

Overview

In accordance with the Quattro Ports Safety, Health and Environmental Policy - **Safety First** is paramount to Quattro Ports. Our employees and contractors are our most important asset and their families **depend on them** going home safely at the end of their working day or shift. Please familiarise yourself with the following induction which will include information on:

- Safety, health and environment values that are expected of all persons who are working and visiting the Quattro Ports Port Kembla Grain Terminal,
- Hazards on site;
- Safe systems or work that are to be adhered to; and
- Reporting requirements for any incidents or near misses on site.

Compulsory Personal Protective Equipment (PPE)

Quattro Ports requires that all employees, contractors & visitors comply with a baseline PPE requirement which will be displayed before entering Quattro Port's premises. The following PPE is compulsory:

Hard Hat



Safety Glasses



Safety Boots



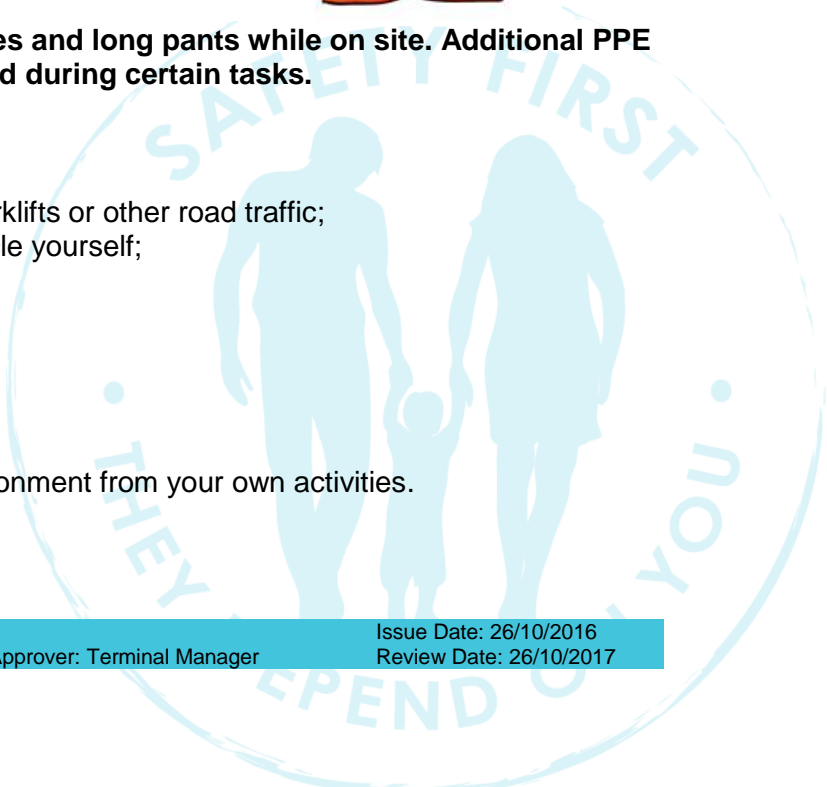
High Visibility Clothing



****You will also be required to wear long sleeves and long pants while on site. Additional PPE may be required in some operational areas and during certain tasks.**

Main Hazards on Site

- Collisions with trucks, smaller vehicles, forklifts or other road traffic;
- Hitting a pedestrian or being hit by a vehicle yourself;
- Dust;
- Compressed air;
- Manual handling tasks;
- Fumigants;
- Confined Spaces;
- Heights; and
- Hazards you introduce into the work environment from your own activities.



Drugs & Alcohol

In accordance with the Quattro Ports Drug and Alcohol Policy - Quattro Ports is committed to ensuring workers and visitors (including transport drivers) are free from any impairment from drugs and alcohol.

No employee, contractor or visitor shall enter the Quattro Terminal workplace under the influence of drugs or alcohol. Random, for-cause and post incident drug and alcohol testing will be undertaken on site, for all employees, contractors and visitors. The sale, use, distribution, possession, consumption or use of alcohol or drugs on Quattro premises is prohibited.

Smoking on Site

Smoking is not permitted on site except in the designated smoking areas.

Designated smoking areas are located in the southern end of the administration/amenities building on the terminal and car park side.



Incident & Hazard Reporting

Please ensure that all cases of injury, accident and/or near miss (personal injury and/or property damage) are reported to the Operations Supervisor or Sample Room Operator **NO MATTER HOW MINOR** immediately.

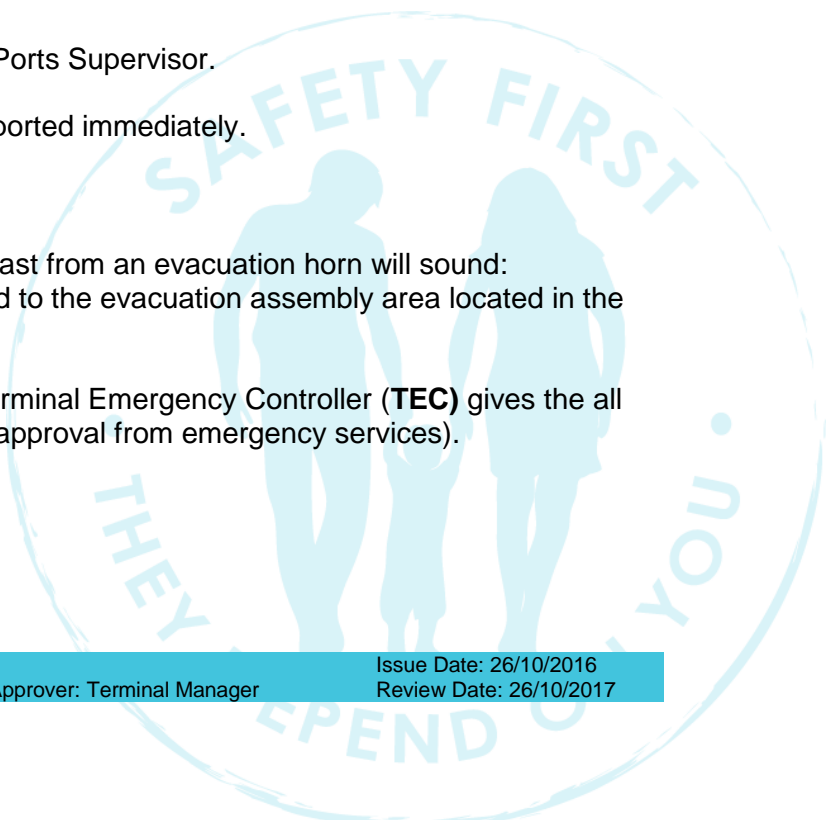
Report any unsafe work practices to the Quattro Ports Supervisor.

Ensure any environmental incidents, spills are reported immediately.

Emergency/Evacuation Procedure

In the case of an emergency a long continuous blast from an evacuation horn will sound: Stop work immediately, safely and calmly proceed to the evacuation assembly area located in the carpark adjacent to the Main Office building.

- Remain at the Assembly Point until the Terminal Emergency Controller (**TEC**) gives the all clear to return to the work area (following approval from emergency services).



If an incident requiring an emergency response has occurred, clearly state on Quattro Ports Radio Channel #1:

- Emergency! Emergency! Emergency!
- Your Name;
- Type of Emergency;
- Your Location; and
- Number of injured persons, if any.

Restricted Areas

- Grain storage silo areas, conveyors, elevators, tunnels;
- Rail Intake area @ AAT;
- Cargo Shed unless being loaded out or delivering goods;
- Wharf area during stevedoring operations;
- Confined Spaces (e.g. silo's, inside road hopper, etc.).



Chain of Responsibility is the regulation based on the concept that anyone with control or influence over a transport task, not just the driver of a Heavy Vehicle can be held responsible for regulatory breaches and non-compliance with the Heavy Vehicle National Law (HVNL). It covers:

**Mass and
Dimensions**

Load Restraint

Speeding

Fatigue

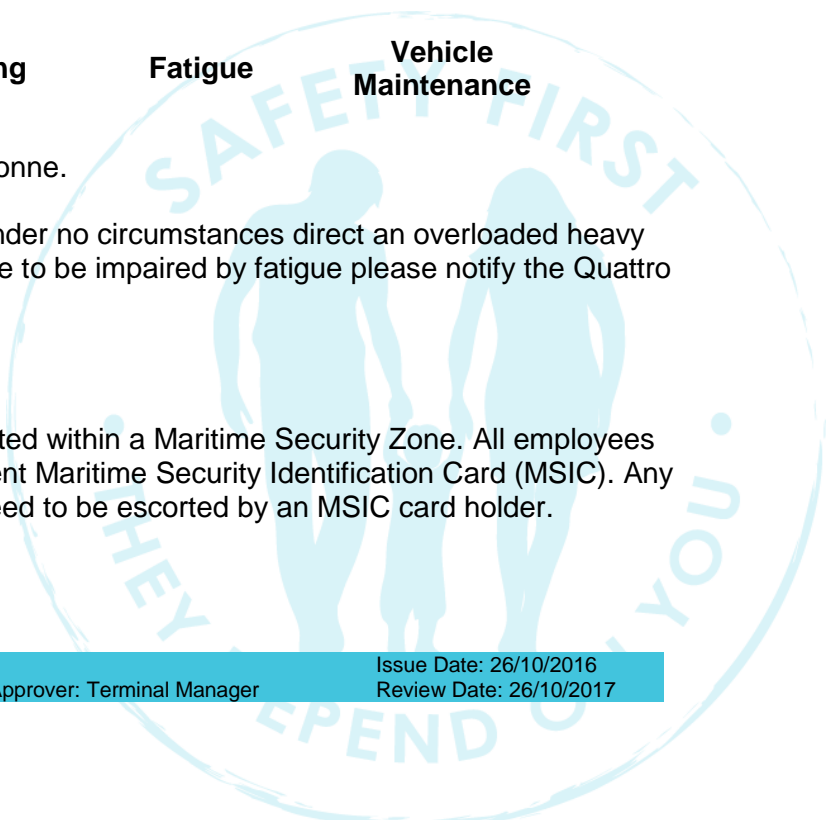
**Vehicle
Maintenance**

* The HVNL covers all vehicles greater than 4.5 tonne.

A Quattro Ports employee or contractor should under no circumstances direct an overloaded heavy vehicle to leave site. If you suspect a driver on site to be impaired by fatigue please notify the Quattro Ports Supervisor immediately.

Site Security Access

Quattro Ports Port Kembla Grain Terminal is located within a Maritime Security Zone. All employees and contractors accessing site will require a current Maritime Security Identification Card (MSIC). Any individuals that do not hold a current MSIC will need to be escorted by an MSIC card holder.





Traffic Management

- You must obey all traffic signs;
- Traffic flow in the terminal is one way in a clockwise direction (refer Site Map).

Speed limits are:

Inside and around the terminal
(unless otherwise posted)



Inside the Cargo Shed



On the weighbridge & inside
Road Intake area



Warning Sounds

Before entering or exiting the Road Intake building or Cargo Shed vehicles must stop and sound the horn once prior to entering and exiting. When reversing vehicles, the horn must be sounded twice or have reversing beepers fitted and operational.

Pedestrians

Designated pedestrian walkways and crossings have been line marked and are identified in yellow. Pedestrians are to always use the designated walkway.

Pedestrians **MUST** give way to vehicles. **DO NOT** walk around the site unless escorted by a Quattro Ports representative.

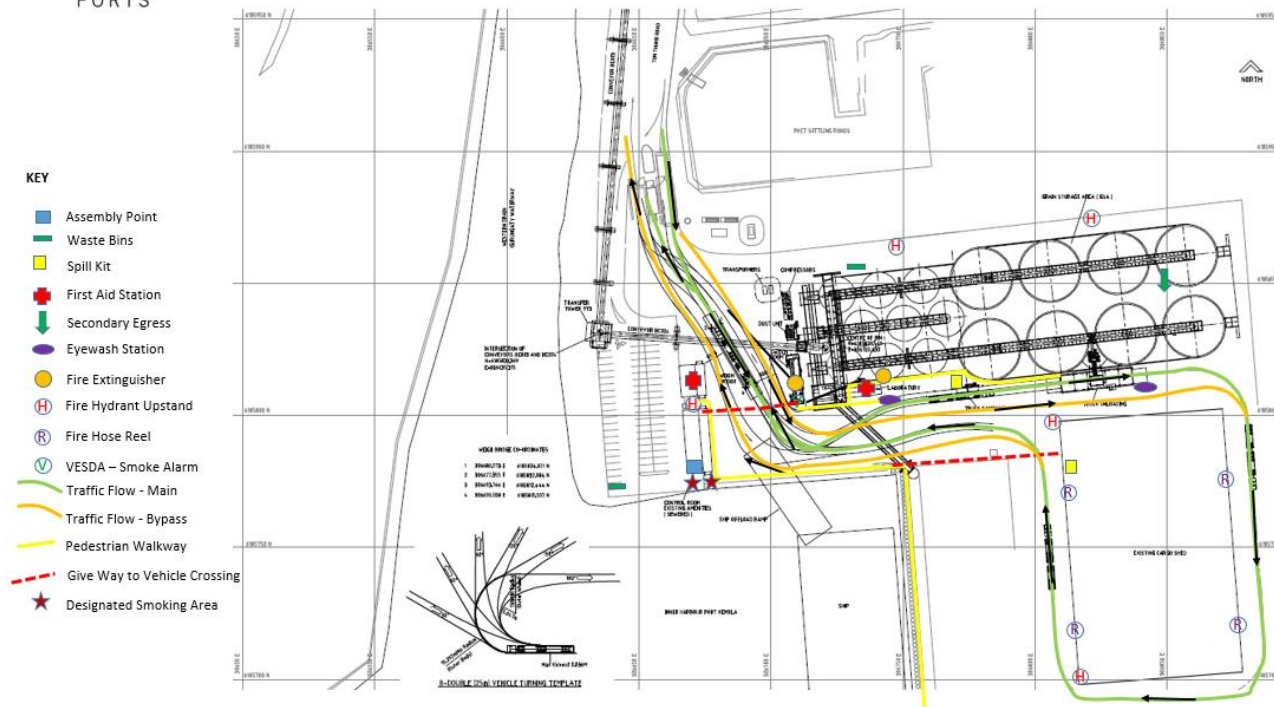
AAT Traffic Management

Before access will be allowed to the Quattro Ports Rail Intake Area, an AAT Induction must be completed at <https://www.inductee.com.au/aat/login.php>

Please ensure that you follow all AAT Site Rules and adhere to the daily AAT Traffic Management Plan on the way to the Quattro Ports Rail Intake Area.



QUATTRO PORTS PKGT SITE MAP



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AAT SITE MAP



Environment

- Please be aware and be responsible;
- Pay attention to housekeeping, the terminal is not a garbage bin;
- Avoid polluting the harbour or atmosphere. Do not pour, dump or release ANYTHING into drains, the harbour or the atmosphere.

Amenities

First Aid

Located in the Main Office, Sample Room and the Rail Intake Area.

Toilet Facilities

Located in the Main Office, Northern end of the Main Office (inside the terminal) and the Amenities Room.

Contractor Procedures

Before commencing work all contractors will be required to:

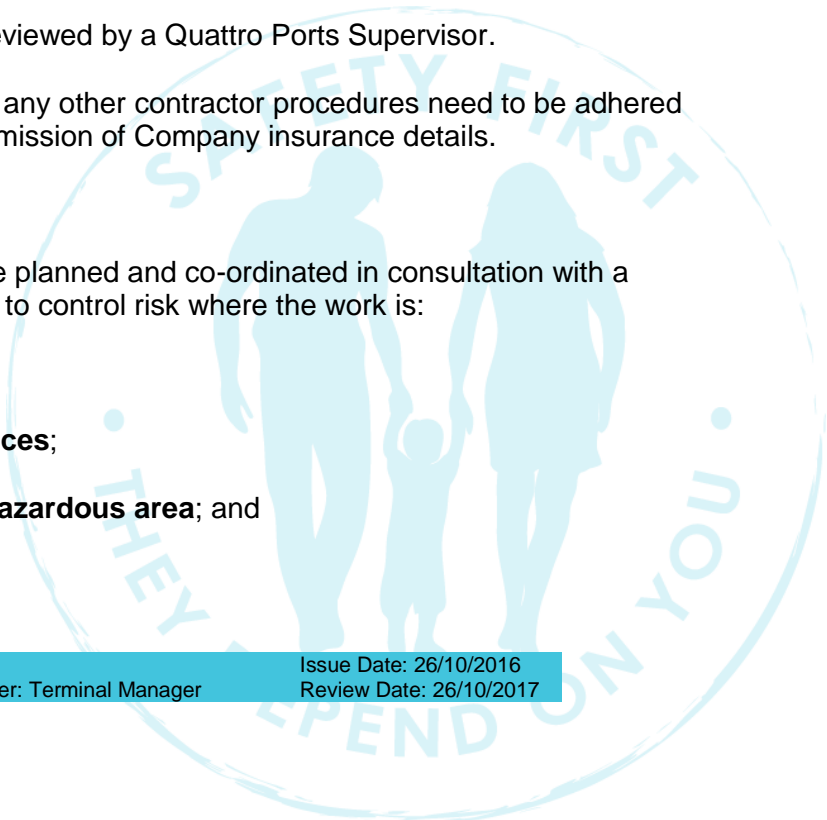
- sign in at the Quattro Ports Main Office;
- be aware of a Quattro Ports Supervisor to contact if required;
- complete all relevant permits;
- ensure any necessary isolations are in place; and
- have any relevant risk assessment/JSA reviewed by a Quattro Ports Supervisor.

Your Quattro Ports Supervisor will let you know if any other contractor procedures need to be adhered to before commencing work, for example the submission of Company insurance details.

Permit to Work

Work activities requiring a Permit to Work shall be planned and co-ordinated in consultation with a Quattro Ports Authorised Person. It shall be used to control risk where the work is:

- of **non-routine** nature;
- to be undertaken in **changed circumstances**;
- to be undertaken in a **restricted and or hazardous area**; and



- not able to be safely controlled by **normal management or operational systems such as SWI's.**

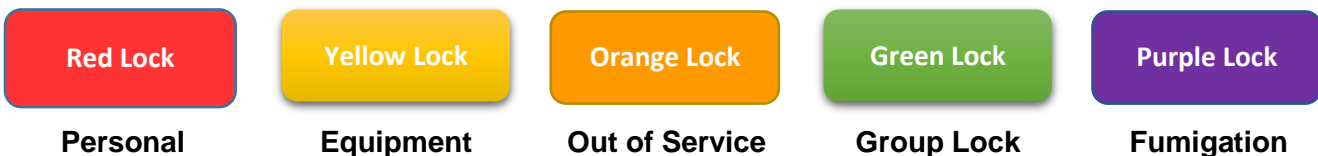
Permits may also be required hot work, working at heights, confined space entry, etc. If you are unsure whether a permit is required please contact a Quattro Ports Supervisor before proceeding.

Locking out Plant and Equipment (Lock-out or Isolation)

People working on or near plant or equipment are to be protected from or isolated from energy sources. The relevant supervisor responsible for a work task shall ensure that a risk assessment has been undertaken that identifies energy sources that require isolation prior to a person performing work on any plant or equipment.

At Quattro Ports there are two types of Isolation:

- Individual Isolation (single piece of equipment or Isolator), and a
- Group Isolation (multiple pieces of equipment or Isolators)



DO NOT use faulty or suspect equipment. Equipment found to be faulty or unsafe must have an orange lock attached to the main isolating switch of the equipment and be reported to a Quattro Ports Supervisor immediately.

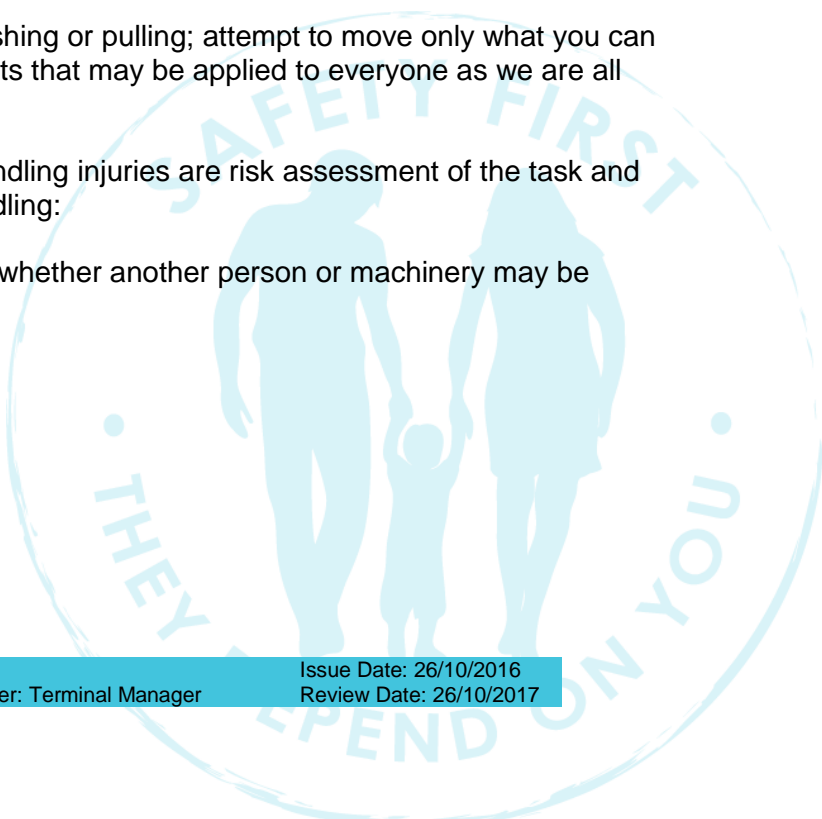
Contact a Quattro Ports Supervisor for more details on the Isolation Procedure.

Manual Handling

Remember when lifting, lowering, or carrying, pushing or pulling; attempt to move only what you can manage comfortably. There is no minimum weights that may be applied to everyone as we are all physically able to carry different amounts.

The best control measures to prevent manual handling injuries are risk assessment of the task and abiding by the following principles of manual handling:

- assess the area and the load - determine whether another person or machinery may be required;
- broad stable base;
- bend your knees;
- back straight;



- firm grip;
- load close to body;
- elbows tucked in; and
- feet pointing in the direction of movement.

Bullying, Harassment, Discrimination & Victimisation

All employees, contractors and visitors to the Quattro Ports site are responsible for maintaining a culture that is safe and comfortable for ourselves and our colleagues. Quattro Ports will not accept behaviours that include discrimination, harassment, bullying and victimisation. These behaviours go against our values, effective teamwork and legislation.

Behaviours that will NOT be accepted include:

Bullying	Occurs when an individual or group of individuals repeatedly behave unreasonably towards a worker or a group of workers and the behaviour creates a risk to health and safety.
Harassment	Behaviour that another person doesn't want and doesn't return; may offend, humiliate or intimidate; and in the circumstances, a reasonable person should have expected would offend, humiliate or intimidate.
Discrimination	Prejudicial treatment based on a number of factors including but not limited to: race, gender, age and religion
Victimisation	Behaviour where someone suffers a detriment because they have or intended to have: made a complaint, raised a concern or issue, asserted their workplace rights, or helped someone else to raise a concern, complaint or assert their rights.

Report any of the above unacceptable behaviours to a Quattro Ports Supervisor.

