OVERVIEW

This procedure outlines the operational activities that have been identified as being exposed to critical risks, and the requirements for controlling them, for the safe and compliant completion of those activities.

Contents

1. INTRODUCTION

The health and safety of all personnel and others is paramount when conducting business activities across all our sites. Through our shared experiences, and ongoing analysis of both internal and industry incidents and events, we have identified where our greatest exposures are that may pose risk of serious incident and have implemented the necessary controls and performance measures to ensure that these activities can be carried out in the safest possible manner.

The Critical Risk Controls set the standards that define how we prevent serious injuries, illnesses, and events from occurring. It is everyone's responsibility to implement Critical Risk Controls in accordance with this procedure so that we can achieve our overall safety vision that everyone returns home safety at the end of every day.

1.1. Objectives

The objectives of this procedure are:

- To define the roles and responsibilities associated with Critical Risk Control management;
- To define the operational activities that have identified Critical Risks;
- To provide the mandatory Controls for Critical Risk related activities; and
- To provide the performance measures for Critical Risk Control verification and ongoing monitoring.

1.2. Scope

This Procedure is applicable to all personnel and any others working on or visiting any CBH owned or managed site.

This procedure underpins the Critical Risk and Control Management Plan.

1.3. Process Overview

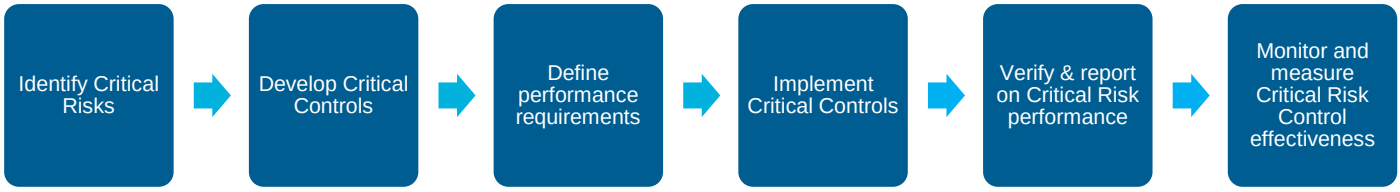

Figure 1: Critical Risk Control Process Overview

1.4. Roles & Responsibilities

Role	Responsibilities
Chief Operations Officer	▪ Monitor the implementation and performance of the Critical Risk Program. ▪ Shall be consulted with, and approve any changes to the program structure, framework, performance.
Head of Health, Safety and Environment	▪ Manages the implementation and performance of the Critical Risk Program. ▪ Shall be consulted and recommend any changes to the program structure, framework, performance.

Role	Responsibilities
Critical Risk Owners	▪ Ensures the effective implementation and performance of the Critical Risk Program within the business. ▪ Shall be consulted and recommend any changes to the program structure, framework, performance. ▪ Shall ensure that a Risk Reduction Plan is developed and maintained for relevant Critical Risks ▪ Shall communicate the information and requirements pertaining to their assigned critical risk to all applicable personnel and others.
Lead – Critical Risk	▪ Establish and maintain the Critical Risk Program in line with the requirements of this procedure. ▪ Review, recommend and implement continuous improvements to the Critical Risk Program. ▪ Provide advice, support and direction to Critical Risk Owners, Senior Management and Zone personnel on the implementation of this procedure ▪ Review this procedure annually inclusive of the systems and processes referred to in this procedure, and resources that support Critical Risk management.
Users	▪ To ensure that the requirements under this procedure are met at all times. ▪ To report any hazards that arise immediately.

Table 1: Roles and Responsibilities

1.5. Information Management

System	Description
SHARE	SHARE (Safety Health Audit Risk and Environment) is the CBH online database for all Safety, Environmental and Quality recordings, and enables staff to view and report trends, active and inactive items, assign, escalate and share investigation responsibilities. Events may be entered as a Hazard, Incident or Action depending on specifics.
SAP	Enterprise management system used for accounting, credit management, invoicing, procurement, and HR management.
CGR	
Sharepoint Document Centre	Central repository for all CBH documentation, its storage, and access.

Table 2: Information Management Systems

1.6. Communication

This information is communicated to all applicable employees and other stakeholders by the appropriate Critical Risk Owner, or their delegate.

2. COMPLIANCE MANAGEMENT

All personnel and contracting parties engaged by CBH are required to comply with all legal obligations, accreditations, and standards at all times. To achieve this, all persons working on a CBH owned, or

managed site are required to comply with this procedure and subsequent process documentation as referenced.

2.1. Change Management

Users of this Procedure can propose any Change or improvement. Change proposals or improvements must be presented the appropriate CBH Management personnel as defined in section 1.4 of this procedure, prior to the Change being implemented. An opportunity for improvement or Change to this Procedure must be formally lodged online at All Ideas.

2.2. CBH Life Saving Rules

The Life Saving Rules are in place to assist in the prevention of fatalities and serious injuries. They are mandatory for all personnel and reinforce what must be understood and complied with to prevent serious injury. Life Saving Rules work in conjunction with Critical Risk Controls.

3. CRITICAL RISK CONTROLS

3.1. Confined Space

3.1.1. Life Saving Rule

Do not enter a confined space without an approved confined space entry permit.

3.1.2. Application

This Group Procedure applies to any task where persons are entering or conducting tasks within a confined space and where there is a risk of a fatality from unsafe oxygen levels, airborne contaminant or engulfment, dangerous wildlife or where an incidents' consequence/s are more severe due to restricted access.

3.1.3. Bowtie Risk Assessment

CSE Bowtie

3.1.4. Critical Controls

Critical Control	Performance Criteria
Confined Space Entry Permit Execution and Risk Assessment	▪ A confined space permit shall be in place & filled out in its entirety with all personnel signed on. ▪ A task specific JSA shall be developed, or the relevant Work Instruction followed in its entirety for each entry. ▪ Any potential introduced hazards i.e., chemicals, hot work that may require additional controls i.e., forced ventilation or PPE - shall be risk assessed & noted on the permit. ▪ Personnel shall inspect for fauna such as snakes prior to entry.

Critical Control	Performance Criteria
Gas Measurement Equipment and Calibration	▪ Gas measurement equipment shall be fit for purpose, tested before use & within the calibrated date range.
Atmospheric Monitoring	▪ Atmospheric testing prior to entry shall be carried out & include oxygen levels, contaminants, temperature extremes & flammable substances. ▪ Continuous atmospheric monitoring of the confined space shall be undertaken whilst personnel are in the confined space. ▪ While work is being conducted in a confined space the concentration of any flammable gas, vapour, or mist in the atmosphere of the space is required to be less than 5% of its LEL. If at any time the concentration of flammable gas is greater than or equal to 5% of its LEL, all workers shall be immediately removed from the confined space.
Confined Space PPE	▪ All PPE required for confined space entry as per risk assessment or Work Instruction shall be in place & fit for purpose – harnesses & rescue equipment shall be at the work front, set up, in date & tagged, tested, & visually inspected prior to use.
Energy Isolation	▪ All sources of hazardous energy, including potential engulfment shall have energy isolation in place as per the CBH Isolation of Plant & Equipment SOP before confined space entry.
Training and Competency	▪ All persons required to issue a confined space permit, work in a confined space, to act as a standby person, or to conduct/monitor for hazardous atmosphere in the confined space for clearance purposes, must be deemed competent & authorised. ▪ All staff required assist in a personnel rescue shall be familiar with the rescue equipment & its operation before acting as sentry.
Rescue Plan and Equipment	▪ Task specific rescue plans shall be in place & understood by all team members prior to entry. ▪ The standby person will have no other duties & shall always be continuously positioned outside the confined space entry point while personnel are within the space.
Confined Space Warning Signs	▪ Confined spaces shall be identified, & signs erected at the entry points denoting authorised entry only in accordance with AS 1319-1994: Safety signs for the occupational environment.
Confined Space Master Register	▪ An up-to-date register of all confined spaces considering the inherent hazards of the space itself, the tasks to be performed, oxygen & atmospheric contaminant levels, temperature, humidity, flammable substances, potential engulfment sources & any other foreseeable hazards must be assessed, evaluated, & maintained.

3.2. Cranes and Lifting Operations

3.2.1. Application

The Group Procedure applies to all cranes and lifting equipment and includes CBH owned, hired, or contracted operators, equipment cranes such as but not limited to mobile, vehicle mounted, overhead and overhead travelling cranes.

3.2.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2006

3.2.3. Critical Controls

Critical Control	Performance Criteria
Fit for purpose Cranes and Hoists	▪ A maintenance & inspection program shall be in place, in line with statutory, OEM & Australian Standard requirements. ▪ A documented pre use inspection of cranes & hoists shall take place – no cranes shall be used with an inoperable or defective safety critical function or device. ▪ All motorised overhead cranes shall audible travel alarms. ▪ The MRC shall be clearly identified & maintained on all cranes. ▪ All cranes shall be fitted with load cells (to indicate load weight) & tilt indicators with visible displays & be maintained & calibrated to OEM requirements.
Fit for purpose rigging and lifting equipment – slings, ropes, hooks, and chains etc	▪ A maintenance, inspection & testing program shall be in place in line with statutory, OEM & Australian Standard requirements. ▪ All lifting equipment shall be uniquely identified (excluding shackles). ▪ Lifting hooks shall be fitted with safety latches. ▪ All rigging connections & lifting equipment shall be tested, tagged, & inspected prior to use. ▪ The SWL/WLL shall be clearly identified & maintained on all relevant equipment.
Trained and Competent Employees and Contractors	▪ Employees & Contractors shall hold the specific HRWL or CBH Specific VOC for the specific class of crane they intend operate.
Lift Plans and Safe Execution	▪ A risk assessment & lift plan or documented Work Instruction shall be in place for all lifting activities. The risk assessment, as applicable shall consider the following critical elements: o Environmental/wind conditions for the specific crane specifications; o Ground conditions confirmed as stable or suitable controls in place to prevent collapse; o Load confirmed as being within the rated capacity of the crane; o Exclusion zone size; o Communication plan; o Rail Protection Requirements. ▪ A critical lift plan shall be in place for all critical lifts as defined in the Cranes & Lifting SOP & Permit to Work Group Procedure. ▪ A trial lift shall be completed for all lifts before the load is attached. ▪ With exception of pick & carry operations, no lifting shall be carried out without outriggers deployed, locked, & only used in line with the OEM standards. ▪ The operator shall not leave the crane controls while a load is suspended.
Control of lift/exclusion zone area	▪ An exclusion shall be established around the crane that covers the entire working (including machine radius) area (Tail swing, drop zone) where there is a risk of a load falling & striking a person to prevent entry of unauthorised personnel. This shall take into consideration areas such as doors, passageways etc from buildings that also need to be blocked or controlled. ▪ Loads shall not swing over people or occupied buildings & no person shall be under a suspended load or in a position where they could be struck by a falling load, be placed between the load & the crane or between the crane & a structure.

3.3. Dangerous Goods

3.3.1. Application

This Group Procedure applies to all Dangerous Goods stored on CBH sites or transported between sites.

3.3.2. Bowtie Risk Assessments

Dangerous Goods - https://cbh.cgrfoundation.com/projects/59/risks/2008

3.3.3. Critical Controls – New Hazardous Materials or Dangerous Goods

Critical Control	Performance Criteria
Risk Assessment of New Hazardous Materials and/or Dangerous Goods	▪ All new hazardous materials or dangerous goods shall be risk assessed & follow the HSE Management of Change Process to ensure controls are in place and effective before use.

3.3.4. Critical Controls – Dangerous Goods Storage

Critical Control	Performance Criteria
Storage of Fumigants	▪ Fumigation dangerous goods shall only be stored in storages that have been issued with a dangerous goods license by DMIRS.
Security and Access Control	▪ Access to Dangerous Good Storages shall be limited to essential personnel only. Other individuals shall be supervised or inducted accordingly. ▪ Dangerous Good Compounds shall be appropriately signed, placarded & always kept secure & locked as per the relevant Dangerous Goods legislation.
Barricading and physical separation	▪ Physical barriers shall always be in place & minimum separation distances maintained for the Dangerous Goods Compound as required by relevant Dangerous Good legislation (as detailed in the DGRA).
PPE and personal monitoring devices	▪ Self-contained breathing apparatus (SCBA) shall be available at the compound whenever it is in use ▪ Calibrated personal monitoring devices shall be worn when entering Dangerous Goods Compounds. Appropriate signage stating this shall be displayed on the front gate of the DG compound.
Inspection and Assurance	▪ Weekly Compliance checks on Dangerous Goods Compounds shall be undertaken in alignment with Protect Grain SOP sections 6.1.1 2 & section 67.1.3
Safe means of DG disposal	▪ Safe disposal of Dangerous Goods (& associated packaging) shall be undertaken in line the operational controls listed in section 6.1.1 of the Protect Grain SOP

3.3.5. Critical Controls – Dangerous Good Transport

Critical Control	Performance Criteria
Fit for purpose vehicles	▪ Only purposely designed & approved vehicles shall transport Dangerous Goods
Training & competency	▪ All Grain Protection staff required to transport DGs shall be trained & competent in o Cylinder Handling o HRWL – Forklift o Advanced First Aid

Critical Control	Performance Criteria
	o SCBA o Use of portable fire extinguishers (i.e., responding to minor emergencies) o DG Drivers Licence (training only)
Segregation & Restraint	▪ Incompatible materials shall not be transported in the same vehicle as defined in section 6.2 of the Protect Grain SOP – o Vaporphos & AlP are not compatible (due to the Division 2.1 sub-risk of Vaporphos). Under no circumstance shall the two products be transported within the same vehicle at the same time. o AlP along with spent residues must be separated from any liquids. ▪ Potential ignition sources shall not be present in the cab of vehicle when transporting a placarded load of DGs ▪ All DGs shall be restrained within the vehicle using fit for purpose & rated tie down points as defined in section 6.2 of the Protect Grain SOP
PPE & monitoring devices	▪ When handling spent AlP reside blankets, a personal monitor must be worn & a full-face respirator available
Vehicle Security & Public Interaction Controls	▪ Dangerous Goods Vehicles shall be securely locked & parked away from public facilities should an uncontrolled release occur (as per the requirements of the DG Transport Regs (r. 170) & ADG Code (Section 13.1).

3.4. Dropped Objects

3.4.1. Application

This group procedure applies to any object that is dropped and has the potential for a serious injury or fatality. This applies to both static dropped objects (equipment or assets falling due to corrosion, degradation or vibration) or dynamic dropped objects (dropped or hit in the course of a task at height such as tools, parts or fittings).

This applies to the following activities:

1. Work at heights
2. Equipment or assets at height
3. Stacking / storing of materials

Note: *Dropped object potential controls during Cranes and Lifting activities are covered in Cranes and Lifting.*

3.4.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2007

3.4.3. Critical Controls

Critical Control	Performance Criteria
Work at Height Object Retention	▪ When performing work at height, object restraint shall be utilised as the primary means of control through adequate & fit for purpose tool tethering, drop sheets & part/equipment encapsulation

Critical Control	Performance Criteria
Drop Zone Management & Barricading	▪ Adequately sized drop zones shall be established with danger barricading & warning signs as per the barricading & physical separation SOP. The drop zone shall consider the shape/nature of the object (i.e., sharp objects that may pierce or round that may bounce), the potential deflection radius & simultaneous operations. A Drop Zone calculator shall be used if individuals are unsure of the size required.
Stability of stacked & stored material	▪ All racking shall be installed, used, & maintained according to the manufacturers' instructions &/or relevant Australian standards as noted in the Warehousing Operations SOP ▪ Stacked material shall be within nominated stack height limits, level & appropriately contained ▪ Securing & support devices shall be in good condition (pallets, strapping & wrapping) ▪ Racking & shelving shall have clearly visible load ratings, be free from damage & loads shall be within defined ratings ▪ FOPs (Falling object protective structures) shall be in place for all forklift operations where risk assessment determines a serious injury or fatality potential is present from falling material
Mechanical Integrity of Equipment at Heights	▪ All equipment at height with potential to fall from its own position due to corrosion, vibration or general wear & tear shall have a risk based preventative maintenance plan in place. The plan shall be in line with the manufacturers & engineering recommendations &/or risk assessed based on occupancy frequency & conditions the equipment is exposed to. ▪ Redundant equipment at height shall be removed as soon as practicable
Hazard Awareness, Identification & Reporting	▪ Dropped object hazards & controls shall be communicated via CBH Induction & Awareness packages ▪ All potential dropped object hazards shall be immediately reported into SHARE per the Hazard, Risk & Change Management procedure. ▪ For all potential Level 4 or 5 hazards, permanent drop exclusion zones or other means of protection shall be established until the risk can be managed to ALARP.
Site Housekeeping	▪ All loose or unnecessary materials, debris, tools, & equipment shall be removed from the work front as soon as practicable ▪ Objects that have potential to become caught by wind shall be adequately restrained, closed, or removed - this includes items such as gallery doors, rubbish, covers, hatches, cladding.
Severe weather management	▪ Weather shall be monitored on site at all times & where gale force winds or severe weather is predicated as per BOM alerts, it shall be managed in accordance with the Extreme Weather Guideline. Critically, this means: o Staff are away from critical areas where cladding, roofing or trees may come loose & fall o All staff on site including contractors & visitors shall seek refuge or travel only in a safe place i.e., underground, or inside away from dropped object potential

3.5. Dust Explosions and Fire

CBH is one of Australia's largest grain transport and storage organisations and as a result of our activities we generate a large amount of grain dust which, when left in our storages to build up to unsafe levels, can result in fires and or grain dust explosions.

3.5.1. Application

This Group Procedure applies to all CBH sites.

3.5.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/4/risks/6

3.5.3. Critical Controls

Critical Control	Performance Criteria
Management of dust fuel loads	▪ Hygiene schedules for all hazardous areas at Port/Terminal facilities shall be developed & input into SAP. Hygiene schedules shall be complied with to ensure that dust build up does not reach a potentially explosive level. ▪ Excessive dust build up or underperforming systems must be reported for clean up or rectification as soon as possible.
Fixed Equipment & Electrical Standards	▪ Electrical & fixed equipment in hazardous areas shall meet the requirements for Dust Ignition Protection as defined in the electrical & fixed equipment design standards ▪ All mechanical & electrical equipment shall be installed & maintained as per the relevant manufacturer &/or hazardous area certification requirements as defined in the electrical & fixed equipment standards ▪ All conveyors & elevators shall have misalignment & under speed sensors installed as required by the relevant fixed equipment standard in hazardous areas to prevent friction related ignition sources.
Preventative Maintenance	▪ All mechanical & electrical equipment located in a hazardous area shall have preventative maintenance activities undertaken to prevent failure leading to potential ignition sources. ▪ Dust systems shall be calibrated & maintained in accordance with relevant Australian Standards, CBH work instructions & OEM guidelines ▪ Fire Systems shall be managed in accordance with relevant statutory maintenance procedures & Australian Standards
Management of Hot Work & Task Based Ignition Sources	▪ All Hot Work outside a designated hot work area shall be performed under a CBH Hot Work Permit & in accordance with the CBH Hot Work & Permit to Work Procedure. ▪ A Risk Assessment for all hot work shall be completed, noting control performance requirements specified in the Hot Work SOP 5.1 ▪ Isolation to prevent grain ingress or other flammable material shall be undertaken before undertaking hot work ▪ Portable equipment used in a hazardous area (such as UHF radios) is required to be intrinsically safe – any deviations to this standard shall be risk assessed, documented, & approved by the Principal – Electrical Asset Management, beforehand ▪ No itinerant ignition sources shall be taken into or used in hazardous areas i.e., Lighters, matches
Training, Awareness & Competency	▪ All CBH staff performing hot work shall complete the hot work training awareness package

Critical Control	Performance Criteria
	▪ CBH Contractors & staff shall be inducted via SitePass & Port/Terminal site specific induction that contains awareness of dust explosion hazards & controls, fire, & emergency evacuation processes
Control Systems & Alarm Management	▪ Port / Terminal control systems operators shall be trained & competent in CBH Control Panel Operations. ▪ Belt drift/limit switch alarms shall be monitored & raised with maintenance teams for investigation as soon as practicable to prevent a potential ignition source
Fire System or Dust System Impairment	▪ Planned Dust or Fire System Impairment shall be approved & managed under the Critical Safety System Permitting process ▪ In instances where there are dust system breakdowns or overrides, for operational activities to continue a risk Assessment & approval process shall be documented in line with the Override Work Instruction
Emergency Response	▪ Emergency Control Organisations (ECO) for Port & Terminals shall be trained, competent & perform Fire, explosion, & evacuation drills in line with site & Emergency Management Group Procedure requirements. ▪ All personnel shall pay attention to all warnings, sirens & be familiar with exit routes & emergency contacts before commencing work on site.

3.6. Electricity

3.6.1. Application

This Group Procedure applies to all electrical work on CBH Sites or where operational activities have potential to cause an uncontrolled release of electricity

3.6.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2026

3.6.3. Critical Controls

Critical Control	Performance Criteria
Electrical Equipment Standards & Electrical Protection	▪ Residual Current Devices shall be installed on all fixed equipment in line with the requirements of relevant Australian Standards & as defined by the CBH Design Standards & Equipment Specifications for fixed equipment. ▪ All work on fixed & mobile electrical equipment shall be undertaken in compliance with the CBH Design Standards including fault protection & arc flash studies ▪ Preventative maintenance schedules shall be developed & followed for all fixed & mobile electrical equipment ▪ Any changes to fixed electrical equipment shall be approved under the Engineering & HSE Management of Change process prior to changes being implemented ▪ All procurement of electrical fixed equipment shall be undertaken in line with the CBH Standards. ▪ Following completion of work, all installations shall be inspected, tested, deemed safe, recorded, & submitted as per CBH Technical Specifications, Wiring Rules & regulatory requirements.

Critical Control	Performance Criteria
Portable Electrical Equipment Protection & Integrity	▪ Portable Residual Current Devices shall always be used on all portable electrical equipment including hand tools. ▪ All portable electrical equipment shall be inspected prior to use. Inspect pins, cables, & plugs – if defective they shall be disposed of or tagged out immediately ▪ Extension leads & portable electrical equipment shall be tested, tagged & protected from mobile plant, water interaction (unless designed) or potential damage that could lead to release of electrical energy (i.e., sharp edges)
Access Control	▪ Access to secure high voltage areas shall be restricted to authorised high voltage trained electrical personnel by restricting access to electrical keys to authorised personnel only. A register of keys & who they have been issued to shall be kept ▪ High Voltage electrical equipment shall be signed in accordance with legislative requirements & the requirements of the Electrical (LV & HV) Works SOP. ▪ All onsite electrical distribution systems shall be locked to prevent unauthorised access during nonoperational hours or when no personnel are on site
High Voltage – Work Vicinity Controls & Switching	▪ Work in the vicinity of HV Equipment as defined in the Electrical LV/HV Procedure & Permit to Work Procedure shall be controlled via the HV Access Permit ▪ ALL HV Switching programs shall be approved by relevant authorised personnel
Control of work in the vicinity of electrical services & equipment (underground services, powerlines & on-site electrical equipment)	▪ Underground service detection shall be: o Controlled via an excavation/penetration permit & de-energised & isolated as required by risk assessment o Accurately located using a combination of both service drawings & positive electronic service detection ▪ All work in the vicinity of powerlines shall be risk assessed & minimum approach distances maintained as per Electrical LV/HV procedure & network operator requirements. Spotters shall be in place to maintain safe distances as required. ▪ All on site powerlines shall be appropriately identified & warning signs in place & maintained ▪ Electrical equipment (SMSB, MCCs etc) shall be physically protected from mobile plant contact as per AS 3000 Wiring rules & CBH Electrical Tech Spec – Electrical Services Section 5 ▪ Minimum approach distances for mobile plant & electrical infrastructure shall be risk assessed & maintained as per Operational SOPs. Spotters shall also be in place as required by Operational SOPs for equipment movements.
Electrical PPE	▪ Correct category of Arc Flash PPE for the incident energy potential is donned appropriately & in good condition – free from rips, cuts, contaminants
Nonconductive tooling & equipment	▪ All Electrical tools & associated equipment shall be nonconductive, rated for the voltage present, calibrated & in good condition.
Control of “Live” Electrical Work	▪ All “live” work shall be performed in accordance with the Code of Practice, Working on or Near Energised equipment o A JSA/”Safe Work Method Statement” shall be completed before work, noting the electrical & other hazards to which a person doing the work is likely to be exposed & assess the risk of injury or harm; risk level & safe work methods/controls in place as per performance criteria in section 5 of the code of practice ▪ A trained & competent LV Rescue spotter shall be in place, unless the risk assessment has determined that there is no serious risk associated with the proposed work.

Critical Control	Performance Criteria
Electrical Isolation & verification of zero energy	▪ All electrical isolations shall be performed in accordance with the CBH Isolation of Plant & Equipment Procedure. ▪ Calibrated & fit for purpose testing equipment shall be used to “test for dead” before electrical work is to commence including components you may inadvertently contact during work.
Emergency Response	▪ All electricians & safety observers designated for LV Rescue shall be competent in Perform Rescue from a Live LV Panel, CPR & CBH Isolation training (Simple or Complex) to isolate in an emergency ▪ LV rescue kits shall be maintained & in good order before use
Training & Competency	▪ Only appropriately qualified electrical personnel shall undertake electrical work on electrical equipment. ▪ Only appropriately trained & competent High Voltage Switching Operators (HVO) shall be allowed to operate HV switchgear ▪ All electrical personnel shall be trained & competent in electrical work in hazardous areas as defined by the Electrical (LV & HV) Works SOP

3.7. Fixed Equipment and Energy Isolation

3.7.1. Life Saving Rule

Do not work on or enter any plant or equipment which has not been isolated from all sources of energy unless specifically permitted by an approved procedure for operating, testing, commissioning or hygiene purposes.

3.7.2. Application

This Group Procedure applies to all fixed plant equipment including stackers, trippers and conveyors used on CBH sites and all isolations required across the business including but not limited to Electrical, Mechanical, Fixed Plant and Equipment and Mobile Plant.

3.7.3. Bowtie Risk Assessment

Fixed Equipment : https://cbh.cgrfoundation.com/projects/59/risks/2011
Energy Isolation : https://cbh.cgrfoundation.com/projects/59/risks/2014

3.7.4. Critical Controls – Fixed Equipment

Critical Control	Performance Criteria
Guarding & Barriers	▪ Guarding shall be installed & maintained where risk of harm exists through deliberate or inadvertent exposure to moving parts or projectiles. ▪ Guarding shall meet the relevant Australian Standards or shall be subject to a risk assessment as required by the Engineering Management of Change Process & shall include consultation with operational area representatives
Fixed Equipment Engineering Standards & Parts	▪ All new or replacement fixed assets shall be designed, procured & maintained in line with CBH Engineering Design Standards ▪ All fixed equipment parts & spares shall be procured in line with the parts lists defined by the fixed equipment design standards.

Critical Control	Performance Criteria
	▪ If parts are required that do not comply with these requirements, then the Engineering & HSE Management of Change processes shall be undertaken prior to procurement
Preventative Maintenance	▪ Maintenance & inspections schedules shall be developed for all fixed equipment. This includes at a minimum: o Pressure vessels, relief valves & integrity of piping, hoses & equipment under pressure i.e., high pressure hydraulic lines in trafficable areas o Safety critical equipment such as e-stops, lanyards, interlocks, limit switches, start-up alarms, anti-roll back, dead man switches – inclusive of workshop equipment o Maintenance of barriers & barricades to verify protection from deliberate or inadvertent access & uncontrolled release of energy through counterweights, objects from conveyors etc if parts fail o Any equipment at Zone level that has crushing or entanglement potential o Any fixed equipment with specific inspection & maintenance requirements as per the Classified Plant Management Procedure ▪ Performance criteria of inspections & maintenance regimes shall be developed in line with relevant Australian Standards, regulations, OEM information & detailed within the relevant SAP PM Work Instruction/checklist
Control Systems Management	▪ All controls systems shall be constructed & maintained in line with the requirements of Design Standard – TS 12 – Control Systems ▪ Temporary changes (Forces) shall be managed in accordance of 12.1 of TS 12 – Control Systems – authorisation shall take place by the relevant superintendent or control systems superintendent & shall be recorded & managed in line with the tech spec criteria
Training & Competency	▪ Only trained & competent personnel are to work on fixed equipment/fixed plant: o Maintenance staff shall be trained & competent in their relevant trade o All operational staff including Harvest casuals shall be trained & assessed on their specific plant they are operating & work in accordance with operational SOPs & WIs
Pre-Operational Checks of Safety Critical Equipment	▪ Safety critical equipment shall be confirmed as in place & operational before use i.e., – E-Stops, lanyards, tripper chains as per relevant task based operational SOPs planning sections
Safety Critical Hazard Management	• For safety critical maintenance issues, hazards shall be entered into SHARE & the equipment shall be made safe & tagged with an out of service tag. Non-critical maintenance issues shall be managed via the Maintenance Notification process within SAP.

3.7.5. Critical Controls – Energy Isolation

Critical Control	Performance Criteria
Training & competency	▪ Only trained & competent personnel can perform energy isolations ▪ Staff shall only perform isolations in accordance with their level of competency – Simple or Complex as per the Isolation of Plant & Equipment SOP section 8.1.1 – Isolation Training Matrix
Isolation Planning	▪ Work scopes must be reviewed & assessed for all sources of hazardous energy as per the Isolation of Plant & Equipment SOP planning section.

Critical Control	Performance Criteria
	▪ Control switches, selector switches, lanyards or e-stops must not be used as isolation devices as they do effectively stop the source of energy ▪ The exceptional circumstance applies as per Isolation of Plant & Equipment SOP 2.5.1 - where any of the following conditions is not achievable: o A zero-energy state to complete the task; o A test / try of isolation is not possible; or o Use of a locking device (padlock) is not feasible.
Isolation Verification & locking on	▪ A test/try of all isolations must be undertaken before locking on & undertaking work. ▪ This means either a try start in local, there is no residual energy or movement, or it has been tested by a calibrated meter if required ▪ Ensure you are locked on at the correct work front before commencing work. Double check your work scope & equipment numbering.
Management of Harvest Casuals	▪ Harvest casuals without isolation training & competency shall only place their personal isolation lock & tag under the direct supervision of a CBH authorised isolator
Arc Flash PPE	▪ When undertaking isolation activities where there is a risk of arc flash occurring approved arc flash PPE of adequate category rating & in good condition shall be worn
Energised Maintenance & Commissioning	▪ Where energised maintenance or commissioning is being undertaken a Work Instruction or JSA shall be developed noting specific task hazards & controls considering: o Barricading & separation controls from unauthorised access to running equipment including commissioning tags o How to prevent run back/gravitational risks o Controls to prevent inadvertent start-up of equipment

3.8. Fumigation

3.8.1. Life Saving Rule

Do not enter a grain storage or any area under fumigation unless authorised by a Licenced Fumigator.

3.8.2. Application

This Group Procedure applies to all fumigations completed by CBH and includes working adjacent to storages under fumigation inclusive of both Phosphine exposure at IDLH levels, and Nitrogen generation risks that could lead to an oxygen deficient atmosphere and potential asphyxiation.

3.8.3. Bowtie Risk Assessment

Fumigation – PH3 https://cbh.cgrfoundation.com/projects/59/risks/2212
Fumigation – Nitrogen https://cbh.cgrfoundation.com/projects/59/risks/2214

3.8.4. Critical Controls – Fumigation – PH3

Critical Control	Performance Criteria
Induction, Training & Competency	▪ Only trained & competent Grain Protection employees shall undertake fumigation activities & at the level specific to the Protect Grain SOP Training Matrix

Critical Control	Performance Criteria
	▪ CBH Staff & contractors shall be made aware of fumigation related hazards & controls in induction & onboarding material
Integrity of fumigatable structures	▪ Preventative maintenance schedules shall be developed & followed to maintain the integrity of fumigatable assets ▪ All storages must pass a leak test before being placed under fumigation
Inspection & Maintenance of Fumigation Process Equipment	▪ All fumigation process equipment shall have a preventative maintenance plan in place ▪ A monthly inspection of fumigation process equipment shall be undertaken & documented as per the Protect Grain SOP.
Pre-Fumigation Site Specific Risk Assessment	▪ Before any fumigation, A Site-Specific Fumigation Risk Assessment shall be in place noting weather conditions, simultaneous operations, exclusion zone requirements & site personnel/IC notification of intent to fumigate
Exclusion Zones & Isolated Areas	▪ Exclusion zones shall be established for all fumigation activities as required by the Protect Grain SOP with access controlled at the Operational Control Point. ▪ Adequate signage & barricading shall be in place for all fumigation activities that advise non-Grain Protection Personnel of the risk of fumigation within the area. ▪ Isolation of storages shall take place in accordance with the Isolation of Plant SOP & Protect Grain SOP. ▪ Non grain protection personnel shall not touch, tamper, or circumvent any fumigation process safety equipment such as recirculation fans.
PPE & monitoring devices	▪ All Grain Protection staff shall ensure a monthly SCBA don takes place to ensure equipment is operating effectively & skills are current ▪ Personal PH3 monitoring devices shall be worn by all staff & contractors in designated areas at Terminals or where working in close proximity to fixed storages or bulkheads under fumigation up country as per the Protect Grain SOP ▪ Personnel must remove themselves form the immediate area if their monitor alarms. This must be reported to Grain Protection or Site Management as soon as possible, for barricading & investigation.
Venting Risk Assessment & monitoring	▪ All venting shall be undertaken under a site-specific risk assessment. This shall be monitored & aborted if it extends beyond the exclusion zone.
Emergency Response	▪ Grain Protection staff shall undertake emergency drills in line with the Protect Grain SOP ▪ E-stops shall be in place, tested at prestart before fumigation & at the operational control point during fumigation. ▪ SCBA shall be in place & ready to be donned during fumigation at all times

3.8.5. Critical Controls – Nitrogen Generation and Fumigation

Critical Control	Performance Criteria
Oxygen Monitoring PPE	▪ In areas where risk of a nitrogen enriched / oxygen deficient atmosphere is present, oxygen monitoring equipment shall be utilised at all times
Ventilation of work areas	▪ Forced ventilation shall be in place where risk assessment determines the air changes per hour shall not be sufficient in the event of a nitrogen leak to maintain a safe oxygen concentration ▪ Where ventilation is installed, it shall be 100% operable or areas shall be barricaded, & danger taped as out of service until rectification

Critical Control	Performance Criteria
Access Control & Warning Alarms/Signs	▪ Access to Nitrogen generation areas shall be locked to essential personnel only ▪ Warnings lights shall indicate a Nitrogen generation process is in effect & individuals shall not enter ▪ Signage/warning signs shall alert staff to the requirement for oxygen monitoring equipment where required

3.9. Heavy and Light Motor Vehicles

Heavy and light motor vehicles include but are not limited to cars, cartage, or specialist equipment trucks such as water or concrete trucks and may be owned / used on CBH sites by CBH personnel, contractors and lessees, suppliers, and customers (growers), or where heavy and light motor vehicle requirements are contractually required.

3.9.1. Life Saving Rule

Handheld operation of mobile phones is not permitted when driving a vehicle.

3.9.2. Application

This Group Procedure applies to all motor vehicle operation for work related purposes including:

- Passenger vehicles used by personnel to drive between sites;
- Heavy vehicles used to transfer grain; and
- All other heavy vehicles including gang trucks, maintenance trucks, civil works, pest control trucks and earth moving trucks.

3.9.3. Bowtie Risk Assessments

Light Vehicles: https://cbh.cgrfoundation.com/projects/59/risks/2012

CBH Heavy Vehicles: https://cbh.cgrfoundation.com/projects/59/risks/2015

3.9.4. Critical Controls – All Vehicles and Drivers

Critical Control	Performance Criteria
Vehicles Operated in a Safe Manner	▪ No handheld use of mobile phones or devices whilst operating a vehicle ▪ Seatbelts shall be worn whenever the vehicle is in motion ▪ Vehicles are operated to conditions & potential distractions whilst driving are removed or minimised. ▪ Fitness to drive – Before operating a vehicle all drivers must be fit to drive. This includes being free from the effects of alcohol, other drugs & fatigue as per the Personal Health & Safety Standard.
IVMS functionality in All CBH Fleet Vehicles	▪ All CBH Fleet Vehicles shall have IVMS systems installed ▪ CBH Fleet driver behaviour reporting shall be monitored & managed by Zone Management ▪ Roll over/emergency alerts systems shall be in place & monitored by the Head of HSE &/or relevant delegated authorities

3.9.5. Critical Controls – Light Vehicles

Critical Control	Performance Criteria
Journey Management Plans	▪ Journey Management Plans & travel approval shall be in place where the following criteria is met: o Country staff driving outside the operational zone of employment for work purposes; o Journeys longer than 4 hours that require designated rest breaks; o All Metropolitan employees undertaking driving outside the metro area that do not have CBH issued vehicles (with IVMS) or undertake driving as normal part of their duties; o At RLM discretion (i.e., where the assessment of the worker shows they have limited knowledge of potential routes); and o Where inclement weather may present increased risk & shall be reconsidered or planned & managed accordingly.
Fit for Purpose Light Vehicle Fleet	▪ CBH light vehicles shall be purchased or hired in line with the requirements of the CBH light vehicle specification
Light Vehicle Maintenance & Pre-Use Inspection	▪ The CBH light vehicle fleet provider shall ensure that a maintenance & service system is in place & that records of maintenance activities are kept. ▪ Daily informal vehicle prestart checks shall take place. Weekly formal checks shall take place via Roam.
Towing & Load Restraint	▪ Loads within the can must be adequately restrained or behind cargo barrier ▪ Where CBH drivers are required to tow: o The vehicle must be fit to town & a trailer pre use inspection must be completed in Roam o A check shall be performed to ensure the trailer is correctly connected & secured o Ensure the load is effectively secured & restrained & doesn't exceed the towing capacity of the vehicle as per prestart ▪ Electric brake controllers shall be fitted where required
Private Vehicle Use	▪ All CBH Private "Grey Fleet" vehicles used for work related purposes shall be approved & fit for purpose before use on site or work-related travel as per relevant EBA agreements
Training & Competency	▪ Drivers shall hold a current & evidenced drivers licence relevant to class of vehicle being driven – any restrictions shall be reported to line management immediately ▪ All CBH Light Vehicle drivers (including Harvest Casuals) shall undertake the CBH "Safe Driving" course before driving on country roads in the course of their duties

3.9.6. Critical Controls – Heavy Vehicles

Critical Control	Performance Criteria
Fit for Purpose CBH Heavy Vehicle Fleet	▪ CBH heavy vehicles shall be procured in accordance with the Heavy Vehicle Fleet Specification & managed in accordance with HVA Accreditation Guidelines. (Inclusive of Hired Fleet)
CBH Heavy Vehicle Maintenance & Pre-Use inspection	▪ All heavy vehicles shall be maintained in accordance with original equipment manufacturer, OEM requirements. ▪ Heavy vehicles shall have a maintenance schedule in SAP

Critical Control	Performance Criteria
	▪ Pre-start inspections of heavy vehicles shall be undertaken & documented daily as per HVA Accreditation Guidelines
CBH Heavy Vehicle Training & Competency	▪ Drivers shall have the appropriate license & where required undertake further training such as Chain of Responsibility, Vehicle Loading Crane (VLC) or Heavy Vehicle Accreditation training & commercial medical requirements.
Fitness for Work	▪ Daily Trip Recording Sheets (DTRS) shall be kept up to date by CBH personnel working as Heavy Vehicle Accreditation, HVA operators ▪ Non HVA fatigue guidelines contained in the Personal Health & Safety Standard shall ensure that an HVA operator is appropriately rested prior to undertaking HVA operations.
Load Management & Lifting	▪ Loads shall be assessed, restrained, & meet the HVA guidelines before journey commencement.
CBH Contractor Heavy Vehicles	▪ All CBH Contractor Heavy Vehicles shall comply with the applicable requirements of the Contractor Management Group Procedure & Minimum Requirements Standard.

3.10. Mobile Plant

Mobile plant includes, but is not limited to front-end loaders, stackers/MLS/DOGs (drive over grids), forklifts, and heavy vehicles such as Intrasilo and Road Transport Contractor vehicles on CBH sites. Note that this excludes light vehicles for further information see section 6 of this procedure.

The key risk areas to be controlled fall into three event/incident areas:

- Plant vs pedestrian;
- Plant vs infrastructure i.e., structure or MCC; and
- Plant vs other plant (i.e., FEL vs Skid Steer).

3.10.1. Life Saving Rule

Do not enter any mobile plant exclusion zone without three-step protection in place:

1. Hand brake is on.
2. Vehicle is in neutral.
3. Operator has hands off controls.

3.10.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2009

3.10.3. Application

This Group Procedure applies to all mobile plant used on CBH sites including heavy vehicle movements to deliver or receive grain Critical Controls – Mobile Plant

Critical Control	Performance Criteria
Traffic Management	▪ All sites shall have a Traffic Management Plan & Controls in place as per Vehicle & Traffic Management Procedure (Section 2) Requirements ▪ Traffic flow changes & mobile plant movements & controls shall be communicated & documented at site prestart meetings
Effectively Stabled Equipment	▪ Mobile plant shall be confirmed as stable when being left unattended or where used for operational purposes on gradients i.e., ensuring chocks/brakes are applied as per Operational SOPs to prevent runaway
People vs Plant Separation Controls	▪ Task based risk assessments shall be completed for all mobile plant operations with associated controls in place & maintained, including: o Barricading & separation controls as per the Outload Grain SOP configurations & Barricading & Physical Separation SOP for outloading activities – including all areas where pedestrians may need to be warned of operating plant i.e., breezeways, doors, entrances or blind spots. o Ensuring small plant such as skid steers & light vehicles are not within the operational area of FELs o Before exiting fixed barricaded areas or beginning taxi around site – ensure you establish positive communication with others that may potentially be in the area – ensure blind spots are monitored & horns are used in these situations before continuing.
Grid Red Zone Management	▪ Grid Operations shall be managed in accordance with Grid Ops Work Instruction. Critically: o Do not enter the red zone o Only enter the amber zone when the truck is stationary, brakes applied, & trailer not elevated
Selection, Maintenance, & inspection of mobile plant	▪ All purchased or hired mobile plant shall meet CBH minimum requirements ▪ All CBH Mobile Plant shall be maintained in accordance with statutory & OEM requirements & the maintenance schedule shall be in SAP ▪ Pre start inspections shall be conducted & documented prior to operating mobile plant – no mobile plant shall be operated with a non-operational defective or safety critical device as defined pre start checklists
Contractor Management	▪ All contractors operating mobile plant on CBH Sites shall comply with the requirements of the CBH Contractor Management Procedure & Minimum Requirements Standard
Inductions, Training & Competency	▪ CBH staff shall hold the relevant licensing & competency of the machinery they intend to operate. ▪ CBH Traffic & mobile plant hazards shall be communicated to all employees (including Harvest casuals), contractors & third parties via induction, onboarding & grower facing communications
Safe operation in accordance with OEM Specifications	▪ Plant must be operated in accordance with site traffic management plans, speed limits & equipment manuals. Critically: o Seatbelts shall always be worn; o Tines/buckets must be lowered when travelling to prevent instability or reduced vision; o No handheld use of mobile phones or devices during operation; and o Safe distances must always be maintained as per Operational SOPs & network operator requirements. Use a spotter to maintain these distances as required.

Critical Control	Performance Criteria
Safety Critical Behaviours around operating plant for pedestrians	▪ When crossing heavily trafficked zones such as weighbridges, sample stands or thoroughfare areas on site, pedestrians shall not pass until positive communication (verbal or non-verbal) has been established with truck drivers. This includes at designated pedestrian walkways & crossings. ▪ Work in trafficked areas or blind spots require barricading & exclusion zones to be established ▪ When visiting site: o During outloading contact the Site IC to understand changed traffic conditions before entering o During Harvest review traffic flow maps & always follow these when on site
Line of Fire Controls	▪ Personnel are to be positioned out of the line of fire should split rim tyres require inflation – inclusive of potential bystanders ▪ No personnel shall be in the line of fire when jammed doors are pulled as per the Opening Jammed Door Work Instruction.

3.11. Rail

CBH rail operations are part of our routine tasks and activities which require minimum mandatory controls to be applied to ensure these operations are executed safely.

3.11.1. Application

This Group Procedure applies to all rail operations on CBH sites.

3.11.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2218

3.11.3. Critical Controls

Critical Control	Performance Criteria
Only trained & competent staff are to **work** within 5 metres of the Arc Rail Corridor	▪ Staff required to work within the rail corridor shall have an up to date TAP card & medical in accordance with the Rail Safety Management Plan based on the duties they are to perform in the corridor - APPENDIX A: CBH RAIL OPERATIONS AND TASKS MATRIX ▪ All other personnel shall be formally inducted & trained in the relevant Track Safety Awareness & supervised on site if there is a need to enter the corridor.
Track Protection is in place when **working** within 5 metres of Arc Rail Corridor as Per Arc Network Rules	▪ Track protection shall be applied by trained & competent TAP holders as per the Rail Safety Management plan APPENDIX A: CBH RAIL OPERATIONS AND TASKS MATRIX. This means: o Performing Hygiene, cleaning grain spills or maintenance with tools & machinery over a siding shall require a WOTA by a Yard Card or PO holder o Activities that may affect running line/mainline operations in the event of an incident (spill, dropped object, crane pendulum swing, mobile plant interaction, EWP toppling, failure of structure being installed) will need to have a Full PO performing worksite protection ▪ CBH Staff shall ensure sidings are physically isolated in accordance with Arc Network Safeworking Rules & Procedures

Critical Control	Performance Criteria
Safe Work in, around & crossing Danger Zones	▪ As per ARC rules, Personnel shall not walk or remain in the Danger Zone where there is a practical alternative. (see Walking in the Danger Zone Arc Rules) ▪ Personnel shall treat all rail lines as live at all times due to public trains, line inspection traffic (inclusive of Tier 3) & potential for all trains to pass through arc sidings ▪ Before crossing rail lines, personnel shall ensure tracks are clear in both directions, inclusive of private sidings where lines are set to open
Barriers & Barricades when discharging on the move	▪ When discharging in motion physical exclusion zones & barriers shall be established to prevent fouling of live tracks or personnel straying onto live tracks.
Controlled entry & Isolation of private sidings	▪ Local Control Work Instructions shall be followed for all Rail traffic entry to CBH owned & operated private sidings. ▪ For work to be performed on private sidings, they shall be Isolated in accordance with local private siding isolation work instructions
No personnel on infrastructure during powered shunting	▪ No person shall be on a garner bin or over rail infrastructure whilst a train is shunting under power in case of derailment
Maintenance of CBH Private Sidings	▪ All CBH operated private sidings shall have an inspection & maintenance program in place.

▪

3.12. Stevedoring and Working On, In or Near Water

3.12.1. Application

The Group Procedure applies to

- All mooring, berthing and stevedoring activities by CBH owned, hired, labour hired or contracted operators that apply specifically to ABS operations
- All work performed on, in or near water where there is risk of falling into bodies of water, drowning or mooring snap back in the course of performing duties – these apply to both Australian Bulk Stevedoring and CBH personnel or contractors at all facilities with the risk present.

3.12.2. Bowtie Risk Assessment

Working On, In or Near Water: https://cbh.cgrfoundation.com/projects/59/risks/2124

Stevedoring: ABS Bowtie.vsdx (sharepoint.com)

3.12.3. Critical Controls – Stevedoring and Mooring Specific Activities (Australian Bulk Stevedoring)

Critical Control	Performance Criteria
Fit for purpose Gangways	▪ ABS personnel shall only access a vessel by a gangway that is inspected & approved by an ABS supervisor. This inspection & approval shall be documented.
Mooring Operations - Risk Assessment &	▪ All Mooring activities shall be undertaken in accordance with relevant ABS Work Instructions. Specifically: o Always consider the risk of parting/fouled lines when undertaking mooring

Critical Control	Performance Criteria
Management (Albany Port Specific)	o When working around mooring lines, be aware of & do not remain in the snapback exclusion zones as per the relevant site induction o Use of mobile plant to haul lines shall be in compliance with the mooring procedure. Prior to hauling lines with mobile plant, a sacrificial line shall be installed to prevent mobile plant being hauled over side.
Emergency Response	▪ Personal Floatation Devices (PFDs) that automatically inflate upon entry into water shall be worn at all times during Mooring activities
Training & Competency	▪ Only personnel that are trained & competent in the requirements of the Mooring Procedure shall undertake mooring, Berthing or Loadout Activities
Limit alarms on Ship loaders	▪ Where installed, audible alarms shall be checked prior to loadout commencing. If the audible alarms are not operational, loadout operations shall cease immediately

3.12.4. Critical Controls - Working On, In or Near Water (All Personnel)

Critical Control	Performance Criteria
Watercraft Operations Task Planning & Risk Assessment (powered or unpowered)	▪ A risk assessment shall be undertaken before Watercraft is used– specifically: o CBH Kwinana Grain Terminal (KGT) Boat Operations shall be performed in accordance with the Boat Handling WI & shall not operate beyond the restricted area of operation o CBH KGT Boat shall not operate when wind is above 18 knots o All CBH watercraft operations shall consider environmental conditions & inclement weather before launching
Snap back exclusion zones	▪ When working around mooring lines, be aware of & do not remain in the snapback exclusion zones as per the relevant Port Induction
Training, Competency & Awareness	▪ All staff required to perform wharf/port-based operations shall be inducted through the relevant port induction beforehand or escorted as required ▪ Only CBH staff that are trained & competent in Boat operations shall operate the CBH KGT Vessel
Fit for purpose Watercraft (powered or unpowered)	▪ CBH Vessels used at the KGT port facility shall be accredited & maintained as per AMSA Safety Management System Requirements ▪ A pre start inspection shall be undertaken on ALL watercraft before use
Emergency Response	▪ All tasks where there is risk of a fall into water requires a rescue plan & spotter on hand to assist in rescue ▪ Personal Flotation Devices (PFDs) shall be inspected & worn at all times where there is risk of falling into water or working waterside of designated wharf demarcation lines ▪ A rescue buoy shall be immediately accessible when performing work with risk of falling into water

Note: *Mobile plant or working at heights activities performed in the course Stevedoring i.e., Forklift Operation shall be controlled in accordance with relevant CBH Critical Controls and relevant CBH and/or ABS standards/procedures*

3.13. Tarpaulins

3.13.1. Application

This Group Procedure applies to all handling of Tarpaulins on CBH sites.

3.13.2. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/2006

3.13.3. Critical Controls

Critical Control	Performance Criteria
Pre-Task Planning & Risk Assessment	▪ All CBH tarping activities shall be risk assessed & performed in accordance with the Tarping SOP. Specifically: o Wind speed & direction - The level of risk assessment required to be completed prior to tarping commencing o The number of personnel on site to safely undertake tarping activities, prior to commencement o Equipment to control tarp movements is in place & available prior to commencing tarping activities.
Mobile Plant Exclusion Zones	▪ Where plant is used for handling & pulling tarpaulins, people plant separation shall be in place & access to the work areas controlled – staff shall ensure they are out of the line of fire of straps under tension for pulling or lifting activities
Critical Behaviours around unsecured tarps	▪ Never work on an unsecured tarp on a stack ▪ When manual handling of tarps is undertaken, staff shall refrain from looping straps or attachments around their hand/arm that prevents immediate release of the tarp in a wind event ▪ Personnel shall minimise time spent on tarpaulins laying loose on the ground in an uncontrolled state prior to folding. After folding each section personnel are to walk back down the side of the tarpaulin to minimise time spent on the unsecured tarpaulin on the ground ▪ Once tarps are removed, they shall be folded, rolled & stored as soon as it is safe to do so.
Tarp Loss Event Prevention & Mitigation	▪ Tarps & tarping hardware shall be maintained & installed as per Grain Maintenance contract standards & Tarping Work Instructions ▪ Staff shall monitor for severe weather & high wind gusts at all times. If they are nearing gale force ensure on the following: o Tarp fans are in place & operational as per the Tarping SOP o Tarps are only weighted at the toe & evenly spaced to prevent wind ingress & potential projectiles as per the Tarping SOP o Tarps are not tied down to non-load bearing walls ▪ In the event where gale force or high winds are occurring, ensure all personnel are in a safe place on or offsite, up wind & out of the line of fire of tarps
Training & competency	▪ All staff performing CBH related tarping shall be trained & assessed in the CBH Tarping package.
Tarping Contractor Management	▪ Contractor Tarping companies shall have tarping systems & practices in place that are approved by the Grain Covers & Portable Infrastructure Manager prior to commencing tarping activities

3.14. Work At Heights

3.14.1. Life Saving Rule

Do not work outside an elevated walkway or platform without an approved fall prevention system in place.

3.14.2. Application

This Group Procedure applies to any task where there is a risk of fatality or significant incident from falling.

3.14.3. Bowtie Risk Assessment

https://cbh.cgrfoundation.com/projects/59/risks/1092

3.14.4. Critical Controls

Critical Control	Performance Criteria
Task Based Risk Assessment & Permit Requirements	▪ A task-based risk assessment shall be undertaken for all work at heights activities. Elimination of work at heights tasks shall always be considered as the first option ▪ A Working at Heights Permit & Controls shall be in place as defined by Permit to Work Group Procedure or when triggered by the 2 x 2 x 2 ruling. (When working above 2 metres, within 2 metres of an open edge or where there is a risk of falling more than 2 metres)
Training & competency	▪ All staff required to perform Working at Heights shall have the appropriate training & competency relevant to the task: o All staff required to work outside handrails, access platforms or utilise fall prevention systems shall be competent in Work at Height including use of rescue equipment o Use of Boom Elevated Work Platforms (EWP) requires the Relevant High Risk Work Licence o Scissor lift operation requires a formal VOC o Spotters shall be trained in the CBH Spotter Awareness course & hold the relevant machinery competency to perform rescue
Fall Protection Equipment	▪ The most appropriate work method has been chosen for the task – o Fall Restraint – the individual shall not reach fall edge. o If working in Fall Arrest, the length of the fall protection shall not allow contact with the lower level. This shall be assured before Permit Issue. ▪ A Formal inspection process by a competent person/contractor in line with Australian Standards for all anchor points, fall protection & rescue equipment shall be in place ▪ Personnel shall inspect all systems visually before each use for wear, damage, or deterioration, removing defective items from service ▪ 100% hook up shall be maintained at all times when Working at Height
Fixed Work Platforms	▪ All enhance, sustain or expansion projects shall risk assess & document potential fall risks & the most effective means of access determined in accordance with AS1657 ▪ Platform levels shall be enclosed when the platform is in use eg use of self-closing gates or drop bars

Critical Control	Performance Criteria
	▪ The integrity of fixed work platforms & ladders shall be maintained through workplace inspections & preventive maintenance practices i.e., handrail integrity, toe boards in place, non-slip access, fastener integrity. ▪ 3 points of contact shall be maintained when traversing all ladders
Safe Use of Portable Ladders	▪ Portable ladders shall be inspected prior to use & used in accordance with AS/NZS 1892.5:200 Portable ladders - Selection, safe use & care ▪ Where 3 points of contact cannot be maintained when working from a ladder, fall protection mechanisms or other suitable means of access (EWP etc) shall be in place as an alternative ▪ Drops bars or chains shall be in place when using platform ladders
Mobile Work Platforms (EWPs, Scissor Lifts)	▪ A formal statutory maintenance & inspection process shall be in place for all motorised work platforms in line with relevant Australian Standards & regulations ▪ Use shall be in line with OEM manuals – inclusive of ensuring table ground & weather conditions before operation ▪ A formal pre use inspection/prestart shall take place for all elevated work platforms including testing of emergency ground controls ▪
Open Hole/Penetration Management	▪ All open holes created in the course of work i.e., (grid lids open for hygiene) shall be effectively barricaded & signage noting the danger of the risk to prevent falls. ▪ Floor or hole openings that are a potential fall risk & need to remain open for operational purposes shall have controls in place as per reg 3.54 1996 WA regs – warning signs & maximum aperture requirements of grating
Emergency Response	▪ A task specific rescue plan shall be in place & tested for all Work at Height tasks under a permit – explaining communication methods, rescue equipment; ensuring all members being familiarised with the plan ▪ A spotter shall be in place for all Work at Heights Tasks under a permit
Scaffolding	▪ Always check the “Scaff Tag” & ensure scaffolding has been inspected by a competent person within the last 30 days & is the correct duty for the task to be performed. ▪ Mobile Scaffolding – Fixed scaffold shall be considered before mobile. When using mobile scaffold ensure mixed parts are not used, installation & maintenance is in line manufacturer’s instructions & is level, secured & load rated accordingly.

4. EXEMPTIONS

Where a part of the business deems it is not reasonably practicable to meet one or more of the requirements defined within this Group Procedure, they can apply for a dispensation for a specific period which requires endorsement by the relevant General Manager. The dispensation must be documented by completing a High Level Risk Assessment, which outlines:

- The reason for the request;
- The part of the business that the dispensation applies to;
- The specific duration of the dispensation;
- An assessment of the risk of not complying with the CRC requirement defined in this document; and
- Other controls that will be put in place as an alternative.

5. CRITICAL CONTROL VERIFICATION

5.1. Critical Risk Control Assurance Hierarchy

Ongoing verification that critical controls are implemented and effective is conducted through a tiered assurance system. Through engagement with field personnel, opportunities to improve the effectiveness of critical controls are identified. Critical control effectiveness audits provide another layer of verification. These audits take a deeper dive to establish whether critical controls are clearly defined in site documentation, site records provide evidence of active monitoring, and site personnel understand critical controls and can implement them effectively.

Zone based Critical Risk Control assurance calendars and assurance activity targets are set annually under consultation with the Lead – Critical Risk. The structure of the assurance program is depicted in the Critical Risk Control Assurance Hierarchy below:

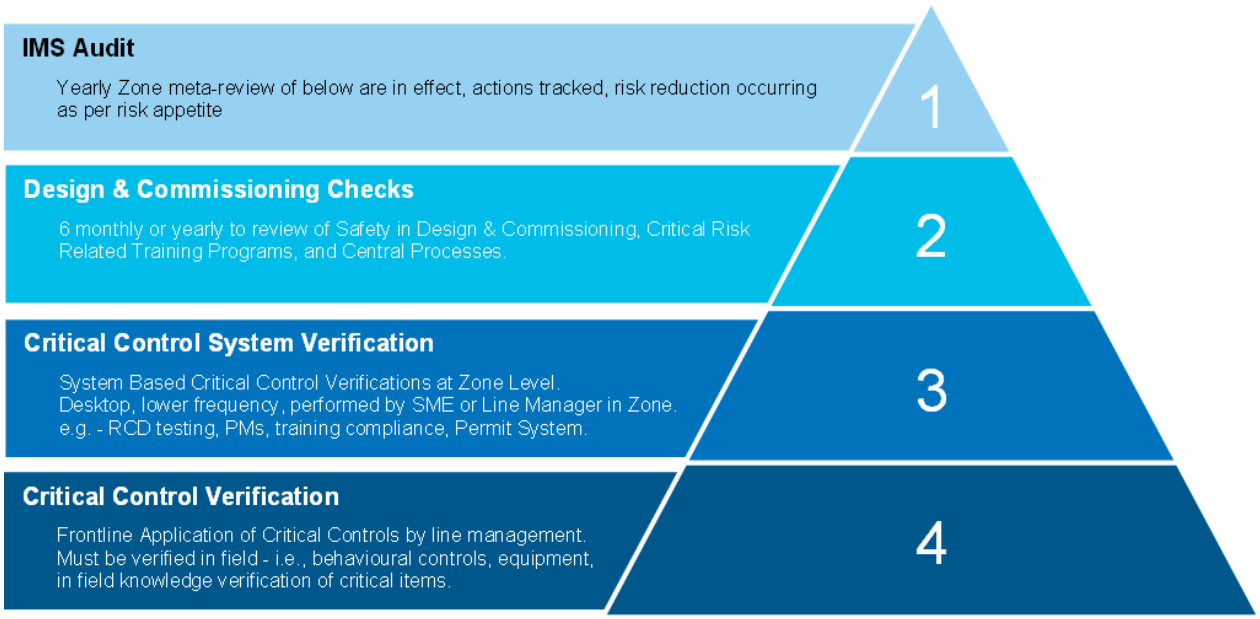

Figure 2: Critical Risk Control Assurance Hierarchy

6. GLOSSARY

6.1. CBH References

Reference	STORE ID
Critical Risk Control Standard	STORE-1473931053-249
Arc Flash Low Voltage SOP	STORE-1473931053-130
Barricading and Physical Separation SOP	STORE-1473931053-244556
Confined Space Entry SOP	STORE-1473931053-244103
Cranes and Lifting SOP	STORE-1473931053-244189
Electrical LV/HV SOP	STORE-1473931053-792
Hot Work SOP	STORE-1473931053-244102
Hygiene SOP (Specifically Hygiene Work Order Management for Explosive Dust Concentration Prevention)	STORE-1473931053-244060
Isolation of Plant and Equipment SOP	STORE-1473931053-244101
Permit to Work Group Procedure	STORE-1473931053-244096
Rail Safety Management Plan	See Rail Ops
Stevedore Operations SOP	STORE-1473931053-24165
Tarping SOP	STORE-1473931053-244059
Vehicle and Traffic Management Group Procedure	STORE-1473931053-861
Work at Heights SOP	STORE-1473931053-244100

Table 3: CBH References

6.2. External References

Reference	Link
Confined Space Code of Practice	Commerce WA
Managing the Risk of Falls in the Workplace Code of Practice	Commerce WA
WHS Regulations 2021	Legislation WA
AS/NZS 3760:2022 In-service Safety Inspection & Testing	See Safety
Managing Risks of Plant in the Workplace Code of Practice	WorkSafe WA
Rail Safety National Law (WA) Regulations 2015	Legislation WA
Dangerous Goods Safety (General) Regulations 2007	Legislation WA
Managing Risks in Stevedoring Code of Practice	WorkSafe WA

Table 4: External References

7. DOCUMENT CONTROL

Authorities

Approved By	Head – Health Safety & Environment	**Approval Date**	30/04/2023
Review Frequency	Annual	**Next Review Date**	29/04/2024
Owner	Head – Health Safety & Environment	**Custodian**	Lead – Critical Risk
Division	Operations	**Department**	Safety & Environment

Review History

Version	Date	Author	Description of Revision
5.0	05/08/2020	Head – Health Safety & Environment	Final, issued for use, published
5.1	30/09/2020	Critical Risk Specialist	Minor amendments based on consultation period feedback from the business
6.0	30/09/2020	Head – Health Safety & Environment	Approved, issued for use, published
6.1	29/04/2022	Lead – Critical Risk	Reviewed, no change.
7.0	29/04/2023	Lead – Critical Risk	Major changes throughout. Format to current template.