

- ✓ Remember to keep away from plant and vehicles
- ✓ Ensure that you wear hi-visibility garments
- ✓ Familiarise yourself with site vehicle movement and observe warning signs at all times
- ✓ All small vehicles must have the lights on at all times whilst travelling around the quarry and be fitted with an operational flashing beacon.

Always remember -

- ✓ **Drive at a safe speed.**
- ✓ **Can you see the driver?**
- ✓ **Can the driver see you?**
- ✓ **NEVER approach a vehicle either on foot or in a light vehicle unless acknowledged by the driver of the vehicle.**



Basic Rule Five Quarrying Operations

Each quarry, following due consideration of its own particular risks must have in place Excavation & Tipping rules which prevent:

- ✓ Anyone working within 3 metres of a face edge without a fall prevention system in place
- ✓ Anyone working below a face without protection from falling material/objects
- ✓ Unauthorised persons handling or using explosives
- ✓ End tipping over faces or on stockpiles.

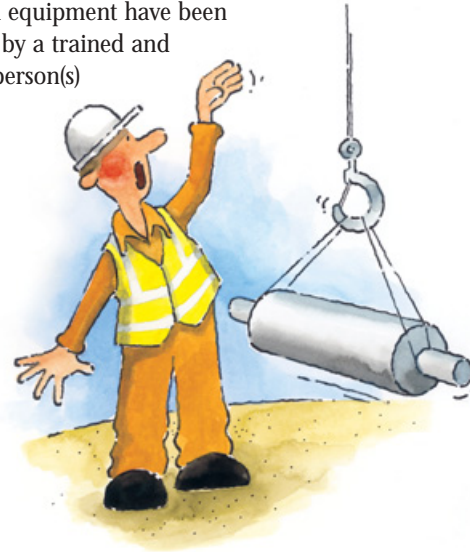


Basic Rule Six Lifting & Material Handling

Operations must assess the risks associated with material handling utilising cranes, hoists or other mechanical lifting devices, including manual handling.

Each operation must develop safety procedures that reflect due consideration of its own particular risks and require at least that activities will not commence unless:

- ✓ An assessment of the task has been completed and the method and equipment have been determined by a trained and authorised person(s)



- ✓ Operators of powered lifting devices are competent and authorised
- ✓ Rigging of the load is carried out by a trained and authorised person(s)
- ✓ Lifting devices and equipment have been certified for use
- ✓ The load does not exceed dynamic and/or static capacities of the lifting equipment
- ✓ Any safety devices installed on lifting equipment are operational and are tested
- ✓ Suitable tools, PPE and procedures are in place, particularly for manual material handling.

Basic Rule Seven Personal Protective Equipment (PPE)

Each operation must assess the need for PPE to prevent injury or ill health. PPE must be maintained in a clean and hygienic condition. At all industrial locations the following PPE must be worn as a minimum:

- ✓ High visibility clothing (orange/red/yellow overalls, jackets/vests or other clothing)
- ✓ Retro Reflective Stripes shall be incorporated for working during darkness
- ✓ Safety footwear (preferably lace-up boots because of better ankle support)

The following will be mandatory in designated areas:

- ✓ Head Protection
- ✓ Eye Protection
- ✓ Hand Protection



Basic Safety Rules



- Basic Rule One: Confined Spaces
- Basic Rule Two: Working at Heights
- Basic Rule Three: Energy & Machinery Isolation
- Basic Rule Four: Surface Vehicle Safety
- Basic Rule Five: Quarrying Operations
- Basic Rule Six: Lifting & Material Handling
- Basic Rule Seven: Personal Protective Equipment

Basic Rules

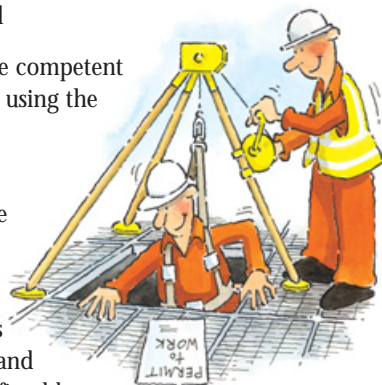
Basic Rules have been developed for those tasks or activities that result in the vast majority of fatal and serious injuries. The Basic Rules are to be strictly enforced at all sites to ensure the safety of our employees and contractors, and to safeguard the community.



Basic Rule One Confined Spaces

Operations must assess the risks associated with confined spaces (i.e. a space with limited entries/exits, with unfavourable ventilation, which could contain or produce dangerous contaminants, and which is not intended for continuous occupancy) and have in place procedures to prevent unauthorised entry. Such procedures should reflect each operations particular risks and required at least that persons do not enter confined spaces unless:

- ✓ All other options have been ruled out
- ✓ A permit is issued with authorisation by a responsible person(s)
- ✓ The permit is communicated to all affected personnel and posted, as required
- ✓ All persons involved are competent to do the work and are using the appropriate PPE
- ✓ All sources of energy affecting the space have been isolated and locked out
- ✓ Testing of atmospheres is conducted, verified, and repeated as often as defined by the risk assessment and permit to work
- ✓ Emergency response arrangements are in place as per the permit to work.

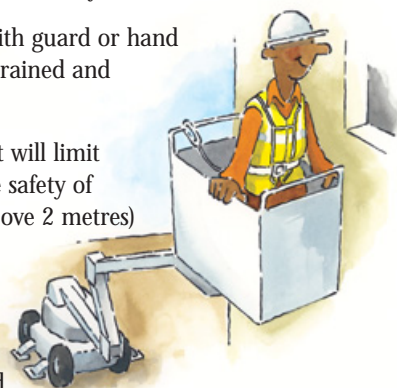


Basic Rule Two Working at Heights

Operations must assess risks associated with working at heights or over openings.

Each operation must have in place safety procedures covering situations where there is a significant risk of falling (normally 2 metres or more), that reflect due consideration of its own particular risks and require at least that work does not proceed unless:

- ✓ Powered mobile platforms are designed to be failsafe in the event of an electrical or hydraulic failure
- ✓ A platform is used with guard or hand rails, approved by a trained and authorised person(s)
- ✓ Fall arrest equipment will limit free fall to ensure the safety of persons (normally above 2 metres)
- ✓ All equipment is subject to regular inspection and all defective or damaged equipment is immediately taken out of service
- ✓ Person(s) are trained and authorised to perform the work
- ✓ The use of portable ladders is governed by suitable site specific procedures.
- ✓ Never use makeshift platforms
- ✓ Never climb up through framework
- ✓ Ladders are only for access and for short duration work (such as changing a light bulb)
- ✓ Ladders must extend (at least 3 rungs, or 1.05m) above the point of access and be secured (or footed)
- ✓ Never use makeshift equipment as access or as a work platform.



Basic Rule Three Energy and Machine Isolation

Operations must assess risks associated with isolation of and working on energy systems, particularly where moving machinery is involved.

Each operation must have in place safety procedures that reflect due consideration of its own particular risks and require that at least such work does not proceed unless:

- ✓ The method of isolation and discharge of stored energy are agreed and executed by a trained and authorised person(s)
- ✓ Any stored energy is managed and/or discharged
- ✓ A lock-out procedure incorporating locks and labels is utilised at isolation points
- ✓ A test is conducted to ensure that isolation is effective
- ✓ Isolation effectiveness is periodically monitored
- ✓ All guarding and safety systems are re-established upon completion of work.
- ✓ In some instances a permit to work will be required.

Lock Off Procedure

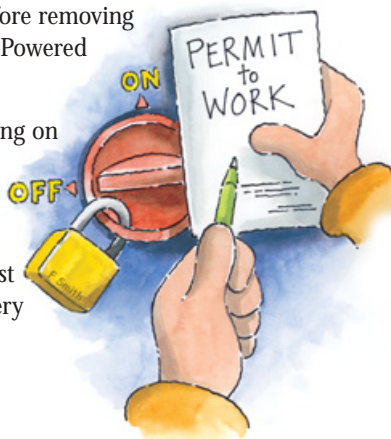
Guards are fitted to plant and machinery to prevent anyone from coming into contact with moving parts.

Should the need arise for a section of guarding to be removed you must follow the correct procedure.

ALWAYS lock off before removing guards or working on Powered Equipment.

EVERYBODY working on the job must put their own padlock on the isolation point.

Never remove or adjust guards whilst machinery is in motion.



Isolation is not just electricity, it covers all forms of energy:

- ✓ Electricity
- ✓ Hydraulic
- ✓ Pneumatic
- ✓ Internal Combustion Engines
- ✓ Static Head
- ✓ Physical Stored Energy

Basic Rule Four Vehicle safety

Operations must assess risks associated with vehicle use.

Each operation must have in place safety procedures that reflect due consideration of its own particular risks and require at least that vehicles are not operated unless:

- ✓ There is an appropriate service and check procedure in place and the vehicle is confirmed to be in safe working order with good all round visibility
- ✓ Drivers are certified, authorised, and fit to operate the class of vehicle
- ✓ The number of passengers does not exceed the design specification for a given vehicle
- ✓ Seat belts are installed and worn by all occupants
- ✓ The driver may only use a 'hands free' mobile phone
- ✓ Persons and unsecured material and equipment are not being transported together in the same compartment.

One of the major causes of incidents is people being struck or run over by site vehicles and equipment.

You may only drive vehicles when authorised by your manager. This includes small vehicles such as vans, landrovers etc.

You must have received a copy of the Managers Vehicle rules for the site and fully understand them.