all times either tied or chained securely in cages or racks.
- Empty cylinders shall be clearly marked ‘EMPTY’ and separated from cylinders to avoid the possibility of “suck back”.
- Separate cylinders containing flammable from non-flammable gases must be at least 6m apart when in storage.
- Keep cylinders under shade, especially full cylinders in hot weather.

8.20.2 Handling

- Ensure that the cylinder supply valve is closed off and that regulators are removed prior to manually handling a cylinder.
- Use trolleys to move cylinders from place to place and to secure them while working.
- Ask for assistance when manual lifting of a cylinder is required.
- Never roll cylinders along the ground, especially cylinders containing acetylene where the porous material inside the cylinder could be damaged creating a “pocket” of explosive potential.
- Cylinders shall be transported in the upright position where possible.

8.20.3 Usage

- Check the condition of all hoses and equipment before starting work.
- Use 'Flashback Arrestors' at the regulators and check valves at the torch on all gas cutting equipment.
- Always check the work area for flammables before starting.
- Check the work areas below and around for other persons who could be endangered by the operation.
- Wear appropriate PPE at all times.
- Become familiar with the relevant MSDS for the gases being used.

8.21 Confined Space

Confined spaces can have hidden dangers to employees because they usually have poor ventilation which allows hazardous atmospheres to develop quickly, especially if the space is small. The hazards are not always obvious and may change from one entry to the next.

Identifying potential hazards while working in confined spaces involves identifying and assessing things that may cause injury or harm to the health of a person, such as the environment the confined spaces is located in, atmospheric contaminants present, type of work to be performed, number of people working inside the confined space and external hazards which can affect the conditions inside the confined space.

The risks of working in confined spaces include:

- Loss of consciousness, injury or death due to the immediate effects of airborne contaminants.
- Fire or explosion from the ignition of flammable contaminants or oxygen enriched atmosphere.
- Difficulty in rescuing and treating an injured or unconscious person; and
- Asphyxiation resulting from oxygen deficiency or immersion in stored material, such as grain, sand, flour or fertiliser.

8.21.1 Risk Assessing a Confined Space

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. Assessing the risks will help you take correct action to eliminate or minimise the risks. **When undertaking a risk assessment to determine the risks requiring control, you should consider:**

- Adhering to Confined Space Entry Procedure
- Take 5 and a picture **MUST** be taken of the inside entry point, sent to the Bung Asst. Manager or Safety Officer for Authorisation
- The atmosphere in the confined space, including whether testing or

monitoring is to be undertaken.

- The risk of engulfment of a person
- All proposed work activities, particularly those that may cause a change to the conditions in the confined space.
- The number of persons occupying the confined space
- The soundness and security of the overall structure and the need for lighting and visibility.
- The identity and nature of the substances last contained in the confined space
- Any risk control measures needed to bring the confined space to atmospheric pressure.
- Number of people required outside the confined space:
 - To maintain equipment essential for the task being undertaken within the confined space.
 - To provide continuous communication with the persons within the confined space and;
 - To properly initiate Emergency Response Procedures
- Assess risks with other hazards, such as noise and electricity
- Arrangements for Emergency Response, First Aid and Resuscitation Equipment
- The physiological and psychological demands of the task and the competency of persons involved in the tasks or emergency response duties.
- The adequate instruction of persons in any required procedure, particularly those which are unusual or non-typical, including the use and limitations of any Personal Protective Equipment to be used.
- The availability and adequacy of appropriate Personal Protective Equipment and Emergency Equipment for all persons likely to enter the confined space.
- The need for additional risk control measures, including:
 - Prohibiting Hot Work in adjacent areas
 - Prohibiting smoking and naked flames within the confined space and adjacent areas.
 - Avoiding the contamination of breathing air from operations or sources outside the confined space.
 - Prohibiting movement of equipment such as forklifts in adjacent areas
 - Prohibiting spark generating equipment
- Whether purging or cleaning in the confined space is necessary
- Whether hot work is necessary
- Conditions that could impede entry and exit or the conduct of the tasks in the confined space e.g. plant layout, dimensions, manual handling and ergonomic aspects of the task activity.

8.22 Confined Space Entry Permit

A Confined Space Entry Permit provides a formal check to ensure all elements of a safe system of work are in place before people are allowed to enter a confined space. It also provides a means of communication between site management, supervisors and those carrying out the work and ensures that the person conducting the business or undertaking has checked and authorised the entry to the confined space and is it safe to proceed.

The Confined Space Permit must be completed in writing by a competent person and:

- Specify the confined space in which the permit relates
- Record the names of persons permitted to work in or on the confined space and the period of time that the work will be carried out.
- Sets out risk control measures
- Allows for the acknowledgement that work in the confined space has been completed and all persons have left the space.

A competent person is one who has acquired through training, qualification or experience, the knowledge and skills to carry out this task. You must ensure that a confined space entry permit is issued for each entry into the confined space. Each permit only applies to one confined space and allows one or more workers to enter that confined space.

A Confined Space Entry Permit is also required, where reasonably practicable, in relation to a person who enters a confined space in order to conduct the initial hazard identification or risk assessment.

The confined space entry permit must list the following:

Requirement	Description
Confined space to which the permit applies	<p>The permit pro-forma should be designed and completed in such a way as to enable clear identification and recording of the space that each permit applies to.</p> <p>A single permit can be used for multiple entries into a space and can be used where there is more than one access point into a single space.</p>
Name of any worker permitted to enter the confined space.	Must be trained and deemed competent.
Period of time that the permit is in operation.	<p>A permit may be valid for up to 24 hours, but it may be for a work shift or less.</p> <p>The permit should be revalidated if the person with direct control of work in the space changes, a break in work continuity occurs, changes are made to the work that introduce hazards not addressed by the current permit, or new risk control measures are needed.</p>
Measures to control the risk	<p>List the control measures that need to be implemented before work commences. , including the isolation of plant and services, purging, ventilation, atmospheric testing, cleaning and signage.</p> <p>List the control measures that need to be implemented or continued while work is being done in the space, such as ventilation, continuous monitoring, respiratory protective equipment and personal protective equipment.</p> <p>List any equipment to be taken into the confined space, including any exclusion such as ignition sources.</p> <p>List any specialist emergency rescue equipment required.</p>

The confined space entry permit must be used as a written record that all workers have exited the confined space on completion of the work. It should be displayed in a prominent place to facilitate signing and clearance. All people entering the confined space must fully understand the requirements.

8.23 Isolation and Tagging Procedures

The following general requirements are in relation to the isolation of equipment and the placement of "Out of Service Tags" for defective or faulty equipment or "Personal Danger Tags" prior to commencing work on fixed or mobile equipment:

- The Site Manager and Contractor's Site Manager are responsible for ensuring all employees are made aware of and follow the correct Isolation and Tagging Procedures when working on fixed or mobile equipment.
- Employees are responsible for de-energizing, isolating and tagging out all fixed and mobile equipment prior to commencing work on the equipment.
- Defective or faulty equipment must be removed from service, de-energized and isolated with an "Out of Service Tag" placed on the main isolation point stating the defects/faults identified.
- Employee/s who will be working on the fixed or mobile equipment will be responsible for ensuring the equipment is isolated correctly at the main isolation switch and to test the local start switch to ensure the equipment

does not start.

- The employee who isolated the piece of equipment and checked to ensure the equipment is isolated correctly will complete an “Out of Service Tag” and place the tag on the main isolation switch.
- Each employee who will be working on the equipment will be responsible for completing a “Personal Danger Tag” and placing the tag on the main isolating switch prior to commencing work on the equipment.
- Each employee will be responsible for removing their own “Personal Danger Tag” from the main isolation point at the completion of the job/task. If the repairs to the equipment have not been completed at the end of the day, remove your “Personal Danger Tag”, fill out an “Out of Service Tag” stating in the Defects Comments Section that repairs to the equipment are incomplete.

Note: If you are completing work for the day, you must ensure that you have removed your “Personal Danger Tag” from the Main Isolation Point.

- Ensure that you destroy all “Personal Danger Tags” removed from isolation points by pulling the eyelet out of the tag and tearing the tag in half. Place destroyed tags in the rubbish bin.
- All employees are responsible for complying with this procedure at all times when working on equipment, plant or services that are or have the potential to be pressurised, energised or hazardous. Employees who are uncertain of the correct procedure and/or isolation points they are responsible for seeking advice from their Supervisor.

Personal Danger Tags



- If employees are uncertain of the correct isolation point or practice of isolating a particular piece of equipment, plant or services they must seek advice from their Supervisor.
- Danger Tags must be placed on all isolation points for the piece of equipment you are working on. This includes electrical isolators, pneumatic, hydraulic and manually operated valves, drives and pumps.
- Danger Tags must be placed on Main Isolation Points and not to be placed on Emergency Stop Switches, Local Stop/Start Switches or Push Button Control Switches.

- Danger Tags are to be placed by each employee directly involved with the work and those employees must remove their tags when work is completed or at the completion of work for the day.
- Employees are not to place or remove another employees Personal Danger Tag from isolation points.
- Where the work is incomplete and the employees are leaving the equipment (end of day or transfer to another job/task) employees are to place an “Out of Service Tag” on each isolation point before removing their “Personal Danger Tags”.
- Where testing of the system is required, all employees must remove their own Personal Danger Tag prior to testing and replace their Personal Danger Tag if necessary at the completion of testing.
- At the completion of the job/task remove your Personal Danger Tag and test the equipment. If the equipment is fixed and operating within its operating characteristics, notify your Supervisor that the equipment is ready to be returned back to service.

If you finish work for the day and have forgotten to remove your Personal Danger Tag from the isolation point/s, the following points shall be followed:

- The Supervisor will attempt to contact you via phone or in person. If the supervisor has managed to contact you, you will be required to return back to work to remove your “Personal Danger Tag”.
- If the Supervisor cannot contact you, the area will be checked to verify that you have actually left.
- If you have left and cannot be contacted, the Supervisor will contact the Client Representative for the client company and seek for permission to remove the person/s Personal Danger Tag/s.

Out of Service Tags



- Used to prevent equipment, plant or services with defects or faults being operated when the operation of the equipment could damage the equipment, create a hazardous situation or cause injury.
- Never to be used in place of a “Personal Danger Tag”.
- Can be placed by any person who is competent to recognise a fault with the equipment.
- Can be removed by a person qualified to repair and test the equipment to

certify the equipment safe to operate.

- Shall be placed when personnel working under the protection of a “Personal Danger Tag” are leaving work at the end of the day or have been allocated another task.
- When using Out of Service Tags, shutdown the equipment following correct operating procedures and place the main isolator switch to OFF or SAFE position.
- Place Out of Service Tag/s on the isolation point/s.
- Report the defect/fault to your Supervisor or the department or section responsible for the equipment.
- When the equipment is repaired or ready to be returned back to service, the employee responsible for the repair must check that it is safe before starting the equipment.
- Remove the Out of Service Tag.
- Notify the section or department responsible for the equipment that it is about to be tested.
- Start the equipment and conduct a function test to ensure it is operating correctly.
- Leave the equipment in its normal operating mode and notify the section or department responsible for the equipment that it can be returned back to service.

Information Tag

The image shows two identical blue rectangular tags side-by-side. Each tag has a white circular punch hole at the top center. Below the punch hole is a white rectangular area with horizontal lines, intended for writing information.

An Information tag is a tag that is placed on all barricading and flagging to delineate potentially hazardous areas. **The following information shall be completed by the person placing the Information Tag:**

- Name of person placing the Information Tag.
- Date the tag has been placed
- Description as to why the Information Tag has been placed
- Information Tags shall be removed from barricading and flagging and placed in bins when the barricading or flagging is removed.

8.24 Additional Safety Requirements

Bunge’s Site Manager in consultation with the Contractor’s Site Manager (where relevant) will be responsible for reviewing the Occupational Health and Safety

requirements outlined in the OH&S Management Plans and ensure that appropriate control measures are identified, assessed, implemented and monitored.

Occupational Health and Safety requirements will vary and all parties should keep themselves updated outside the usual safety bulletins, meetings and notifications.

Bunge will assist the Contractors where required by providing relevant Occupational Health and Safety documentation if the Contractor does not have the required Occupational Health and Safety Documentation in place to ensure compliance is agreed upon to a required standard.

The purpose of this document is to provide contracting and sub contracting companies with an overview of the Occupational Health and Safety requirements for the Bunge operations located at the 4 sites listed in Australia.

All Bunge employees, contracting company and subcontractor companies will be required to comply with and ensure their employees comply with the requirements outlined in the Occupational Health and Safety Act 1984 and the Occupational Health and Safety Regulations 1996 additional to the requirements outlined in this document.

Where the Occupational Health and Safety Act 1984 or the Occupational health and Safety Regulations 1996 stipulates compliance to a specific Australian Standard, Australian/New Zealand Standard, Recognised Codes and Practice or Guidelines, compliance to these requirements are also mandatory.

This document is an integral part of the Bunge Australia Management Plans.

RELATED MATERIAL

- BSWP50 Emergency Management Plan
- BSWP52 Traffic Management Plan
- Occupational Health and Safety Act 1984 (WA)
- Occupational Health and Safety Act 2004 (VIC)