

Site Operating Conditions

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1.0 PURPOSE

This procedure is applicable to all personnel (contractor and employees) entering the site. This document outlines the Safety, Health and Environment requirements for working at the Tronox Kwinana Pigment Plant and should be read in conjunction with the referenced documentation.

2.0 REFERENCES

2.1 Tronox Documents

#	Title
50.03	Tronox Global Health and Safety Management Standards (A4)
G.00.04	Permit Recipients
TP-1012	Job Safety Analysis Form
TP-PROD-016	Temporary Logic Override Procedure (TLOP)
TP-PROD-017	Kwinana Safe Work System Manual
TP-PROD-049	Kwinana Isolation Standard
TP-PROD-050	Electrical Permits
TP-RISK-014	Risk Assessment
TP-SFTY-024	Barricading Procedure
TP-SFTY-026	Confined Space Entry
TP-SFTY-037	Kwinana Minimum PPE Requirements
TP-SFTY-043	Fall Prevention [Working at Heights] Procedure
TP-SFTY-044	Site Hydroblasting Procedures
TP-SFTY-047	Crane Operations and Lifting
TP-SFTY-064	Standard for Work Supervisor and Task Coordinator
TP-TECH-001	Plant Change Review
RWP-012	Radiation Work Permit

2.2 Regulations and Australian Standards

AS 1269	Occupational noise management - Overview and general requirements
AS 1270	Acoustics - Hearing protectors
AS 1336	Recommended practices for occupational eye protection
AS 1337	Eye protectors for industrial applications
AS 1338.1	Filters for eye protectors against radiation in welding and allied operations
AS 1418	Cranes, Hoists & Winches
AS 1576	Parts 1 to 5 Scaffolding
AS 1801	Occupational protective helmets
AS 1891	Industrial fall arrest systems and devices
AS 2210	Occupational protective footwear - Guide to selection, care and use
AS 2554	Hose and hose assemblies for air
AS 2865	Safe working in a confined space
AS 3000	Electrical installations (known as the Australian/New Zealand Wiring Rules)
AS 3007	Electrical installations - Surface mines and associated processing plant
AS 3012	Electrical installations - Construction and demolition sites
AS 4332	The Storage and handling of gases in cylinders

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AS 4576	Guidelines for Scaffolding
NOHSC:1006	National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment
	Occupational Health and Safety Act 1984
	Occupational Health and Safety Regulations 1996
	Environmental Protection (Noise) Regulations 1997
	NTC Load Restraint Guide 2014

3.0 RESPONSIBILITY

3.1 Tronox Work Supervisor

The Work Supervisor is responsible for working with the contractor to make sure all Tronox requirements are correctly implemented. The Work Supervisor may nominate one or more Task Coordinators to monitor / control contractor activities in the work place. Tronox nominates a work supervisor for all contracts.

All Work Supervisors are trained in the duties of being a Work Supervisor and appointed by the Site Manager.

Key responsibilities include:

- To ensure understanding of all requirements contained in this procedure with contracted personnel;
- To review contractor performance in line with this procedure;
- To ensure issues related to implementation of these requirements is communicated with contractor personnel, safety and health group, environmental group or contracts department as required; and
- Apply requirements as identified in Contractor Safety Management (TP-SFTY-017).

3.2 Task Coordinator

The Task Coordinator provide support to the Works Supervisor by providing onsite supervision of Contractor personnel. S/he is responsible to ensure that relevant SHE requirements are met for a task/activity/work done by a work party.

All Task Coordinators shall be trained in the duties of being a Task Coordinator. (This applies to both Tronox employees and also Contractors appointed as Task Coordinators)

3.3 Manager SHEQ

Ensure requirements contained within this procedure are up to date; and ensure changes to this procedure are communicated to all affected personnel.

3.4 Contractor Company Supervisor

- Ensure requirements contained within this procedure are communicated to all personnel;
- Ensure personnel are familiar and comply with all requirements of this procedure;
- Raise issues related to compliance to this procedure with their nominated Work Supervisor or Task Coordinator; and
- Ensure changes to this procedure are communicated to all affected personnel.

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4.0 INTRODUCTION

Tronox Pty Ltd is committed to excellence in its safety, health and environmental performance through the continuous improvement of its safety, health and environmental (SHE) management systems.

Our policy is that safety, health and environment will be actively managed and effectively integrated with operational planning.

This means that maximum protection of people, equipment and the environment will be provided with minimum disruption to our business, through effective risk identification, control, monitoring systems, and preventative initiatives. Annual audits and review of the safety and environmental management system will be conducted utilising an accredited audit tool.

Tronox recognises that its Employees, owner Participants, Customers, Suppliers and the Communities in which it operates, need confidence in Tronox's ability to achieve safety and environmental excellence through the efforts of all employees.

5.0 SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT

5.1 Policy, Leadership and Commitment

5.1.1 Safety & Environmental Policy

The purpose of the Policy is to highlight that Tronox senior management and line management are committed and demonstrate visible and proactive commitment to safety, health and environment. This is supported through clearly define Corporate SHE objectives and the implementation of site based SHE management systems to ensure these objectives are achieved.

5.2 Risk Management

5.2.1 Take 2

The Take 2 is a personal risk assessment tool. The purpose of the Take 2 is to determine the specific hazards and controls in place immediately prior to commencement of a task. A Take 2 is required to be completed prior to commencement of any task on site and an individual Take 2 must be completed by each person working on the task.

5.2.2 Job Safety Analysis/HIRA

A Job Safety Analysis (JSA) or Hazard Identification and Risk Assessment (HIRA) is used to identify the hazards and manage the risks associated with tasks.

If the Take 2 results in a task being classified as higher than a low risk, one of the following will be required:

- Task Instruction/ Standard Operating Procedure and Take 2 OR
- JSA

Regardless of the Take 2 outcome a JSA or SOP/Task Instruction is required for all tasks involving –

- Potential contact with TiCl₄, Acid, Steam or Chlorine.
- Draining hazardous liquids from a line where a designed drain point (such as drain valves etc) is not available. This includes circumstances such as

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draining from flanges and similar line breaks for the purposes of draining or confirming lines empty. First break protocols must also be followed.

- Work at Height
- Confined Space entry

A HIRA is required for all work performed as part of a Permit to Work

5.3 Operational Control

5.3.1 Permit to Work

All non-routine activities within Tronox Pigment Plant areas require the completion of a Work Permit. Subject to the work planned, a number of associated certificates may also be required, eg Confined Space permit, Hot Work permit etc.

Permits are raised and issued using a computerised work permit system. The Tronox Work Supervisor will assist with creating permit requests and the associated HIRA in the electronic work permit system. Contractors may also raise Permit requests once they have been trained in the use of the system.

5.3.2 Minimum Personal Protective Equipment for Operational Area

The minimum PPE requirements for persons entering Operational Areas is listed below. Prior to gaining access to the Tronox Kwinana site, the contractor shall ensure that persons working in Operational Areas be supplied with and instructed in the use of this PPE:

- Medium impact safety glasses fitted with approved side shields, including prescription glasses;
- High visibility clothing – long sleeved shirt or jacket, buttoned at the wrist and long trousers or overalls with long sleeves and legs. (Category 1 hazard rated clothing when working in or near high voltage electricity). Approved wet weather gear as required;
- Steel capped safety footwear conforming to Australian Standards AS/NZS 2210;
- Non conductive safety helmets conforming to Australian Standards AS 1801;
- Monogoggles;
- Respirators appropriate to the task and exposure. Any known requirement for respirators shall be discussed with the Tronox Work Supervisor;
- Minimum P2 Respirator worn at all times when working on top of the Cooling Towers (due to Legionella risk)
- Hearing protection for use in areas where directed either verbally or in writing by Tronox personnel or as indicated by signage or wherever a risk is deemed to exist; Noise zones are signposted within Area 1 & Area 2, hearing protection is mandatory in these zones.
- Approved hand protection when handling, rough or hot materials, corrosive or caustic materials or any other situation as required; and
- Full body harnesses where work at heights is undertaken.
- Mini Green Escape Respirator (these will be provided by Tronox)
- Diphoterine (DAP) should be carried where there is potential to come into contact with a chemical and/or where the General Work Permit requires it to be carried. Diphoterine is a rinsing agent that can reduce the effects of chemicals exposure

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The Contractor shall also ensure personnel observe and obey all Personal Protective Equipment signs.

5.3.3 Eye Protection

Specific eye protection may be nominated for certain tasks where potential hazard to eyes is high. Consideration must be given to the task or type of work being performed. Goggles (conforming to Australian Standard AS/NZS 1337) or face shields (conforming to Australian Standard, AS 1336) must be worn when appropriate. Occasions where this specific eye protection is required includes, but is not limited to:

- Any work involving corrosive liquid, solids or dust, particularly when connecting or disconnecting lines;
- Pressure cleaning including plant water hosing;
- Compressed gases including air;
- All work involving lime or lime slurries;
- Welding or brazing AS/NZS 1338.1;
- Chipping, grinding or sealing operations;
- Jackhammer operation;
- Other occasions as directed either verbally by Tronox personnel or as indicated by signage or wherever a risk is deemed to exist.

Personnel required to wear respiratory protection shall be clean shaven in the area where the mask seals onto the face of the wearer.

5.3.4 Personal Protective Items Provided by Tronox

The Contractor shall ensure all personnel correctly use any items of safety equipment that are from time to time, provided by the Tronox Kwinana site. Such items, which shall be returned to the Tronox Kwinana site following use, may include:

- Safety harnesses which shall be worn where there is the possibility of a fall;
- Appropriate respiratory devices;
- Personal escape respirators.
- Diphoterine (DAP)

A personal escape respirator shall be supplied by Tronox at the Tronox Kwinana site Security Gatehouse. The personal respirator shall be returned to the Tronox Kwinana site Security Gatehouse each time personnel leave the Tronox Kwinana site. Contractors may supply their personnel with escape respirators provided they meet the Tronox Kwinana site requirements.

5.3.5 Supply of Protective and Safety Equipment

The Contractor shall provide all materials and equipment, including safety equipment, they will require to complete all items within the contracted scope of work and not specified as being provided by the Tronox Kwinana site, either on loan or otherwise.

Contractors engaged on the Tronox Kwinana site who do not have the necessary materials or equipment shall arrange for its provision through their own procurement systems. Use of Tronox Kwinana site assets will be arranged in urgent or emergency

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situations only with the approval of the applicable Tronox Kwinana site Superintendent or Department Head.

Contractors who have been engaged to work in any restricted area on the Tronox Kwinana site that do not have the necessary personal protective equipment or safety equipment specified in the contract shall be refused access to the area until the equipment has been obtained.

The Tronox Kwinana site shall not provide or replace the Contractor's equipment from its own assets.

Unless authorised by the applicable Tronox Kwinana site Leader or Manager with advice to the Warehouse Supervisor, contractors shall not draw material from the Tronox Kwinana site Warehouse. All approved material required by the contractor from the Tronox Kwinana site shall be obtained through the Works Supervisor or Task Coordinator.

5.4 Site Access, Security and Induction

Contractors, when attending the Tronox Kwinana site, shall report to the Security Guard at the Tronox Kwinana site Security Gatehouse and obtain an identification card.

All Contractor personnel required to undertake work at the Tronox Kwinana site shall first complete the Tronox General Site induction.

No person may start work within the Tronox Kwinana site without the authority of the relevant Tronox Works Supervisor or Task Coordinator.

Personnel engaged in construction activities will require a current Safety Awareness training certificate (White Card or equivalent).

The following age limits apply to the site:

- Less than 17 years of age - confined to non plant areas under direct supervision, not to drive Forklifts, not to use lathes and limited use of hand power tools (eg angle grinder).
- Over 17 and up to 18 years of age - direct supervision in the Plant and work with non-hazardous materials.
- Over 18 after training and confirmation of skills and with the direct approval of the supervisor – allowed to work in the Plant

Without exception, personnel wishing to proceed past the Tronox Kwinana site Security Gatehouse are under no circumstances to bring animals onto the Tronox Kwinana site.

5.4.1 Photographs

No photographs of work in progress or any part of the facility shall be taken or used by the contractor, or his agents and subcontractors. All negatives and copies of any photographs taken with Tronox's written permission shall be the property of Tronox and shall be surrendered to Tronox on request.

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5.5 Training and Competency

The Tronox Kwinana site conducts regular induction courses designed to provide sufficient information to enable contractors to enter the Tronox Kwinana site with an understanding of:

- The Tronox business and its operations;
- The basic safety, environmental and training requirements expected; and
- Tronox Kwinana site Emergency Response Procedures.

Note: persons are required to be wearing closed in shoes when entering the Administration building where the inductions are conducted.

The assessment of Contractors personnel as competent in elements of the Tronox Kwinana site Induction shall not negate the responsibility of the Contractor to familiarise him/ herself with sufficient information to have an understanding of the content of those elements covered to ensure the work can be performed safely.

5.5.1 General Site Induction

First Time On Site

After completing the Tronox Australia Induction, Kwinana General Site Induction and Kwinana LIFE Rules, those persons working at Kwinana for the first time, shall also complete the one off Face 2 Face Induction.

Online Refresher Inductions

The Online Tronox Kwinana General Site Induction is valid for 2 years and persons will be notified via email when they can log-on and refresh their induction online.

For a contractor who is required to undertake works within the operational plant and who has not been on site within the past six (6) month period shall be required to complete the Online Tronox Kwinana General Site Induction before recommencing work.

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Isolation & Lockout and Full Face Respirator & Acid Suit Training

If persons are required to work under a permit they shall also complete the Online Isolation & Lockout Training. If they are required to wear a respirator and/or an acid suit they shall also complete the Online Full Face Respirator and Acid Suit Training. These will also need to be refreshed online every 2 years and persons will be notified via email when they can log-on and re-refresh their training.

5.5.2 Visitors Induction

If an employee or Contractor has a visitor to site, the site access form (available on the intranet) must be completed and forwarded to the Gatehouse. This induction takes 8 minutes and is valid for 90 days for visitors and 6 months for couriers.

Visitors who have completed the induction must sign into the visitors book and be given a visitors card, which they must carry with them whilst they are on site.

5.6 Crisis and Emergency Management

An Emergency Response Plan is in place at the Tronox Kwinana site. The Contractor shall ensure that its personnel are familiar and comply with all Tronox Emergency Response procedures. All contractors are to familiarise themselves with the location of refuge areas.

A system of red indicator lights is maintained at the Tronox Kwinana site Security Guard House. The lights are tagged to correspond with the various operational areas of the plant. When the indicator lights are on this denotes that a Level 1 release is in progress at the corresponding area. If this is the case, personnel may gain access to the Tronox Kwinana site, however they must not under any circumstances enter the area where the Level 1 release has occurred until the all clear has been announced.

In the situation where a Level 2 or Level 3 release has been called, the Security Guard will restrict access to the Tronox Kwinana site by closing the front security gates indicating an emergency is in progress. Once this has occurred access to the Tronox Kwinana site will only be granted to emergency services personnel.

5.7 Contractor Selection and Management

5.7.1 Contractor Management

The Contractor is required to take part in the contractor selection process. The successful Contractor will be responsible for:

- Demonstrating a high level of commitment to safety health and environment;
- Implementation of agreed SHE systems and plans;
- Actively managing their employees and sub-contractors SHE performance;
- Maintaining records of their employees and sub-contractors skills / training;
- Working with Tronox to address any unforeseen SHE hazards or issues; and
- Providing a monthly SHE Performance report (number of safety meetings, JSA's completed, incidents, hours worked on site etc.).

5.7.2 Control of Contractors Personnel

The Contractor shall comply with any and all directions that are, from time to time, issued by Tronox or its representative(s).

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The Contractor shall be responsible for the proper conduct of its personnel while on the Tronox Kwinana site and shall ensure that all its employees are aware that the following are strictly prohibited:

- Possession or consumption of intoxicating liquor;
- Possession or use of drugs, other than as prescribed by a medical practitioner;
- Possession or use of unauthorised fire-arms;
- Gambling, horse-play or fighting;
- Abuse, theft or destruction of Tronox's or other contractors' property or personnel;
- Introduction of exotic fauna and flora;
- Open fires; or
- Unwelcome displays of publications, photographs, drawings, movies or material of any type of an erotic or sexual nature.

Tronox may direct the Contractor to remove personnel from the Tronox Kwinana site for breaches of any of the above.

5.8 Incident Management

5.8.1 Incident / Accident Reporting

The contractor shall bring to the attention of the Tronox Work Supervisor injuries and incidents to the safety of persons, equipment, property or the environment).

Reportable incidents include:

- Injuries;
- Gas emissions;
- Fire and/ or explosions;
- Property and equipment loss and/or damage;
- Near misses;
- Spills of chemicals to unsealed surfaces;
- Incorrect disposal of wastes (particularly hazardous or controlled wastes); and
- Workplace hazards.

The reporting and investigation process shall be carried out at the earliest possible opportunity after the incident occurs.

5.8.2 First Aid

Tronox shall provide a first aid service for Contract personnel on the Tronox Kwinana site.

In the case of accidents where serious injury has been sustained Emergency Response personnel are to be contacted either by telephone on Emergency number 111, or via radio on Channel 1. Personnel reporting the accident shall be prepared to advise Emergency Response personnel of the nature of the injury and location on the Tronox Kwinana site of the injured party.

In the case of incidents where minor injury has been sustained the injured party accompanied by their immediate supervisor is to proceed to the Tronox Kwinana site First Aid Room located in the Security Gatehouse.

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All injuries are to be reported immediately to the injured party's immediate supervisor and then to the Tronox Works Supervisor. All injuries should be reported and recorded using a Tronox Pigment Plant Incident Report form in accordance with the Incident Reporting and Investigation procedure.

Where Tronox refers Contractors personnel to a medical practitioner for treatment, the Contractor shall be responsible for all associated costs.

5.9 Occupational Health Management

5.9.1 Fitness for Work

Participation in the Tronox Fitness for Work (FFW) program is a condition of entry to a Tronox Site. The Tronox FFW program covers a range of issues that impact fitness for work, including fatigue, stress, physical well being, medical issues, rehabilitation at work and alcohol and drugs.

In support of Tronox program, Contractors are required to:

- Establish a fitness for work policy with requirements that satisfy Tronox requirements;
- Conduct appropriate education and training for all their personnel working on a Tronox Site;
- Conduct their own fitness for work assessment program; and
- Establish appropriate disciplinary and management procedures for their employees who breach either the Contractors or Tronox policy.

In addition to this Contractors are required to:

- Arrange for all their personnel to be inducted and educated prior to commencing work on site;
- Inform their personnel they will be subject to Tronox's testing programs; and
- Remove from site personnel who breach the Corporate FFW Policy.

5.9.2 Alcohol and Drugs

The Contractor shall ensure that its personnel are aware that under no circumstances are Alcohol or Illicit Drugs allowed in any operational areas of the Tronox Kwinana site.

If in the opinion of either a Tronox Supervisor or Contractor's Supervisor contract personnel are affected by alcohol or drugs whilst at work they will be immediately removed from Tronox Kwinana site and the Contractor will be advised of the circumstances.

All personnel working on a Tronox Site are required to maintain the ability to provide a 0.00% blood alcohol reading and a negative drug test result in line with the applicable Australian Standards

5.9.3 Fatigue

Contractor personnel are not to be rostered to work longer than 12 consecutive hours. A Fitness for Work Assessment (TP-1337) will be done for those persons required to work over 12 hours. No personnel are permitted to work in excess of 14 consecutive hours without the approval of the Tronox Kwinana site Manager or

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delegate. Should approval be obtained personnel are not permitted to work in excess of 16 consecutive hours.

5.9.4 Smoking

The Tronox Kwinana Site does not allow smoking on site other than the designated smoking points. Any person found smoking at locations other than those designated may be subject to disciplinary action.

5.9.5 Breaches of policy

Contractor personnel who breach Tronox's Corporate FFW Policy shall be removed from site until such time as an appropriate fitness for work plan has been established. All fitness for work plans are to be approved by the Tronox Safety and Health Group Leader prior to the person returning to site.

6.0 SAFETY PERFORMANCE MANAGEMENT

6.1 LIFE Rules

The LIFE rules prevent events which cause or have the potential to cause "Life Altering Injuries and Fatal Events".

LIFE Rules apply to Tronox as a whole. The non-negotiable behaviours help to clarify how these apply at Kwinana.

LIFE Rules on the Tronox Kwinana Pigment Plant site relate to –

- Permit to Work
- Driving
- Confined Space Entry
- Working at Heights
- Manual Handling
- Isolation
- Excavation
- Line Breaks
- Working Over Water

It is mandatory requirement that all persons working on site complete the Tronox L.I.F.E Rules Overview as part of their initial Site Induction. L.I.F.E Rules are discussed as part of Visual Felt Leadership (VFL) contacts so it is the responsibility of all persons to know, understand and apply the LIFE Rules at all times.

Failure to follow LIFE Rules will place yours or someone else's life at risk. These behaviours are non-negotiable.

6.2 Confined Space

Personnel who are required to undertake work in a confined space, or act as a stand-by person, shall be trained and assessed as competent, with nationally accredited competency based training to AS/NZS 2865:2001, this training is only valid for 2 years.

6.3 Work at Height

6.3.1 Work Permit

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A Work Permit shall be required where one or more of the following apply;

- Where the risk assessment for a fall is assessed to be greater than low
- the risk assessment identifies potential to fall 2 metres or more, or gain access within 2 metres of an open edge 2 metres or more high
- personnel are required to leave fixed work platforms, scaffolding etc. at height (i.e. work outside edge protection).
- work is required off a single (fixed) or extension ladder
- a fall injury prevention or arrest system is required as the control method.

To work at height, a person must hold a Nationally Accredited Working Safely at Heights Certificate. Certification is valid for 3 years.

The contractor shall ensure its personnel are familiar with the relevant statutory regulations and Tronox standards and work procedures for the use of equipment relating to working at heights including but not limited to:

- Ladders.
- Scaffolds.
- Elevating work platforms (EWP).
- Fall restraint equipment.
- Full body harnesses (and not belt harnesses).

The contractor shall ensure the provision, inspection, maintenance, supervision and training in the use of such equipment is to the approved Tronox standard.

6.3.2 Scaffolding

- All constructions, dismantling, modifications or alterations must be performed by a licensed scaffolder.
- Scaffolding shall be inspected every 30 days.
- Scaff-tags shall be attached to all scaffolding entry points.
- Always check the scaff-tag before accessing a scaffold and report any scaffolds with damage or not suitable for the purpose.

6.3.3 Ladders

- Ensure ladder is in good condition, inspect before use.
- Place in a safe working angle of 4:1.
- Tie off at top or support by another person below.
- Don't carry anything up the ladder.
- Ladder should be used for access only. Where work off a ladder higher than 2m cannot be avoided, the ladder must be a platform ladder, or a working at heights permit is required.
- Keep three points of contact.
- Use the correct ladder for the task.

6.4 Lifting and Material Handling

6.4.1 Slings And Overhead Cranes

Contractor personnel must:

- Be authorised to sling and use overhead cranes;
- Complete a pre-start inspection before each use of an overhead crane
- Pre-inspect all items associated with the lift;
- Use only rated shackles, hooks and chains;

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- Determine the weight of the load;
- Test the crane brake by lifting the load 100mm and hold on the brake – then proceed with the lift; and
- Not allow any person to work under a suspended load.

Test certificates or records are to be made available by the Contractor when requested by Tronox.

6.4.2 Lifting Equipment Inspections

All equipment used for lifting must be inspected and tagged by a competent person according the following standard:

- Jan 1 to Mar - Red
- Apr1 to Jun - Green
- Jul 1 to Sep - Blue
- Oct 1 to Dec - Yellow

Any equipment that does not pass the inspection, does not have the correct colour tag or is not tagged shall have an out of service tagged attached and removed from site. There is no grace period after the date has passed to allow inspections to be done however inspections can be done up to 2 weeks prior to the due date.

In addition to quarterly testing and tagging all equipment must be inspected by a competent person (qualified rigger or dogger) before each use. Any faulty equipment must be immediately tagged out of service and removed from site.

6.4.3 Safe Crane Operation

6.4.3.1 Crane access to site

The Contractor shall ensure all cranes under direct or indirect control are registered and certified and that all crane drivers and operators hold a current valid certificate to operate that particular crane. In addition such personnel have been assessed as competent by the Contractor.

Copies of current crane certification, crane operator certificates and assessments need to be made available on request from the contractor.

The Contractor shall make available to Tronox representatives upon request all inspection, maintenance and repair records for cranes working on site.

6.4.3.2 Crane inspection

Prior to, or on arrival, all cranes shall be checked for following

- Certificate of WorkSafe registration
- Completed mechanical assessment
- All wire ropes shall be in good condition and free of bird caging, crushing, kinking, broken strands or excessive wear.
- Certificates shall be provided by the contractor for all wire ropes, hoist, luffing and pendant ropes, including a statement that confirms sufficient wire rope is available on the drum(s) to undertake all duties required of the crane.
- All braking and emergency braking systems are effective.
- All pin jib crane boom jibs, flys and masts shall be free of major defects.

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6.4.3.3 Rules for loading and unloading material

In any instance that the loading and unloading of piping, structural steel, plant equipment and structures, reinforcing mesh and steel and plant equipment and machinery from truck trailers not pre-slung or unitised, the contractor shall provide a detailed risk assessment.

This shall include but not be limited to the following:

- Safe access and egress to the trailer/load (if required)
- Specific details on falls prevention to be provided
- Contingency plans for the safe removal of loads moved or displaced during transport.

6.4.3.4 Overhead Cranes

Over head cranes must be inspected and tested by the first operator of each shift. Before using an overhead crane check that the pre-start inspection has been done. If it hasn't, complete one immediately.

6.4.3.5 Load Restraint

Loads must be restrained to prevent unsafe movement during all conditions of operation. The load restraint system must, therefore, satisfy the following requirements:

- the load should not become dislodged from the vehicle
- any load movement should be limited, such that in all cases where movement occurs, the vehicle's stability and weight distribution cannot be adversely affected and the load cannot become dislodged from the vehicle.

The NTC Load Restraint Guide (LRG), 2004 (LRG) provides transport drivers, operators, and other participants in the transport chain of responsibility with basic safety principles which should be followed for the safe carriage of loads on road vehicles.

6.5 Energy Isolation

The contractor shall ensure his personnel are familiar, and comply with Tronox Pigment Plant Isolation and Work Permit procedures.

Contractors shall not carry out work requiring isolations unless trained and assessed as competent within the Tronox Kwinana site training system.

Any contractor employee required to work on isolated plant is required to have in his possession an approved isolation lock (green coloured safety padlock).

6.6 Mobile Equipment and Vehicles

Private vehicles are not permitted on the Tronox Kwinana site and must be left in a designated parking area. All vehicles entering the Site do so at the owners' risk. Tronox accepts no responsibility whatsoever, for damage to vehicles while on a Tronox Kwinana site.

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All light vehicles must obtain approval prior to coming to site according to the 'Site Access and Induction Procedure', TP-SFTY-003. Vehicles will only be granted access to the Tronox Kwinana site on the understanding by the contractor that Tronox reserves the right to search the vehicle prior to it leaving Tronox Kwinana site.

Vehicles shall not be operated at speeds in excess of posted limits. The maximum speed limit on the Tronox Kwinana site is 15 KPH. Mobile equipment should travel at walking speed of not more than **15 km per hour**.

Vehicle pre-starts must be conducted at the beginning of the shift for multiple user vehicles and weekly for single user vehicles.

6.7 Hazardous Substances

Contractors shall not handle any chemical unless they have referenced the applicable Material Safety Data Sheet and are aware of the danger involved and minimum protective equipment required.

Contractors who wish to bring hazardous materials on to the Tronox Kwinana site shall complete a TP-0453 Request For New Chemical Product form and:

- Provide the Tronox Safety Advisor with a list of materials to be brought on Tronox Kwinana site;
- Provide, or arrange for an SDS for each hazardous material to be submitted to the Tronox Group Safety Advisor;
- Provide an estimate of the amount of material to be stored, and used, on the Tronox Kwinana site;
- Provide the details on the intended application of the materials to be used at the Tronox Kwinana site; and
- Provide details on the intended disposal method for residual chemicals and/or used chemical containers.

Contractors shall not bring hazardous substances onto the Tronox Kwinana site until advised by the Tronox Safety Advisor that the material has been endorsed for use on the Tronox Kwinana site.

The Tronox Safety Advisor will issue an approval (authorised by the SHEQ Manager) for the material to be stored and used on the Tronox Kwinana site including any restrictions that will apply. Consideration will be given to the existing license requirements for storage of hazardous material to ensure this license is not exceeded.

Contractors found using non-approved materials will be required to stop work immediately, and remove the material at his own cost from the Tronox Kwinana site until such time as approval to store and use of the material is obtained from the Tronox Safety Advisor.

The contractors shall ensure:

- All hazardous substances approved for use by the Tronox Safety Advisor; shall be in clearly labelled containers that legibly display all instructions with regard to handling, use and disposal. Such substances shall not be transferred to alternative unmarked containers

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- The manufacturer's instructions for the use of hazardous substances shall be strictly adhered to, with particular regard to the use of safety appliances, respirators, gloves etc; and
- The storage of hazardous substances shall comply with the requirements of the Dangerous Goods Safety Act 2004 and Regulations and the Tronox Kwinana site License to Store Dangerous Goods.

Process chemicals exist on the Tronox Kwinana site in the form of gases, liquids and solids. No person has the authority to interfere with the integrity of pipelines or vessels without specific approvals from authorised Tronox Kwinana site personnel and appropriate Tronox Kwinana site Work Permits procedures.

6.8 Electrical Safety

With the exception of 3-phase power, Tronox incorporates an earth leakage system into all Tronox Kwinana site power outlets unless otherwise signposted. Contractors shall ensure all electrical extension leads are fitted with an earth leakage device to supplement the Tronox system.

No person shall attempt to repair electrical equipment unless they have the appropriate electrical license and are authorised by Tronox to do so.

Major electrical equipment at the Tronox Kwinana site has restricted access. This is to ensure integrity of the plant and to prevent exposure to electrical hazards. This is achieved by a system of keyed locks.

Authority for access shall be requested from the applicable Area Supervisor and endorsed by the Electrical Supervisor under the authority of the Plant Manager.

There are three levels of authorised access:

- Electrical Switch rooms. This access is available to Area Superintendents, Area Supervisors, Electricians, Electrical Supervisors, Electrical Planners and Electrical Engineers;
- 3.3kV and 22kV high-voltage switcher enclosures. This access is available to Electricians, Electrical Supervisors, Electrical Planners and Electrical Engineers; and
- 132kV high-voltage switcher and transformer enclosures. This access is available only to the Electrical Supervisors, Electrical planners and Electrical Engineers.

Ensure all persons observe the following electrical safety requirements:

- Adhere to the *Code of Practice for Persons working on or near energised electrical installations*, issued by the Director of Energy Safety – November 2017
- Extreme care should be exercised when handling pipe, conduit or other metal objects to prevent them from touching exposed electrical conductors, e.g. light globes and overhead wires.
- Never work near electrical conductors without first having them declared safe by electrical personnel.
- Keep ropes, cables and chains away from electrical conductors when lifting materials.
- Do not deliberately spray water or liquid on electrical motors or other electrical equipment.

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- No welding or brazing shall be undertaken where hot metal can fall into an uncovered cable ladder or onto electrical cables
- Before welding or burning is started, all cables shall be covered in an approved manner using sheet metal or fire resistant blankets.
- Always treat equipment as “live” until isolated and tagged out.
- No work shall be performed on any part of the high voltage distribution system until an electrical permit has been obtained and sighted by authorised Tronox electrical personnel.
- All hand held portable electrical equipment shall be checked before use and have attached an up to date inspection Tag. Damaged equipment and leads shall be repaired or replaced.
- Always treat equipment as “live” until isolated and tagged out.
- Under **NO CIRCUMSTANCES** are modifications to utility points allowed.

6.8.1 Electrical Multimeters

Electrical personnel working on the Pigment Plants Electrical Systems shall use multimeters with the appropriate Safety classification for “over voltage scenarios”.

Minimum Over voltage Protection IEC Category III or IV, subject to where the meter is to be used.

In addition, the Contractor should ensure that the fuses integral to the multimeter have voltage/ interrupt current ratings in accordance with the Manufacturer’s specification.

6.8.2 Electrical Power Tools

The Contractor shall ensure:

- All power tools shall be maintained in a safe operating condition to the satisfaction of Tronox;
- Appropriate safety apparel and guards shall be used at all times;
- Electric power tools shall be inspected, tagged and used in accordance with the Tronox Electrical Manual TP-ENG-114.
- When operating electric power tools extension leads shall not exceed 20 metres in length and shall not be used when coiled and shall be fitted with an earth leakage device.
- A portable RCD shall be used with all portable power tools

6.9 Pressure Hazards

6.9.1 Compressed Air

Use of compressed air for respiratory purposes is prohibited without first having obtained from the Safety Department a current test approval certificate for all breathing apparatus equipment. Use of plant reticulated air for respiratory purposes is strictly prohibited.

Hoses, fittings, tools, air cylinders etc shall comply with all regulatory requirements and standards.

Under no circumstances are changes to be made to the existing Tronox fittings. Hoses shall not be used unless connections are fitted with Tronox approved safety pins and hose clamps.

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Inspect portable/flexible compressed air fittings and hoses before use.

Compressed air should not be used for cleaning down surfaces, equipment or personnel.

Do not direct compressed air toward any part of the body or any other person.

6.9.2 Gas Cylinders

Handling and storage of gas cylinders shall comply with all regulatory requirements and standards including:

- Portable gas cylinders shall be stored in an upright position and secured at all times.
- Separate different gases according to the Dangerous Goods Code.
- Storage areas should be fire resistant, well ventilated, and located away from any source of heat, store combustibles or possible ignition.

Note: Full and empty cylinders should be kept apart in storage to avoid confusion.

Use:

- Contractors shall ensure its personnel are instructed in the identification and uses of industrial gases.
- Do not use oils, greases, or other organic materials on any part of a gas line because of the risk of explosion.
- Ensure proper ventilation.
- Gases must be used with cylinders properly secured in an upright position.
- Cylinders and hoses should be adequately protected when cutting and welding above them.
- Ensure flashback arresters are fitted to hand pieces and manifolds.

6.9.3 Pneumatic Power Tools

Pneumatic power tools shall be positively secured to hoses with approved safety clips or retainers. Hoses shall conform to AS2554. Compressed air receivers are to be closed off and airlines de-pressurised before disconnection

6.9.4 Hydroblasting

All Class B (>5600 bar litres/per minute) Hydroblasting activities must be conducted under a Work Permit with the HIRA addressing the identified risks.

6.10 Fire Prevention

6.10.1 Hot Work

A Hot Work Certificate is required for all work involving:

- Welding (electric or gas), brazing or soldering
- Naked flame use (e.g. oxy cutting)
- Grinding, cutting or other activities with the potential to form sparks
- Or where there is other potential for a source of ignition (such as chemical reaction).

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A Hot Work Certificate is also required for all work (including cold work) in all Mandatory Hot Work Permit Areas

Exempted areas include –

- Workshop (unless working in the vicinity of flammable / combustible material)
- Contractors Yard (unless working in the vicinity of flammable / combustible material)
- Administration ((unless working in the vicinity of flammable / combustible material)

6.10.2 Fire Fighting Equipment

Do not obstruct access to hydrants, hose boxes, fire extinguishers or other fire fighting equipment.

Report any identified defects or damage to fire fighting equipment, to your Tronox Works Supervisor or Task Coordinator.

Fixed fire fighting equipment shall not be used while undertaking hot work. Designated equipment is available by prior arrangement.

6.11 Guarding and Conveyor Safety

6.11.1 Conveyors

Conveyors may start automatically from a remote location. Emergency lanyard pull wires are located along all conveyors however, they do not immediately stop the conveyor, they disconnect the drive. The conveyor may run on a few metres which may be sufficient to cause serious injury.

Personnel must:

- Never walk under a conveyor less than head height;
- Not wear loose clothes around conveyors. Long hair must be covered by a hair net;
- Never lean over a moving conveyor;
- Not place tools or equipment on belts;
- Report immediately if you notice missing guards; and
- Under no circumstances ride on conveyor belts.

Shovels are not permitted for use around conveyors unless the conveyor has been shutdown and isolated prior to the work commencing.

Full isolation must be observed for all conveyor work. Belt tracking is exempted with the Works Supervisors permission and the completion of the appropriate permit to work.

6.12 Barricades or Danger Tape

If Contractor's personnel are engaged in work which may endanger other people or they notice a potential danger which could cause injury, they shall arrange to -

- erect barricading to secure all entry points to the area
- place an information tag securely on each side of the barricading
- report the danger to their Supervisor and then the Tronox Works Supervisor or Task Coordinator.

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Barricading may be:

- Ridgid/Hard Barricading – prevents people or equipment coming into contact with high risk hazards such as deep excavations and open holes in walkways or decking. The information tag must explain the reason for the hard barricading.
- Danger Barricading – creates an exclusion zone, using red and white tape, or Red pennant barricade flags, where a high risk hazard exists. This means that there is a risk of injury or harm if certain safety precautions are not followed. The information tag must have the date, name, department and contact number (e.g. mobile phone) of the person responsible for the danger or exclusion zone
- Caution Barricading – identifies an area, using yellow and black tape, where a hazard exists, that you may enter as long as you exercise due and diligent caution in relation to the identified hazard/s. The information tag must detail a description of the hazard/s.

6.13 Knife Policy

The use of fixed blade knives is restricted at the Tronox Kwinana Pigment Plant. Fixed blade knives may only be used for the following exempted tasks:

- Cutting of conveyor belts;
- Cutting of thermal insulation;
- Drum filter cloth changes;
- Large diameter cable cutting (Cassonay Knives or retractable blade only); and
- Re-slurry of 25kg pigment bags.

Any type of knife can be dangerous, including retractable and concealed blade. Always remember to:

- Complete a Take 2 and use cut resistant gloves worn when using a fixed blade knife.
- Always keep the blade sharp to avoid unnecessary force which increases the risk of slipping;
- Cut away from your body;
- Store knives with the blade retracted or where this isn't possible with the blade facing down ward and in easy to see place; and
- Don't try to catch a dropped knife.

6.14 9" Grinders

The use of 9" grinders is prohibited on site. If a 9" Grinder is required for a task a JSA must be completed and escalated to the Area Maintenance Leader for approval or further escalation.

6.15 Area 1 Access

Due to the potential of some maintenance and operational activities to impact on personnel, all personnel (excluding operational personnel) wishing to enter the Area 1 plant, must first check with the Maintenance Facilitator then sign onto the area access sheet.

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7.0 ENVIRONMENTAL PROTECTION

Tronox and its operations manager Tronox Management Pty Ltd, is committed to meeting all statutory obligations and commitments for environmental protection, and continuously improving environmental performance.

Tronox:

- Has an established contractor orientation and training system to define rules and procedures for the Tronox Kwinana site;
- Monitors contractor conformance with Tronox Kwinana site environmental standards and procedures; and
- Ensures that conditions of contractor employment for Tronox include appropriate environmental conduct standards.

The Contractor shall where necessary, modify its operational procedures to maintain contract targets whilst ensuring compliance with Tronox environmental obligations and commitments.

The Contractor shall ensure that all personnel, whilst on the Tronox Kwinana site, have been clearly instructed as to their responsibilities under the operating conditions applicable to the Tronox Kwinana site. Their responsibilities are listed, but are not limited to the requirements of this section. If the Contractor is in any doubt as to his responsibilities under this section he must contact the Tronox Works Supervisor or Task Coordinator for clarification.

The Contractor is accountable for the environmental performance of their personnel while on the Tronox Kwinana site and shall ensure that they:

- Co-operate in the achievement of the environmental objectives of Tronox;
- Comply with instructions given with respect to environmental issues and procedures;
- Correctly use all process equipment;
- Minimise releases of liquids, gases or dusts, during maintenance and operating procedures at all times;
- Ensure that pollution control equipment is maintained at an efficient level at all times;
- Do not undertake any operation which will result in unacceptable effects upon the environment or surrounding communities, from release of air or water borne pollutants, or noise;
- Communicate urgently to a Tronox Kwinana site Supervisor any situation which could become an environmental hazard, and immediately prevent, if possible, any mishap that has obvious potential for environmental impact;
- Do not interfere with any feral animal trapping equipment or trapped animals; and
- Provide requested data in a timely manner to allow Tronox to meet legal environmental reporting requirements.

7.1 Smoke and Dust Control

The contractor shall ensure its personnel are aware that deliberately lit fires are prohibited on the Tronox Kwinana site at all times. No activity shall be undertaken on the Tronox Kwinana site that has the potential to cause a dust emission that may be visible to any person outside of the Tronox Kwinana site boundaries or that will cause any impairment to Public Amenity.

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7.2 Housekeeping

The Contractor shall keep the Tronox Kwinana site clean and tidy: shall provide and use small rubbish bins for small items of waste material.

All rubbish within the Contractor's work area shall be removed and the area left clean and tidy at the end of each day.

Large items of waste material are to be stored tidily for subsequent disposal as and when directed by the Tronox Works Supervisor or Task Coordinator.

Prior to the contract being deemed complete, the Contractor shall remove all temporary buildings, temporary works, materials, plant and equipment used for carrying out the works, and shall leave the site clean and tidy and free of rubbish and surplus materials.

7.3 Solid Waste Disposal

The Contractor shall dispose of all waste generated through the execution of its obligations under the contract in an environmentally responsible manner and meet all legislative requirements and Tronox's waste disposal procedures.

The Contractor shall remove all its own waste prior to its personnels leaving the Tronox Kwinana site of the completion of work under the scope of the contract. The cost for Tronox to remove any waste materials left by the contractor after the project could be charged back to the Contractor.

The contract shall not be deemed to be complete until the Contractor has removed all its waste from the Tronox Kwinana site.

A Waste Solids Shed is maintained on the Tronox Kwinana site, which is specifically for storage of TI02 production waste. Under no circumstances is the Contractor to leave its waste in, around or near the Waste Solids Shed where it may be removed for disposal at a Tronox landfill site.

Recyclable materials shall be placed in the wheelie bins or skip bins provided. Additional skip bins can be ordered for the project/works upon request to the site Environmental Advisor, no unauthorised skip bins are to be brought onto site.

7.4 Liquid Waste Disposal

The Contractor shall ensure no liquid waste of any kind is disposed of to ground or stormwater drains

The Tronox Kwinana site maintains an Effluent Treatment System. With the exception of oils and fuels, liquid waste can be disposed of using a banded area drain, or a drain that feeds into the Effluent Treatment System. No liquid waste shall be disposed of in this manner without approval from the Tronox Works Supervisor or Task Coordinator.

The Contractor shall ensure that its personnel do not dispose of any waste, liquid or solid directly into the Tronox Kwinana site Effluent Pond.

The Contractor shall ensure its personnel undertake no activity around the ponds that may cause any damage to the HDPE liner. All activities around the Effluent Ponds are to be supervised by a Tronox Works Supervisor or Task Coordinator.

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Waste oil may be disposed of in the Oil Tank maintained at the Tronox Kwinana site Maintenance Salvage Yard. All oil waste not disposed of in this manner must be removed from Tronox Kwinana site. Bulk volumes of waste oil must be removed from site by a Department of Environment and Conservation (DEC) Licensed Carrier only and a tracking number must be provided to the site Environmental Advisor.

7.4.1 Applicable Documentation

TJV203 Corporate Environmental Performance Standards
TP-ENV-021 Waste Disposal

8.0 SITE FACILITIES

8.1 General

The Tronox Kwinana Pigment Plant is located off Mason Road in Kwinana.

8.2 Ablution and Toilet Facilities

Segregated male/female amenities are available at various locations across the site. In addition, shower, changing and personal locker facilities are available within the main amenities building. Subject to availability, upon request lockers can be allocated to contract personnel.

8.3 Crib Facilities

Crib room facilities shall be furnished and maintained by Contractors for their own use. The applicable Tronox Area Superintendent can, on request from the Contractor, give approval for limited numbers of contractors carrying out short or occasional work, to use Tronox Kwinana site Crib room facilities.

8.4 Vending machines

Drink and food vending machines are situated throughout the Tronox Kwinana site in the vicinity of crib rooms.

8.5 Meals

There is no onsite food outlet.

8.6 Temporary Workshops/ Equipment Storage

The Contractor shall ensure:

- All containers brought on site for the purposes of equipment storage or temporary workshops shall have adequate ventilation to prevent hazardous accumulation of noxious or explosive gases. Adequate ventilation shall be in the form of suitably sized grilled slots or a mechanical ventilator;
- No welding, grinding or flame cutting is permitted in container style workshops; and

Electrical installations supplying power to a container style workshop shall be in accordance with AS 3000, AS 3007 and AS 3012. In addition all such installations shall include adequate earth leakage protection on all power outlets. The earthing system shall be subject to inspection and approval by Tronox prior to power being connected to the container.

8.7 Parking

Parking for private vehicles is situated outside of the plant compound at the north end of the Tronox Kwinana site, off the main access road. Parking for cars and

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motorbikes is provided. Traffic flow in the car park is one-way as indicated by signage.

The car park is a part of the Tronox Kwinana site and as such is subject to Tronox Kwinana site speed restrictions of 15 km/hr.

A basic deluge car wash is situated at the west end of the car park for use by personnel engaged at the plant to remove dust, which may accumulate on their vehicles while parked at the plant. Operation is by a simple push button control at the entrance to the car wash.

8.8 Smoking

The Tronox Kwinana Site allows smoking only in designated smoking points. Any person found smoking at locations other than those designated may be subject to disciplinary action. All cigarette butts must be disposed of correctly.

9.0 ADDITIONAL REQUIREMENTS

9.1 Equal Opportunity in the Workplace

Tronox is an equal opportunity employer. Tronox is aware of its obligations to maintain a work place that is free of any discrimination or harassment.

Harassment includes any unwelcome, offensive comment or action concerning a person's race, ethnic origin, sex, marital status, pregnancy, impairment, age, family responsibilities, family status, religious or political conviction. It is behaviour towards another employee that is intimidating or embarrassing.

Tronox prohibits discrimination and harassment of its employees or any other personnel on the site. It is the responsibility of the Contractor to ensure its personnel uphold proper standards of conduct in the workplace. Tronox retains the right to take reasonable steps to ensure that the workplace is free from harassment and discrimination including directing the Contractor to have individuals ordered from the site.

Tronox will ensure any complaints received from the Contractor regarding harassment or discrimination of its personnel will:

- Be treated with the utmost confidentiality;
- Be treated seriously;
- Be attended to promptly; and
- Be investigated impartially.

On becoming aware of harassment or discrimination, Tronox will take any necessary steps, as appropriate to:

- Ensure that the harassing or discriminatory conduct does not continue; and
- Ensure that complainants and witnesses are not victimised

Sexual harassment has emerged as a major specific workplace issue in the last few years as people become more aware of their rights.

Sexual harassment does not refer to occasional compliments of mutually acceptable behaviour. The emphasis is on uninvited behaviour such as:

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- Sex oriented verbal innuendoes/suggestions/comments including lewd comments about physical appearance or displays of erotic pictures ,publications and movies;
- Demands for sexual favours accompanied by implied or overt promises for preferential treatment, or threats concerning an individual's employment status;
- Unwelcome physical contact such as patting, pinching or deliberate body contact;
- Offensive staring, leering or gesturing; and
- Inappropriate language.

Tronox is aware of its obligations under the Sex Discrimination Act, and will not tolerate such conduct in the workplace.

In accordance with Tronox's policy contractors shall maintain conduct at work which is free of discrimination or harassment against any Tronox employee, contractor, or person on Tronox property.

Tronox Kwinana site Management will resolve incident/s of harassment and discrimination quickly and confidentially.

9.2 Industrial Relations

The Contractor, in employing labour for site engagement shall:

- Ensure all personnel or their respective supervisors presents to the Works Supervisor, on request, authentication of all Trade Certificates, Licenses etc. nominated by the employee prior to his commencement of duties on site;
- Ensure personnel are conversant and comply with Tronox's Occupational Health and Safety, Environmental Protection, and Discrimination and Harassment policies and procedures; and
- Ensure personnel are in possession of and comply with, any and all policy documents which are, from time to time, issued by Tronox.

The Contractor shall attend conferences relating to industrial matters as required by Tronox.

The Contractor shall be responsible for maintaining good industrial relations with its personnel providing that Tronox, whilst not interfering with the industrial or personnel affairs of the contract, and without accepting any responsibility whatsoever in relation to industrial disputation, may give guidance and assistance to the Contractor where Tronox considers such action is necessary having regard for the best interest of all parties concerned.

The Contractor shall not, without the prior approval of Tronox, enter into an agreement with a union in respect to the services being the subject of this Agreement.

Subject to all relevant awards the Contractor shall:

- Recognise, deal with and observe the rights of its employees delegates or union officials to the extent that such rights are not being abused or exceeded;
- Only permit union meetings to be held off the Tronox Kwinana site or within areas prescribed by Tronox during break and rest periods only. This is done in line with Right of Entry clauses within the Fair Work Act 2009;

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- Ensure that its employee delegates do not interfere with the performance of other contractors or that of their employees;
- Notify Tronox immediately of all meetings with union officials or employee delegates and the subject matter thereof with performance to Tronox or operations; and
- Confine negotiations to meetings or deputation's composed solely of its own personnel, including employee delegates.

The Contractor shall advise Tronox and keep the Tronox fully informed of:

- Any real or potential dispute with personnel or union;
- Any demand from an employee or union for increased wages, alteration of conditions of employment or other concession for employees of the contractor which may involve or effect Tronox;
- The occurrence of any event which the Contractor considers could result in industrial disputation; and
- Any demarcation dispute that arises between personnel of the contractor and those of Tronox or any third party.

In the event of industrial disputation, union ban, limitation of work or denial of facilities or services, the Contractor shall:

- Take all such action that is necessary to bring the dispute to an end subject to the dispute settlement procedures relevant to any applicable Award; and
- Insofar as is possible, ensure that the services under the agreement continue whilst appropriate actions are taken to resolve the dispute.

The Contractor shall not:

- Employ or hire an employee of Tronox or other contractor engaged on site without the current employer's consent; and
- Do, or cause, anything whereby employees of Tronox or other contractors engaged on site are induced to terminate their employment.

9.3 Rights in Data

Notwithstanding any legends thereon, all drawings, designs, specifications, notebooks, work records, photographs, negatives, reports, findings, recommendations or memoranda of any description relating to the Works, shall be the property of Tronox.

Tronox shall have the right to use, duplicate and disclose such data in any manner that it shall determine without any claim by the contractor.

The Contractor agrees to assign, and hereby assigns, the sole ownership of any copyright to Tronox for any works created pursuant to the contract.

9.4 Materials Release

Any person wishing to remove any Tronox owned property from the Tronox Kwinana site, regardless of its serviceability or value must first obtain one of the following Tronox documents, duly authorised by the relevant Tronox personnel prior to removing the property:

- Tronox 'Materials Release' form; and
- Tronox Repair and Maintenance Contract.

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The person wishing to remove the property must present the relevant document, appropriately approved, to the Security Guard at the main gate prior to leaving the Tronox Kwinana site.

9.5 Damage and Theft

The Contractor shall at its own expense replace all equipment that is supplied by Tronox, which is not subsequently returned in good condition subject to fair wear and tear.

While all precautions are taken, Tronox accepts no responsibility whatsoever, for any loss or damage which may occur to Contractor personal belongings or equipment while on the Tronox Kwinana site.

Hire Equipment Only: Tronox is responsible for insuring hire equipment against Fire, Theft, Damage and Loss and to provide a copy of insurance certificate to hire equipment provider.

9.6 Radiation

All work carried out that entails potential exposure to radiation sources requires the prior approval of the Tronox Kwinana site Radiation Safety Officer.

Contractors using sources of radiation such as X-Rays or Gamma Rays for examination of welds, or for any purpose whatsoever shall ensure that the work is carried out in accordance with all applicable legislative requirements and codes of practice related to radiation safety.

Contractors shall ensure the work is carried out only by designated licensed radiation workers fully trained in requirements for personal hygiene, appropriate personal protective equipment, use of appropriate signs and radiation safety practices.

The Contractor shall supply all personal protective equipment, safety equipment, signage and any other equipment necessary for his employees to carry out work using sources of radiation.

Some areas of the plant have gauges and instrumentation containing a radioactive source necessary for the detection of radiation. These items are identified by signs.

Contractors planning to operate equipment with portable radiation sources, e.g. welding X-ray testing equipment shall observe the appropriate procedures and clearance requirements, inform the Tronox Kwinana site Radiation Safety Officer of their intention to use X-ray test equipment prior to commencement of work and have a duly authorised plant permit to work and Radiation permit.

Contractors aware of instruments containing a radioactive source that are damaged shall ensure the surrounding area is barricaded off to a minimum distance of 10 metres and that all personnel are excluded from the area therein. They shall then contact the Tronox Kwinana site Radiation Safety Officer immediately using the emergency phone number or radio channel.

Any person possibly exposed to radiation must report to a Safety Advisor. If any radiation accident or incident occurs, the Tronox Kwinana site Radiation Safety Officer must be informed immediately.

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When performing rigging tasks or operating mobile equipment, contractors shall ensure they are aware of locations of nearby radioactive instruments to avoid collision or damage. This equipment is clearly indicated with signs.

9.7 Noise

Equipment operating at levels above those set by the Occupational Safety and Health Regulations 1996, Environmental Protection (Noise) Regulations 1997 may only be brought onto the Tronox Kwinana site with the express approval of the Tronox Work Supervisor. All such equipment will be marked to indicate a noise hazard exists by means of a standard noise hazard label. A maximum sound pressure level of 75dBA at 1 metre from any single item of machinery has been specified for the site.

Additionally, Contractors should be aware and endeavour to ensure that the maximum level of 65dBA not be exceeded outside the Tronox Kwinana site boundary. Tronox may request the Contractor to schedule works where possible to ensure noise limits are not exceeded (ie particularly at night).

Equipment which substantially exceeds current acceptable noise levels may impact upon the boundary standard, as such; the contractor should specifically query this requirement.

In accordance with the requirements above, the Contractor must satisfy the Tronox Work Supervisor that equipment will not exceed the noise levels specified within the Occupational Safety and Health Act and Regulations (AS 1269 AND AS 1270).

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AMENDMENT FORM

The following amendment has been made to this document:

DATE/REFERENCE	CHANGE
5195	New document – replaces TP-SPLY-022
06/02/08	Annual audit – No changes except to signatories
31/10/08	Complete rewrite to align with Corporate Standards and inclusion of additional information relating to JSA/Take 2, compressed air cylinders, mobile elevated work platforms, cranes and scaffolding.
25/02/09	Removal of detailed information relating to specific activities. A number of supporting documents have been developed to provide this detailed information.
02/10/09	Added lifting equipment inspections and details on vehicle access procedure
5/11/09	General Site Induction requirement for contactors who haven't been on site for 6 months to redo induction.
31/10/11	Updated section 5.4 regarding junior workers to ensure uniformity with TP-SFTY-003
27/06/12	Reference section and 6.4 - TP-SFTY-049 Energy Isolation Lockout Procedure added and reference to P4.00.01 removed (no longer exists); 5.4 reference to construction blue card changed to white card; remove references to Tiwest and replace with Tronox.
21/4/16	General Review: added L.I.F.E Rules; updated role descriptions with organisation restructure; Total Fire Ban: Hydroblasting; Area 1 Access; Knife Policy; Load Restraint; Overhead Cranes: Vehicle Prestarts.
4/8/16	Specify requirement for individual Take 2 and update online induction requirements
27/12/18	Modification made to document to align requirements with new Electronic Permit to Work system

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