

MINESITE PROCEDURES

PROCEDURES TO BE COMPLETED BEFORE TRAVELLING TO SITE

1. PHONE SITE AND INFORM THEM OF YOUR TRAVEL DATES.
COMPLETE SITE JOURNEY MANAGEMENT PLANS
2. IF SITE ACCOMODATION REQUIRED, BOOK IT WITH SITE CLERK.
3. IF HIRE CAR/FLIGHTS REQUIRED, BOOK THEM IN ADVANCE.
4. IF HOTEL/MOTEL ACCOMODATION REQUIRED, BOOK THEM IN ADVANCE
5. IF DRIVING TO SITE THEN MAKE SURE VEHICLE IS IN GOOD ORDER (Mine Spec) ENSURE RADIO OK
6. CHECK OUT THE ROUTE AND ROAD CONDITIONS THE DAY PRIOR.
7. ENSURE YOU HAVE A CURRENT DRUG TEST IF SITE REQUIRES IT.
8. TAKE A SITE CONTACT LIST, IE: STORE /MAINTENANCE.
9. CHECK MOBILE PHONE POWERED UP
10. ENSURE ENOUGH WATER AND FOOD AND FIRST AID KIT CARRIED

PROCEDURES TO BE COMPLETED ON SITE

1. SWEEP OUT AND CLEAN ALL WORKING AREAS OF THE HOSE ROOM.
2. CHECK THAT THE CRIMP MACHINE IS CLEAN AND SERVICEABLE.
3. PLACE ALL ODD FITTINGS IN THE CORRECT BINS BEFORE COUNT.
4. DO A STOCK REPLENISHMENT LIST.
5. PHOTOCOPY LIST AND HAND TO SITE CLERK. RETURN ORIGINAL TO PERTH.
6. SPEAK TO SITE PERSONNEL ABOUT ANY PROBLEMS.
7. TAKE TIME TO LOOK AT OLD HOSES ON SITE TO SEE IF WE CAN UPGRADE OR MODIFY ANY EXISTING STOCKS.
8. FIND OUT IF THERE IS ANY MACHINE SHUTDOWNS PLANNED AND SUGGEST THAT EZI HOSE CAN DO ON SITE RE-HOSE WORK.
9. FOLLOW ALL SITE RULES AND COMPLETE JSA'S TAKE 5'S ETC
10. OBTAIN AS MANY SITE CONTACT DETAILS AS POSSIBLE
11. PHONE PERTH BRANCH BEFORE LEAVING SITE.

SAFETY ITEMS TO BE TAKEN TO SITE

- 1.HARD HAT.
- 2.STEEL CAP BOOTS.
- 3.SAFETY GLASSES.
- 4.REFLECTIVE VEST.
- 5.LONG SLEEVE SHIRTS,TROUSERS. NO SHORTS.
- 6.WATER BOTTLE.
- 7.SELF RESCUER,CAP LAMP,BELT FOR U/GROUND IF REQUIRED.
- 8.GLOVES

SECURITY AND SAFTEY

- 1.MAKE SURE VEHICLE LOCKED AT ALL TIMES AND LAPTOPS OUT OF SITE
- 2.MAKE SURE YOU OBEY ALL SITES RULES AND DO NOT TAKE ANY SHORT CUTS
- 3.MAKE SURE BEACON IS TURNED ON TO AND RADIO TUNED TO SITE CHANNEL WHEN REQUIRED
- 4.ALL SAFTEY REPORTS COMPLETED
THINK SAFE,BE SAFE

LEAVING SITE

1. SITE PERSONELL ARE ADVISED AND JOURNEY MANAGEMENT PLAN COMPLETED
2. MAKE SURE ALL DANGER TAGS AND LOCKS REMOVED IN ACCORDANCE WITH SITE REGULATIONS
3. ENSURE VEHICLE FIT FOR RETURN TRIP INC WATER AND FOOD
4. MAKE SURE SOME ONE IN OFFICE KNOWS WHEN YOU ARE DUE BACK INTO RANGE OR BACK INTO TOWN

DO'S AND DON'T'S

1. DO NOT DRIVE TIRED OR ILL
2. TRY TO AVOID DRIVING AT NIGHT
3. DO NOT DRIVE ON UNSAFE OR CLOSED ROADS
4. KEEP SAFTEY IN MIND AT ALL TIMES

REMEMBER TO COMPLETE TRIP REPORT