



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2024-130
Date of Application	10 April 2024
Date of Decision	5 June 2024
Processing time (in working days)	38
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	WorkSafe reports about exposure to various types of dust.
Publication Details	
Original application	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision notice	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Documents and schedule	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A

From: [CMTEDD FOI](#)
To: [EPSDFOI](#)
Cc: [CMTEDD FOI](#)
Subject: FW: Seeking a full transfer - ACT Mines | Our ref:GYOUSEFI:5793541 [MBC-VIC.FID9361590]-CMTEDDFOI 2024-130
Date: Wednesday, 10 April 2024 9:01:35 AM
Attachments: [20240408 Letter to Environment, Planning and Sustainable Development Directorate - ACT Mines\(83782583.1\).pdf](#)

Good morning team,

CMTEDD accepts full transfer of this request

Kind regards

Freedom of Information Coordinator | Information Access Team

Ph: 6207 7754 | Email: CMTEDDFOI@act.gov.au

Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government

220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

From: EPSDFOI <EPSDFOI@act.gov.au>
Sent: Monday, April 8, 2024 4:27 PM
To: CMTEDD FOI <CMTEDDFOI@act.gov.au>
Subject: Seeking a full transfer - ACT Mines | Our ref:GYOUSEFI:5793541 [MBC-VIC.FID9361590]

OFFICIAL

Good afternoon CMTEDD,

EPSDD has received the attached request seeking information which we believe CMTEDD holds. Could you please advise if you accept a full transfer.

Kind regards,

Libby Hill

From: [REDACTED]
Sent: Monday, April 8, 2024 2:36 PM
To: EPSDFOI <EPSDFOI@act.gov.au>
[REDACTED]
Subject: [PRIVATE AND CONFIDENTIAL] Formal Request for Access to Information - ACT Mines | [REDACTED]

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Good Afternoon,

Please find **attached** correspondence of today's date.

Kind regards,





8 April 2024

Access to Information Officer
Environment, Planning and Sustainable Development Directorate
GPO Box 158
CANBERRA ACT 2601

By Email: epsdfoi@act.gov.au

Dear Sir/Madam,

Formal Request for Access to Information

This request for information is made in accordance with the *Freedom of Information Act* 1982 ('FOI Act').

We advise that we are investigating a compensation claim for a client who is suffering from a dust-related lung disease.

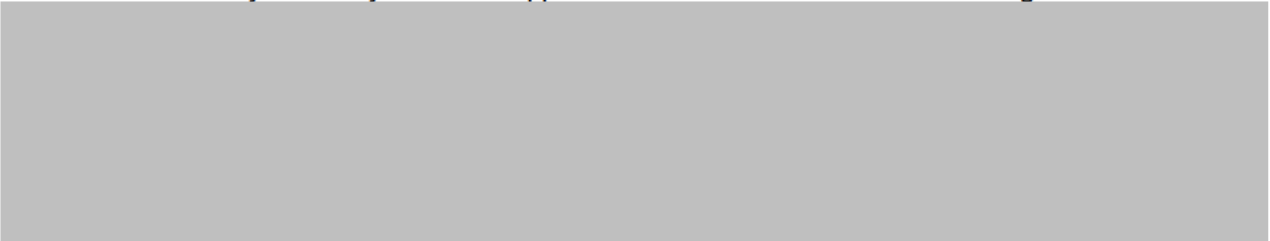
We are instructed that our client was exposed to various types of dust during his time spent at Boral Limited (**Boral**)'s various Quarries at the following locations:

- The Fyshwick Plant (**Fyshwick Plant**) – located on Geelong Street in Fyshwick, Australian Capital Territory, between on or about 1978 to on or about 1989;
- Boral's Mugga Quarry (Symonston) (**Mugga Quarry**) – located on Mugga Lane in Symonston, Australian Capital Territory, between on or about 1989 to on or about 2011 and between on or about 2018 to on or about 2021; and
- Boral's Mitchell Concrete Quarry (**Mitchell Quarry**) – located on Hoskins Street in Mitchell, Australian Capital Territory, between on or about 1989 to on or about 2011 and on or about 2018 to on or about 2021.

To assist us in our investigations, we kindly request that the Environment, Planning and Sustainable Development Directorate (**EPSDD**) searches its records, and provide us with a copy of the following:

1. all Work Health and Safety reports relating to Boral's Fyshwick Plant, Mugga Quarry and Mitchell Quarry;

Liability limited by a scheme approved under Professional Standards Legislation.



2. any document and/or reports relating to the presence of dust at Boral's Fyshwick Plant, Mugga Quarry and Mitchell Quarry;
3. any environmental records and/or reports issued by the EPSDD in relation to Boral's Fyshwick Plant, Mugga Quarry and Mitchell Quarry;
4. all WorkSafe ACT and/or other Governmental Body reports and/or records relating to the levels of dust present and exposure monitoring records at Fyshwick Plant, Mugga Quarry and Mitchell Quarry, including but not limited to:
 - (a) reports on the levels of dust at Boral's Fyshwick Plant, Mugga Quarry and Mitchell Quarry; and
 - (b) reports on the dust exposure levels at Boral's Fyshwick Plant, Mugga Quarry and Mitchell Quarry.

We undertake to pay your reasonable fees associated with our request. We kindly ask that you issue an invoice and email it to [REDACTED] to be processed immediately.

Please do not hesitate to contact [REDACTED] if you wish to discuss this request or any other matters.

We thank you in anticipation of your assistance with this matter.

Yours faithfully

[REDACTED]

[REDACTED]



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2024-130



FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 10 April 2024.

Specifically, you have sought access to the following information:

“...request that WorkSafe ACT searches its records, and provide us with a copy of the following:

- 1. all WorkSafe ACT WSMS reports relating to Boral’s Fyshwick, Mugga and Mitchell Quarries;*
- 2. any document and/or reports relating to the presence of dust at Boral’s Fyshwick, Mugga and Mitchell Quarries;*
- 3. any environmental records and/or reports issued by the Department of Environment, Planning and Sustainable Development that WorkSafe ACT possesses in relation to Boral’s Fyshwick, Mugga and Mitchell Quarries;*
- 4. all WorkSafe ACT reports and/or records relating to the levels of dust present and exposure monitoring records at Boral’s Fyshwick, Mugga and Mitchell Quarries, including but not limited to:*

(a) reports on the levels of dust at Boral’s Fyshwick, Mugga and Mitchell Quarries; and

(b) reports on the exposure levels at Boral’s Fyshwick, Mugga and Mitchell Quarries.”

On 2 May 2024, you clarified the scope of your request for point 1 to only include SWMS reports associated with dust related cases for Boral’s Fyshwick, Mugga and Mitchell quarries.

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

As this matter required third party consultation, the decision due date was extended by 15 working days, in accordance with section 40(2) of the Act.

Therefore, a decision is due by **17 June 2024**.

Decision on access

Searches of CMTEDD records have identified nine documents within the scope of your request.

I have decided to grant **partial access** to all nine documents.

Information that is out of scope has been redacted.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- *Human Rights Act 2004*
- *The Territory Privacy Principles*

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring non-disclosure in **Schedule 2** of the Act.

There are no Schedule 1 provisions applicable to this information.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and

purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(iii) - inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.*
- *Section 2.1(a)(viii) - reveal the reason for a government decision and any background or contextual information that informed the decision.*

The release of this information can reasonably be expected to provide transparency and accountability to the decision-making process relating WorkSafe ACT’s regulatory activities concerning Boral’s Mugga One and Mugga Two Quarries.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual’s right to privacy or any other right under the Human Rights Act 2004.*

When considering this finding against the factors favouring nondisclosure, I am satisfied that the protection of an individual’s right to privacy is a significant factor. The parties involved did not provide their consent to release their personal information which are names and signature. These individuals are entitled to expect that the personal information they have supplied as part of this process will be dealt with in a manner that protects their privacy. *The Territory Privacy Principles 6* provides that an agency must not use or disclose personal information about an individual that was collected for a particular purpose for another purpose without consent. In addition, release of personal contacts could prejudice their rights under section 12 of the *Human Rights Act 2004*.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a [disclosure log](#).

Your original access application and my decision will be published on the CMTEDD disclosure log. Personal details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact the Information Access Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Katharine Stuart
Information Officer
Chief Minister, Treasury and Economic Development Directorate

5 June 2024



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
<p><i>"...request that WorkSafe ACT searches its records, and provide us with a copy of the following:</i></p> <ol style="list-style-type: none"> 1. <i>all WorkSafe ACT WSMS reports relating to Boral's Fyshwick, Mugga and Mitchell Quarries;</i> 2. <i>any document and/or reports relating to the presence of dust at Boral's Fyshwick, Mugga and Mitchell Quarries;</i> 3. <i>any environmental records and/or reports issued by the Department of Environment, Planning and Sustainable Development that WorkSafe ACT possesses in relation to Boral's Fyshwick, Mugga and Mitchell Quarries;</i> 4. <i>all WorkSafe ACT reports and/or records relating to the levels of dust present and exposure monitoring records at Boral's Fyshwick, Mugga and Mitchell Quarries, including but not limited to:</i> <ol style="list-style-type: none"> <i>(a) reports on the levels of dust at Boral's Fyshwick, Mugga and Mitchell Quarries; and</i> <i>(b) reports on the exposure levels at Boral's Fyshwick, Mugga and Mitchell Quarries."</i> <p>Clarification of scope: Point 1. All Worksafe ACT SWMS reports associated with Dust related cases for Boral's Fyshwick, Mugga and Mitchell Quarries.</p>	<p>CMTEDDFOI 2024-130</p>

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-2	20240306 - 00404972 - Boral Resources (Country) t_a Boral Country - 321 Mugga Lane Symonston - Work_Place_Visit_Report_00195283	6 March 2024	Partial	Sch 2 s2.2 (a)(ii)	No
2	3-5	20240308 - 00404972 - Boral Resources (Country)	8 March 2024	Partial	Sch 2 s2.2 (a)(ii)	No
3	6-16	SWMS Report	20 September 2022	Partial	Sch 2 s2.2 (a)(ii)	No
4	17-28	Module 1 – Boral And mugga quarry and Recycling		Partial	Sch 2 s2.2 (a)(ii)	No
5	29	Training Attendance Record	8 January 2024	Partial	Sch 2 s2.2 (a)(ii)	No
6	30-43	Verification of Competency – Articulated Haul Truck	12 February 2024	Partial	Sch 2 s2.2 (a)(ii)	No
7	44	Alert Force Booking Confirmation	8 March 2024	Partial	Sch 2 s2.2 (a)(ii)	No
8	45-47	Prohibition Notice	7 March 2024	Partial	Sch 2 s2.2 (a)(ii)	No

9	48-50	Infringement Notice	18 March 2024	Partial	Sch 2 s2.2 (a)(ii) Out of Scope	No
Total No of Docs						
10						

WORKPLACE VISIT REPORT

Initial Information

Inspection Number: 00195283
Lead Inspector: Andrew Woolgar
Inspector ID: P32662
Lead inspector email address: andrew.woolgar@act.gov.au
Is there any accompanying inspectors? Yes

Heather Seagrove

Date visit commenced: 06 March, 2024 12:15
Legislation visit conducted under: WHS

Entity Information

Type of entity: Business Entity
Name of individual or registered company: Boral Resources (Country) Pty Ltd
Trading as: Boral Country - Concrete & Quarries
ACN:
ABN: 51000187002
Industry Group:
Address: 321 Mugga Lane Jerrabomberra ACT 2620

Contact Name: Boral Resources (Country) Pty Ltd
Contact Number: Sch 2.2(a)(ii)
Contact Email: Sch 2.2(a)(ii)

Details of Visit:

Address: 321 Mugga Lane Symonston ACT 2609
Notification of entry to (as required by s164) Sch 2.2(a)(ii)

Inspector Notes:

On the 06/03/2024 at 12:15 Inspector Woolgar and person assisting Seagrove undertook a workplace assessment at Boral Resources (Country) Pty Ltd, Boral Quarry 321 Mugga Lane Symonston to investigate a notifiable incident. Met with the [Sch 2.2(a)(ii)] and observation and discussion revealed:

- A Moxy Cat 725 (#RD2002) has rolled on its side when travelling from the batching plant to the dump site with approximately 14 tonnes of blue metal aggregate on board causing damage to the plant.
- The driver of the Moxy is currently under training using a logbook to operate the plant and has been at the quarry for about 3 months.
- There is possibly CCTV of the incident
- The driver was not injured
- The Moxy Cat 725 (#RD2002) is served every 250 hours
- Currently developing a risk assessment and safe work method statement for righting the Moxy.

Issued a verbal Prohibition Notice on stopping workers from operating the Moxy Cat 725 (#RD2002) until the plant has been inspected and maintained by a competent person to ensure it is safe for use.

requested the following information be provided to WorkSafe ACT to assist with this investigation:

- Moxy training procedure/ process
- Driver involved in incident training logbook
- Driver involved in incident induction records
- CCTV for the incident
- The last 6 months of service and maintenance records for Moxy Cat 725 (#RD2002)
- The last month of pre-start records for the Moxy Cat 725 (#RD2002)
- 10830NAT - Course in Crystalline Silica Exposure Prevention card

Disclaimer: The issues identified during this inspection are only indicative of compliance with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011, the Dangerous Substances Act 2004 and the Workers Compensation Act 1951 on the date of the inspection. If compliance is identified during this inspection, it does not remove the obligation of any person to comply with any further requirement of the above mentioned Acts and Regulations.

Previous Action

Previous notice/s issued (either written or verbal)?

Recipient/s of this form:

Email [Sch 2.2(a)(ii)]
Email 2:
Email 3:

Privacy Notice: The information collected for the purpose of the Work Health and Safety Act 2011 and is in accordance with the Information Privacy Act 2014. WorkSafe ACT prevents any unreasonable intrusion into person's privacy in accordance with the Privacy Act 1988 (C'Wlth) and Information Privacy Act 2014. WorkSafe ACT provides identifiable information which can be disclosed to other law enforcement agencies and authorised organisation that have legal authority to request information under prescribed circumstances.

From: [Woolgar, Andrew](#)
To: Sch 2.2(a)(ii)
Subject: RE: Prohibition Notice N-0000009583
Date: Friday, 8 March 2024 12:00:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)

OFFICIAL

Gid day Sch 2.2(a)(ii)

I am satisfied with the controls now implemented and that you have now complied with the directions in the notice and the plant can be returned to services.

Please contact me if you require further information

Andrew J WOOLGAR | Inspector – Civil Commercial and Residential
Construction and General Inspectorates
P: 02 620 73989 | E: andrew.woolgar@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

From: Sch 2.2(a)(ii)
Sent: Friday, March 8, 2024 11:54 AM
To: WorkSafe <WorkSafe@worksafe.act.gov.au>
Cc: Woolgar, Andrew <Andrew.Woolgar@worksafe.act.gov.au>
Subject: Re: Prohibition Notice N-0000009583

Some people who received this message don't often get email from Sch 2.2(a)(ii) [Learn why this is important](#)

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Hi Andrew

Please find attached invoice of repair and work note in regard to the re instatement of RD2002 into service at Boral Mugga Quarry.

Regards,

Sch 2.2(a)(ii)



From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Thursday, March 7, 2024 10:01 AM
To: [REDACTED] Sch 2.2(a)(ii)
Cc: [REDACTED] <[\[REDACTED\]@act.gov.au](mailto:[REDACTED]@act.gov.au)>
Subject: Prohibition Notice N-0000009583

Hi,
Please see attached PDFs to view a copy of your Notice.

Inspection number: 00195283
Lead Inspector: Andrew Woolgar
Company Name: Boral Resources (Country) Pty Ltd
Notice Number: N-0000009583

For any further information please contact WorkSafe on:
Telephone: (02) 6207 3000
Facsimile: (02) 6205 0336
Email: worksafe@act.gov.au

From: Sch 2.2(a)(ii)
To: [WorkSafe](#); [Woolgar, Andrew](#)
Subject: Work Place Visit 00195283
Date: Wednesday, 13 March 2024 12:28:38 PM
Attachments: [Outlook-a1sibxrw.png](#)
Sch 2.2(a)(ii)

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Hi Andrew,

Please find attached folder containing documentation you requested.

Regards

Sch 2.2(a)(ii)

Safe Work Method Statement (SWMS)



BORAL HSEQ MANAGEMENT SYSTEM

Details

A SWMS is a risk assessment tool that provides you with the work methodology required to complete a job safely.

Business Unit BCM (Quarries)	Date 20/09/2022	SWMS No XMQ-26
Site/Location Mugga Lane Quarry. Symonston ACT.		
Work Activity Operations of Cat 725 Articulated dump truck.		
Plant and Equipment to be Used	Competencies and Qualifications <ul style="list-style-type: none">- Competency.- Log Book.- Induction.	



Permit Work

This activity involves the following High-Risk Activities. If any of the below activities are involved, check with the Plant Work Controller to see if an ATW is needed, ensure that an On the Job Assessment & Discussion is held and this SWMS is amended if required and made specific to the job with input from the work crew.

Confined Space 	Working at Height 	Hotwork 	Electrical Work 	Excavation 	Drilling and Blasting 	Lifting and Crane Work 	Complex Isolation 	Working with Guards Off 	Hot Material and Gasses 	Demolition 	Asbestos Work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Work Method

The work method explains the steps to carry out the process, hazards associated with the work and what controls are to be in place to complete it safely.

Step No.	What is the Task Involved?	What are the Hazards?	Initial Risk			What Controls must be used?	Residual Risk			Who is Responsible?
			C	L	R		C	L	R	
1	Fitness for work	<ul style="list-style-type: none"> ➤ Fitness for work issues 	1	1	L	<ul style="list-style-type: none"> ➤ HME Operators must be free from the influence of drugs or alcohol and have a zero BAC. In addition operators must not be suffering from the effects of fatigue. ➤ Operators who feel they may be affected by drugs, alcohol or fatigue are to report their condition to their supervisor before commencing work. 	1	1	L	Operator.
2	Toolbox	<ul style="list-style-type: none"> ➤ Failure to identify hazards ➤ Failure to collect permits ➤ Incorrect permits ➤ Failure to perform pre-start 	1	1	L	<ul style="list-style-type: none"> ➤ Toolbox Talk – discuss hazards ➤ SWMS for task – read and review ➤ Obtain any permits as instructed by your supervisor ➤ Collect required PPE – high visibility clothing, hard hat, safety boots, eye protection, dust mask, hearing protection, gloves ➤ MOBILE PHONES shall not be used while walking on site or used in HME under any circumstances 	1	1	L	Operator.
2	Pre-start Pre-start & Take 5 to be completed before starting truck	<ul style="list-style-type: none"> ➤ Uncontrolled movement/ vehicle stability ➤ Damaged/faulty machinery ➤ Clean windows ➤ Hot equipment on handover ➤ Inadequate instruction/consultation 	3	2	M	<ul style="list-style-type: none"> ➤ In park up area ➤ Wheel ruts or wheels chocked ➤ Check parking brake applied correctly ➤ Door alarm integrated into park brake ➤ Camera clean & working correctly ➤ Visual check for personal danger and out of service tags ➤ Maintain 3 points of contact 	3	1	L	Operator.

3	Driving and operating MOXY truck on site for required task	<ul style="list-style-type: none"> ➤ Vehicle to person collision ➤ Vehicle to vehicle collision ➤ Vehicle to structure collision ➤ Extreme weather conditions ➤ Ground unstable/uneven ➤ Falling objects ➤ Noise ➤ Poor ergonomics ➤ Driver fatigue ➤ Work alone ➤ Mobile plant failure ➤ Vehicle rollover 	3	3	H	<ul style="list-style-type: none"> ➤ Sound horn before moving truck ➤ Communication via UHF ➤ Mugga Quarry Traffic Management Plan ➤ Signage-site speed limits and traffic signs (e.g. Give way, stop, no entry etc.) ➤ Horn control: ➤ To start machine hit horn once ➤ To move forward hit horn twice ➤ To reverse hit horn three times ➤ Use mirrors and reversing camera ➤ Right of way rules ➤ Adequate lighting, headlights on when visibility is poor ➤ windscreens/mirrors and windows are clean at all times ➤ Adjustments speed to road conditions & weather ➤ Notify Supervisor of required road maintenance or debris/product removal from roads. Do not exit truck to remove yourself. ➤ Sun visor to be used to counter glare through windscreen ➤ Use of ear plugs ➤ Air lift seating fitted, control location easily accessible from seated position. 	3	2	M	Operator.
5	Take 5/ assess if conditions change	<ul style="list-style-type: none"> ➤ Hazards not identified ➤ Unforeseen hazards 	3	2	M	<ul style="list-style-type: none"> ➤ If the conditions are variable, the operator is to conduct a Take 5 risk assessment before proceeding. ➤ Use SWMS and Take 5 methods to inspect and update SWMS as required. Risk is to be medium or below. 	3	1	L	Operator.
5	Loading from under the bins at the screen house	<ul style="list-style-type: none"> ➤ Uncontrolled Movement. ➤ Stuck by falling objects. ➤ Slip, Trips, Falls 	3	2	M	<ul style="list-style-type: none"> ➤ Design and layout of loading area under bins. ➤ Mugga Quarry Traffic Management Plan ➤ Floor level is clean and level before entering the bin loading area ➤ Truck is not overloaded with material when loading the truck ➤ Listen for secondary plant operator's instruction on what bin to go under. 	3	1	L	Secondary and dump truck Operators.

		<ul style="list-style-type: none"> ➤ Vehicle to structure 				<ul style="list-style-type: none"> ➤ If too much product is spilled on the floor of the bins the Telehandler operator is to be called up to remove the spill before the next load is taken out of that bin 				
6	Receiving load from FEL	<ul style="list-style-type: none"> ➤ Vehicle To Vehicle ➤ Vehicle to person ➤ Material Falling From Heights ➤ Impact from loaded material 	3	2	M	<ul style="list-style-type: none"> ➤ Communication with Loader operator via UHF radio or sounding of horn as required ➤ Leave enough room for the loading truck to exit the loading area waiting in a position ready to reverse to receive a load. ➤ loader is in position when a full bucket is in the air ➤ Cautiously reverse straight under bucket using mirrors and reversing camera ➤ Once loaded the loader operator will signal by horn or radio that you are loaded then proceed to tipping location. ➤ Operator to remain in the cabin of the truck and does not exit the cabin whilst being loaded ➤ Load small quantities onto moxy due to less effective ROP systems and lack of cabin protection. 	3	1	L	Operator.
7	Tipping the load	<ul style="list-style-type: none"> ➤ Vehicle roll over ➤ Vehicle to vehicle collision ➤ Vehicle to person collision ➤ Vehicle to structure collision ➤ Crush from overturned vehicle ➤ Soft or uneven ground ➤ Machine failure ➤ Incompetent operator ➤ Inadequate information 	3	2	M	<ul style="list-style-type: none"> ➤ Bunding is at least half the wheel height of the largest machine on top of stockpile before tipping material over the face ➤ The load isn't tipped over the face of a stockpile ➤ Truck is on a level surface before raising the truck body ➤ Check condition of tipping surface for cracks prior to lifting up the body ➤ If a loader is working on top of a stockpile the truck operator notifies the loader operator by radio before entering the work area ➤ Face is not undercut before tipping load on top of a stockpile ➤ Face on stockpile is undercut a loader operator must be called and no tipping on the stockpile until face is fixed 	3	1	L	Operator.

		<ul style="list-style-type: none"> received about the job task ➤ Fatigue ➤ Weather conditions ➤ Engulfment ➤ Under mining 				<ul style="list-style-type: none"> ➤ Headlights and rotating lights are on in dark or foggy conditions ➤ In consultation with Supervisor avoid lightning strikes ➤ If ground is uneven or soft no tipping is allowed and the problem must be reported to the supervisor ➤ Correct material is tipped on correct stockpile 				
8	Refuelling	<ul style="list-style-type: none"> ➤ Spills/ chemical exposure inhalation ➤ Fire ➤ Slips/trips/ falls ➤ Environment 	3	2	M	<ul style="list-style-type: none"> ➤ Confirm isolation before fuelling ➤ Wheel chocks to be in place. ➤ PPE- identified within the MSDS ➤ MSDS placed in all storage areas ➤ General housekeeping removal of debris and rubbish ➤ Ground maintenance to maintain even surfaces ➤ Spill kit next to fuelling point ➤ Bunded storage areas ➤ Signage 	3	1	L	Operator.
9	Greasing	<ul style="list-style-type: none"> ➤ Spills/ chemical exposure inhalation ➤ Slips/trips/ falls ➤ Environment ➤ Plant movement 	3	2	M	<ul style="list-style-type: none"> ➤ Confirm isolation before fuelling ➤ Wheel chocks to be in place. ➤ PPE- identified within the MSDS ➤ MSDS placed in all storage areas ➤ General housekeeping removal of debris and rubbish 	3	1	L	Operator.
10	Travelling to Park up area	<ul style="list-style-type: none"> ➤ Vehicle to person collision ➤ Vehicle to vehicle collision ➤ Vehicle to structure 	3	2	M	<ul style="list-style-type: none"> ➤ Communication via UHF ➤ Body is fully lowered while traveling ➤ Headlights on when visibility is reduced ➤ Side mirrors and cameras ➤ Mind on task ➤ Horn Signals 	3	1	L	Operator.
11	Parking up , isolate & end of shift inspection of plant	<ul style="list-style-type: none"> ➤ Uncontrolled movement ➤ Unplanned start up – 	3	2	M	<ul style="list-style-type: none"> ➤ Apply handbrake ➤ Park on Go-Line ➤ Place in neutral ➤ Turn off plant and remove ignition key 	3	1	L	Operator.

	All vehicles must be inspected after parking up to check for fresh oil leaks and any visible mechanical problems	crushing injuries, entanglement				<ul style="list-style-type: none"> ➤ Designated park up areas ➤ Check for effective isolation ➤ Conduct an inspection of the HME and advise the supervisor of any issues that require attention. 				
12	Report to supervisor.	<ul style="list-style-type: none"> ➤ Personnel unfamiliar with changes made to plant and equipment would be at risk of injury. ➤ Additional hazard noted whilst completing the work could cause injury on similar jobs. 	1	1	L	<ul style="list-style-type: none"> ➤ Signed off all permits. ➤ Record any changes made to plant and equipment. ➤ Inform Supervisor of any changes made to plant and equipment. ➤ File all drawings. ➤ Modify this SWMS to include any additional hazards and controls noted. ➤ Close out and file all paper work. ➤ Report on any Safety learning from completing this task 	1	1	L	Operator.

Prepared By / Review Team			
Name (Please print)	Position (Please print)	Signature	Date
Sch 2.2(a)(ii)	Sch 2.2(a)(ii)	Sch 2.2(a)(ii)	20/9/22
			20.9.22
			20.9.2023
I have checked this Safe Work Method Statement (SWMS) and confirm that it is authorised for use.			
Person supervising the work (e.g. Manager, Supervisor, Team Leader, Leading Hand, Works Controller, Service Provider)		Signature	Date
Sch 2.2(a)(ii)			20.9.22



On the Job Assessment & Discussion

What might be missing from the work method? Are there additional Hazards and Controls that might have been missed?

Date							
The work group is not rushing, frustrated, fatigued or complacent							
The work group are fit to do the task							
The work group clearly understand the task							
The work group are authorised and competent to do the task							
All members are wearing the appropriate PPE							
All Pre-Start Checks have been completed							
Other work crews have been notified if they are affected							
What are the Additional Hazards?	What are the Additional Controls?			Who is Responsible?			

Work Activity Instruction Record

I confirm that the persons listed below have reviewed and been given instruction in this Safe Work Method Statement (SWMS) and were given the opportunity to ask questions and clarify any areas of uncertainty. To the best of my knowledge these persons gained a full understanding of the work method and required health and safety controls to be applied for this job.

Person supervising the work (e.g. Manager, Supervisor, Team Leader, Leading Hand, Works Controller, Service Provider)	Signature	Date
Sch 2.2(a)(ii)		20/9/22

By signing this I acknowledge that I have been instructed and was given the opportunity to provide input into the work methodology and on the job assessment.

Name (Please Print)	Position/Company	Employee/ Contractor	Signature	Date
Sch 2.2(a)(ii)				20/9/22
				20/9/22
				27/03/2023
				29/2/24
				29/2/24
				08-03-2024
				08.3.2024

TABLE 1: Qualitative Measurement of the Maximum Credible Outcome of an Event

Value	Description	Impact
1	Incidental	<p>Health: Illness or effect with limited or no impact on ability to function – no treatment necessary.</p> <p>Safety: Injury that does not require any treatment.</p> <p>Environment: No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land).</p> <p>Property Damage: Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use.</p> <p>Regulatory: No risk of penalising actions, for example regulatory site visit where all observation where rectified immediately with no formal outcome.</p> <p>Community/Reputation: Isolated complaint from a local individual.</p> <p>Quality: Minor incident with no resulting impact on the customer.</p>
2	Minor	<p>Health: Mild illness or health effect and/or some functional impairment that needs some treatment but is usually easily managed, medically.</p> <p>Safety: Injuries requiring competent first aid, treatment by a medical professional or as a hospital outpatient and typically no time lost (i.e. FAIs and most MTIs).</p> <p>Environment: Minor and measurable impact on habitat, species or natural environment.</p> <p>Property Damage: Minor damage which does not impede serviceability but requires repair.</p> <p>Regulatory: Low risk of penalising action and any intervention is limited to a non-binding observation or written inspection report.</p> <p>Community/Reputation: Multiple complaints at a local level.</p> <p>Quality: A customer complaint or incident resulting in a potential or actual claim (or rework) under AUD5K (e.g. credit note or product reject).</p>
3	Moderate	<p>Health: Illness or significant adverse health effect needing a high level of medical treatment or management.</p> <p>Safety: One or more injuries that are serious enough to result in lost time, non-permanent disabling injuries or an injury that may require non-emergency hospitalisation as an inpatient.</p> <p>Environment: Localised and measurable short-term impact on habitat, species or natural environment.</p> <p>Property Damage: Moderate damage requiring repairs before equipment can return to full service. Light Vehicle could be written off and HV/HME sustains enough damage to be unusable but able to be economically repaired.</p> <p>Regulatory: Formal intervention e.g. issuing a warning, an Improvement Notice (or similar) at a site but unlikely to escalate if complied with.</p> <p>Community/Reputation: Ongoing and sustained local complaints, broader stakeholder interest and risk of local media coverage.</p> <p>Quality: Incident that results in a potential or actual claim (or rework) of up to AUD100K and can be resolved internally (i.e. without external expert support).</p>
4	Major	<p>Health*: Illness or chronic exposure resulting in significant life-impacting effects.</p> <p>Safety*: Serious injuries, requiring immediate emergency hospital treatment as an inpatient, resulting in significant permanent disabling injury e.g. reduced mobility, loss of fingers or extended temporary impairment and/or extended hospitalisation. Serious/dangerous incident/occurrence (as per regulatory reporting definition).</p> <p>Environment*: Localised and measurable medium-term impact on habitat, species, or natural environment.</p> <p>Property Damage: Major damage to capital infrastructure – equipment inoperable or made unsafe for use requiring replacement or major overhaul. Shut-down of smaller site may be necessary, or HV/HME written off.</p> <p>Regulatory*: Formal, higher level intervention (including a PIN, prohibition notice or similar) with risk of further intervention at a site and risk of further interventions at other sites. Material risk of regulatory investigation or prosecution.</p> <p>Community/Reputation: Coordinated community and stakeholder action at a local and/or regional level including media coverage.</p>

		<p>Quality: Incident that results in a potential or actual claim (or rework) in excess of AUD100K and that generally requires external engineering or legal support.</p>
5	Severe	<p>Health*: Severe illness or chronic exposure resulting in fatality or significant life- shortening effects.</p> <p>Safety*: Fatality or life threatening injuries, or resulting in substantial life changing permanent disability e.g. blindness, loss of hand(s), limbs or use of limbs.</p> <p>Environment*: Extensive and measurable medium to long-term impact on habitat, species, or natural environment.</p> <p>Property Damage: Severe damage to capital infrastructure – multiple equipment requiring replacement or requiring a shutdown and overhaul of a major site.</p> <p>Regulatory*: Formal, higher level intervention (e.g. prohibition notice or stop work order) at a site and risk of further interventions at other sites. Prosecution or material risk of prosecution.</p> <p>Community/Reputation: Widespread community and stakeholder opposition and/or significant negative state or national media coverage.</p> <p>Quality: Incident that may result in significant erosion of share market value or loss of reputation.</p>

TABLE 2: Qualitative Measurement of How Likely or Probable the Consequence will Occur

Value	Description	Impact
1	Rare	The consequence is not expected in the Company / has never been heard of in the Industry.
2	Unlikely	The consequence is possible in the Company / may have occurred in the Industry.
3	Possible	The consequence is possible at a Company workplace at some time in the future (next 10 years) / has happened in the Company in the past (10 years)/occurs (yearly) within the Industry.
4	Likely	The event is probable at a site/local level in the near future (next few years) / occurs within the Company more than once a year.
5	Almost Certain	The event is expected to occur several times a year at a site / local level.

TABLE 3: Qualitative Risk Matrix – Levels of Risk

Consequence Likelihood	Incidental (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	M	H	E	E	E
Likely (4)	M	M	H	E	E
Possible (3)	L	M	H	H	E
Unlikely (2)	L	L	M	H	H
Rare (1)	L	L	L	M	M



Welcome to Boral

Mugga Quarry and Recycling



SITE OVERVIEW - Key Contacts

Key Site Contacts for the Site	
Site Manager	Sch 2.2(a)(ii)
Site Supervisor	
Weighbridge Operator	
First Aid Officer(s)	
Sch 2.2(a)(ii)	UHF CH. 25
Methods of Communications at the Site	
UHF Channel 25	Sales
UHF Channel 18	Quarry Pit



SITE OVERVIEW

The site operates during the following times:

- Monday to Friday 6:00 am to 4:00 pm
- No work Saturdays or Sundays unless authorised by Site Manager
- At no time on public holidays

Maintenance work may be required and undertaken outside of these hours – Any work outside of these hours will require the approval of the Site Manager

Please sign in and out at the Quarry operations office everyday you are on site

On your arrival, if you cant find your site contact – Wait at the weighbridge – do not go onto site.



FITNESS FOR WORK



- Present yourself in a fit state to perform your duties.
- If you have any pre-existing conditions or are taking any medication that may affect your ability to perform your work safely, please notify your supervisor prior to commencing work.
- Fatigue can affect your judgement and performance. It is your responsibility to ensure you are well rested before coming to work. Please report any fatigue related issues to your site supervisor.
- All personnel on site are required to comply with the requirements of the Boral Drug and Alcohol Policy / Program. You may be subject to random, for cause and post incident testing for alcohol and other drugs.
- For all persons on site the alcohol limit is 0.00 (BRAC)
- Any breaches of the Boral Drug and Alcohol Policy will be investigated and may lead to disciplinary action.



PEDESTRIANS & TRAFFIC MANAGEMENT

The overarching goal is to ensure workers remain separate from operating / moving equipment at all times.

No pedestrians to enter any area where HME / mobile plant is moving.

All people should be driven around the site where possible, or if on foot, be inside a designated pedestrian area that is protected (whenever possible).

Controls are to be in place to ensure that all HME / mobile plant is stopped in an area BEFORE a pedestrian enters that area.

Pedestrians must only cross a road at a designated pedestrian crossing.

Any concerns - STOP - contact your site Boral Team Leader.

If you observe an unsafe act - STOP the task! In consultation with the other person let them know what the requirement is and what could be a safer work method. Report to site manager / quarry supervisor / leading hand



EMERGENCY PROCEDURE

In the event of an emergency, notify the Site Manager and/or Quarry Supervisor immediately. If external emergency assistance is required, call 000 immediately.

The Emergency Response Contacts for the site are displayed on all notice boards. In the event of an emergency, call over the UHF:25

"EMERGENCY, EMERGENCY, EMERGENCY"

There has been a(Explain briefly what happened)

At / In / Near.....(Location - Plant area, stockpile area etc.)

Ask for confirmation on message received.

Then assist at scene where required.

All employees should familiarise themselves with the site's emergency plan / traffic management plan.

An evacuation will be signalled by siren/hooter or by UHF, at which time all persons on site shall proceed to the designated emergency assembly area detailed on the attached site map.



EMERGENCY RESPONSE

- Emergency Assembly Area 1 is located at the front gate of the Quarry and Emergency Assembly Area 2 is located in office car park unless communicated otherwise through UHF Ch 25
- Fire Extinguishers and First Aid Kits are located throughout the site and in HME. These are sign posted where located.
- Stay calm and follow directions of site management
- Contact site management if any concerns



Our Commitments

Our Commitments

Safety: Life Saving Rules

These rules underpin our safety behaviours and safety culture which ensures we all work safe to go home safe.



I am licensed and authorised to operate Boral assets, and have appropriate PPE



I am not impeded by Fatigue, Drugs or Alcohol, or the use of Mobile Phones



I follow Traffic Management requirements and Exclusion Zones



I check for Stored Energy before starting work

Environment: Absolutes

We operate in line with our licences and approvals and are mindful of the impact we have on communities and the environment



I work to minimise the impact of any Ground Disturbance



I manage Fuels and Chemicals safety and security



I do the right thing and operate in compliance with Licences and Approvals



SITE SPECIFIC CONSIDERATIONS

Mugga Quarry is a Smoke free site, Please refrain from smoking until off site thank you.

Vehicle Breakdowns on site:

- Stay inside your vehicle and apply park brake
- Contact **Sch 2.2(a)(ii)** on UHF 25
- Wait for instructions

First aid kits are located at the weighbridge, at the workshop, office buildings as well as in all HME

Call up on UHF 25 Channel if approaching a working HME in any area

There is a 30m no-go zone around HME for all pedestrians, Light Vehicle and other HME

Access into a working HME area **REQUIRES** a call response before you can enter that area

Positive communication UHF 25 at all times – especially workers on foot – **MUST** carry a UHF radio at all times.



BEWARE OF WHAT YOU CANNOT SEE!

- The dust you can see is generally referred to as INHALABLE
- The dust you can't see is referred to as RESPIRABLE
- Potential for long term harm
- Irritation to eyes, skin, nose
- Lung diseases – bronchitis, silicosis
- Boral policy and site procedures in place which align with the Australian Standards
- Working in a quarry you are potentially exposed
- It is important you understand the risks and protect yourself
- The site is a Powered Air - Purifying Respirator (PAPR) site which means you must wear a PAPR whilst within the designated signposted area. Picture on following slide

Site Map





Welcome to **Mugga Quarry** & thank
you for signing in

Your host has been notified of your
arrival, and will be with you shortly

Please press **NEXT** to print your label

Training Attendance Record HSEQ-1-06-F03



Training Details

Complete in CAPITAL letters

Training Course Name: **2024 MUGGA QUARRY INDUCTION**

Date: **08 / 01 / 2024** Start Time: **6:00** am/pm End Time: **6:30** am/pm

Location: **MUGGA QUARRY TOOL BOX ROOM**
(Business Unit / Site)

Name of Facilitator: **Sch 2.2(a)(ii)**

Training Course Outcomes: Competency Check Record of Attendance
Please tick the appropriate box

Trainee Attendance Record

The columns below are completed by the persons completing the course.

Facilitator Use Only

Your Name <small>(Please print clearly)</small>	Your Position	Signature	COMPETENT (C/NYC)
Sch 2.2(a)(ii)			C
			C
			C
			C
			C
			C
			C
			C
			C

Please return this completed Training Attendance Sheet to the Facilitator. Thank you.

Sch 2.2(a)(ii)

Facilitator:



Verification of Competency (VOC)

Articulated Haul Truck

Assessment Instrument

Worker's Name:	Sch 2.2(a)(ii)
Assessment Date:	12.2.24
Site / Location / Depot:	MUGGA BCM QUARRY.
Business Unit:	BCM.
Specific details of the Plant / Equipment to be recorded below:	
Plant / Equipment Type:	MOXY ARTICULATED.
Plant / Equipment Make:	CAT.
Plant / Equipment Model:	
Published:	December 2016
Version:	2.1
Endorsed by:	Learning@Boral



Acknowledgments

This material has been produced by Learning@Boral for use by Boral, nationally. The material has been developed using previous versions of Boral-produced documentation along with supplied and purchased materials from Industry Skill Councils (ISCs). Input has also been sought from Boral Subject Matter Experts.

Amendments

Learning@Boral may make amendments to these materials during the life of the training package. The most current version of each document will be accessible on the Boral VOC intranet site. Please refer to the document control section of each VOC Instrument to ensure you are using the most current version.

Document History

Revision	Revision Date	Author	Description
1.0	June 2016	Sch 2.2(a)(ii)	Content Development
2.0	July 2016		Amendments following consultation
2.1	December 2016		Template re-format

Articulated Haul Truck – VOC Assessment

Overview

A VOC is an assessment undertaken by an authorised **VOC Assessor** to determine both through observation and theory checks, an individual's competency to operate/use particular plant and/or equipment and/or carry out a given task.

The VOC Assessment may be performed using Boral's established internal VOC Assessment Instruments or, if conducted by an external assessor, methods and tools used as appropriate.

Unless expressly stated, VOC Assessments are undertaken:

- every two (2) years for high risk activities and;
- every three (3) years for mobile plant

VOCs may also be required after an incident or if there are any significant changes to procedures or equipment.

This tool is not designed to replace robust training and assessment required to achieve a Nationally Recognised Training Qualification, licence or other recognised competency but rather as a supplement to verify and document competency of current, new or transferred operators.

VOCs may vary, but generally aim to verify both theoretical understanding of the process/requirements and practical demonstration of skills.

Assessors and candidates require access to various materials including:

- Relevant site SOPs, SWMS and operating manuals
- Other documentation such as: training records, permits, letters of authorisation, etc.

All these may be required to support a decision to determine an operator as 'Competent'.

Who can complete a VOC?

To be a VOC assessor you must satisfy the following criteria:

- Be authorised by management (e.g. job description, via memo, etc.)
- Have successfully completed this verification of competency training session
- Have sufficient experience with the relevant subject matter
- Have been deemed competent in the VOC you will be assessing
- Preferably, have a recognised assessor competency (e.g. TAE40116).



Assessor Instructions

The Assessor must:

- Confirm with the Site Supervisor/Manager that you are assessing the Worker at their site
- Confirm with the Worker that you are assessing them
- Confirm the equipment and a suitable and safe work area is available to conduct the assessment

The Assessor must provide a briefing session with the Worker, which should cover:

- The purpose and consequence/s of the assessment
- Allowable evidence
- Logistic issues concerning time and location of the assessment and equipment

The Assessor must debrief the Worker and the Site Supervisor/Manager on:

- Assessment outcomes
- Areas identified as needing retraining
- Verbally resolve any assessment areas that need clarification
- Ensure the Worker signs the assessment form
- Ensure the Assessor signs the assessment form
- Ensure the Supervisor/Manager signs the assessment form

Safety

The candidate is required to operate the vehicle in a safe manner at all times. All site requirements shall be met and maintained during the assessment.

If any action during this assessment is deemed to be unsafe, the assessment must be terminated immediately.



Articulated Haul Truck – VOC ASSESSMENT	
Worker Details	
Name:	Sch 2.2(a)(ii)
Site Location:	MUGGA
Site Type: e.g. Quarry, Batch Plant	QUARRY
Business Unit:	<input type="checkbox"/> Asphalt <input type="checkbox"/> Cement <input type="checkbox"/> Concrete <input type="checkbox"/> Logistics <input checked="" type="checkbox"/> Quarries
Employment Status:	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Labour Hire <input type="checkbox"/> Embedded Contractor <input type="checkbox"/> Contractor <i>(complete section below)</i>
Contracting Company Name:	
Plant / Equipment Details	
Equipment Make:	CAT
Equipment Model:	MOXY
Registration No:	N/A
Attachments/Non-Standard features of machine (please specify):	
Result Details	
Result:	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Not Competent
Follow Up Actions (If Required):	Due Date:
1. Complete Required hrs on log book	N/A
2. Then complete practical	
3.	
4.	
Assessment Details	
Assessment Date:	12.2.24
Assessor Name:	Sch 2.2(a)(ii)
Worker Name:	Sch 2.2(a)(ii)
SME Name:	SME Signature:



Stage 1 – Theory Assessment

Please Note: Multiple choice questions may have more than one answer

Section 1 - Safety / Environment / Quality

1. Describe the types of Safety tools available for operators to identify, control and record Safety topics or concerns.

takes SWMS SOP

2. As an articulated haul truck operator what are some Environmental issues or concerns that might affect your operations?

rain water runoff dust oil spills

3. What are some Quality concerns for you as the Articulated Haul Truck operator?

tipping on wrong stockpile areas
contamination from bin.



Section 2 - Operator Awareness – Pre-Start

4. Tick the fluids/lubricants that need checking during a pre-start check

N/A

Engine Oil	<input checked="" type="checkbox"/>	Brake Fluid	<input checked="" type="checkbox"/>
Coolant	<input checked="" type="checkbox"/>	Transmission Fluid	<input checked="" type="checkbox"/>
Window Washer Fluid	<input type="checkbox"/>	Clutch Fluid	<input checked="" type="checkbox"/>

5. List five (5) faults you would be looking for during a pre-start check

N/A

damage leaks (oil).

broken handrail or steps.

lights

tyres

alarms

6. What action would you take if damage or a defect is found during the pre-start inspection?

N/A

pending fault record or report to

supervisor

Continues over ...



7. What is the importance of carrying out the Brake, Steering and Hydraulic Function tests before moving off?

N/A

to make sure truck is safe to operate before operating.

8. Answer True or False for each question.
Does the corresponding symbol match the description?

Symbol	Description	True	False
	Engine Oil Pressure		<input checked="" type="checkbox"/>
	Coolant Temperature	<input checked="" type="checkbox"/>	
	Coolant level	<input checked="" type="checkbox"/>	
	Transmission Auto		<input checked="" type="checkbox"/>
	Engine Oil Filter	<input checked="" type="checkbox"/>	
	Fuel level		<input checked="" type="checkbox"/>
	Hydraulic Oil Temperature	<input checked="" type="checkbox"/>	

Continues over ...

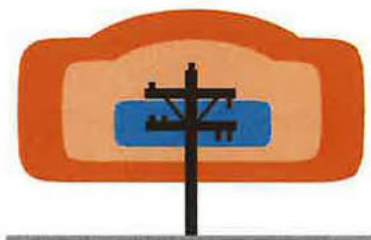


9. Explain the site/plant traffic management system for operating around the plant. N/A

*be aware of surroundings. Always use
positive communication - Obey speed limits
& road traffic plan.*

10. When working near power lines, what are the minimum distances that must be kept? Complete table below.

N/A



	Answer
Less than 1,000 volts (low voltage)	3m
1,000 - 33,000 volts (high voltage)	6m
33,000-330,000 volts (transmission)	10m

11. A loader has accidentally reversed into you while attempting to reverse under the bucket for loading, damage has occurred but there is no other danger, you should:

A. Check the damage	B. Move off to the side to check the damage
C. Contact the other operator to see if they are OK	D. Follow site emergency procedure

Continues over ...



Section 3 - Operator Technique

Where required, Mark as Not Applicable (N/A).

12. You notice oversize or contamination in your load from a bin you have emptied, what would you do?

N/A

A. Try to clean it out	B. Load it off to the contamination pile
C. Immediately contact the Process Room Controller or Site Supervisor	D. Keep an eye on it to see if anymore comes out

13. At your site what is the minimum distance that must be kept between the Articulated haul truck you operate and other HME

N/A

A. 20 metres	B. 25 metres
C. 30 metres	D. Other (Specify)

14. What would you do if the area where you are tipping becomes soft or uneven, especially given that Articulated Haul Trucks can become unstable on this type of ground?

N/A

A. Keep tipping, but take care	B. This is normal so no extra care really needs to be taken
C. Contact the Supervisor before tipping and request they inspect the area	D. Tip away from the area

Continues over ...



15. Articulated Haul Trucks have the capacity to lock in several differentials according to the conditions they are operated in.
In what conditions would you select or lock in front or all differentials?

N/A

wet and boggy roads

16. If your truck is hauling particularly heavy material, or the load is high and not centralised, what impact does this have on the handling of an Articulated Haul Truck? What might the consequences be of not altering your operating style?

N/A

this will affect the stability of the truck
may cause it to roll.

17. How do you record production data, such as loads tipped or moved?

N/A

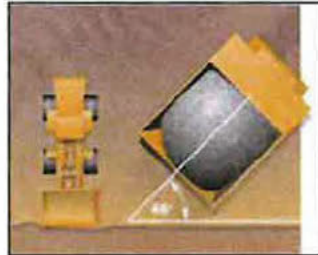
operator in the secondary control room.

Continues over ...



18. Why is it important to try to place your truck in a similar position to that pictured below

N/A



most efficient way to load truck

19. You are operating the wheel articulated haul truck and an emergency is declared at your site, select the correct answer

N/A

A. Find a safe spot to park	B. Try to contact the supervisor
<input checked="" type="radio"/> C. Listen and follow instructions	D. Drive to the assembly point

20. Are there any particular rules or procedures you must obey when being loaded by Loaders or Excavators?

N/A

Stay in cab remain seated & obey operator who is loading you.

Continues over ...



21. What hazards below would you need to be aware of if operating in the pit of the quarry

N/A

A. Spillage	B. Traffic
C. Slippery or changed haul road surface conditions	<u>D. All of the above</u>

22. When tipping into product bins, it is important that

N/A

A. Material is not allowed to overflow from bin	B. There is no contamination in the truck body
Material is tipped into the correct Bins	<u>D. All of the above</u>

23. Operating Articulated Haul Trucks on stockpiles will have its own hazards. List three hazards which may be present while working on stockpiles:

N/A

soft pad

undercut faces

edges might be unstable

Continues over ...



24. Where sites have tasks not defined in this VOC Assessment Instrument, the Trainer/Assessor is to write **all** additional tasks below.

Notes for Assessor:

- Describe the Task
- Describe the Performance Criteria

Task:	Performance Criteria:			

ALERT*force*[®]

The Health & Safety Training People

Sch 2.2(a)(ii)

BOOKING CONFIRMATION

We would like to confirm your attendance at the following training session:

Booking ID: 11007600-14838940
Workshop: 10920NAT Course in Crystalline Silica Exposure Prevention
Date(s): 8 March 2024
Time(s): 12:00 PM - 4:00 PM
AlertForce Venue 1
Location: Sch 2.2(a)(ii)

Thank you for booking training with us.

Activate Windows
Go to Settings to activate Windows.



PROHIBITION NOTICE

This notice is issued under section 195 of the *Work Health and Safety Act 2011*. Section 210 requires that the person to whom a prohibition notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the notice.

You must comply with this notice. Failure to comply may incur a maximum penalty of \$100,000 for an individual and \$500,000 for a body corporate.

Notice issued to:

Legal name of person/business or undertaking: Boral Resources (Country) Pty Ltd
 ABN: 51000187002
 ACN:
 Trading As: Boral Country - Concrete & Quarries
 Address: 321 Mugga Lane, Jerrabomberra, ACT, 2620

Details of serious risk:

Site location: 321 Mugga Lane, Symonston ACT 2609

You are prohibited from workers from operating the Moxy Cat 725 (#RD2002) until the plant has been inspected and maintained by a competent person to ensure it is safe for use.

Basis for inspector's belief:

On the 06/03/2024 at 12:15 Inspector Woolgar and person assisting Seagrove undertook a workplace assessment at Boral Resources (Country) Pty Ltd, Boral Quarry 321 Mugga Lane Symonston to investigate a notifiable incident. Met with the [redacted] Sch 2.2(a)(ii) and observation and discussion revealed:

- A Moxy Cat 725 (#RD2002) has rolled on its side when travelling from the batching plant to the dump site with approximately 14 tonnes of blue metal aggregate on board causing damage to the plant.

I Andrew Woolgar reasonably believe that on 6/03/2024 12:30 PM that you contravened a provision of the Work Health and Safety Act 2011, section 21. Persons are exposed to serious risk to their health and safety when operating the Moxy Cat 725 (#RD2002) until the plant has been inspected and maintained by a competent person to ensure it is safe for use are not in place.

Directions on the measures to be taken to remedy the risk, activities or matters or the contravention or likely contravention: *(it is mandatory to comply with these directions)*

You must ensure, so far as reasonably practicable that you ensure that the Moxy Cat 725 (#RD2002) being used at the workplace is maintained and inspected by a competent person to ensure it is in a safe condition to control those risks.

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice

Recommendations (if any): *(it is not an offence not to comply with these recommendations)*

In complying with the direction, you may give consideration to further guidance available from:

- WorkSafe ACT code of practice 'Managing risks of plant in the workplace'.

Please contact the inspector who issued this notice to confirm that the uncontrolled risk has been remedied.

Issuing Details

Issued by: Andrew Woolgar

ID number: P32662

Date issued: 07/03/2024

Service method: Email

Notice emailed to: Sch 2.2(a)(ii)

Prohibition Notice issued under section 191 of the Work Health and Safety Act 2011 - further information

If you have any questions you may contact the inspector who issued this notice.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation.

Compliance with direction or notice

The person to whom a prohibition notice is issued must comply with the notice (s197). The maximum penalty for failing to comply with this requirement is \$100,000 for an individual or \$500,000 for a corporation.

Regulator may carry out action

If a person to whom a prohibition notice is issued fails to take reasonable steps to comply with the notice, and after giving written notice of its intentions and the persons liability for the costs, the regulator (WorkSafe ACT) may take any remedial action it believes reasonable to make the workplace or situation safe (s 211). The regulator may then recover the reasonable costs of taking this remedial action (s213).

Contents of Notice

This Notice may state one or more of the following: (a) a workplace, or part of a workplace, at which the activity is not to be carried out; (b) anything that is not to be used in connection with the activity; (c) any procedure that is not to be followed in connection with the activity (s196(3)).

Directions and recommendations

A direction may refer to a code of practice and may offer the person a choice of ways in which to remedy the contravention (s 204). A prohibition notice may include recommendations. It is not an offence to fail to comply with recommendations in a notice (s205).

Changes to notice by inspector

An inspector may make minor changes to a notice for clarification, to correct errors or references, or to reflect changes of address or other circumstances (s206).

Privacy statement

WorkSafe ACT may obtain personal information about you in connection with this notice. The information may be collected and stored using the powers, and to carry out functions or activities, under the Work Health and Safety Act 2011 and related work safety laws. Under that Act, the information can be disclosed to other ACT Government agencies or non-government organisations, and other Australian work safety enforcement agencies. WorkSafe ACT is obliged to handle your information openly, transparently and in accordance with the Territory Privacy Principles set out in the Information Privacy Act 2014. For more information about how WorkSafe ACT will collect, use, share, and store your personal information and how you can access and correct the information, please see the Privacy Statement at www.act.gov.au/privacy.

Review of this *Work Health and Safety Act* notice

If you have any questions or need more information you may contact the inspector who issued this notice, or email worksafe@act.gov.au.

You, or another person whose interests are affected by the decision, may apply for an internal review of the decision to issue this notice.

A review may be sought within 14 days, or in the case of an improvement notice within the compliance date period specified in the notice, whichever is lesser. You may also make an application for the reviewer to stay the operation of the Improvement notice.

Please ensure you include the notice number in your application for a review, together with the applicant's name and address, and the reason you are seeking the review.

An application for a review can be made in writing to: The Work Health and Safety Commissioner WorkSafe ACT, GPO Box 158 Canberra City ACT 2601 or by email: worksafe@act.gov.au.

You may then seek a review of an internal reviewer's decision in the ACT Civil and Administrative Tribunal (ACAT). Information about that process can be found at www.acat.act.gov.au.

The decision to issue this notice is also reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the ACT Supreme Court.

PO Box 158, Canberra ACT 2601

Email: worksafe@act.gov.au

Phone: (02) 6207 3000

Fax: (02) 6205 0336

Translating and Interpreting Service

Phone: 131 450

INFRINGEMENT NOTICE

This is an Infringement Notice served under section 120 of the *Magistrates Court Act 1930*.

Information

Notice number: IN-0002220

Payment due: 24 April, 2024

Issued by: A Woolgar **ID number:** P32662

who is an authorised person under section 134A(3) of the *Magistrates Court Act 1930*.

To whom this notice is served:

Name of registered company: Boral Resources (Country) Pty Ltd

Business or trading name: Boral Country - Concrete & Quarries

Registered business address: Triniti 2 Level 3, 39 Delhi Road, North Ryde, NSW 2113

Recipient: Boral Resources (Country) Pty Ltd

ACN: 000187002

ABN: 51000187002

Date of service: 18 March, 2024

Method of service: By Post

Site Details

Time/date of contravention: 08 March, 2024 12:03

Address of place of contravention: 321 Mugga Lane, Symonston, ACT 2609

Details of the offence

Inspector A Woolgar reasonably believes you have contravened the Work Health and Safety Regulation section number - 418D (1) due to a worker was working in a declared occupation (721211 Earthmoving Plant Operator (General)) and have not undertaken and successfully completed 10830NAT - Course in Crystalline Silica Exposure Prevention course before starting work are not in place.

Full description of the offence

On the 06/03/2024 at 12:15 Inspector Woolgar and person assisting Seagrove, undertook a workplace assessment at Boral Resources (Country) Pty Ltd, Boral Quarry 321 Mugga Lane Symonston to investigate a notifiable incident.

Met with the [redacted] Sch 2.2(a)(ii) and observation and discussion revealed:

- A Moxy Cat 725 (#RD2002) has rolled on its side when travelling from the batching plant to the dump site with approximately 14 tonnes of blue metal aggregate on board causing damage to the plant.
- The driver of the Moxy is currently under training using a logbook to operate the plant and has been at the quarry for about 3 months.

On the 08/03/2024 at 12:00 was contacted by Quarry Manager and was informed:

- The Moxy operator was booked in to undertake the Silica Awareness training but has not undertaken and completed the course before starting work on-site.
- Was book in to do the course today.

Out of Scope

See over for important information on your rights and responsibilities.

If you do not pay the Infringement Notice penalty or dispute liability for the offence within 28 days (or any further time allowed), a Reminder Notice may be served on you, or you may be prosecuted in the ACT Magistrates Court for the offence. If a Reminder Notice is issued, the penalty is increased by the cost of serving the Reminder Notice.

YOU HAVE 28 DAYS FROM THE DATE OF THIS NOTICE TO:

A. PAY THE INFRINGEMENT NOTICE PENALTY

EFT: Use your online banking service to make payment using the details below.

Account Name: Office of the Work Health and Safety Commissioner

BSB: 032 777

Account Number: 002 984

OR

B. REQUEST EXTENSION OF TIME TO PAY PENALTY. If you wish to apply for more time to pay the penalty, you must write to the Work Health and Safety Regulator as the administering authority within 28 days after the date of service. A delegate of the Work Health and Safety Regulator as the administering authority from WorkSafe ACT will write to you about the outcome of your request, and if your request is refused, the reasons for that decision. If your request is refused the penalty must be paid within 7 days after the day you are told of the refusal, or 28 days after the date of service, whichever is the later; **OR**

C. APPLY FOR WITHDRAWAL OF THE INFRINGEMENT NOTICE. If you wish to apply for withdrawal of the Infringement Notice, you must write to the Work Health and Safety Regulator as the administering authority, within 28 days after the date of service. The application must set out the grounds on which you rely. A delegate of the Work Health and Safety Regulator as the administering authority from WorkSafe ACT will write to you about the outcome of your request, and if your request is refused, the reasons for that decision. **OR**

D. DISPUTE LIABILITY. If you wish to dispute liability for the offence, you must write to the Work Health and Safety Regulator as the administering authority, within 28 days after the date of service, or any longer time allowed by the Work Health and Safety Regulator. The notice must state that you dispute liability and set out the grounds on which you rely. The matter may be referred to the ACT Magistrates Court. If the matter goes to Court, and the Court finds against you, you may be convicted and ordered to pay a penalty and costs, and be subject to other Court orders; **OR**

E. REQUEST EXTENSION OF TIME TO DISPUTE LIABILITY. If you wish to apply for longer time to dispute liability for the offence, you must write to the Work Health and Safety Regulator as administering authority within 28 days after the date of service, requesting a stated longer time. A delegate of the Work Health and Safety Regulator as the administering authority from WorkSafe ACT will write to you about the outcome of your request, and if your request is refused, the reasons for that decision. If your request is refused, you must pay the penalty or dispute liability within 7 days after the day you are told of the refusal, or 28 days after the day of service, whichever is later.

Further Information

If you have any questions you may contact the inspector who issued this notice.

If you pay the Infringement penalty within 28 days (or any further time allowed) then, unless the Infringement Notice is withdrawn and the penalty refunded:

- Your liability for the offence is discharged;
- You will not be prosecuted in court for the offence; and
- You will not be taken to have been convicted of the offence.

This Notice may be withdrawn before or after the penalty is paid. In the event that the Notice is withdrawn, WorkSafe ACT may determine that further prosecution is warranted.

In some circumstances you can seek to pay the amount owing through a payment plan over no more than six months.

Request for further review

You may have other rights of review in relation to this notice, if in doubt, you may wish to seek legal advice.

WorkSafe ACT contact details

See footer.

Translating and Interpreting Service

Phone: 131 450

PRIVACY NOTICE:

The personal information collected about you is being collected for the purpose of securing the safety of people at work by the authority of the *Work Health and Safety Act 2011*. The information can be disclosed, in accordance with the *Work Health and Safety Act 2011*, to other law enforcement agencies including the Australian Federal Police, ACT Planning & Land Authority and the Office for Children, Youth & Family Support.