

Northern Operations Site Operating Conditions

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1.0 PURPOSE

This document is issued to give an insight of conditions and requirements for entry to the Cooljarloo mine site and Chandala Processing Operations.

2.0 SCOPE

This procedure is applicable to all personnel entering the site.

3.0 REFERENCES

- Mines Safety and Inspection Act 1994
- Mines safety and Inspection Regulations 1995
- Dangerous Goods Safety Act 2004
- Dangerous Goods Safety Regulations 2007
- Northern Operations Site Induction
- Northern Operations Safe Work System Procedures
- Filter Respirators
- Form - Contractors' Hazardous Materials TP-PROD-017
- Work Permits and Isolation Procedures

SUBJECT	AS STANDARD NUMBER	AS STANDARD TITLE
Confined Space	AS 2865	Confined Space – General Requirements
Working at Heights	AS 1657	Fixed Access Ways
	AS 1892 (series)	Portable ladders
	AS1576	Manufacture of Scaffolds
	AS 4576	Scaffolding General Requirements
	AS 1891	Fall Arrest Systems
Lifting & Material Handling	AS 1418 (series)	Cranes, Hoists & Winches
	AS2550 (series)	Safe use of Cranes, Hoists & Winches
Mobile Plant & Vehicles	AS 1418 part 10	Elevating Work Platforms
	AS2550 Part 10	Safe use of Elevating Work Platforms
	AS2359 (series)	Powered Industrial Trucks (Forklifts)
	AS1742 (series)	Uniform Control of Traffic Devices (Traffic Management)
Electrical Safety	AS/NZS 3000	Electrical Wiring Rules
	AS/NZS 3007	Electrical Installations - Surface mines and associated processing plant

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SUBJECT	AS STANDARD NUMBER	AS STANDARD TITLE
	AS/NZS 3012	Electrical Installations - Construction and Demolition sites
		Hose and Hose assemblies for air
	AS2380	Electrical Equipment for Hazardous Areas
Pressure Equipment	AS4343	Pressure Equipment - Hazard Levels
	AS1210 (series)	Pressure Vessels
	AS3873	Pressure Vessels – Operation & Maintenance
	AS2593	Safety Management of Boilers
	AS/NZS 2554	Hose and Hose assemblies for air
Fire Prevention	AS1841 (series)	Fire Extinguishers
	AS1603 (series)	Fire Detection & Alarms
	AS 2118 (series)	Fire Sprinklers
Guarding & Conveyor Safety	AS1332	Conveyer Belts – Textile Reinforced
	AS1333	Conveyer Belts – Steel Cord
	AS1334	Conveyer Belts- - Methods of Testing
	AS1755	Guarding – Safety Requirements
	AS4024 (series)	Guarding
PPE	AS/NZS 1336	Recommended practices for occupational eye protection
	AS/NZS 1337	Eye protectors for industrial applications
	AS/NZS 1338.1	Filters for protection against radiation in welding and allied operations
	AS/NZS 1801	Occupational protective helmets
	AN/NZS 2210	Occupational protective footwear

All State and Federal Acts, Regulations, and AS Standards are as amended.

4.0 RESPONSIBILITIES FOR THE CONTROL OF CONTRACTORS

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

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

- the possession or consumption of intoxicating liquor

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- the possession or use of drugs, other than as prescribed by a medical practitioner.
- the possession or use of fire-arms
- gambling, horse-play or fighting
- abuse, theft or destruction of Tronox's or other contractors' property or that of their employees
- the introduction of exotic fauna and flora, including domestic animals
- open fires
- displays of publications, photographs, drawings, movies or material of any type of an erotic or sexual nature.

Tronox may direct the contractor to have removed from the Tronox Site, or from any activity connected with their Engagement under the Agreement, within such time as Tronox directs, any person who, in the opinion of Tronox, is guilty of misconduct or is incompetent or negligent. The person shall not be employed on the Tronox Site or on activities connected with their Engagement under the Agreement without the prior approval of Tronox.

5.0 SAFETY, HEALTH & ENVIRONMENTAL MANAGEMENT

5.1 Site Access and Security

Contractors when attending the Tronox Site shall report to reception before starting work. An identification card will be given to the contractor upon completion of the required site induction.

Regardless of induction, no person may start work within the Tronox Site without the authority of the relevant Tronox Site representative for the area.

Contractors shall remain within their area of operation or associated amenity area unless specific work related reasons require otherwise.

Where site access is required for individuals under the age of 18, approval must be obtained from the Registered Manager in writing.

5.2 Incident / Emergency Management

5.2.1 Incident and Hazard Reporting

The contractor shall bring to the attention of the Tronox Work Supervisor (or delegate) all incidents which will, or may, constitute an accident or hazard to the safety of persons, property or the environment, as soon as possible. Details of the incident must then be recorded using the relevant site Incident Report Form. Incident Report forms are available from Tronox Work Supervisors (or delegate).

Incidents include but are not limited to injury, emission incidents, fire and explosion incidents, property and equipment loss and/or damage, near miss incidents, safety and environmental workplace hazards, environmental pollution and breach of site procedures.

The purpose of incident reporting and investigation is to:

- a) Establish, as far as is practicable, all of the causal factors relating to the incident so that action can be taken to prevent recurrence.

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- b) Establish a systematic, routine method of reporting, not only full details of the circumstances immediately prior to and at the time of the incident, but also what took place immediately afterward, and
- c) Compile an accurately documented record of each reported incident to which reference can be made at any subsequent inquiry, prosecution or Common Law action.

5.2.2 First Aid

Tronox provides a first aid service for the contractor while its representatives are on the Tronox Site.

When an injury has been sustained the relevant Northern Operations Site Injury Management Procedure / Flowcharts shall be followed.

All injuries should be reported and recorded using the relevant site's Incident Report form in accordance with the Incident and Hazard Reporting Clause.

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

5.2.3 Emergency and / or Evacuation

An Emergency Response Plan is in place at the Tronox Northern Operation Sites. The Contractor shall ensure that its representatives are familiar and comply with the relevant site's Emergency Response Plans.

5.2.4 Fire Fighting Equipment

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

Report any defects, damage or use of fire fighting equipment to Tronox Work Supervisor or their delegate.

5.3 Training & Competence

Contractors must demonstrate to Tronox's satisfaction they have the appropriate licences / skills / competences to undertake contracted tasks. This includes the need where requested to provide copies of any relevant records and complete competency related proforma's as supplied by Tronox. Details of specific competency requirements are defined in Tronox SOPs, training matrices and relevant legislation, and may be updated from time to time.

5.3.1 Site Induction

Tronox has a site induction policy and procedure and requires that all personnel complete the induction prior to commencement of work on each site. The relevant Tronox Works Supervisor (or delegate) will advise those contractors performing work what their induction requirement is.

5.4 Inspection of Equipment

Contractors must demonstrate to Tronox's satisfaction any equipment they bring to site is in good condition and complies with all relevant legal and Tronox requirements. This includes where requested the need to provide copies of any relevant records, and complete inspection proforma's as supplied by Tronox. Details of specific equipment requirements are defined in Tronox SOPs and relevant legislation, and may be updated from time to time. The following table provides some relevant examples.

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ITEM	CONTRACTOR MUST ENSURE
Vehicles	Licensed and roadworthy specifically check steering, lights, seat belts, tyres. Must have be authorized to enter site and have a flashing light at both sites, as well as pole and flag at Cooljarloo. Yearly passes apply, and must be obtained prior to entry to site.
Classified Plant eg. cranes, EWP, pressure vessels, compressors,	Have all required log books, registration certificates etc. Also if applicable include roadworthy specifically check steering, lights, seat belts, tyres. Complete all pre-start checks and make entries into log book. Books to be available for inspection by task coordinator. yearly passes apply for all mobile equipment and must be obtained prior to entry to site.
Electrical tools & Leads	They must be tested and colour tagged according to Australian standards 3760 (e.g. quarterly). Must maintain a testing register / log and produce on request.
RCD	They must be tested and colour tagged according to Australian standards 3760 (quarterly). Must maintain a testing register / log & produce on request. Must be used where no residual current device is available (e.g. no RCD protection in Chandala offices)
Portable Electrical power source (Welders, genset, lighting plants)	Have all required log books, test certificates etc. They must have inbuilt RCD protection. They must have all required log books, test certificates etc. and comply with Mines Regs including Part 5 sections 5.24 & 5.27. Welders must also have voltage reduction devices (VRDs)
Slings, Chains etc.	They must be tested and colour tagged according to Australian standards. When linked to crane register must be held on crane. Maintain a testing register & produce on request
Ladders	They must be inspected and colour tagged according to Tronox standards. Maintain an inspection register & produce on request <i>(Yearly)</i>
9" Grinders	9" grinders not to be brought onto any Tronox operating site by contractors
Harnesses, ropes, lanyards	They must be tested / inspected and colour tagged according to Tronox standards.

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ITEM	CONTRACTOR MUST ENSURE
	Maintain a testing register and produce on request (<i>Quarterly</i>)
Chemicals	Approval to bring chemical(s) on site to be obtained prior to arriving on site including list of chemicals and MSDS's. Contractor responsible for correct containers and storage.
PPE - hearing, glasses, clothing, boots, respirators	Appropriate PPE to be supplied for tasks to be undertaken, and must be maintained in good condition
Compressed air equipment	Have all required log books, registration certificates. Documents to be available for inspection by task coordinator.
Hand tools	Hand tools to be in good order and appropriate for the task(s)
Mobile Plant (Bob cat, drill rig, forklift)	Have all required log books, registration certificates etc. Also if applicable include roadworthy specifically check steering, lights, seat belts, tyres. Complete all pre-start checks and make entries into log book. Books to be available for inspection by task coordinator. yearly passes apply for all mobile equipment and must be obtained prior to entry to site.
Guards	All rotating equipment to be appropriately guarded. All manufacturers' guards to be intact. All guards to be in good condition.
Combustion engine tools, mowers, chain saws	All combustion engine driven tools to be in good condition. Service records to be kept and available. All manufacturers safeguards on machinery to remain intact and in good order.
Scaffold	Tronox engages specific scaffolders. No other scaffold is to be brought onto site without approval of Tronox Site Manager.
NOTE:	All equipment that does not comply with the above requirements will be held by Tronox until the contractor leaves the site or arrangements made and carried out to meet compliance.

5.5 Risk Assessment

A risk assessment must be conducted before undertaking any task. This may be in the form of a documented Stepback 2x2. If the Stepback 2x2 results in a task being classified as higher than a low risk, one of the following will be required:

- Standard Operating Procedure (SOP) and Stepback 2x2 OR
- JSA

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An SOP with Stepback 2x2 or JSA is also mandatory when a Work Supervisor deems it necessary, and for all Confined Space Entry, Hot Work and Working at Height.

Permission to use an alternative risk assessment method must be obtained in writing from the Tronox Work Supervisor. The Work Supervisor can also provide written exemptions for specific low risk or repetitive tasks (see Tronox Stepback 2 x 2 SOP).

5.6 Housekeeping

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

All rubbish within the Tronox Site work area shall be removed daily, and the Tronox Site 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 Works Supervisor or his nominated delegate.

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.

5.7 Signs

The contractor shall ensure that its representatives observe all signs, permanent and temporary.

6.0 SAFETY PERFORMANCE

Tronox is committed to excellence in its safety performance through the continuous improvement of its safety management system.

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

This means that maximum protection of people and equipment 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 management system will be conducted utilising an accredited audit tool.

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

6.1 Confined Space Entry

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, this training must be refreshed on a regular basis at a frequency specified by Tronox.

Confined Space Entry must be completed as per Tronox procedures and relevant legislation.

6.2 Working at Heights

The contractor shall ensure its representatives 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:

a) Ladders

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- b) Scaffolds
- c) Elevating work platforms (EWP)
- d) Fall restraint equipment
- e) 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.

Personnel who are required at height under fall restraint / arrest shall be assessed as competent, with nationally accredited competency based training to AS/NZS 1891, this training must be refreshed on a regular basis at a frequency specified by Tronox.

Work at Height must be completed as per Tronox procedures and relevant legislation.

6.3 Lifting & Material Handling

6.3.1 Slings And Cranes

To sling a load or operate a crane personnel must hold the appropriate competency / licence, and be authorised by the Tronox Work Supervisor (or delegate) to undertake the activity. Details of specific competency requirements are defined in Tronox SOPs, training matrices and relevant legislation, and may be updated from time to time.

Any cranes etc brought to site must meet all relevant legislative requirements and be recorded in the sites itinerant plant book. In addition any lifting aids chains, chain blocks etc. brought to site must be inspected and tagged quarterly to signify they are in good condition, a visual inspection is also required immediately prior to use

6.3.2 Manual Handling

Personnel can carry different weights depending on their size and physical condition, but the recommended maximum weight for a physically fit person to carry is 16 kilograms. As such individuals working on site should avoid lifting more than 16 kilograms (for some individuals a limit below 16 kilograms should apply based on size / physical condition).

Back injuries can also be caused by handling objects that are large, of an unpredictable weight, of an awkward shape, difficult to grasp and too far away. In all cases when manual handling is required a personal risk assessment (Step-back 2x2) must be completed to confirm the risks are low (where risks are higher than a low an alternative method must be developed).

6.4 Isolations, Tagging and Work Permits

The contractor shall ensure his representatives are familiar, and comply with the relevant site's Tagging and Isolation Procedures and Work Permits. Copies are available from the relevant Tronox Site representative.

Contractors shall not carry out work requiring isolations unless trained and assessed as competent in the above module by Tronox.

Work permit systems and procedures include but are not limited to the following:

- a) General Work Permit
- b) Hot Work Permit
- c) Confined Space Work Permit
- d) Working at Height Permit

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- e) High Voltage Access Permit (e.g. to work on high voltage equipment)
- f) High Voltage Vicinity Permit (e.g. work near power lines etc.)
- g) Excavation Permit
- h) Gas Line Permit
- i) Critical Crane Lift Permit (includes use of man cage)
- j) Radiation Permit

The rules controlling the use of isolation tags must be strictly adhered to by the contractor. Violation of isolation tag regulations may result in disciplinary action being taken.

6.5 Vehicles/ Mobile Equipment

Private vehicles are not permitted on Tronox Site and must be left in the designated parking area. All vehicles entering the Site must be authorised by Tronox. Vehicle operators will be required to complete regular inspections of their vehicles and where required display a Tronox vehicle pass on their vehicle.

All vehicles entering the Site do so at the owners' risk. Tronox accepts no responsibility whatsoever, for vehicles while on a Tronox Site.

Where it is necessary for vehicles to enter the site for the purposes of completing works, approval must be obtained from the relevant Tronox representative prior to the vehicle entering the site. Unauthorised vehicles may be removed.

Vehicles and mobile equipment shall only be driven and or operated by persons holding an appropriate license.

Vehicles shall not be operated at speeds in excess of posted limits.

All West Australian Road Traffic Rules & Mine Safety Inspection Act and Regulations shall apply on the Tronox Site and approaches to the Tronox Site.

Vehicle movement shall be restricted to approved access roads and those areas of operation defined by the Tronox Site.

At Chandala, vehicles shall not access unsealed roadways without authorisation from the site Environmental Officer. Light vehicles must also display an operational flashing light when driving in plant areas.

Vehicles shall not be parked in such a manner that they restrict access to other vehicular or pedestrian traffic.

At Cooljarloo, the beacon must be amber in colour and be clearly visible at a distance of 100mt in any direction from the vehicle. Where this cannot be achieved either the beacon shall be remounted at a height that meets the requirement or additional beacon/s are to be fitted, also a high-visibility flag at a height of 2.5m of the ground is to be fitted to the vehicle and some form of communication to be available within the vehicle i.e. Two-way radio or mobile phone. All vehicles 3.5 metres or higher must be clearly labelled indicating height in a position that is clearly visible to the operator. This is a requirement for light vehicles entering the mine with the intention of proceeding into operational areas

Equipment or plant that is 3.5 metres or higher must be clearly labelled indicating height in a position that is clearly visible prior to being brought on to site.

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6.6 Chemicals and Hazardous Substances

Process chemicals exist on the Tronox Site in the form of gases, liquids and solids. All pipelines and vessels containing process chemicals are duly marked with the substance contained therein. No person has the authority to interfere with the integrity of pipelines or vessels without specific approvals from authorised Tronox Site personnel and appropriate Tronox Site Work Permits and Clearance procedures.

Contractors shall not handle any chemical unless they have been duly authorised and trained.

Contractors who wish to bring hazardous substances on to the Tronox Site shall:

- a) provide the Tronox Safety and Environmental departments with a list of materials to be brought on Tronox Site.
- b) provide, or arrange for an MSDS for each hazardous substances to be submitted to the Tronox Safety and Environmental Departments
- c) provide an estimate of the amount of material to be stored, and used, on the Tronox Site.
- d) provide the details on the intended application of the materials to be used at the Tronox Site.
- e) contractors shall not bring hazardous substances onto the Tronox Site until advised by the Tronox Safety and Environmental departments that the material has been endorsed for use on the Tronox Site.

The Tronox Safety and Environmental departments will issue approval for the material to be stored and used on the Tronox Site including any restrictions that will apply. Consideration will be given to the existing license requirements for storage of hazardous substances to ensure this license is not contravened.

Contractors entering the Tronox Site for the short term wishing to bring hazardous substances for incidental use must complete the relevant site form prior to entering the Tronox Site with the materials. A copy of relevant forms and procedures are available from Tronox.

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

The contractors shall ensure:

- a) All hazardous substances approved for use by the Tronox Safety and Environmental departments shall be in clearly labelled containers that legibly display all instructions with regard to handling and use. Such substances shall not be transferred to alternative unmarked containers.
- b) 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.
- c) The storage of hazardous substances shall comply with the requirements of the current version Explosives and Dangerous Goods Act of Western Australia and the Tronox Site License to Store Dangerous Goods.

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6.7 Electricity and Power Tools

All power tools shall be maintained in a safe operating condition. Refer to the PPE clause for further information.

Electric grinders are to be fitted with dead man switches.

With the exception of 3-phase power, Tronox incorporates an earth leakage system into all Tronox Site power outlets. Contractors shall ensure all electrical extension leads shall not exceed 30 metres in length and are fitted with an earth leakage device to supplement the Tronox system.

Double adaptors shall not be used. Multi power outlets may be used provided the equipment incorporates an appropriate RCD, overload protection or are IP rated for the area intended for use.

Explosive power tools shall only be used by licensed operators and in accordance with manufacture's instructions and regulatory requirements.

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

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 removed from service immediately with an Out of Service Tag.

All electrical faults and incidents shall be reported to Tronox immediately.

6.8 Pressure Hazards

6.8.1 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.

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.

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

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

6.8.2 Gas Cylinders

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

- a) Portable gas cylinders shall be stored in an upright position and secured at all times.
- b) Separate different gases according to the Dangerous Goods Code.
- c) 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:

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

6.9 Guarding and Conveyor Safety

All equipment brought to site must be appropriately guarded in line with Tronox and relevant legal requirements.

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.

6.10 Hotwork / Fire Prevention

Hot Work must be completed as per Tronox procedures and relevant legislation. Hot Work is any work activity that involves open flames, produces heat and/or sparks or may generate an ignition source. The requirements for hot work across Northern Operations are briefly covered during the site induction. All hot work must be authorized by a hot work permit and subject to fire watch requirements, except when in a Tronox designated workshop. Personnel must consult their Tronox Work Supervisor (or delegate) for further information on site or area specific requirements.

6.11 Barricades or Danger Tape

If a contractor's representative is engaged in work which may endanger other people or he notices a potential hazard which could cause injury to the unwary, he shall arrange to erect a barricade or Danger and/or Caution Tape with an information tag securely attached noting the hazard, the area and report the danger to his supervisor.

6.12 Radiation

Radiation, even though it is not considered a threat on this site is monitored and designated personnel wear personal radiation tags which are checked by an independent body.

Tronox employs a number of radiation density gauges at various locations around the site.

Contractors shall not work less than one meter from any radiation source.

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The Radiation Safety Officer shall be notified prior to commencement of operations if work within one (1) meter of a source housing radiation is to be undertaken.

6.13 Personal Protective Equipment

Prior to their gaining access to the Tronox Site the contractor shall, where applicable supply as a minimum to its representatives with the below described, personal protective equipment and ensure they are instructed in the use of it.

6.13.1 Minimum PPE Requirements Administration / Reception Areas

- a) Clothing
 - 1) short sleeved shirt
 - 2) enclosed footwear

6.13.2 Minimum PPE Requirements Operational Areas (i.e. Outside of Admin / Reception)

The minimum basic PPE for all Tronox sites must comply with applicable standards and regulations and include:

- a) Tronox approved safety glasses.
- b) Specific eye protection may be nominated for certain jobs where potential hazard to eyes is high. Consideration must be given to the task or type of work being performed. Proper 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 may be required include, but are not limited to:
 - 1) Any work involving corrosive liquid, solids or dust, particularly when connecting or disconnecting lines.
 - 2) Chipping, grinding or sealing operations
 - 3) Jackhammer operation
 - 4) Welding or burning AS/NZS 1338.1
 - 5) Pressure cleaning including plant water hosing.
 - 6) Compressed gases including air.
 - 7) All work with or involving lime or lime slurries in windy conditions.
 - 8) Other occasions as directed either verbally by Tronox personnel or as indicated by signage or wherever a risk is deemed to exist.
- c) Steel capped safety footwear conforming to Australian Standards AS/NZS 2210.
- d) Correctly fitted (worn) non conductive safety helmets conforming with Australian Standards AS 1801
- e) Respirators appropriate to the task and exposure. Any known requirement for respirators shall be discussed with the Tronox Group Leader Safety and Health or his nominated representative.
- f) Hearing protection for use in areas where directed either verbally or in writing by Tronox personnel or as indicated by Safety signage or wherever a risk is deemed to exist.
- g) Clothing:

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- 1) High Visibility Clothing – Collared long sleeved cotton shirt, in a high visibility colour, and with reflective strips if work is to take place after dark.
 - 2) Long Cotton pants or overalls (Overalls must be high visibility)
 - 3) Overcoats, jumpers & jackets must be Hi-Vis with reflective strips if work is to take place after dark.
 - 4) Approved wet weather gear as required (Nylon & plastic wet weather gear is not permitted in Switchroom).
 - 5) Approved hand protection (gloves) must be carried in operational areas and used when handling, rough or hot materials, corrosive or caustic materials or any other situation as required.
 - 6) Additional PPE will also be required where a risk assessment deems it necessary e.g.: Category 2 Arc flash rated clothing for Electricians
- h) PPE requirements for Switchroom Access
- 1) Collared long sleeved cotton shirt, in a high visibility colour, and with reflective strips if work is to take place after dark.
 - 2) Long Cotton pants or overalls (Overalls must be high visibility).
 - 3) All non-cotton Overcoats, jumpers & jackets must be removed prior to entry.
 - 4) Minimum PPE requirements for Electricians when working in MCC is Hi-Vis Category 2 Arc flash rated clothing. Additional PPE will also be required where a risk assessment deems it necessary.
- i) Suitable sun protection in the form of clothing or sun protection creams and/or lotions
- j) Prior to entering Operational areas rings must either be removed or taped. The only non-operational areas exempt from this requirement are the Main Gate, SHE Administration, Change Room & Laboratory Areas at Chandala, and the Main Gate, Administration, MOC and Change Room Areas at Cooljarloo.

6.13.3 Visitors

Clothing requirements for visitors entering operational areas is at management's discretion and based on risk.

6.13.4 Chandala PPE Requirements

In addition to the minimum PPE requirements previously outlined it is a requirement to carry mono goggles in all plant areas at Chandala. Both sites also have additional PPE requirements that vary according to hazards in each work area.

6.13.5 Supply Of Protective and Safety Equipment

The contractor shall ensure that it equips its representatives with 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 Site, either on loan or otherwise.

Contractors engaged on the Tronox Site who do not have the necessary materials or equipment shall arrange for its provision through their own Procurement systems. Use

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of Tronox Site assets will be arranged in urgent or emergency situations only with the approval of the applicable Tronox Site Superintendent or Department Head.

Contractors who have been engaged to work in any restricted area on the Tronox 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 Site shall not provide or replace the contractor's equipment from its own assets.

Unless authorised by the applicable Tronox Site Superintendent or Department Head with advice to the Supervisor Site Operations Warehousing and/or Tool Storeman, contractors shall not draw material from the Tronox Site Spares Warehouse. All approved material required by the contractor from the Tronox Site shall be obtained through an authorised Tronox Site employee.

Tronox shall offset against the contractor's fees the cost of any Tronox owned material used by the contractor outside of the contract specifications. Cost shall be calculated at the Tronox Site inventory or asset cost plus a 12.5% administration and handling fee and 10% goods and services Tax.

A statement listing materials and costs incurred shall be provided on a monthly basis, or at the termination of the contract at Tronox's total discretion.

The Tronox Site retains at its own discretion, the right to waive reimbursement of any costs incurred by the contractor through non-compliance with the above.

6.14 Safety Equipment

The contractor shall ensure that its representatives make proper use of those items of safety equipment that are from time to time, provided by the Tronox Site. Such items, which shall be returned to the Tronox Site following use, may include:

- a) lifelines and safety harnesses which shall be worn on all occasions where there is the possibility of a fall.
- b) lines-man or ladder belts which shall be worn when working from a ladder, pole etc.
- c) appropriate respiratory devices
- d) barriers, ropes, safety bunting, signs, etc for the demarcation of hazardous areas.

6.15 Fitness for Work

Participation in the Tronox fitness for work program is a condition of entry to a Tronox Site. The Tronox fitness for work 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 particular, all personnel working on a Tronox Site are required to maintain the ability to provide a 0.000% blood alcohol reading and a negative drug test result in line with Australian Standards AS4308 – 2001. In addition to this, personnel are not permitted to work in excess of 12 hours without completion of a Tronox fitness for work assessment and approval from their Tronox Work Supervisor (or delegate), no personnel are permitted to work in excess of 14 consecutive hours without the approval of the Tronox Site Manager or delegate (This will only be granted in exceptional circumstances and where a safe system of work can be demonstrated .

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In support of Tronox program, Contractors are required to

- a) Establish a fitness for work policy with requirements that satisfy Tronox requirements.
- b) conduct appropriate education and training procedures for all their employees working on a Tronox Site;
- c) Ensure their personnel submit to alcohol and drug tests when requested by Tronox;
- d) 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;

- a) arrange for all their employees to be inducted and educated prior to commencing work on site;
- b) inform their employees that they will be subject to Tronox's testing programs; and
- c) remove their employees who breach the FFW Policy from the site.

6.15.1 Breaches of Policy

Contractors in categories that breach Tronox's Fitness for Work Policy shall be removed from site until such time as fitness for work plan has been established to the satisfaction of the Tronox Site Manager.

6.15.2 Prescribed Medication

If the potential exists for prescribed medication to adversely affect any person, the Tronox Work Supervisor shall be advised prior to any commencement of work.

If the prescribed medication must be taken, and adversely affects the person taking it, then that person shall be removed to an area where he/she is not a hazard to themselves or any other person on site.

6.15.3 Smoking

Smoking is prohibited in any enclosed or substantially-enclosed place including but not limited to offices, toilets, warehouses and vehicles. Smoking is also prohibited at any areas sign-posted as such.

7.0 ENVIRONMENTAL PROTECTION

7.1 General Conditions

Tronox is committed to meeting all statutory obligations and commitments for environmental protection, and continuously improving environmental performance.

Tronox:

- has an established contractor induction program to define rules and procedures for the Tronox Site;
- monitors contractor conformance with Tronox Site Environmental Policy, Standards and procedures; and
- ensures that conditions of contractor employment for Tronox include appropriate environmental conduct standards.

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The contractor and their representatives shall be familiar with the Tronox Corporate Environmental Policy and the relevant site Environmental Statement of Commitment.

The contractor shall where necessary, modify its operational procedures to maintain contract targets whilst insuring compliance with Tronox Performance Standards.

The contractor shall be aware that all inducted representatives, whilst on the Tronox Site, have been clearly instructed as to their responsibilities under the operating conditions applicable to the Tronox 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 site contract representative for clarification.

The contractor is accountable for the Environmental performance of his representatives while on the Tronox Site and shall ensure that they:

- a) Co-operate in the achievement of the environmental objectives of Tronox;
- b) Comply with instructions given with respect to environmental issues and procedures;
- c) Correctly use all process equipment;
- d) Minimise releases of liquids, gases or dusts, during maintenance and operating procedures at all times;
- e) Ensure that pollution control equipment is maintained at an efficient level at all times;
- f) 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;
- g) Communicate urgently to a Tronox Works Supervisor any situation which could become an environmental hazard, and immediately prevent, if possible, any mishap that has obvious potential for environmental impact;

7.2 Chemical Storage and Handling

The contractor shall store and handle all environmentally hazardous chemicals including (but not limited to) fuel, oil or other hydrocarbons in accordance with Tronox's Environmental Performance Standards and in accordance with AS1940:2004.

The contractor shall immediately contain, recover and dispose of any materials or contamination resulting from spills or leaks of environmentally hazardous substances in a manner that is approved by Tronox.

7.3 Waste Disposal

The contractor shall dispose of all waste generated through the execution of its obligations under the contract as directed by Tronox site environmental personnel.

The contractor shall dispose of all oily rags, grease, spent oil, fuel filters and drums within a banded hydrocarbon storage facility for disposal off site.

Burning of waste is prohibited without the prior written permission of the Site Manager.

The contractor shall remove all its own waste from the Tronox Site daily at the completion of each days work to ensure it does not constitute a safety or health hazard.

The contractor shall remove all its own waste prior to its representatives leaving the Tronox Site of the completion of work under the scope of the contract.

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The contract shall not be deemed to be complete until the contractor has removed all its waste from the Tronox Site.

7.4 Liquid Waste Disposal

The contractor shall ensure no liquid waste of any kind is disposed of to ground.

The contractor shall ensure that its representatives do not dispose of any waste, liquid or solid directly into any surface water bodies or other environmentally sensitive receptors. This includes the Cooljarloo dredge pond, site stormwater ponds, wetlands, creeks.

The contractor shall ensure its representatives undertake no activity around the ponds that may cause any damage to the HDPE liner.

7.5 Noise

In accordance with the requirements of the Western Australian Noise Regulations and the Mines Safety and Inspection Regulations, the Contractor must satisfy the Works Supervisor that equipment will not exceed the noise levels specified or that the necessary controls are in place.

7.6 Smoke and Dust Control

The contractor shall ensure its representatives are aware that deliberately lit fires are prohibited on the Tronox Site at all times.

No activity shall be undertaken on the Tronox Site that is in breach of Tronox's environmental dust management plan.

7.7 Plant Pathogens and Weeds

Contractors and their representatives are responsible for ensuring that the vehicles and equipment in their control are clean on entry and exit through the main administration access. At Cooljarloo the automatic wash bay is designed to remove loose material and may not remove heavy caked on mud and dirt. It may be necessary to wash down manually to clean vehicles. Tronox reserves the right to turn away vehicles and machinery if they arrive in a dirty condition or arrive with soil, weeds, seeds or plant material on them.

At Cooljarloo, heavy equipment, vehicles carrying loads and those that do not fit through the wash bay must be inspected by an authorised person prior to accessing site. Inspections should be arranged during normal administration hours unless otherwise directed by the Works Supervisor.

The contractor will ensure that no Dieback Management Areas are entered without prior written approval of the Environmental Department and appropriate hygiene measures in place.

The contractor shall ensure that breaches of dieback or weed hygiene are immediately reported to Tronox.

7.8 Clearing

There shall be no clearing or disturbance of native vegetation without written authorisation from Tronox Environmental Department and Operations Manager (via an application to Clear and Strip Vegetation).

All activities are to be restricted to areas of existing disturbance (eg roads) unless written authorisation is granted by the Environmental Department

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8.0 SITE FACILITIES

8.1 General

The Tronox Cooljarloo Mine is located on the Brand Highway, Cataby.

The Tronox Chandala Processing Plant is located on the Brand Highway, Muchea.

8.2 Ablution and Toilet Facilities

Segregated male/female amenities are available at both sites. Locker facilities may also be available.

8.3 Crib Facilities

Crib room facilities are available.

8.4 Vending Machines

Aerated drink vending machines are situated throughout the Tronox Site in the vicinity of the Crib Rooms.

8.5 Meals

There is no on-site food outlet.

8.6 Parking

Parking for private vehicles is to be in designated parking areas. Parking for cars and motorbikes is provided.

9.0 ADDITIONAL REQUIREMENTS

9.1 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.

9.2 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.

The contractor shall ensure that the Tronox Safety Department is advised where any contractors personnel with a site access cease to work as a representative of the contractor.

9.3 Materials Release from Site

Any person wishing to remove any Tronox owned property from the Tronox Site, regardless of its serviceability or value, must first obtain formal authorisation from the relevant Tronox personnel prior to removing the property and follow due procedure.

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9.4 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 Site.

9.5 Deliveries

All deliveries shall be made only to the Tronox Site Warehouse.

In the event that Tronox authorise in writing that deliveries are to be made to operational areas of the Tronox Site or to the site workshop, delivery drivers shall be suitably attired in minimum Personal Protective Equipment (PPE) and Clothing relevant to the work area.

Drivers not equipped with the relevant PPE shall be refused entry to the Tronox Site.

Drivers who have not successfully undertaken the Tronox Site induction program and requiring to proceed to operational areas must be accompanied by a suitably inducted holder of a current Tronox Site identification card.

Each item supplied by the Contractor shall be uniquely identified for fabrication, supply and installation.

A materials list is required for each consignment to fully identify separate parts, sub-assemblies or items to be installed on site.

9.6 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 representatives 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 representatives by Tronox employees will:

- a) be treated with the utmost confidentiality,
- b) be treated seriously,
- c) be attended to promptly; and
- d) be investigated impartially.

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

- a) ensure that the harassing or discriminatory conduct does not continue; and

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- b) 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:

- a) Sex oriented verbal innuendoes/suggestions/comments including lewd comments about physical appearance or displays of erotic pictures or publications. This includes screening of "blue" movies.
- b) Demands for sexual favours accompanied by implied or overt promises for preferential treatment, or threats concerning an individual's employment status.
- c) Unwelcome physical contact such as patting, pinching or deliberate body contact.
- d) Offensive staring, leering or gesturing.
- e) 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 Site Management will resolve incident/s of harassment and discrimination quickly and confidentially.

9.7 Industrial Relations

The Contractor, in employing labour for site engagement shall:

- a) Ensure that the employee presents to the Site Representative, on request, authentication of all Trade Certificates, Licenses etc. nominated by the employee prior to his commencement of duties on site.
- b) ensure that the employee is conversant and complies with Tronox's Occupational Safety and Health, Environmental Protection, and Discrimination and Harassment policies and procedures.
- c) ensure that the employee is in possession of and complies 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 employees providing that;

- a) 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.
- b) 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.

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Subject to all relevant awards the contractor shall:

- a) 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.
- b) only permit union meetings to be held off the Tronox Site or within areas prescribed by Tronox.
- c) ensure that its employee delegates do not interfere with the performance of other contractors or that of their employees.
- d) notify Tronox immediately of all meetings with union officials or employee delegates and the subject matter thereof with performance to Tronox or operations.
- e) confine negotiations to meetings or deputation's composed solely of its own employees, including employee delegates.

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

- a) any real or potential dispute with an employee or union.
- b) 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.
- c) the occurrence of any event which the contractor considers could result in industrial disputation.
- d) any demarcation dispute that arises between employees 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:

- a) 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.
- b) 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:

- a) employ or hire an employee of Tronox or other contractor engaged on site without the current employer's consent.
- b) do, or cause, anything whereby employees of Tronox or other contractors engaged on site are induced to terminate their employment.

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