



ADELAIDE ENERGY LIMITED

**HEALTH, SAFETY AND ENVIRONMENT
MANAGEMENT SYSTEM MANUAL
(POLICIES AND OPERATING STANDARDS)**

REV A - 2008/09

VERIFICATION AND APPROVAL

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Revision 0

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NAME	POSITION	COMPANY

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Glossary

ADE	Adelaide Energy Limited
AIL	Action Item List
ALARP	As Low As Reasonably Practicable
CBTA	Competency Based Training Assessment
e.g.	For Example
ERP	Emergency Response Plan
ERT	Emergency Response Team
FSA	Formal Safety Assessment
HAZID	Hazard Identification
HSE MS	Health, Safety and Environment Management System
IMS	Integrated Management System
JSA	Job Safety Analysis
KPI	Key Performance Indicator
MSDS	Material Safety Data Sheet
NDT	Non Destructive Testing
PMS	Planned Maintenance System
PPE	Personal Protective Equipment
PTW	Permit to Work
RWC	Restricted Work Cases
SWP	Safe Work Procedures
TPC	Third Party Contractors

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Document Control

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ADE Project Manager
 Level 5, 70 Pirie Street
 Adelaide, South Australia, AUSTRALIA 5000
 Phone: +61 (0)8 8228 5207

Document Revision

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VISION STATEMENT

Adelaide Energy Limited (ADE) is an energy company whose intention is to explore, appraise and produce potential petroleum plays using advanced techniques all of which meet high levels of environmental and safety standards. ADE will monitor its operations on a continuous and open basis in order to meet its obligations as a good corporate citizen.

Our vision is to become a leading national petroleum exploration and production company in a manner that is financially sound, environmentally sustainable and able to create wealth for its shareholders.

Essential to creating and maintaining our business, is our commitment to:

- *The safety, health and wellbeing of all people affected by our activities;*
- *Continuous improvement in the quality of our operations;*
- *Responsible environmental management;*
- *Indigenous and Native Title responsibilities;*
- *Ensure that all operations are conducted in accordance with relevant regulatory and legislative requirements.*

Carl Dorsch
Managing Director – ADE
January 2007

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Occupational Health and Safety Policy

Adelaide Energy Limited (ADE) is committed to the philosophy that the health and safety of its employees is of prime importance to the success of its operations. The Company is committed to ensuring its operations are conducted in a safe and productive manner that will not incur injury to personnel or damage to the environment.

ADE embraces the principal that zero incidents are achievable and is a key management objective. ADE will comply with all appropriate laws and regulations related to activities carried out by the Company in all areas of its business activities.

ADE will continually review aspects of its operations for the purpose of further enhancing safety and health standards and to ensure these meet or exceed any legal or regulatory requirements. All levels of management are responsible for preventing injury and illness.

Management is also responsible to:

- Provide a safe and healthy working environment;
- Train employees in safe working practices;
- Provide effective supervision;
- Provide information to employees on potential hazards in the workplace, and potential exposures that may affect their health;
- To ensure all employees are properly informed of their responsibilities on health, safety and environment matters;
- ADE Management will review the OH&S Policy whenever significant changes occur or at least annually.

All employees have a responsibility to work safely and to:

- Follow nominated safe working procedures;
- Wear required protective clothing;
- Care for the safety and health of fellow employees;
- Report all hazards, accidents and incidents;
- All employees and other people engaged to work on behalf of, or at the direction of ADE have a responsibility to present fit for work and remain unimpaired by alcohol or other drugs.

ADE encourages and expects the participation of all employees in the development and enhancement of the company's management systems.

Adelaide Energy Limited is committed to ensuring the safety and health of their employees.

Carl Dorsch
Managing Director\Responsible Officer - ADE
January 2007

Policy review date January 2009

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INDIGENOUS AND NATIVE TITLE POLICY

Adelaide Energy recognises and accepts the rights of indigenous people and will at all time comply with, and be considerate of Legislation, Regulations and accepted customs.

The company will, when working in areas that may contain artefacts or sacred sites, comply in all regards to the laws that govern to protect those items or sites.

Employees will not remove or interfere with artefacts or sites nor will they impede or hinder persons rightfully engaged in any authorized activities on any such site. Employees will not purchase and/or traffic in, artefacts or items that are protected by the law of any country that prohibits the dealing in, or the export of such items of heritage significance.

Adelaide Energy will report any activities where it is believed there is a contravention of the laws governing indigenous artefacts and sites. Items being legally removed from an area or country will be correctly certified and cleared by the proper authorities.

Adelaide Energy is proactive in the support of the employment of indigenous people and will provide proper training and assistance, in line with its Equal Opportunity Policy.

Carl Dorsch
Managing Director – ADE
January 2007

Policy review date January 2009

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ENVIRONMENT POLICY

Adelaide Energy is committed to conducting all of its operations in an environmentally responsible manner.

The Company will plan and manage its activities to minimise disturbance to the environments in which it operates.

To fulfil our objectives, the Company will observe all environmental laws and regulations and use all available Resources to:

- Identify any possible areas of environmental conflict;
- Integrate environmental considerations into our work planning and operations;
- Assess the potential impact of our operations on the environment in which we work;
- Work towards improving our environmental performance and minimising our environmental footprint;
- Rehabilitate the environment affected by our operations, where required by contract or legislation;
- Actively promote environmental awareness amongst ADE management, personnel and contractors;
- Where necessary engage the services of expert external personnel to give advice on environmental matters.

The aim of this Environment Policy is to provide realistic and achievable guidelines for all personnel involved in ADE's activities.

Carl Dorsch
Managing Director – ADE
January 2007

Policy review date January 2009



1. INTRODUCTION

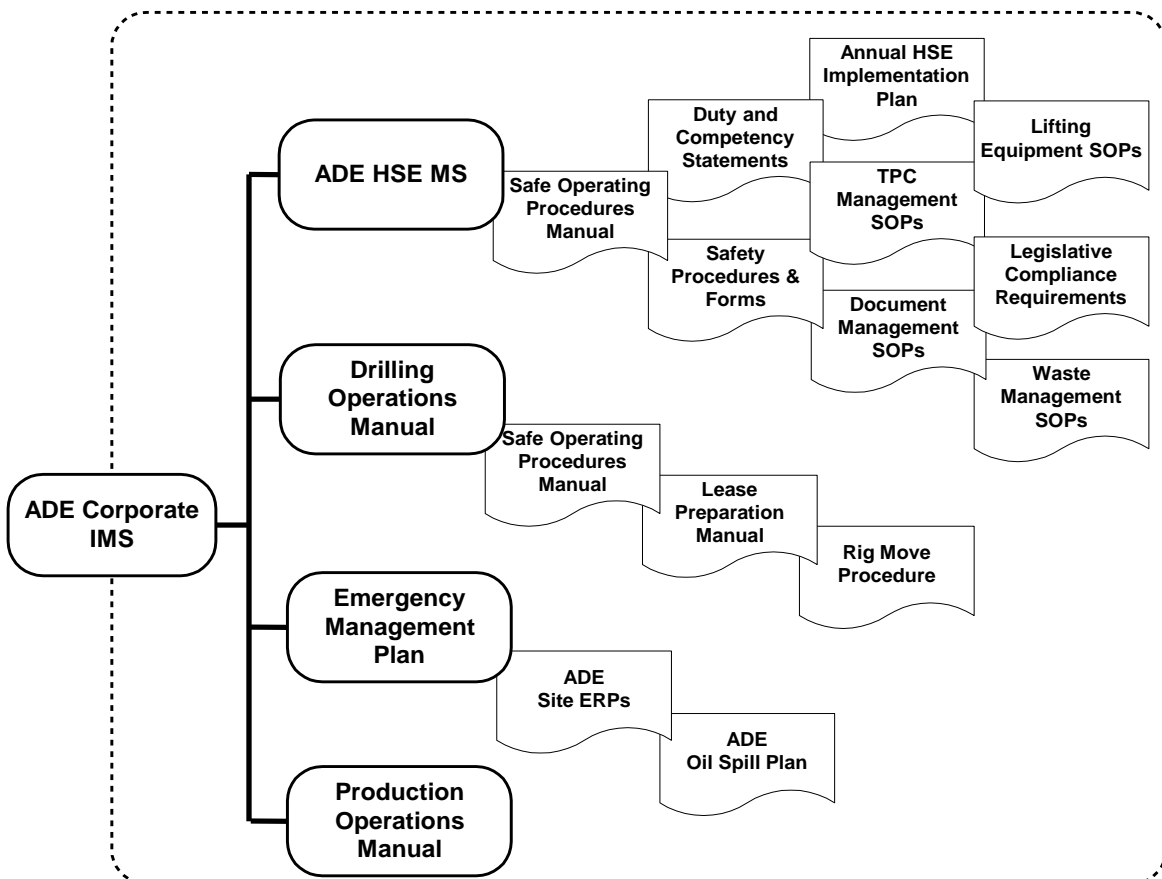
Management of safety within Adelaide Energy Limited (ADE) is defined and documented within a larger framework of ADE's overall Corporate Integrated Management System (IMS).

The IMS is a comprehensive system covering all elements of Operational Management, including Health, Safety and Environmental aspects, integrated into a single company wide management system (see Figure 1).

This integration of all management elements creates a seamless system in which the management of HSE is placed on equal balance with and incorporated into all other management considerations such as Quality, Logistics, Procurement and Operations. This ensures the management of HSE is an integral function of "conducting business in ADE" and not perceived as an affixture to ADE's overall management systems.

ADE's Corporate Health, Safety and Environment Management System (HSE MS) guides the governance and authority of this manual, which addresses HSE activities specifically, and where appropriate has an IMS interface with other ADE project management activities and documents.

Figure 1: ADE Integrated Management System Document Roadmap



1.1 Purpose of this Manual

The purpose of the HSE MS is to create an integrated and systematic approach for ensuring the safety and health of ADE employees, contractors, visitors and the environment, while at the same time successfully managing ADE business.



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ADE's aim is to continuously improve safety and protect the environment throughout its operations, and its HSE MS has several basic tools to allow the company to manage and meet its goals:

- Annual HSE plans that clearly define the company's objectives in meeting and improving its performance relative to the safety and environmental performance of its operations;
- Identification and evaluation of hazards associated with ADE operations that might impact employees, the environment, or other stakeholders;
- Management of change so that any changes made to ADE facilities, either due to physical modifications, environmental changes, or procedural or personnel changes, are prudently completed with respect to safety and environmental concerns;
- Development of written operating procedures designed to enhance efficient, safe, and environmentally sound operations;
- Establishment of safe work practices and policies that minimize the risk associated with the operations, maintenance, or modification of ADE facilities;
- Employee training and competency to ensure that all employees have the skills and knowledge to conduct their assigned duties and are aware of the safety and environmental hazards associated with their duties and the established policies and procedures in place to mitigate or control the potential hazards;
- Maintenance and modification procedures to ensure that critical equipment is designed, fabricated, installed, tested, operated, and maintained in a manner consistent with the service it is being used for and within manufacturer recommendations and/or industry standards;
- Procedures for commissioning of new or repaired equipment that ensures the equipment is properly placed in service, which includes the inspection and evaluation of third-party equipment prior to being placed in service;
- Emergency response plans ready for immediate implementation in the event that an emergency situation arises as well as the ongoing training of employees, coupled with periodic drills and exercises, to prepare the employees for anticipated emergency conditions;
- Investigation of all incidents, identifying causes and corrective actions to prevent reoccurrence and improve overall response; corrective action and follow-up to ensure that recommendations for improvement are implemented;
- Periodic audits to ensure compliance with regulatory and company policies and procedures relating to the requirements of the HSE MS, audits and management assessments evaluate both the results of the system as well as evaluation of the system itself for potential improvement;

1.2 Management System Philosophy

These tools work together within ADE's overall management system to promote ongoing systematic safety and environmental protection to ADE operations.

Where local requirements differ from those described in this documentation, ADE will work to meet the needs of the local requirements and maintain the highest standards applicable under internal or external regulation.



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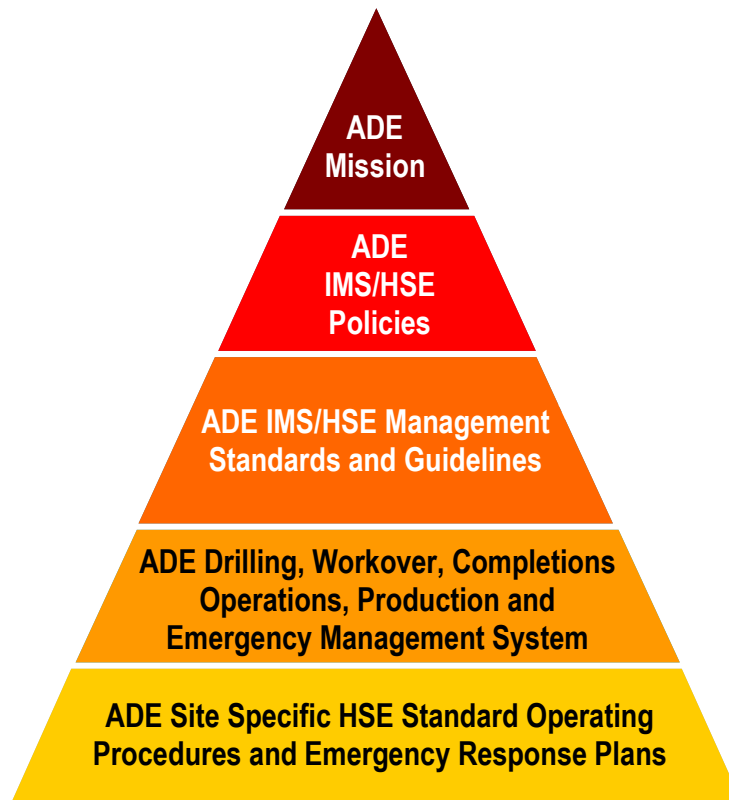
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This may require that some procedures be modified to meet the local requirements. Those changes will be approved, modified, and documented in accordance with the management of change process.

The HSE MS is comprised of key elements which are aligned with Australian Standard AS 4801 and include:

- Mission and Policy Statement;
- Core Policies;
- Health and Hygiene;
- Objectives and Planning;
- Responsibilities;
- Legislative Compliance;
- Hazard Management;
- Incident Reporting and Investigation;
- Injury Management;
- Recruiting, Selection, Induction, Supervision, Competency and Training (including required certificates/accreditation);
- Fitness For Work;
- Standard Operating Procedures;
- Training and Competency;
- Contractor and Visitor Management;
- Plant and Equipment;
- Materials Management;
- Personal Protective Equipment;
- Workplace Inspections;
- Employee involvement and Communication;
- Maintenance, Inspection Testing and Modification of Equipment;
- Management of Change;
- Waste Management;
- Emergency Response;
- Audit and Review.

Figure 1: ADE HSE Management System Structure



2. COMMITMENT AND OBJECTIVES

2.1 Leadership

Effective leadership creates purpose and direction throughout the Company, leaders at all levels are required to assist in defining organizational leadership, to achieve this, they must:

- Establish a clear vision for the organization;
- Set clear goals and targets to drive and measure the progress in meeting the vision;
- Develop the necessary strategies and plans to meet those targets;
- Consider all stakeholders - customers, employees, suppliers, the communities affected by these activities, and the environment itself - and the impact the company's activities have on these stakeholders;
- Provide personnel with the tools and resources necessary to achieve the targeted results, and then hold them accountable;
- Recognize the contributions to company-wide success from people within the organization.

2.2 Duty of Care Philosophy

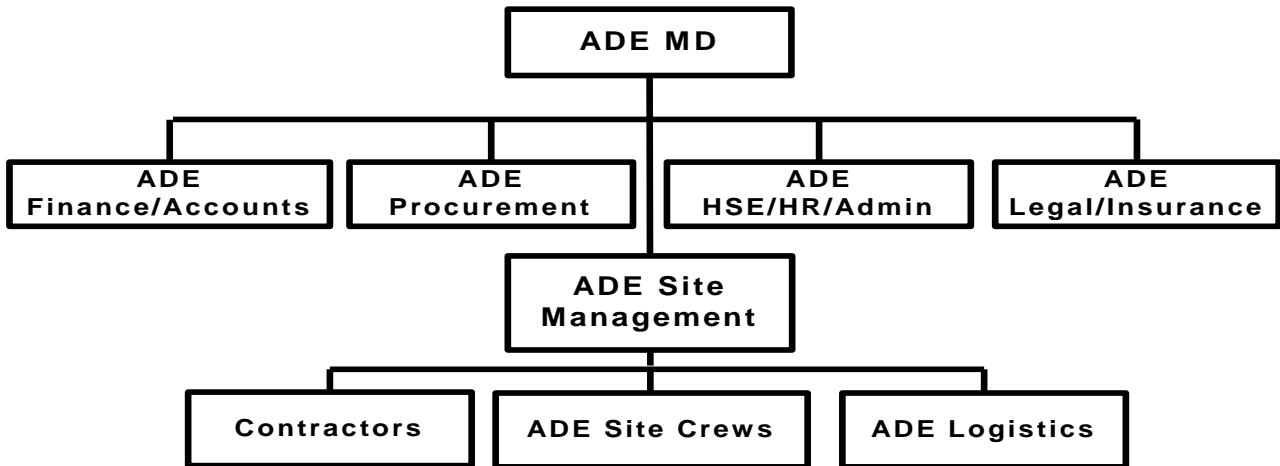
The Duties of Care are basic rights contained in the provisions of Common Law. Under the requirements of Duty of Care, the employer must provide a safe and healthy place in which to work and the employee are required by law to co-operate and uphold the rules and procedures provided by the employer for his/her health and safety.



Every person in the company must ensure that they carry out their work in a manner which will not expose themselves or others to hazards or risks. Safety and health at work is everyone's responsibility.

3. ORGANISATION AND RESPONSIBILITIES

Figure 2: ADE Organisational Structure



3.1 Responsibilities and Duties

The success of the Adelaide Energy Limited (ADE) Health and Safety Program is dependent upon each employee's co-operation, understanding and participation. Management has a responsibility to establish a policy and adopt procedures to maximize the health and safety of all employees.

All personnel have the responsibility to implement these policies and procedures and to enforce them throughout each work place.

Each employee also has an obligation to comply with all statutory requirements, company rules and procedures.

These rules and procedures have been introduced to protect the health and safety of employees, the environment and the company's assets.

Notwithstanding industry and award agreements, including the delegations imposed by them, all employees and sub contractors working for ADE or on ADE locations are required to accept the following responsibilities as a general condition of employment with the company:

- Perform all work and associated functions in the safest possible manner;
- Comply will all company Rules, Procedures and Safe Systems of Work;
- Obey all lawful written and verbal instructions issued by the company through its managers, supervisors, foremen or appointed persons;
- Use, as directed, all safety equipment and personal protective equipment supplied by the company;
- Check that all tools and equipment are in a safe condition for use;
- Promptly report any hazard, malfunction or defect in plant and equipment to the Supervisor / Foreman or appointed person;
- Promptly report all accidents and incidents [including property damage];



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- Promptly report all personal injuries and seek the appropriate first aid and medical treatment;
- Be familiar with emergency and evacuation responsibilities, equipment and procedures;
- Behave in an orderly manner in the work place and refrain from any horse play;
- Establish and maintain the highest possible standards of housekeeping and cleanliness at individual work places;

It is ADE's policy that no employee or contractor is required to perform any task that is considered unsafe.

3.2 Key Responsibilities

ADE are responsible for ensuring contractors comply with all safety and health management requirements set out in the relevant site HSE Plans and/or Bridging HSE Documents supported by the ADE IMS.

3.3 Joint Responsibilities:

The ADE Site Supervisor and Contractor Manager will jointly:

- Provide leadership, resources and commitment;
- Promote safety and health awareness and motivation;
- Ensure risks are managed.

3.4 Emergency Response Responsibilities

In the event of an emergency on an ADE site, the overall responsibility for emergency response will be in accordance with the agreed Emergency Response Plan which is supported by the IMS.

A clearly defined organisational reporting sequence is detailed in the ADE Emergency Response Plan.

3.5 Performance Requirements

ADE will ensure that all employees and contractors have their responsibilities specified in a formal Job Description statement and management will:

- Formally assess performance against individual responsibilities at scheduled frequencies;
- Ensure level of contractor competency is confirmed prior to commencing work on ADE's operational sites;
- Ensure roles and responsibilities are clearly specified in all Standard Operating Procedures (SOP's).

4. HEALTH AND HYGIENE

4.1 Purpose

To ensure that all health, occupational hygiene hazards and welfare issues are identified, assessed and effectively controlled.

4.2 Performance Requirements



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ADE will identify and assess all health, safety and hygiene hazards to determine the level of risk and will:

- Implement appropriate controls for the identified hazards, based upon the Hierarchy of Controls;
- Develop and maintain systems to effectively monitor exposure and to evaluate the effectiveness of existing controls;
- Maintain health surveillance systems to comply, as a minimum, with Legislative requirements.

5. OBJECTIVES AND PLANNING

5.1 Purpose

To ensure a planned, systematic and risk based approach to the achievement of ADE's HSE objectives.

5.2 Performance Requirements

ADE have developed an IMS for their operations which incorporates objectives and assessments of risks. The IMS will identify which of the Performance Requirements are currently being met and prioritise those that are not, for action and/or completion in the 1 year time frame. The IMS plans will be monitored and reviewed at least bi-annually.

As a subset of the IMS, ADE has an Operating HSE MS which will be monitored and reviewed on an annual basis. Management will allow appropriate financial resources to be allocated for this and will ensure that HSE planning is integrated into the IMS.

6. LEGISLATIVE COMPLIANCE

6.1 Purpose

To ensure ADE operations comply with their obligations including all internal IMS, Regulatory and Legislative requirements.

6.2 Performance Requirements

ADE Management will identify all of the applicable legislative and regulatory requirements and will implement processes to assess compliance with the applicable requirements.

Management will maintain an on-going review of legal obligations and make any appropriate changes to its processes to ensure continued compliance and those individuals with statutory responsibilities:

- Understand the nature and scope of their responsibilities;
- Are provided with adequate resources and have the necessary training.

ADE will ensure that all identified corrective actions or opportunities for improvement are incorporated into the IMS.

7. INFORMATION AND DOCUMENT CONTROL

7.1 Purpose

To ensure that all ADE related documents, information and records are effectively managed and maintained.

7.2 Performance Requirements



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ADE will maintain formal document control systems for the distribution, storage and disposal of paper and electronic records and will:

- Maintain an IMS Document Register to identify and track those records required to be kept to meet ADE requirements;
- Determine and record the period of time for which all documents, information and records are to be kept;
- Develop and maintain a system to ensure that only current versions of documents are utilised;
- Ensure documents are in a format that ensures they are legible and functional for those who are required to use them.

8. HAZARD MANAGEMENT

8.1 Purpose

To ensure that hazards are systematically identified, the associated risks are assessed using a consistent process, appropriate controls are determined (using the Hierarchy of Controls), implemented and monitored for effectiveness and hazards are systematically tracked to closeout.

8.2 Performance Requirements

ADE management will ensure personnel working on ADE sites are able to identify hazards and determine the level of risk associated with the hazard.

Each ADE site will maintain a location specific Hazard Register to record “High” risk hazards supported by a hazard identification process and reporting system. All identified hazards will be assessed using the ADE “Risk Matrix” (refer to SOP 101).

Risk Reduction will demonstrate active application of the “Hierarchy of Controls”.

1. Elimination;
2. Substitution;
3. Engineering;
4. Administrative;
5. PPE.

9. INCIDENT REPORTING AND INVESTIGATION

9.1 Purpose

To ensure that all hazards and incidents are reported and analysed and that appropriate corrective action is implemented to control the risk.

9.2 Performance Requirements

ADE will meet the requirements set out in the ADE Incident/Accident Investigation Procedure to ensure that all incidents are:

- Reported in a timely and accurate manner;
- Effectively investigated and analysed to a level relevant to the potential severity in order to determine:



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- basic causes,
- contributing factors,
- corrective action.

ADE will promote a culture and implement systems that minimise the number of near misses and/or incidents that are not reported and will ensure that reporting, classification and analysis is based on the potential incident severity and actual outcome.

10. INJURY MANAGEMENT

10.1 Purpose

To ensure that employees who are injured or become ill as a consequence of their work with ADE are provided with medical treatment, care and support for their effective rehabilitation and early return to work.

10.2 Performance Requirements

ADE will provide and maintain appropriate first aid kits and an adequate number of personnel trained in first-aid response at all operational sites.

Appropriate injury and illness management systems will be maintained to ensure effective rehabilitation and early return to work strategies which will include the development of Alternative Duties based on the capability of the injured employee.

Where required, a “return to work plan” will be developed and implemented for injured or ill employees, this plan will include as a minimum:

- Active involvement of the employee;
- Suitable medical support;
- Return to work strategy.

ADE will maintain systems to ensure any workers compensation entitlements are determined and managed in an accurate and timely manner.

11. EMPLOYEE SELECTION, COMPETENCE, TRAINING AND SUPERVISION

11.1 Purpose

To ensure all new employees and contractors have the required capabilities and skills to safely undertake their tasks.

11.2 Performance Requirements

All ADE employees are selected in accordance with the ADE Employee Recruitment Procedures. The objective of these procedures is to identify the minimum skill level for each position and set out the necessary HSE requirements per position.

All ADE recruitment will be conducted through the company’s main office and directed by HR. ADE’s employment criteria are aligned with industry requirements and all personnel are required to participate in drug and alcohol screening.

11.3 Competency Assessment

Competency is identified as comprising the appropriate combination of skills, knowledge and abilities to apply them as individuals and as a team across the organization.



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ADE will identify and document the necessary capabilities and qualifications for each ADE occupation in Job Descriptions. The recruiting process will include a pre-employment medical that references the capabilities for the position.

Management will develop and maintain an ADE Induction process which will include:

- General Company Induction;
- Area or Occupation Specific Induction (where applicable).

Records will be maintained for all of the above requirements.

12. FITNESS FOR WORK

12.1 Purpose

To ensure that when any employee or third party sub contractor presents themselves at an ADE workplace, they are in a fit state to be able to undertake their work safely.

This includes being free from any adverse affects due to medical and physical conditions, drug or alcohol use, fatigue or stress.

12.2 Performance Requirements

ADE will maintain a "Fitness for Work" (FFW) system which includes requirements relating to:

- Individual's responsibilities for FFW;
- All levels of Management responsibilities for FFW;
- Induction of employees in relation to ADE FFW Procedures;
- Processes for the management of breaches of this FFW Policy;
- Responsible use of alcohol at non ADE facilities and/or Company sponsored functions;
- Management of fatigue and Shift Rosters.

All sites will ensure that all employees and visitors are 'Fit for Work' prior to commencing work on any ADE sites and not influenced by alcohol and/or drugs when they are at work.

ADE has and enforces a zero tolerance of alcohol and drugs at the workplace, disciplinary measures will be implemented for breach of this FFW Protocol.

13. STANDARD OPERATING PROCEDURES

13.1 Purpose

To ensure appropriate Standard Operating Procedures (SOPs) and HSE Procedures are developed, implemented and complied with.

13.2 Performance Requirements

ADE will develop and maintain a set of HSE and operating procedures that apply across the Company, which will be communicated during the General Induction process.

Each person is required to be familiar with SOPs relevant to their work areas and activities.

All SOPs shall be reviewed by line management whenever a significant change occurs to the task to be performed or at least annually.



14. CONTRACTOR AND VISITOR MANAGEMENT

14.1 Purpose

To ensure the safety and health of Third Party Contractors (TPCs) and visitors is managed effectively and that any TPCs selected to perform work for ADE has the capability to complete the work in a safe manner and the performance of TPCs is actively monitored and managed for the duration of the contract.

14.2 Performance Requirements

ADE will ensure a TPC review and selection process is implemented and applies to all TPC sub contractor organisations that are required to conduct works on or for ADE.

ADE requires TPCs to comply with the ADE Policies and procedures appropriate for the level of work to be undertaken and ADE will monitor the performance of each TPC against their specific company requirements and onsite HSE performance.

An onsite register of TPCs and visitors will be maintained to assist with the management of TPC and/or visitor safety, as a minimum this will include an induction appropriate for the ADE site at which the TPC or visitor attending.

14.3 Contractor Competency

TPCs are generally selected and trained by their individual companies. However, it remains the responsibility of the ADE Project Manager to ensure TPC personnel working on an ADE site have the appropriate certificates, accreditation, qualifications and experience, and to provide site specific information and training (e.g. permit to work system, JSA process, incident/hazard reporting).

14.4 Third Party Contractor Equipment

All TPCs are required to demonstrate to ADE that their equipment controls, certification, inspection, maintenance and operator competency all meet the applicable industry standards. The TPC is required to provide a current register of all equipment brought onto an ADE site, which is to include certification, inspection and maintenance schedules and to demonstrate that the equipment is 'fit for purpose'.

15. PLANT AND EQUIPMENT

15.1 Purpose

To ensure that plant and equipment are designed, purchased, operated and maintained so as to reduce the risk of loss (injury, equipment damage, process loss) to an acceptable level.

15.2 Performance Requirements

ADE will define the specifications when purchasing all plant and equipment to ensure that it is 'fit for purpose' and to minimise the level of risk associated to the use of the equipment. Additionally ADE will ensure:

- Supplied plant and equipment meets its specification prior to acceptance;
- Plant and equipment are operated according to specifications and manufacturers operating instructions;
- Any modifications to plant and equipment are controlled and approved prior to commissioning.



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16. MATERIALS MANAGEMENT

16.1 Purpose

To ensure the purchase, storage, handling, transfer, use and disposal of materials are effectively managed.

16.2 Performance Requirements

ADE will identify, assess and classify all materials as either:

- Hazardous Substances; or
- Non-hazardous Substances.

A materials management system will be established and maintained to ensure:

- An assessment of the risk associated with the materials;
- Compliance with specific legislative requirements;
- Appropriate management of risks associated with the materials including; storage, handling, PPE and disposal of any waste product.

ADE will ensure that Materials Safety Data Sheets (MSDS) or similar guidelines are provided by suppliers and made readily available to employees and contractors on ADE work sites.

Contractors are required to comply with the requirements of this Standard including obtaining prior approval from ADE before bringing any Hazardous Materials onto sites.

17. PERSONAL PROTECTIVE EQUIPMENT

17.1 Purpose

To ensure all personnel are:

- Provided with appropriate PPE;
- Shown how to use PPE and maintain correctly, and
- Able to identify designated work areas where the PPE must be worn.

17.2 Performance Requirements

ADE requires all employees, contractors and visitors to wear appropriate PPE in designated areas, examples of PPE to be worn on ADE sites as a minimum are:

- Hard hat;
- Eye protection;
- Hearing protection;
- Dust masks;
- Gloves;
- Work clothes;
- Steel toe capped safety boots.

All equipment shall comply with the necessary legislative requirement and the manufacturer's recommendations for use. This Standard applies to all personnel working at all ADE work sites, at all times.



18. WORKPLACE INSPECTIONS

18.1 Purpose

To ensure all workplaces are regularly inspected to identify hazards, unsafe practices and that appropriate controls are implemented to reduce risk to an acceptable level.

18.2 Performance Requirements

ADE will ensure a system is in place to inspect all plant and equipment to determine the appropriate:

- Type of inspection (e.g. Pre-start Inspection);
- Frequency (e.g. Daily, Weekly, Monthly);
- Content of Inspection (What to inspect);
- Criteria (Acceptable Policy for each aspect to be inspected);
- Responsible person for conducting inspections and maintaining records

An inspection system will be maintained based upon:

- A formal inspection schedule;
- Checklists that document the Policy or Protocol to be achieved.

ADE will ensure appropriate maintenance practices are carried out to rectify problems identified by checklists.

19. EMPLOYEE INVOLVEMENT AND CONSULTATION

19.1 Purpose

To ensure all employees are fully aware of the procedures utilised to ensure they are fully involved and consulted in all aspects of operations and the formal and informal mechanisms for communication.

19.2 Performance Requirements

ADE requires, and encourages all employees and contractors to participate in the safety and health program at all levels. Where appropriate, daily pre-shift handover meetings are mandatory, and any other safety and health meetings which all personnel are asked to attend are also mandatory. At these meetings, employee's views will be actively sought.

Personnel involvement and motivation is achieved by involving personnel in all processes such as, but not limited to the following;

- Inductions, Pre tour meetings and JSA's;
- Hazard Observation programs;
- Regular safety and health meetings
- Inspections and audits;
- Emergency response drills and exercises;
- Incident reporting and investigation.

All ADE employees and contractors will be required to attend an induction prior to commencing work on any ADE site. At that induction all personnel will be informed of the



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ADE policies that all employees and contractors must be actively committed to and participate in the communication process as described in the HSE MS.

20. MANAGEMENT OF CHANGE

20.1 Purpose

To ensure all Changes and/or modifications to equipment, engineering changes (e.g. to plant and facilities), procedures and organizational structures are assessed and managed in a manner that ensures the change does not have an adverse effect on the safety and health of personnel or the environment.

20.2 Performance Requirements

Changes and/or modifications to equipment, engineering changes (e.g. to plant and facilities), procedures and organizational structures can all impact on the safety and health of personnel and the environment they are working in.

Failure to manage change can result in the inadequate identification of hazards and assessment and control of risk. It is therefore essential that this process is managed carefully and systematically.

Any change that may impact on the safety and health of ADE employees or TPCs must undergo a formal process to allow the implications of the change to be adequately identified and assessment, including flow on effects.

The ADE Site Manager is responsible for ensuring all affected employees and TPCs are informed of and appropriately trained in any changes, this must be formally documented.

21. WASTE MANAGEMENT

21.1 Purpose

To ensure that an effective and responsible waste management process is implemented on all ADE operated work sites and that waste is segregated in such a manner as to guarantee maximum utilisation of recyclable material.

21.2 Performance Requirements

Effective and responsible waste handling and disposal are key elements of the ADE IMS. Waste as defined for this document will be any material, solid, liquid or mixture that is surplus to requirements. ADE are committed to complying with waste Management requirements for all their operations. ADE will ensure waste management plans are developed for each operation and that these maximize the opportunity for recycling and reuse of waste where practical.

22. EMERGENCY MANAGEMENT

22.1 Purpose

To ensure that all ADE operations are supported by detailed Emergency Response and Crisis Management plans that are designed to address all of the foreseeable emergency scenarios and offer management and field personnel guidance on the effectiveness mitigation of the identified emergency situations.

22.2 Performance Requirements

The ADE ERP is to be used in conjunction with the particular TPC or Site Emergency Response Procedures as delineated in any issued Bridging Document. All personnel with



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emergency roles and responsibilities are required to ensure they become familiar with the requirements and procedures contained in the relevant ERP and to their specific role.

The ERP does not take into account all circumstances that may arise in an emergency and as such training and practice drills are an important part of the ADE Emergency Management process.

22.3 Frequency of Drills

Emergency drills and exercises shall be conducted regularly to ensure all personnel are familiar with the relevant procedures. Personnel regularly assigned to an ADE site must attend at least one drill or emergency exercise during their regular tour of duty. Drill participation is recorded on the Weekly Safety Meeting Forms.

23. AUDIT AND REVIEW

23.1 Purpose

The audit and review process is designed to ensure that all ADE operations function in an effective, efficient manner in accordance with the ADE IMS and the relevant legislation.

23.2 Performance Requirements

ADE shall conduct a systematic sequence of periodic self-audits of the IMS in general and the HSE MS and its implementation specifically. Audits provide a systematic method of collecting information on the efficiency, effectiveness, and reliability of the IMS and provide the means for continuous improvement.

Samples of the management system are selected for assessment during each audit and the areas audited are tracked so the management system can be fully assessed periodically. These audits and reviews shall be performed by knowledgeable and competent persons selected for impartiality in the assessment.

In addition, an audit may be triggered by a request from the head office or as a result of an incident that has been linked to a system's noncompliance. Nonconformance items from the audit shall be prepared and documented, the corrective actions agreed upon, and a plan for the mitigation of the nonconformance determined.

The results of the audits shall be consolidated and reported to management for satisfactory resolution of any issues or improvement opportunities. ADE head office shall place all of the non-conformances in the head office AIR for tracking and closeout. The closeout of all nonconformities shall be assessed as part of the process for the next audit. Any lessons learned shall be communicated to all ADE personnel and TPCs, if required.



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APPENDIX 1: HSE DOCUMENT REGISTER