

# AUSMITE

## Bulkan North Mine Site

### Standard Operating Procedure

#### SOP-201.01

#### Fitness for Work (FFW)

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## 1. Introduction

This Standard Operating Procedure (SOP) specifies the minimum fitness for work (FFW) requirements for the Bulkan North mine site.

It does not provide for the risks associated with fitness for work outside the boundaries of the Bulkan North site.

**This SOP applies to all Coal Mine Workers and visitors at the Bulkan North mine site.**

## 2. Definitions

<b>CMW</b>	Coal mine worker
<b>Fatigue</b>	A state of impairment that can include physical and/or mental elements, associated with lower alertness and reduced performance. There are a number of contributing factors to fatigue, but they usually relate to lack of sleep quantity or quality, extending the time someone is awake (see wakefulness and extended wakefulness), or other work related or individual factors.  Fatigue due to loss of sleep quality or quantity can be experienced after a short period of exposure to sleep loss (acute fatigue) or over a longer period of time where sleep loss has accumulated (cumulative fatigue).
<b>Fitness for work (FFW)</b>	The physical, mental, and emotional state which is required to enable the worker to perform their tasks safely.

## 3. Working Hours

### Rosters

Rosters will be designed with the following minimum standards:

- There will be the opportunity for at least 10 hours for sleep, wind down and recovery within every 24 hour period.
- The maximum shift length, including pre/post shift briefings, must be no more than 12.5 hours in any 24 hour period for all coal mine worker except supervisors and superintendent which require up to a maximum of 13 hour shifts to cover shift handover.
- The maximum number of consecutive day shifts must not exceed 14.
- For a roster of 7 or more continuous working days per roster, the Coal Mine Worker must have a minimum 48 hour break before returning to work The maximum number of consecutive night shifts must not exceed 7 (except in the event of a Special Circumstances as referenced below).., Following a roster cycle of night shifts, a CMW must have a break of at least 0.8 the number of night shifts worked up to 6 night shifts and for 7 nights the break must equal the number of night shifts worked.
- The average weekly hours of work (including non-rostered hours) must not exceed 60 hours in any four week period for all coal mine worker except supervisors and the superintendents which require a maximum of 65 hours in any four week period to cover shift handover.
- Maximum total hours in a 4 week period must be no more than 242 for all coal mine worker except supervisors and superintendent which require the total hours in a 4 week period to be up to 260 to cover shift handover (QGN16 view >>224 to 242 hours in 4 weeks as High Potential for Fatigue. Shutdowns

require up to 260 hours in a 4 week period for the supervisors and superintendents to cover the shift change. This equates to 18 hours in a 4 week above the Guidance Note recommendation.

- g) Special Circumstances include occasions when the total length of the shutdown does not exceed 9 days. Additional controls for this work would be the introduction of longer fatigue breaks, extra night shift supervision and the analysis and task allocation of the higher risk tasks.

Prior to implementation, rosters will be subject to a risk assessment and will require the approval of the SSE. The risk assessment will consider the risk factors and suggested controls detailed at *QGN Table 1: Direct risk factors* and *Tables 2-4: Contributing risk factors*.

Any permanent variation to a roster will be subject to the Roster minimum standards as listed above and managed by the site's Management of Change Standard.

### Breaks

Break requirements for day and night shifts are as per below:

Shift Length (hrs)	Break Requirement
8 to 10.5 hrs (inclusive of shift handover)	1 break up to a total of 30 minutes
10.5 to 12.5 hrs (inclusive of shift handover)	2 breaks of at least 30 minutes each

Break times are to be arranged between the Supervisor and the CMW and should be flexible to promote self-management of fatigue. However, CMWs must not operate longer than 5.0 hours before taking their first break.

Additional breaks are to be arranged between a CMW and their Supervisor where required to avoid and/or manage personal fatigue. Supervisors must record and monitor the instances of CMWs taking fatigue breaks.

### Overtime and Call-outs

A CMW will only be permitted to work a shift longer than 12.5 hours, but less than 14 hours where:

- A risk assessment is conducted
- Approval has been obtained from a Superintendent or higher; and
- Appropriate precautions and controls have been agreed upon and effectively implemented.

Where a CMW is required to return to site after the completion of their rostered shift and during their rostered 'off site' break:

- Approval must be obtained from the SSE
- Appropriate precautions and controls must be agreed upon and effectively implemented
- The CMW must have a minimum 10 hour break before returning to work for a rostered shift.

In times of extenuating circumstances where a content expert CMW (whose knowledge or skill is necessary to perform a task) is required to return to site after the completion of their rostered shift and during their rostered 'off site' break:

- Job Safety Analysis (JSA) completed and approval must be obtained from the SSE
- Appropriate precautions and controls must be agreed upon and effectively implemented
- The provision of transportation for the affected CMW to/from and on site
- A minimum 12 hour 'off site' break before returning to work for a rostered shift.

### Extenuating Circumstances

In an emergency situation, a CMW may work from 14 hours up to a maximum of 16 hours on site, but only where a JSA has been completed and signed off by the SSE. Controls must include, but are not limited to:

- The provision of transportation for the affected CMW to/from and on site
- A minimum 12 hour 'off site' break before returning to work

### Monitoring of Hours

The working hours of all individuals on site will be monitored by the Shutdown Manager to ensure that no person works excessive hours

## 4. Intervening Factors

When assessing the risk of fatigue, the following contributing factors must be considered.

### Work Environment Conditions

- Heat,
- Cold,
- Noise
- Vibration,
- And other factors that will be identified via risk assessment

### Mental and Physical Demands of Work

- Concentrating for extended periods of time
- Performing repetitious or monotonous work or
- Performing work that requires continued physical effort

## 5. Travel

Travel time (Time taken to travel from accommodation village to shutdown site and return to the accommodation village) plus rostered shift hours must not exceed 14 hours for any given shift, except for the last shift of a roster.

If travel time plus scheduled shift hours is to exceed 14 hours, the following must be provided:

- Accommodation
- Travel to and from the accommodation

In the case of the last shift, if a CMW's shift plus travel duration will exceed 14 hours, they are to complete a satisfactory Journey Management Plan.

Employees and contractors who are provided accommodation at villages are expected to have checked into their accommodation village a minimum of 10 hours prior to the commencement of their first shift and must remain at their accommodation for a period of 6 hours after their last night shift. (NOTE: No precedence for this duration, require input to see if the 6 hours is suitable)

## 6. Accommodation

Accommodation provided by the site must be suitable to obtain adequate sleep with regard to both quality and quantity for the relevant shift.

## 7. Management of Fatigued Worker

### Monitoring for Signs and Symptoms

There are signs and symptoms which may be used to identify the presence of fatigue in one's self or in others which may include but is not limited to:

- Physical signs such as excessive yawning, heavy eyelids and fidgeting.
- Mental signs such as errors and decreased coordination.
- Emotional signs such as lack of motivation and grumpiness.
- Errors caused by poor judgement, poor decision making or lack of concentration.

### Action in the Event of Fatigue

Any person who believes that they, or another person, are fatigued and could be placing themselves or others at risk either at work or while travelling to/from site must immediately report this to their Supervisor. Supervisors must immediately take steps to manage the risk of fatigue to as low as reasonably achievable.

Typical countermeasures to be considered include, but are not limited to:

- Caffeine
- Napping
- Lighting
- Buddying up
- Journey management plan
- Altering the task

## 8. Fatigue Event Investigations

Any event that involves the possibility of fatigue as a contributing factor shall be further examined in an attempt to determine all the reasons for the fatigue. This applies to events that are not even considered an incident or near miss in accordance with the site's Investigation Standard, such as an employee found to be sleeping on site in a safe place during work hours.

## 9. Drugs, Alcohol (including smoking requirements)

### Drugs

Any person will be considered **unfit for work** if a urine/salvia sample collected indicates the presence of a drug at or above the limits contained in the Australian Standard.

A positive test will result in the worker being escorted from the site and prohibited from driving a vehicle or operating any machinery.

Permission to re-enter the site will be at the sole discretion of the Bulkan North SSE.

### Alcohol

A person shall be considered to be Unfit for Work if they produce a Br.A.C of **0.01 or greater**.

I.e. all persons **MUST be Br.A.C of 0.00** to be considered Fit for Work.

Where a breath test has register a Br.A.C of 0.01 or greater a 2<sup>nd</sup> breath test will be required after 30 minutes.

If the 2<sup>nd</sup> breath result is 0.01 or above the worker will be deemed as being unfit for work and will subsequently escorted from the site and sent home and will not be permitted to re-enter the mine site until his/her next scheduled shift.

Where a worker has submitted three positive breath tests and been removed from site, the worker will be suspended from working on the Bulkan North Mine site with re-entry being at the sole discretion of the Bulkan North SSE.

### Returning to work

Upon re-entry to the site and before returning to work the following will occur:

- Employee to make contact with supervisor
- Retesting will be conducted to ascertain clearance

This clearance may involve a BrAC test and a drug test (urine, salvia or blood)

- A Clearance to Return to Work form shall be completed and given to the Supervisor
- Clearance must be granted by medical professional

Note! Alcohol testing equipment will be available for employees who wish to test themselves voluntarily prior to the start of their normal shift by proceeding directly to the testing centre located at the main site office.

### Compliance to testing procedures

All workers including, contractors and visitors are required to adhere to the Ausmite Bulkan North Drug and Alcohol Policy.

Drug and/or alcohol testing procedures may be performed at any time. If required to undertake drug and alcohol tests, all personnel must comply with the instructions provided by site drug and alcohol testing officers.

Failure to comply with instructions will result in immediate removal from site.

Non-compliance to site drug and alcohol testing procedures includes (but is not limited to):

- Refusal to undergo mine site drug and alcohol tests
- Failing to provide a specimen
- Tampering with or substituting samples

### Prescription and Over the Counter Drugs

The use of prescription or over the counter drugs may impair an employee's ability to perform safely and efficiently.

There are several types of drugs which may impair performance including:

- Hypnotics and sedatives;
- Anti-depressants;
- Antihistamines;
- Stimulants and appetite suppressants; and
- Analgesics/Codeine.

A Medication Declaration Form (AusM-FRM-001.01) shall be used to record all prescription and over the counter medication being taken by a worker.

Where a worker is unsure of any aspect relating to prescription or over the counter drugs, the worker should not commence work and report to their supervisor.

Prescription or over the counter drugs must also be declared on Fitness for Work Self Assessments when required to be completed.

### Smoking requirements on site

Smoking is NOT permitted in any area inside the boundary of the Bulkan North mine site except in designated smoking areas as identified below.

Smoking is strictly prohibited in all areas including all offices, buildings, production areas, hard stands, processing plants and inside vehicles and mobile plant.

There are five (5) designated smoking areas on site where smoking is permitted.

The designated smoking areas are located at the following:

- Smoking Area 1. Main admin block: Directly opposite the car park outside entry E
- Smoking Area 2. Warehouse A: On the left of the building approx. 20m to the left of the main roller door
- Smoking Area 3. Hard Stand / Go line A: To the left of the main crib hut at Go Line A
- Smoking Area 4. Hard Stand / Go line C: To the left of the main crib hut at Go Line C
- Smoking Area 5. Maintenance Shed A: On the right of the building approx. 20m to the right of the admin door

Smoking in areas outside of the designated smoking areas may result in the worker being escorted from the work site with re-admission and/or approval to continue work duties being at the sole discretion of Ausmite management.

## 10. Support Programs

### Employee Assistance Program

All employees are able to access the site's Employee Assistance Program (EAP) for any fitness for work issue, including fatigue.

Contractors, respondent to this procedure, shall maintain an EAP to assist their employees.

### Sleep Apnoea Support Program

Where an employee identifies that they are having issues with sleeping, or where they have been identified as high risk for sleep apnoea, they may be eligible for assistance under the Ausmite Sleep Apnoea Support Scheme.

Where a contractor identifies that they are having issues with sleeping, or where they have been identified as high risk for sleep apnoea, the contractor company must provide a support scheme to manage this issue.

## 11. Education

Employees must be provided with access to and undertake an education program. This program will include:

- Information regarding this procedure and its application
- Obligations of persons to comply with this procedure
- How to recognise the effects of fatigue
- The influences of lifestyle and non-work activities on fatigue levels
- The effects of medical conditions, sleep disorders and drugs and alcohol on fatigue
- Personal countermeasures available to avoid fatigue
- How to access EAP

In addition, all employees in supervisory roles will complete supervisor fatigue management training to assist with identifying and managing fatigue in others.

## 12. Personal Fatigue Management

### Sleep Hours

CMWs should plan to meet the following minimum personal sleep standards as a minimum:

- More than five hours sleep in the 24 hours immediately prior to the start of shift.
- More than 12 hours sleep in the 48 hours immediately prior to the start of shift; and
- Where CMWs use a Continuous Positive Airway Pressure (CPAP) Machine to assist with their sleep, they are to use it as directed.

In the event that an employee does not meet the personal control standards outlined above, they are to report this to their Supervisor for management in accordance with this procedure.

### Other Factors

CMWs are to consider the risks of fatigue in the workplace on the safety of themselves and other workers.

Consideration should be given to:

- The type of activities and duration of sleep undertaken prior to the commencement of work.
- The length of travel prior to and following the completion of work.
- Activities performed during days off.

**Any person who believes that they are fatigued and could be placing themselves or others at risk must immediately report this to their Supervisor.**

CMWs who have employment in addition to their commitment to Ausmite, or CMWs who have other places of work are required to seek approval and must be required to satisfy the SSE (or Line Manager) that any potential risk of fatigue has been satisfactorily addressed. This is also intended to cover work undertaken immediately prior to working at the Bulkan North mine site if in aggregate it would not satisfy the provisions of this Fatigue for Work Procedure.

## 13. Records

Information and records about a person's fatigue obtained under this Procedure must only be used for deciding the person's fitness for work at the Ausmite Bulkan North mine site.

Such information and records must be destroyed:

1. For an employee of a regular contractor—18 months after the employee ceases to work at the mine;  
and
2. For an employee of another contractor or coal mine operator—when the employee ceases to be employed by the other contractor or operator

## Appendix D: Summary of Key Points

- 🔑 Any person who believes that they are fatigued and could be placing themselves or others at risk must immediately report this to their Supervisor.
- 🔑 A CMW will only be permitted to work a shift longer than 12.5 hours, but less than 14 hours where:
  - 🔑 A risk assessment is conducted
  - 🔑 Approval has been obtained from a Superintendent or higher; and
  - 🔑 Appropriate precautions and controls have been agreed upon and effectively implemented.
- 🔑 The maximum number of consecutive day shifts must not exceed 14.
- 🔑 All workers including, contractors and visitors are required to adhere to the Ausmite Bulkan North Drug and Alcohol Policy.
- 🔑 Drug and/or alcohol testing procedures may be performed at any time. If required to undertake drug and alcohol tests, all personnel must comply with the instructions provided by site drug and alcohol testing officers.
- 🔑 Any person will be considered unfit for work if a urine/salvia sample collected indicates the presence of a drug at or above the limits contained in the Australian Standard.
- 🔑 A person shall be considered to be Unfit for Work if they produce a Br.A.C of 0.01 or greater.
- 🔑 A Medication Declaration Form (AusM-FRM-001.01) shall be used to record all prescription and over the counter medication being taken by a worker
- 🔑 Failure to comply with instructions from drug and alcohol testing officers will result in immediate removal from the site
- 🔑 Smoking is only permitted in designated smoking areas. There are five (5) designated smoking areas on site

## Ausmite Worker/ Contractor Declaration of Compliance

I (Print Name) \_\_\_\_\_ declare that I have read and understood the requirements and procedures of this Ausmite Bulkan North Mine Site SOP being document number and title:

**SOP-201.01 Fitness for Work.**

I acknowledge that while performing any work on the Ausmite Bulkan North mine site, I must comply with all aspects of this SOP. I understand that failure to comply with this SOP may result in me being escorted from the work site with re-admission and/or approval to continue work duties being at the sole discretion of Ausmite management.

Signature: \_\_\_\_\_

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

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