
1 PURPOSE

This safe work instruction specifies the requirements for site access and security at New Century Resources (NCR)

2 SCOPE

This Safe Work Instruction applies to all access gates to Century Mine

2 RESPONSIBILITY

Training

Nominated personnel who are approved to give access for person (s) and vehicle must go through a training session on their responsibilities, alcoholiser and documentation to fulfil their duties

Travelling to site

Person (s) travelling to Century Mine must communicate via mobile phone **0413 886 555** to let the OHST Team the time of arrival as per 10.2.7.2 Site Access Form.

Person (s) must communicate via mobile phone **0413 886 555** that they have reach the township of Gregory Down. This will give the person on security duties to plan to open the gate at the estimated time of arrival.

Alcohol & Alcohol Testing

All personnel entering Century Mine must be alcohol tested.

Personnel leaving site who are travelling to another site or to a town and back must be alcohol test before leaving.

Person (s) refusing the alcohol test shall not gain access to site and New Century Resources Standard 10.4.1A Fitness for Work Drugs and Alcohol.

No Alcohol is allowed to be taken on or off site.

Escorting People & Vehicles

Person(s) entering site must be escorted if they have not been fully inducted.

It's the responsibility of the person whom they are visiting to escort person from the gate to the required location. The responsible person shall be notified of estimated time of arrival when the call has come in.

If pre-organised, the OHST Team member shall escort the person (s) to the emergency service carpark for the responsible person to take over.

It is not the responsibility of the OHST Team member to be escorting personnel over site unless this has been pre-organised and approved by the OHST Manager/Coordinator.

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10.2.7.3	07 JUN 2018	1.0	07 JUN 2019	1 of 3

Security

Security Cameras are in operation at the front and back gate which is recorded 24/7, the security footage can be used in an event of an incident or auditing processes.

4 SAFE WORK INSTRUCTIONS

<p>1. Security Gate Opening and closing times</p>	<ul style="list-style-type: none"> • Site Access is via the Front Gate ONLY • Front Gate opening times: <ul style="list-style-type: none"> ○ 0500 if prior notification is given the day before ○ 1800 <p>Note: It will be the responsibility of the Department Leader or Business Partner to give access to the person (s) waiting to gain access.</p> <ul style="list-style-type: none"> ○ The OHST Team will contact the appropriate person when the call comes in and explain the location of the key, documentation & alcoholiser.
<p>2. Security Gate Key Allocation</p>	<ul style="list-style-type: none"> • Only approved personnel shall have permanent gate keys allocated. • Temporary key allocation is conducted via a sign in and out process which will be located at the emergency service office.
<p>3. Gate Access Responsibilities</p>	<ul style="list-style-type: none"> • Logistic – Road Freight • Site Support – Food Road Freight • OHST – General Gate Access.
<p>4. Job Task Key Allocation</p>	<p>If a job is required that personnel need to enter and exit the century mine access gates (eg: pipeline team) a gate key shall be allocated to that working group. The following procedure must be followed:</p> <ul style="list-style-type: none"> ○ All team members must attend the morning pre-start meeting. ○ All team members must complete an alcohol test. ○ All team members must sign and record their details on the remote workers board and fill in the required information at the emergency service centre. ○ Must have a recovery kit, first aid kit and a satellite phone. ○ Key to be allocated and signed out/in ○ Must communicate to the OHST Team that they are leaving site. <ul style="list-style-type: none"> • The person who signs for the gate key is responsible for the key and must not be handed over to another person unless it has been communicated to an OHST team member.

	<ul style="list-style-type: none"> At no time is the responsible person holding the key, allowed to let anyone in or out of the gate without approval from the OHST Team.
<p>5. Vehicles entering site procedure</p>	<ul style="list-style-type: none"> All Persons driving the vehicle must be alcohol tested (if travelling to camp and not to return on site only the driver to be tested). Vehicles must be visually inspected for the following <ul style="list-style-type: none"> Alcohol Weeds and Seeds General Condition of the vehicles Information to be written down on form Information to be entered into Scenario DMS <p><u>No alcohol to be brought on to site, the vehicle cannot enter the site until the issue has been resolved. The alcohol will be confiscated until that person(s) leave site. The alcohol shall be stored in a lockable room. The OHST Manager/Coordinator must be notified when this occurs.</u></p> <p>NOTE: Person (s) refusing the alcohol test shall not gain access to site and New Century Resources Standard 10.4.1A Fitness for Work Drugs and Alcohol. The OHST Team must be notified immediately.</p>
<p>6. Vehicles exiting site procedure</p>	<ul style="list-style-type: none"> Person driving the vehicle must be alcohol tested. Vehicle must be visually inspected for the following <ul style="list-style-type: none"> Alcohol Weeds and Seeds (ensure clearance for equipment & material movement from has been signed (if required)) Bags to be visually inspected inside <ul style="list-style-type: none"> Ask the bag owner to open the bag and move item aside if required (Do Not Touch Inside Items). Refer to SWI 2.7.5 Vehicle & Bag Search Information to be written down on gate access form Information to be entered into Scenario EIS <p><u>No alcohol to be taken off site, the vehicle cannot exit site until the issue has been resolved.</u></p> <p>NOTE: Person (s) refusing the alcohol test shall not gain access to site and New Century Resources Standard 10.4.1A Fitness for Work Drugs and Alcohol. The OHST Team must be notified immediately.</p>