



GREEN ROCK ENERGY LIMITED

HEALTH, SAFETY & ENVIRONMENT (HSE) MANAGEMENT PLAN

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Green Rock Energy

Health, Safety and Environment (HSE) Management Plan

Contents

1	HSE Management Plan Overview.....	4
1.1	Green Rock Energy HSE Objectives	4
1.2	Objectives of the HSE Management Plan	4
2	HSE and Loss Control Policies	5
2.1	Occupational Health and Safety Policy.....	5
2.2	Injury and Rehabilitation Policy	5
2.3	Fitness for Work Policy.....	6
2.4	Emergency Policy	6
2.5	Environmental Policy.....	7
2.6	Computing Policies	7
2.6.1	Electronic Mail and Internet Policies	7
2.6.2	Electronic Mail and Internet Guidelines	8
3	Responsibilities	10
3.1	All Green Rock Energy Employees and Consultants.....	10
3.2	Management and Supervisors	10
3.3	Additional Responsibilities for Managers.....	10
3.4	Responsibilities of the Board	11
4	Training Programs.....	12
4.1	Management and Supervisory Training	12
5	Inductions.....	12
5.1	Scope	12
5.2	Induction Content.....	12
6	First Aid.....	14
7	Skills and Refresher Courses.....	14
8	Job Procedures.....	14
9	Committees and Meetings	15
9.1	HSE Committees	15
9.2	HSE Representatives	15
9.3	Safety Committee Meetings	15
9.4	Tool Box Meetings.....	16
10	Record Keeping.....	17
10.1	Introduction	17
10.2	Inductions.....	17
10.3	Accident and Incident Reports	17
10.4	Safety Meeting Minutes	17
10.5	Tool Box Meeting Minutes	17
11	Selection and Control of Contractors	18
11.1	Selection.....	18
11.2	Control.....	18
11.3	Reservation of Rights	19
12	HSE Performance Reviews and Audits.....	20
12.1	Scope	20
12.2	Site HSE Administration.....	20
12.3	Plant and Equipment	20
12.4	Workplace	21
12.5	Treatment Plant	21

12.6	Warning Signs	21
12.7	Drill Rig Inspection	21
12.8	Personal Protection	23
12.9	Policy	23
12.10	Responsibilities	23
12.11	Frequency	23
12.12	Procedure	24
12.13	Reporting	24
12.14	EHS Performance Hazard Report	24
13	Drill Rig Pre-Mobilisation Inspections	25
13.1	Drill Rig Pre-Mobilisation Requirements	25
13.2	Drill Rig Inspections	26
14	Hazard Management	27
14.1	Hazard Management Strategies	27
14.2	Hazard Reporting	27
14.3	Job Safety Analyses (JSA)	27
14.4	Communications	28
14.5	Records	28
15	Accidents and Incidents	29
15.1	Reporting	29
15.1.1	Injuries	29
15.1.2	Loss or Damage to Equipment	29
15.1.3	Near Miss Incidents	29
15.2	Investigation	29
15.3	Review of Accidents and Incidents	31
16	First Aid and Occupational Rehabilitation	32
16.1	First Aid Treatment	32
16.2	First Aid Communication	32
16.3	Occupational Rehabilitation	32
17	Legislative Compliance Register	33
A.	Employee & Contractor Emergency Contact Details Form	34
B.	Job Safety Analyses Worksheet	34
C.	Vehicle Inspection Form	34
D.	Weekly Housekeeping Checklist	34
E.	Drill Rig Inspection Report, Defect Notice & Certificate	34
F.	Contractor & Temporary Visitor Induction Forms	34
G.	Safety Meeting Template	34
H.	Safety Alerts and Investigation Forms	34
I.	Safety Performance Review Forms for Audits	35
J.	Safety Performance Review Hazard Report	35
K.	Corrective Actions Request Form	35
L.	Development of a Training Program	35
M.	Exploration HSE Induction Program	36
N.	Legislative Compliance Register	44

1 HSE Management Plan Overview

1.1 *Green Rock Energy HSE Objectives*

GRE is strongly committed to a healthy and safe working environment and the welfare of all employees and contractors. GRE is also strongly committed to achieving compatibility between economic development and the maintenance of the environment. Achievement of these objectives is a shared responsibility of all employees and contractors.

Our commitment will only be achieved by compliance with policies and procedures and an ongoing effort by all personnel to report hazardous situations, poor practices, unsafe acts and environmental risks. By so doing, procedures can be implemented to facilitate a healthy, safe and environmentally compatible workplace.

1.2 *Objectives of the HSE Management Plan*

To achieve these objectives the HSE Management Plan has been devised to document the manner in which GRE seeks to implement and manage HSE objectives at all operations.

This Plan is considered to be a dynamic document and is therefore subject to regular audit and review. All amendments will be communicated to all employees and contractors and the relevant documentation up-dated.

The objectives of the Plan can be summarised as follows:

- **Awareness**
To create an awareness amongst all GRE employees and contractors of the HSE policies and procedures.
- **Appreciation**
To develop an appreciation amongst all GRE employees and contractors of their obligations, both legal and in principle. This will include an appreciation of Duty of Care, Common Law and best practice principles.
- **Hazard and Risk Identification**
To develop and implement procedures that will enable employees and contractors to routinely identify hazards in the workplace.
- **Hazard and Risk Management**
To create mechanisms that will enable employees and contractors to manage hazards and risk in the workplace.
- **Documentation**
To maintain adequate records to establish and monitor compliance and effectiveness of GRE's HSE Policy including compliance with all statutory requirements.

2 HSE and Loss Control Policies

2.1 Occupational Health and Safety Policy

GRE is a company committed to operating in a manner that will ensure the highest practical standards of occupational health and safety at all its operations.

GRE employees and contractors will ensure that all of their activities are carried out in the manner required by all appropriate legislation, standards and principles. This will be achieved by participation in:

- ongoing training and supervision,
- ongoing accident prevention awareness and hazard control,
- safe plant, machinery and operating procedures,
- wearing protective clothing and equipment, and
- maintaining facilities for immediate care of employees.

All GRE employees and contractors will share responsibility to ensure the health and safety of all persons in the workplace. This will be achieved by:

- adhering to safe working practices, instructions, rules and statutory regulations,
- performing all tasks in a safe manner,
- ensuring that no-one is allowed to work in an unhealthy or unsafe situation or in an unsafe manner,
- isolating all dangerous situations and promptly reporting all accidents or incidents, unsafe practices and conditions,
- co-operating with fellow workers to ensure that everyone's responsibilities are fulfilled, and
- acceptance of all health and safety responsibilities by all parties and the development of a team attitude to safety and training is essential for the development and maintenance of a safe and healthy working environment.

2.2 Injury and Rehabilitation Policy

GRE will ensure that a treatment plan that combines prompt medical treatment with, where required, a staged rehabilitation program is implemented for any workplace injury, illness or disability.

Following a workplace injury, illness or disability, employees will be encouraged to:

- return to their usual job at the earliest possible time, or
- return to light or alternative duties as part of their rehabilitation program, or
- seek alternative duties, or
- access the services of an approved vocational rehabilitation provider to consider options for a return to other gainful employment either with GRE or with another employer.

2.3 Fitness for Work Policy

GRE is committed to ensuring the Health and Safety of all individuals associated with its activities and operations. GRE will endeavour to ensure that all individuals are fit for work and able to perform to standards set by the company while on its sites. This will be achieved through a process of training, awareness, assistance, referral to counselling and, if required, disciplinary procedures.

GRE recognizes that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and through its Fitness for Work Policy, shall provide a framework to deal with these difficult and often sensitive issues.

GRE shall provide a safe working environment for all individuals on Company Sites by:

- taking all reasonable precautions to ensure that whilst at work, employees and contractors are free from risk of injury caused by themselves or others not being fit for work,
- providing assistance through a full range of preventative, educational and rehabilitative measures to overcome problems that could impair individuals fitness for work., and
- ensuring that all employees deemed unfit for work are dealt with in an effective, fair and constructive manner.

GRE personnel shall share responsibility by:

- ensuring that they are fit for work at the start of and throughout the work period,
- ensuring that they notify their supervisor if, at any time, they have doubts about whether they are fit for work, and
- reporting all safety issues to the supervisor.

Acceptance of responsibilities is essential to the success of the policy.

2.4 Emergency Policy

An emergency is any situation which is, or could potentially be, a threat to the safety of people, property or the environment.

The objectives of GRE's Emergency Policy are to prevent or minimise:

- injury to persons,
- loss or damage to property,
- detrimental impact to the environment and wildlife, or
- loss of productivity.

These objectives will be achieved by establishment and maintenance of a capability to plan for emergencies and to quickly identify and professionally respond to any accident, incident or hazardous situation. GRE is committed to ensuring these components of prevention, preparedness, response and recovery are exercised and addressed at all times.

2.5 Environmental Policy

GRE is committed to achieving compatibility between economic development and the maintenance of the environment.

It therefore seeks to ensure that, throughout all phases of its activities, GRE personnel and contractors give proper consideration to the care of the flora, fauna, air, land and water, and to the community health and heritage which may be affected by these activities.

To fulfil this commitment, GRE will observe all environmental laws and, consistent with the principles of sustainable development, will:

- progressively establish and maintain environmental standards for all activities,
- integrate environmental factors into planning and operational decisions and processes,
- assess the potential environmental effects of activities, and regularly monitor and audit environmental performance,
- continually improve environmental performance, including reducing the effect of emissions, developing opportunities for recycling, and more efficiently using energy, water and other resources,
- rehabilitate the environment affected by all activities,
- conserve important populations of flora and fauna that may be affected by all activities, and
- promote environmental awareness among GRE personnel and contractors to increase understanding of environmental matters.

2.6 Computing Policies

2.6.1 Electronic Mail and Internet Policies

GRE views e-mail, the internet and the intranet as effective communication tools within the organisation to enable its employees and contractors to be more effective and productive. The following policies are intended to provide protection to GRE and third parties from miss-use of computing systems.

- Under no circumstances should an employee or contractor access or distribute material that is or could be perceived by any person as illegal, discriminatory or offensive. Use of this material will result in disciplinary action up to and including termination of employment.
- Under no circumstance should an employee or contractor communicate any form of harassment or discrimination including those prescribed by any federal or state legislation.
- All employees and contractors must observe all copyright laws.
- Limited personal use is a privilege, not an entitlement.
- Electronic mail is as legally binding as any other form of communication.
- In the event of any misuse of a company computer or messaging system, GRE will take remedial action that may result in disciplinary action and in instances of serious misuse, dismissal.
- Employees or contractors must not distribute confidential documentation or information to third parties without express approval from the supervisor.

- Employees or contractors must not publish statements about others which may be found to be defamatory.
- Employees or contractors must not transmit material which conflicts with the Company's code of conduct and policies.
- GRE does not allow transmission of material or such other computer utilisation as may be considered by the Company to be either excessive or inappropriate personal use. Examples of the latter would include chain letters and unauthorised advertising.
- Any breaches or suspected breaches of the foregoing guidelines should, in the first instance, be reported to your supervisor to allow investigation to be initiated.

If you are uncertain regarding your own use of the system you should seek advice from your supervisor. If you believe you have material on your computer which may be in conflict with the above guidelines you are advised to remove such material immediately. If you receive material you consider to be inappropriate or inconsistent with the above guidelines you should report it to your manager.

2.6.2 Electronic Mail and Internet Guidelines

To more effectively use the computing system, GRE recommends:

- always check for virus in all down-loaded files,
- ensure all messages are clear and readable,
- do not use ornamentation or "fancy" fonts,
- do not use all CAPITALS as it is considered shouting,
- ensure large attachments to messages are compressed,

Authorized Use

- Internet and e-mail are predominantly for business use. Personal messages may be sent so long as they do not include items listed below.
- All e-mail messages are to use professional and courteous language.
- E-mails received in error are to be immediately deleted and the sender notified of the error. The contents of any errant e-mail must not be discussed with other individuals.

Unauthorized Use

You are not permitted to send:

- Information that is restricted by law or regulation.
- Copyright material without the proper authorisation.
- Offensive, fraudulent or illegal content.
- Junk mail or random mail.
- Chain mail or any mail that can be interpreted as a form of harassment, threatening, offensive or for personal gain.
- E-mails so they appear to be from another person.

If any e-mail is received that contains any of the above, then the recipient is responsible for ensuring it is erased promptly.

All work performed on GRE property is deemed property of the Company, hence the Company reserves the right to inspect any individual's e-mail.

Use of the Internet

GRE provides internet access to staff for Company business.

The GRE internet service is a corporate asset which like any other, should be protected and used to advantage the Company. There is potential for misuse of the Internet. Your use of the Internet must be directed toward furthering the Company's business. If you have any doubt as to what type of information is appropriate for use on the company Internet service, ask your supervisor.

Confidentiality of Information

The configuration currently employed on the GRE internet service is not designed for secure transmission of confidential information.

Confidential information should not be sent via Internet electronic mail as this data can be intercepted and confidentially breached.

Downloading of Data

The Internet offers many opportunities to download files and software to your computer. This is a very dangerous practice because of the potentially damaging programs that can be downloaded.

Whilst GRE has protection against various harmful types of file downloads, you should not download data or programs from the Internet because of the potential disruption to mission critical services also accessed by our desktop technology.

3 Responsibilities

3.1 All Green Rock Energy Employees and Consultants

It is the responsibility of all GRE employees and contractors should:

1. Perform their work in compliance with all statutory and company health and safety conditions and procedures including the GRE's HSE policies, procedures, plans, instructions and all other safe work practices.
2. Ensure the proper use and maintenance of all plant, machinery, tools and safety equipment.
3. Promote a safe working environment by encouraging fellow employees, contractors and visitors to comply with all statutory and company rules and procedures.
4. Report injuries, illness or near misses immediately using the appropriate accident and incident reporting forms. Provide copies of all accident and incident reports to site management as soon as practicable.
5. Report unsafe work practices, acts, plant or tools as well as hazardous or unsafe areas of the workplace.
6. Inspect their specific area of work daily and maintain a clean and tidy workplace.
7. Operate only those machines for which they have been trained and, where applicable, ticketed to use.

3.2 Management and Supervisors

1. Cooperate with Safety Committees to develop and improve the HSE Management Plan, HSE Manual and the Induction Courses.
2. Ensure all employees and contractors can carry out their responsibilities in a safe and responsible manner by providing adequate training. Arrange work schedules so employees and contractors can attend HSE meetings, courses and training.
3. Investigate or assist with the examination of all accidents and incidents and provide reports to management. Promote action to prevent re-occurrence of accidents and incidents and initiate analyses of safety statistics to establish trends.
4. Regularly inspect workplaces, practices and procedures, plant machinery and equipment and take appropriate action where necessary to ensure the health and safety of all employees and contractors.
5. Conduct and actively participate in Safety and Tool Box meetings, provide minutes of these meetings to management and promptly resolve safety issues in a manner which maintains a healthy and safe working environment.
6. Make allowance for and implement training and development activities.

3.3 Additional Responsibilities for Managers

1. Implement a system for reporting and investigating all accidents and incidents.
2. Ensure that any work related injury or illness incurred on a GRE site is managed as per the regulations of the Worker's Compensation and Rehabilitation Act.
3. Ensure that the status of any person, injured or taken ill while working on a GRE site is regularly reported to site management.

4. Ensure ongoing safety skills training for all personnel.
5. Conduct HSE audits and inspections throughout the workplace at regular intervals.
6. Review contractor HSE performance and commitment to Green Rock Energy and their own company's HSE objectives, policies and procedures.
7. Review accident and incident reports and those reports that may be issued by regulatory authorities and where applicable, distribute to sites.
8. Develop, implement and promote the GRE HSE programmes and ensure that the HSE Plan is reviewed regularly.
9. Provide adequate HSE resources.
10. Review accident and incident statistics and determine appropriate follow up.
11. Provide reports as required by legislation, regulatory authorities and the board of directors.
12. Complete the Legislative Compliance Register prior to any field activities that require earthworks, drilling or geophysical surveys..

3.4 Responsibilities of the Board

1. Provide direction to the Company in relation to the overall approach to HSE and the HSE Management Plan.
2. Provide adequate human and financial resources to meet the requirements of the HSE Management Plan.
3. Provide critical appraisal and ongoing assessment of the HSE Management Plan.
4. Monitor activities within the HSE Management Plan through an adequate reporting system.

4 Training Programs

4.1 Management and Supervisory Training

To ensure the highest possible standards in Management and Supervisors discharging their responsibilities, training and instruction will be provided in the following areas:

- The specific responsibilities of Management, Supervisors, Employees and Contractors as defined by all regulatory authorities and corporate procedures.
- The regulations applicable to all relevant Company exploration and operational sites.
- Audit programmes and the related responsibilities of Supervisors.
- The formation, implementation and process of HSE Committees.
- Company policies, procedures and the HSE Management Plan.
- Accident reporting and investigating.
- Safe working procedures and systems.
- Effective induction programmes, content and procedures.

5 Inductions

5.1 Scope

Prior to performing any work with GRE employees and contractors shall attend all relevant and appropriate HSE Induction courses. At the conclusion of the Induction the employee must provide written acknowledgment that:

- the employee has read the HSE Procedures and Guidelines Manual and the HSE Management Plan;
- the employee thoroughly understands the above-mentioned documents;
- the employee has referred any matters on which he/she required further explanation to his/her respective Supervisors and has received an explanation which has completely clarified the matter/s;
- the employee will observe all HSE rules, procedures and requirements of the documents and those issued by Company management from time to time and therefore, will perform all his/her duties in the safest possible manner; and
- the employee fully understands that compliance with all HSE rules, procedures and regulations as described above is a condition of continued employment with GRE.

5.2 Induction Content

Induction content shall be applicable to the area or areas in which the employee is to perform his/her duties. Any person attending an operational site for less than 5 days, shall be inducted in the procedures and requirements of the specific section in which they will be working. Such persons will only be permitted to move into another section or area of the site if they are accompanied by a responsible person who has received a full site induction.

Each Company location, whether operational or exploration, will require specific induction content. However, a site specific Induction “Open Book” Questionnaire will be included in the content.

It is the responsibility of the Supervisor in any location to ensure that the Induction content is relevant to the site and remains current and applicable at all times to reflect ongoing changes in legislation and in site conditions and activities.

As a counselling measure to reinforce HSE procedures and practices, the Company reserves the right to require any person to attend an induction course at any time during employment if a person’s actions indicate that he/she is not complying with the policies and procedures of the Company’s overall health and safety objectives.

A HSE Induction Manual has been prepared and should form the basis for all inductions to any exploration location. This manual, attached as Appendix M, should be used as a guide for the formulation of Induction programmes for all Company’s operations.

6 First Aid

First Aid training to a level necessary and applicable to the demands of each Company exploration and operational location shall be provided to appropriate personnel.

Refresher and advancement courses to maintain current certification and further develop skills will also be provided.

7 Skills and Refresher Courses

Training and other refresher courses where applicable shall be provided to all personnel who from time to time, or as part of their normal duties, may be required to:

- operate and/or maintain mobile equipment
- operate and/or maintain overhead cranes
- operate and/or maintain site specific plant, machinery or equipment
- perform duties regulated by Codes of Practice and as determined by regulatory bodies
- perform duties within an Emergency Response Crew

Training and refresher courses will also be provided where it is essential to obtain certification and also where it will ensure safe practices.

8 Job Procedures

All employees will be trained and/or instructed in the relevant job procedures prior to them undertaking any task.

Safe working practices and procedures are contained in the HSE Manual and will be used as required for training at Safety and Tool Box meetings and at other site training activities.

While not every possible procedure performed on any operational or exploration site is detailed in the HSE Manual, every employee and contractor must be instructed in the importance of asking their supervisor, if unclear or in doubt about any aspect of a task, for the correct procedure required to ensure the safe and successful completion of that task.

All Supervisors shall ensure that where procedures and guidelines are not documented, a safe procedure will be determined and agreed upon by employees, management and the Safety Committee and subsequently included in the Company's HSE Procedures and Guidelines manuals.

Training in new procedures will be undertaken immediately the procedure has been formulated and approved.

9 Committees and Meetings

9.1 HSE Committees

HSE Committees will be formed in compliance with the relevant State legislation. Even if a Safety Committee is not required under the terms of any legislation, a Safety Committee may still be formed and, in addition to all legislation, the following Company procedures will apply.

1. The composition of the Committee will be representative of the workforce on the site and, where applicable, will include contractors. On some sites it may be applicable for the whole workforce to form the HSE Committee.
2. All departmental heads and the Manager on an operational site shall be members of the HSE Committee.
3. The most senior Company representative on an exploration site must be a member of the Safety Committee. This is the minimum requirement for Company representatives on such a site.
4. Committee members shall be elected from all sections of an operational site and in a ratio relevant to employee numbers within each section. Committee numbers and composition shall be determined by needs of the site providing the elected representatives comprise a minimum of 50% of the committee members.
5. The Committee will elect an inaugural Chairperson. The position of Chairperson will not remain fixed but will be rotated amongst committee members in an agreed format and timeframe.
6. The Committee shall meet bi-monthly or sooner if the need arises.
7. Minutes of Meetings shall be kept and published for the information of all employees and contractors.
8. The Committee will keep itself informed as to regulations and standards applicable for the purpose of making recommendations on safety rules and procedures.

9.2 HSE Representatives

HSE Representatives are derived from the workforce on site.

Each State's legislation sets out its requirements for the appointment of employee HSE Representatives.

Legislation also applies governing the grounds for disqualification of elected Committee members.

9.3 HSE Committee Meetings

The agenda for Safety Committee meetings should be as follows:

- Apologies
- Minutes of previous meetings
- Matters arising from the minutes

- Review accident and incident reports, statistics and identifiable trends
- Based on the preceding, devise recommendations for action where required
- Devise recommendations on any Health and Safety matters brought to the Committee's attention.
- Consider any proposed or intended changes to procedures, equipment or operations which may affect health and safety issues.
- Review of the Legislative Compliance Register
- General business

The meeting minutes will be distributed for all and as per distribution lists appropriate to each site and also including corporate management.

On sites where the Safety Committee is comprised of both GRE employees and contractor employees, contractor details shall be included in all topics of the agenda. In this manner, the Safety Meeting shall also serve as a Contractor Review Meeting.

9.4 Ice Breaker and Tool Box Meetings

All employees and contractors on any site are to attend an initial Ice Breaker Meeting and to attend regular Tool Box Meetings which must be held at least monthly. On an operational site employees and contractors shall attend the Meeting appropriate to their department or section.

Proper minutes of meetings must be kept. The meeting minutes will be distributed for all employees and as per distribution lists appropriate to each site and also, when requested, to corporate management or governing bodies.

Meeting content will vary and may include items such as safety gear, housekeeping, equipment safety procedures.

The general pro forma for a Tool Box meeting will be:

- Matters arising from previous meeting
- Regulatory issues
- Heritage and cultural issues, no-go areas
- Health, Safety & Environmental issues
- Operational aspects
- Technical aspects
- General business

10 Record Keeping

10.1 Introduction

Sufficient and adequate records will be maintained to demonstrate compliance with both GRE Policies and procedures and relevant Safety Legislation.

10.2 Inductions

The following documentation will be retained in each employee's Personnel file: Health and Safety Procedures and Guidelines"

- Signed "Open Book" Induction questionnaire
- Signed Induction/s Check List
- Signed receipt of supply of itemised personal protective equipment
- Copies of Driver's Licence and all other required Certificates of Competency
- Copies of other skills certification

10.3 Accident and Incident Reports

All Accident and Incident reports for all GRE employees and contractors will be retained by administration personnel on an operational site. Reports for exploration will be forwarded to Perth office within 8 hours.

All Accident and Incident reports shall be used as the basis to calculate the Lost Time Injury Index. In addition, these reports will be used by management to determine if appropriate measures are in place to prevent re-occurrence while accident and incident statistics will be used to determine trends, if any.

The reports shall also be used to provide analyses of accidents and incidents for distribution to all employees.

10.4 Safety Meeting Minutes

Safety Committee Meeting minutes will be retained as a Master by the Safety Committee while copies will be distributed for all employees and as per distribution lists appropriate to each site and also including corporate management.

10.5 Tool Box Meeting Minutes

Tool Box Meeting minutes will be retained as a Master by the Department Head or Supervisor while copies will be distributed for all employees and as per distribution lists appropriate to each site and also including, where required, to corporate management. The Department of Minerals and Energy may also request minutes from time to time.

11 Selection and Control of Contractors

11.1 Selection

The Company will review a Contractor's operating procedures and HSE Policies and Plans, prior to acceptance of any tender to satisfy the Company that the Contractor is capable of performing the scope of, and for the duration of, the contract in a safe, effective and productive manner.

The Company, by reviewing the above- Contractor documents, will also make an appraisal on whether the Contractor can meet all responsibilities as addressed in Section 4.5, (Contractor Responsibilities), of the Safety Management Plan.

11.2 Control

Prior to commencement of a contract, the Contractor shall undertake the following:

Safety Management

Safety management will provide copies of:

- Occupational Health and Safety Policy
- Injury Rehabilitation Policy
- Health and Safety Procedures
- Safety Management Plan or its equivalent

Site Personnel

Site personnel will:

- Submit details of all proposed personnel, for approval by the Company's representative. Persons attending site for less than 7 days in total are not required to undertake a pre-start medical or Drug and Alcohol screening. Persons attending a site for a period of up to 30 days total are required to undertake a Drug and Alcohol screening. Persons attending site for a total of 30 days or more are required to undertake both a pre-start medical and a Drug and Alcohol screen.
- Supply details of Health and Safety training and, where applicable, skills and/or trade certification.
- Ensure that all contractor employees are competent and have attended all appropriate Induction courses.
- Ensure all contractor employees acknowledge and understand all aspects of HSE procedures specific to the location in which they are to be working.
- Provide all contractor employees with all necessary safety and personal protective equipment.

Safety Record Keeping and Communications

The Contractor shall provide the following documentation:

- Communication of HSE issues to employees

- Hazard Reports submitted by contractor employees and pertaining to both hazards associated with the employees work or identified within the site's general workplace.
- Safety Meeting minutes.
- Reports on all accidents, incidents, illnesses, dangerous occurrences or near misses.
- Included in such reports will be the methods used to investigate these and measures taken, or proposed, to prevent re-occurrence.
- Systems implemented to ensure that all plant, equipment (including personal protective equipment), mobile equipment and vehicles are maintained in a safe and efficient condition

11.3 Reservation of Rights

GRE reserves the right to inspect, prior to mobilisation to site, and during the period on site, all plant and equipment to be used by the Contractor on the site.

GRE reserves the right to stand down any plant or equipment that is found to be in an unsafe condition. Such equipment will not be given approval by GRE's representative until it has satisfactorily passed a safety inspection.

GRE reserves the right to dismiss from any site any Contractor employee who compromises the health, safety and/or welfare of himself/herself or any other person. This shall also apply to any Contractor employee who compromises the safety or efficiency of any plant, equipment and/or property.

12 HSE Performance Reviews and Audits

12.1 Scope

The scope of HSE Performance Reviews will include, where applicable, but not be limited to:

- Site Safety Administration
- Plant and Equipment
- Workplace Procedures
- Workshop
- Warning Signs
- Drilling
- Drill Rig Inspection
- Personal Protection
- Performance against Environmental Assessment Report and associated Statement of Environmental Objectives
- Legislative Compliance

12.2 Site HSE Administration

- Site Safety Management Plan operation
- Induction of employees
- Acknowledgment of Induction and Procedures Manual
- Accident/Incident Reports
- Accident/Incident Investigation
- First Aid Records
- Workers' Compensation and Rehabilitation notification and records
- Action on Safety and Tool Box minutes
- Circulation of Safety and Tool Box minutes
- Follow-up action on safety non-conformances
- Emergency Plan in place and understood by all employees
- Emergency Response Crew
- First Aid facilities - adequate, restocked, sign posted, First Aiders names, extension numbers and room numbers, critical phone numbers displayed
- Performance against Environmental Assessment Report and associated Statement of Environmental Objectives.
- Completion of the Legislative Compliance Register
- Amenities - adequate, clean, ventilation, access ways

12.3 Plant and Equipment

- Operators trained and classified as competent
- Braking systems working totally efficiently
- Equipment alarms (where applicable)
- Seat Belts
- Fire Extinguishers
- First Aid Kit

- Air Conditioning (where applicable)
- Equipment checks and reports
- Equipment parking - adequate, access, drainage, traffic control

12.4 Workplace

This particular area is site and job specific and must be individually prepared for each Company location. General items are listed as follows:

- Hand Tools - guards, inspection tags
- Storage of materials
- Lighting
- Lifting appliances
- Excavations - shoring, guarding, ladders
- Housekeeping
- Trip Hazards
- Fall Protection
- Tag out/Isolation Procedures
- Permits

12.5 Treatment Plants

- Safety rails, access ways and guards
- Housekeeping
- Chemical Handling
- Storage of materials
- Equipment Use
- Trip and Slip Hazards
- Fall Protection
- Tag out/Isolation Procedures
- Alarms and Warning Systems
- Overhead Cranes and Hoists
- Fuel Tanks
- Fire Extinguishers

12.6 Warning Signs

- Warning Notices - visible, appropriately located
- Notices Secure
- Signs - speed, give way, stop
- Hazardous Materials
- Blasting Times Sign

12.7 Drill Rig Inspection

- First Aid Kit
- Fire Extinguishers
- Personal Issue Equipment

- Mast
- Pivots and Locks
- Condition of Structures
- Condition of Guy Ropes/Anchors
- Fingers/Racking Platform
- Safety Belts/Lines
- Emergency Escape Device
- Alignment with Hole
- Power Plant
- Fuel Lines/Filters, Oil Filters
- Guards
- Engine Exhaust
- Power Transmission
- Emergency Engine Shut Down
- Correct electrical and tagging procedures in place
- Controls
- Control Linkages
- Hydraulic Controls
- Hydraulic Lines
- Air Controls and Lines
- Hoisting Equipment
- Cable Condition and Fixing
- Sheaves and Blocks
- Wireless Equipment
- Hoist Drums, Brakes, and Mounts
- Hook Latch/Clevis
- Guards on Moving Parts
- Pull Up/Pull Down
- Handling Equipment
- Hoist Plugs/Elevators
- Slips/Clamps
- Slings and Shackles
- Safety Clamps
- Rig Tongs/Wrenches
- Casing Handling
- Rotating Drilling System
- Rotary Head
- Chuck Jaws
- Alignment with Hole
- Kelly Drive Pins and Bushes
- Kelly Sub Threads
- Circulation System
- Pressure Rating of Fittings and Pipes
- Pump and Pressure Relief System
- Hoses and Safety Chains
- Pressure Relief Valves
- Swivel Packings/Bearings
- Pump Gland Packings
- Air Oil Bottle Systems
- Rig Set-up
- Rig Stability
- Pipe Rack Stability
- Steps/Ladders Secure and Stable

- Hand Tools (including correct electrical tagging procedures)
- Work Procedures
- Road Worthiness of Support Vehicles
- Site
- Access
- Fire Breaks
- Combustibles Storage
- Storage of Other Materials
- Flood/Storm Protection
- Working Area Clear and Clean
- Noise level
- Dust Control
- Rubbish Disposal
- Vegetation Preservation

12.8 Personal Protection

- Hard Hats
- Safety Footwear
- Safety Glasses
- Hearing Protection
- Respiratory Protection
- Gloves
- Wet Weather Protection
- Jewellery
- Other Safe Work Equipment

12.9 Policy

GRE undertakes to review, by means of a HSE Performance Review, the utilisation and effectiveness of the safety, environment and legislative systems in place at determined intervals or when it has been determined that the systems are not being complied with or when recurring problems are identified.

12.10 Responsibilities

The appropriate, experienced supervisor, or his/her deputy, is responsible for conducting the HSE Performance Review assessment of the review and recommendation for corrective action.

12.11 Frequency

Safety management will be audited (by means of a HSE Performance Review), and subsequently amended when and where applicable, to ensure continued compliance with legislation and the requirements of GRE's HSE Policy and Procedures.

A programme for regular HSE Performance Reviews will be determined by Site Management and Safety Committees at a frequency applicable to the needs of each individual site.

In addition, Reviews will be conducted at an increased frequency in the event that recurring problems, including incidents, are identified to ensure that the required safety standards are being met and/or maintained.

12.12 Procedure

The EHS Performance Review will audit systems and procedures in use by application of the following process:

1. Identify the HSE system or procedure to be audited
2. Discuss with personnel concerned, their understanding of responsibilities, knowledge of procedures, potential hazards and control of such hazards associated with the system or procedure.
3. Observe and inspect the system or procedure under review to ensure correct application of the system or procedure by the involved person/s.
4. Determine the effectiveness of the system or procedure.
5. Examine equipment and facilities for the control and use, storage, handling or testing of equipment and facilities.
6. Review all accident and incident reports, and subsequent remedial action, relating to the system or procedure being audited.
7. Report on the HSE Performance Review as detailed in the following sub-sections.
8. Monitor the results of the HSE Performance Review and supply to the Board of Directors, on a monthly basis, graphed results of HSE Performance Reviews.

12.13 Reporting

The person who has conducted the audit will review the results of the audit and prepare a report to be distributed to site management, corporate management if requested, the Safety Committee and other relevant personnel.

All hazardous non-conformances will be recorded on a Hazard Report and clearly marked as a 'HSE Performance Review Hazard Report. This report will be distributed to the applicable supervisor after it has been signed by the site management.

A register will be maintained, by operational administration personnel or exploration supervisors, for all 'HSE Performance Review Hazard Reports to indicate the status of all such reports that have been raised. The person maintaining the register will provide the status/progress of all current Hazard Reports, as part of their normal monthly report, to their appropriate supervisor.

12.14 HSE Performance Hazard Report

When a 'EHS Performance Review' Hazard Report has been raised, the site management or exploration supervisor will assess and discuss the concern with the applicable supervisor or contractor and instigate the following:

- In the event of personnel not adhering to standard Company procedure, the supervisor will ensure that further instruction and training is provided prior to the procedure being again used by the involved person/s, that supervision is increased and that the application of the procedure is monitored more regularly.
- When the procedure itself is found to be ineffective, the supervisor will examine the procedure for possible amendment. The amended procedure will be ratified by all involved persons as being safer and workable. The amendment will then be issued to all relevant personnel and will be up-dated in the HSE Manual. Follow up reviews of the amended procedure will be actioned to ensure its safety and effectiveness.

Following the submission of a “Safety Performance Review Hazard Report” (SPRHR), a “Corrective Action Request” (CAR) must be completed by supervisors and management with input from involved employees and the Safety Committee. The CAR will then be attached to the front of the SPRHR. On satisfactory completion, the Corrective Action Request shall be signed off by site management or the exploration supervisor, filed as complete and the register up-dated.

13 Drill Rig Pre-Mobilisation Inspections

Any drill rig contracted to perform work on behalf of the Company will, prior to its mobilisation to site, be inspected by an external consultant of GRE’s choosing. After completion of the inspection by the consultant, the consultant will provide a report on the rig to both GRE and the drilling contractor.

Any hazards or defects noted by the consultant must be rectified prior to the rig’s mobilisation to conduct activities on behalf of the Company. The drilling contractor must provide GRE with details of the corrective measures which have been taken.

GRE will liaise with the consultant who initially conducted the inspection. The consultant is required when the hazard, defect or non-compliance is of a technical nature, to re-inspect the rig to ensure that the hazard, defect or non-compliance has been appropriately and successfully corrected.

The consultant will then issue a clearance certificate to GRE for the rig.

13.1 Drill Rig Pre-Mobilisation Requirements

In addition to the Pre-Mobilisation Inspection, the following issues are to be addressed prior to the Drill Rig and Personnel mobilising to a Company site:

1. The Site Manager will be forwarded a copy of the Pre-Mobilisation Inspection Report.
2. The Site Manager will be forwarded a copy of the registration and inspection documentation for all pressure vessels (compressors) that the Drilling Contractor will be bringing to and using on the Company site.
3. The Drilling Contractor must complete and forward to the site an “Approval to Site” form for each employee going to the site.

Attached to the form must be:

1. a legible copy of each employee's Drivers Licence; and
2. results of a Drug and Alcohol screen which has occurred no later than 28 days prior to the employee commencing work on behalf of GRE.
3. The Drilling contractor must agree to ensure that GRE is aware of drilling employee movements on and off the site at all stages of the duration of the contract.
4. All Drilling Contractor employees and Sub-contractors will receive a comprehensive site induction.

13.2 Drill Rig Inspections

On site drill rig inspections shall take place when requested by GRE's site supervisor but, in any event, at least once a month. Drill rigs are to be inspected by the drilling contractor and in the company of the GRE site representative. The drilling contractor's supervisor and the GRE representative will complete a GRE "Drill Rig Inspection Report". The Drilling Contractor MUST sign and date the report and implement corrective measures for any defect noted in the inspection. It is the responsibility of the GRE representative to ensure that all defects have been actioned in a timeframe relevant to each defect. If a defect, which compromises the safety of any person or has the potential to damage the environment or property/equipment has not been corrected, it is the duty of the GRE representative to stand down the rig until such corrective measures have been taken.

14 Hazard Management

14.1 Hazard Management Strategies

GRE will utilise a wide range of proven accident prevention strategies as a basis for hazard management.

- Thorough Pre-Employment Medicals including drug and alcohol screening to ensure proposed employees are capable of performing the tasks that will be allocated.
- Maintenance of detailed health and safety records for all employees.
- The induction of all employees, contractors and visitors prior to commencement of work.
- The establishment of an updatable HSE Procedures Manual.
- Compliance with all statutory requirements and codes of practice relating to HSE issues.
- HSE training for all employees, contractors and, if applicable, visitors.
- Skills training for employees.
- Trained and experienced supervision of all tasks within the workplace.
- Routine audits of safety performance and workplace conditions.
- A systematic accident reporting and investigation programme.
- A formal hazard reporting procedure and follow-up system.
- The establishment of Job Safety Analyses to provide the basis for safe work procedures and the subsequent instruction and training in these procedures to employees.
- Effective methods of employee participation in workplace HSE activities eg. Safety Committee.
- Effective Emergency Plans and Emergency Response training.
- A system of work-related injury and illness management to assist in the rehabilitation of injured or ill employees to ensure a safe return of the employee/s to work.

14.2 Hazard Reporting

To ensure there is a written record of a potential safety problem, a Hazard Report Form should be completed and handed to your Supervisor.

The responsible Supervisor and Manager must ensure that Hazard Reports are followed up immediately and, if required, remedial action taken as soon as practical.

14.3 Job Safety Analyses (JSA)

A Job Safety Analysis is a detailed review of an operation with the express purpose of identifying the job steps, the hazards and potential hazards associated with those steps, and the safety equipment and procedures necessary to ensure each of those steps can be completed without risk or with the minimum risk of injury, damage or delay.

There are five (5) basic steps in the preparation of a Job Safety Analysis:

1. Define the job to be analysed.
2. Detail all the steps required to complete the job.
3. Determine the key aspects of each step.
4. Identify all hazards and potential hazards to personnel and equipment in all aspects of each step.
5. Identify the equipment, manpower, procedure and action required to ensure the identified hazard no longer poses a risk, or the risk is minimised, within the job process.

The criteria for initiating a Job Safety Analysis are:

1. Job activities known to have resulted in injury, damage or loss determined from all accident and incident reports.
2. Employee initiated Hazard Reports.
3. 'Safety Performance Review' Hazard Reports.
4. A new job process that entails the handling of any dangerous materials or equipment, is located in a hazardous area or situation, or which has been identified as possibly containing any other risk.
5. A new employee

Following the analysis of a job, requirements and procedures necessary to ensure elimination or minimisation of risk, must be discussed by all involved personnel in order to achieve the safest and most workable requirements and procedures for that job.

Site management must be made aware of the proposal prior to its implementation and approval granted for its implementation. The new system's effectiveness must be monitored after its implementation.

14.4 Communications

Prior to commencing a job for which a Job Safety Analysis has been performed, all persons concerned with that job shall be made aware of the HSE requirements and procedures that have accordingly been implemented. This may be in the form of a Tool Box or Safety Meeting, group training or specific one-to-one instruction.

Regardless of the initial manner in which the requirements and procedures are communicated, they must also be in writing and distributed to all relevant personnel. In addition, all HSE documentation must be up-dated as soon as practicable.

14.5 Records

Completed Hazard Reports and Job Safety Analyses, along with the approved requirements and procedures, must be retained by the relevant supervisor. Where applicable, (eg. operational site), a copy should be retained by Administration personnel.

15 Accidents and Incidents

15.1 Reporting

15.1.1 Injuries

Injuries must be reported and treated immediately to ensure the injury does not become worse or affected in any way which could delay recovery or increase pain and suffering to the injured person. An Accident Report must be completed as soon as practicable.

A Workers' Compensation Employee's Report should be completed and forwarded to the insurers as soon as practicable. Any other applicable Workers' Compensation documentation and registers must be completed as requirements are ascertained after medical attention.

The legislated requirements vary between states and it is the responsibility of the site supervisor or manager to understand all the required legislation. The general requirement is for formal notification at month end for minor accidents and, for serious accidents (ie those where lost time will be 2 weeks or greater), as soon as practicable, to the district inspectorate. The seriousness of the injury will generally determine whether the inspectorate accepts a written report or personally inspects the site.

15.1.2 Loss or Damage to Equipment

Damage to any equipment or plant, or loss of productivity, however slight, must be reported to the appropriate Supervisor as soon as practical and an Incident Report completed. If a damaged item is in a dangerous or potentially dangerous condition, or could be further damaged by operation, an "Out of Service" tag should be placed on the item immediately.

Appropriate administration persons must initiate all Insurance claims and reports as soon as possible. Insurance claims may be covered by Liability, Plant and Equipment, Umbrella, Third Party, Motor Vehicle, Loss of Income, Transit, Airstrip and other insurances the Company may have in place from time to time.

15.1.3 Near Miss Incidents

All incidents in which a person was "lucky" not to have incurred an injury or in which equipment damage could have occurred **MUST** be reported to your Supervisor or Manager.

An Incident Report must be completed and recorded as a "near miss". In this way, a hazard is identified and management and supervisors, once aware of the hazard, can determine the reason for the hazard and subsequently remove or reduce the risk and/or implement or upgrade safe and appropriate procedures.

15.2 Investigation

The seriousness of any accident, incident or “near miss” will only be determined after assessment of the Incident Report and the degree of injury and damage, or potential injury or damage. Measures can then be taken to eliminate or reduce the risk of a future occurrence.

An investigation should be conducted as soon as possible after the accident or incident while events are still clear in all involved persons’ minds.

The appropriate Supervisor or Manager will conduct the investigation in accordance with the following guidelines:

- A visual inspection of the accident or incident scene to familiarise the investigator with the existing conditions.
- If applicable, identify any obvious component failures, collect and tag with accident/incident details in case of future legal proceedings.
- If possible, photograph any area or equipment which could have been involved in the accident or incident. Record details of the photograph.
- Interview any witness ensuring the witness does not feel intimidated. Stress to the witness that the investigation is not a “witch hunt” but a means of preventing a re-occurrence.
- Commence by asking “general” questions which may help the person relax.
- Then, ask “open” questions - HOW, WHAT, WHERE, WHEN. This will encourage the witness to present their own account of the events leading to the accident or incident.

Construct a chain of events. Events leading up to the accident or incident:

- The system of work being performed.
- The instructions given for the work.
- Variations from procedures.
- Workplace conditions at the time eg. lighting, floor surfaces.
- Ambient and equipment or plant temperatures, weather, warning signs.
- The exact location.
- The materials in use or being handled.
- The type of transport or equipment in use.

Facts of the accident or incident:

- The actions that occurred at the critical moment.
- The persons involved.
- The tools, material and fixtures directly involved.
- The exact time.

Facts occurring after the accident or incident:

- The injuries or damage incurred.
- The persons involved including those rendering assistance.
- Problems encountered while rendering assistance.

All details of the accident or incident investigation will be recorded on an Incident Report and submitted to the Manager.

15.3 *Review of Accidents and Incidents*

Trends in accidents and incidents shall be evaluated by administration personnel on an operational site or a nominated person on an exploration site. Trends must be discussed with management and the Safety Committee who will implement remedial action, where applicable, as soon as practicable.

Trends and any associated reports and/or graphs shall be distributed for the general information of all employees and contractors.

Where remedial action has been implemented to curve a trend, all relevant personnel shall be informed and instructed in that action and also the appropriate Safety documentation will be up-dated as soon as possible.

At regular intervals, "Significant Incident Reports" shall be compiled from information supplied from all Company sites. This report will be distributed to all sites and made available to all employees and included, for discussion, in Tool Box and/or Safety Committee meetings.

16 First Aid and Occupational Rehabilitation

16.1 *First Aid Treatment*

- **Very minor first aid treatment**, eg. headache tablets, bandaids etc, may be administered by the employee from the First Aid Kit located in their specific area.
- **Minor first aid treatment**, eg. cuts, bruises, sprains etc, must be administered by certificated First Aid personnel. The treatment and, where applicable, medication issued, must be recorded in the First Aid Register or other applicable site specific form.
- **More serious injury or illness** shall require treatment by the highest level of certificated First Aid personnel available and must always be referred to a qualified medical practitioner. In many cases the medical practitioner will advise the appropriate medication to be administered from the Royal Flying Doctor Service (RFDS) Kit if one is required and held on that site. All particulars of the medication, medical practitioner's name, patient name, symptoms etc must be recorded in the applicable registers. NO "RESTRICTED LIST" MEDICATION is to be issued from the RFDS Kit without first obtaining approval from a medical practitioner. The medical practitioner consulted may also require to see the patient prior to any medication being administered.

Any treatment whatsoever for a work-related injury or illness will necessitate the completion of an Accident or Incident Report.

16.2 *First Aid Communication*

Instructions on how to obtain First Aid treatment shall be communicated to all employees and contractors at the time of their initial site induction. The First Aid aspects to be covered in the induction are as follows:

- The location of First Aid Kits.
- Identification signs for the First Aid Station (where applicable).
- The names of all certificated First Aid personnel and their level of certification.
- The work area and, where applicable, telephone extension and room number of all certificated First Aid personnel.
- The procedure for obtaining treatment.
- The procedure for recording First Aid treatment.
- Location of nearest hospital or medical centre and instructions on how to get there and what to do when you get there.

16.3 *Occupational Rehabilitation*

The Workers' Compensation and Rehabilitation Act legislates that provisions for rehabilitation must be made for all work-related injuries and illnesses to ensure all employees so affected are assisted to enable them to:

- recover as quickly and effectively as soon as possible.
- return to work quickly and safely.

- maintain a positive outlook while incapacitated.

To comply with the legislation and to ensure any employee suffering from a work-related injury or illness is provided with the highest possible standard of medical attention and, where required by the Company doctor and/or treating practitioner, staged rehabilitation, the Company's policy and procedure as follows is to be implemented upon a work-related injury or illness occurring:

1. The Company doctor, where possible and practical, shall assess the injury or illness and decide if the employee is:
 - unable to work for a period of time;
 - fit for light or specific duties only; or
 - fit to return to normal duties
2. Any injury or illness will also be assessed in respect to the need, if any, for rehabilitation.
3. Where rehabilitation is required, a Rehabilitation Provider, as referred to by the Company doctor in conjunction, where applicable, with the Workers' Compensation insurers, will evaluate all medical reports concerning the injury and illness. Further information may be obtained by the Rehabilitation Provider from the employee's workplace and family to ensure that the rehabilitation programme is appropriately staged, sufficient, effective and workable.
4. In some cases where an employee is declared fit to return to work but unable to safely return to their normal duties due to a permanent disability resultant from the injury or illness incurred, that employee will receive Retraining Rehabilitation to ensure that they are returned to gainful employment as soon as possible.

Retraining will be provided by the employer if the employee is returning to work on alternative duties and qualified instructors are available in the workplace.

Where the employee is to be retrained in a skill not associated in any way with the Company's activities, instruction will be undertaken by an approved Rehabilitation Provider.

Rehabilitation costs will be covered by the Company's Workers' Compensation insurers in those cases where a Workers' Compensation claim has been accepted.

17 Legislative Compliance Register

A legislative compliance register will be completed prior to each field program. A copy of the Register is included in Appendix M.

APPENDICES

A. Employee & Contractor Emergency Contact Details Form

[Employee & Contractor Emergency Contacts Details.doc](#)

B. Job Safety Analyses Worksheet

[JSA Worksheet.doc](#)

C. Vehicle Inspection Form

[Vehicle Inspection form.doc](#)

D. Weekly Housekeeping Checklist

[Weekly housekeeping checklist.doc](#)

E. Drill Rig Inspection Report, Defect Notice & Certificate

[Drill Rig Safety Inspection Report.doc](#)

[Drill Rig Defect Notice.doc](#)

[Drill Rig Inspection Certificate.doc](#)

F. Contractor & Temporary Visitor Induction Forms

[Maintenance Employees & Contractors Induction Form.doc](#)

[Visitor to site Induction Form.doc](#)

G. Safety Meeting Template

[Safety Meeting Template.doc](#)

H. Safety Alerts and Investigation Forms

[Initial Safety Alert.doc](#)

I. Safety Performance Review Forms for Audits

[Safety Performance Review Systems & Admin.doc](#)

[Safety Performance Review Vehicles.doc](#)

[Safety Performance Review Trailers.doc](#)

J. Safety Performance Review Hazard Report

[Safety Performance Review Hazard Report.doc](#)

K. Corrective Actions Request Form

[Safety Performance Review Correct Action Request.doc](#)

L. Development of a Training Program

If training is going to achieve a 100% success rate, a training programme must be developed. The plan must include measurable training objectives ie. the objectives must state what will/could happen and how the effectiveness of the training can be measured with those personnel participating in the programme.

There are five basic components of any training session:

- **Introduction** - Participants must be told what will transpire during the training session and how the effectiveness of the training will be measured at the completion of the programme.
- **Training Content** - The information and processes are fully explained and demonstrated to participants.
- **Assimilation** - Participants practise their new skills and knowledge within the training programme parameters before they move back into the workplace with their new skills and knowledge.
- **Summary** - Participants complete practical exercises and the trainer confirms all of the concepts and skills introduced.
- **Evaluation** - As with all training programmes, there must be an evaluation by participants to gauge their perceptions of the effectiveness of the training. All comments by participants must be evaluated. Many programmes can be improved by implementing ideas put forward by the trainees.

M. HSE Induction Program

M.1. Overview

Green Rock Energy Limited is strongly committed to a healthy and safe working environment and the welfare of all employees and contractors and to protection of the environment. Achievement of these objectives is a shared responsibility of all employees.

Our commitment will only be achieved by compliance with the policies and procedures detailed in this manual and an ongoing effort by all personnel to identify and report hazardous situations, poor practices and unsafe acts. By so doing, procedures can be implemented or up-dated to further ensure a safe and healthy working environment.

Safety and environmental protection depends on all employees adopting an alert and responsible attitude towards personal safety and the safety of their fellow worker. The responsibilities and duties for all employees set out in the HSE Manual and their compliance is a condition of continued employment.

Consult with your Supervisor regarding specific issues on which you may require further instruction or explanation.

New employees account for approximately 25% of workplace injuries, incidents and fatalities. It is therefore critical that every new employee is inducted into his/her position to ensure maximum safety of all persons in the workforce.

Statistically, each year, workplace accidents cause approximately 400 deaths in Australia and over 300,000 disabling injuries, many of them permanent.

This Exploration Induction is not intended to encompass all aspects of safety in all situations but to instil in each new employee and contractor that “safety is a state of mind” and a safe and effective working environment is achieved by:

- taking a positive attitude towards safety,
- following the proper procedures for each task undertaken,
- using personal protective equipment,
- knowing the potential hazards and how to minimise or eliminate the associated risks (JSA), and
- asking supervisors if in doubt at all.

Working safely is a good habit - don't break it

M.2. Company Objectives

The Company's objectives towards health and safety are defined in the HSE Manual. These objectives should be instilled in new employees and contractors in order that they may appreciate their part in achieving the objectives. (Refer Section 1.1, HSE Manual).

M.3. Company Policies

Green Rock Energy's policies on health and safety matters are detailed in Section 1.2 of the HSE Manual.

Policies to be introduced are:

- Occupational Health and Safety Policy
- Injury and Rehabilitation Policy
- Fitness for Work Policy
- Emergency Policy
- Environmental Policy
- Computing Policies

New employees and contractors must realise that their compliance with these policies is mandatory for continued employment with the Company.

M.4. Company Organisation

Green Rock Energy, as a company, must be introduced to all new employees and contractors in order to provide each person with the knowledge to work effectively within the organisation.

Topics for the induction include:

- Organisation Chart.
- Direct supervisors and the individual's accountability
- Green Rock Energy's exploration tenements.
- Active company operational sites.
- Company standards including attendance, punctuality, dress, meal and tea breaks, private use of facilities.
- Leave and the procedures for applying for leave.
- Rosters.

M.5. Government Regulations

Each new employee and contractor must be made aware of, and fully understand, the role of the State and Commonwealth governments in the petroleum exploration and production industry and that health, safety and the environmental issues are governed by legislated regulations. A copy of all relevant Acts and regulations are to be made available to all employees and contractors.

While the content of this section of an Induction will vary depending on a person's job scope and the location in which that person will be working, the following regulations must be addressed in all Inductions:

- **Duty of Care** must be fully understood by new employees and contractors and they must therefore realise their obligations under this statute (refer Section 4 of the HSE Manual).
- **Accident, Incident and Hazard Reporting** are an obligation of each employee and contractor (refer Section 9 of the HSE Manual).
- **Penalties:** Persons should also be made aware of the imposition of penalties for non-compliance with legislated requirements.
- Existence of the GRE **Legislative Compliance Register**

M.6. General Safety Topics

A new person on site is the highest accident risk. To allow for a sensible introduction and acclimatisation period that person should work with a more experienced person for the first week or two depending on how they are coping.

The most likely occurrence or accident cause will be:

- Vehicle related
- Heat stroke
- Getting lost
- Trying to follow poorly understood instructions
- Unfamiliarity with site specific hazards including camping hazards
- Insect or snake bites
- Alcohol related, after hours

General safety covers but is not limited to the following safety topics which must be addressed, in conjunction with the Company's HSE Manual, at the time of a new employee's or contractor's induction.

Reinforcement of Safety Rules and Discipline

- Warnings relating to breaches of rules and procedures.
- Dismissal procedures.
- Dangerous Goods and Material Safety Data Sheets
- Protective Clothing when handling chemicals.
- Read the label on dangerous goods.
- Never smell, taste or touch a substance to ascertain what it is.
- Know the hazards involved prior to handling chemicals.

Dangerous Goods – Material Safety data Sheets (MSDS)

- All chemicals brought onto site must have MSDS.
- The MSDS must be stored in an easily accessible location.
- Read the label on dangerous goods.
- Never smell touch a substance to ascertain what it is.
- Know the hazards involved in handling chemicals.

Safety Signs

- Personal Protection Signs
- Hazardous Substances signs
- Road Signs
- Mandatory, Caution and Prohibited Signs

Housekeeping and Workplace Behaviour

- Maintain clean and tidy work and crib areas.
- Spillages to be cleaned immediately.
- Personal hygiene.
- Workplace behaviour.
- Regular inspections.

First Aid Treatment

- First Aid locations.
- First Aid Officers.
- Reporting requirements eg. Workers Compensation.

Sun Protection and Heat Related Illnesses (Section 10 EHS Manual)

- Sun protection and minimum dress standards.
- How to avoid heat related illness.
- Recognising and treating heat related illnesses.

Fire Prevention

- Ingredients required to create a fire.
- Means of preventing fires.
- Fire Extinguisher identification.
- Fire Extinguisher use.
- When NOT to fight a fire.

Vehicles (Section 24 EHS Manual)

- Vehicle custodian responsibilities.
- Tyre changing and repairs.
- Winching.
- Snatch strap use.
- Slave-starting vehicles.
- Vehicle loading and stability.
- Hire vehicles.
- Towing caravans and trailers.
- Site driving rules and procedures.

Driving (Section 24 EHS manual)

- Caution about driving - detailed discussion.
- Public road offences are individual's responsibility.
- Plan your trip.
- Check and equip your vehicle.
- If broken down, make yourself visible, stay calm and stay with your vehicle.

Sealed Roads

- Don't overload vehicle.
- When returning from off bitumen, stop and check condition of your tyres and remove any small stakes that could puncture the tyres.
- Extreme care should be taken when driving at dusk as wildlife congregate on road verges.
- Start the trip early in the day, swap drivers and take regular breaks.

Gravel Roads

- This is the most common hazard.
- Reduce speed, use 4WD if necessary.
- Corrugations cause loss of traction.
- Be aware of poorly marked corners.

- Watch for washouts.
- Dust can be extremely hazardous. Slow down for approaching vehicles and pull off the road and wait until you can see clearly if the dust is severe.
- Protect the vehicle, eg side mirrors, aerials.
- Be conservative about where the vehicle is taken.
- Leave gates how you find them.
- In wet conditions use vehicle only for essential use.

Water

- Do not drink from dams, troughs or unknown water sources, as these may be contaminated with bacteria or other pollutants.
- Do not swim or immerse your face in water where the temperature could be greater than 25°C as the water may contain harmful organisms that can cause Amoebic Meningitis.
- Be aware of mosquitos that carry disease such as Ross River Virus. In these areas wear long clothing and use a insect repellent, especially after dusk.

Camping

- Do not wear thongs.
- Watch for centipedes, scorpions, spiders and snakes around any camp fires.

Plant and Machinery

- Isolation and Tag-Out Procedures.
- Mobile Equipment.
- Core Saws.
- Chain Saws.
- Drill Rigs.

Electricity

- Electrocutation.
- Vehicle Electrification.
- Camping sites, shearers accommodation, sheds etc have often been wired up by unqualified people so beware of the dangers.

Lifting (Section 17 EHS Manual)

- Demonstration of correct manual lifting procedure.
- Using mechanical aids.

Working Overhead

- Ladders.
- Hoists, cranes and man cages.
- Overhead work behaviour.

Commuter Aircraft

- Safety around aircraft.

- Check in times.
- Luggage regulations.

Emergency Procedures (Section 22 EHS Manual)

- Company policy and general procedures.
- Evacuation procedures.
- Contact phone numbers.

M.7. Personal Safety

Personal safety specific to exploration personnel includes but is not limited to:

- Notification of Location
- Survival principles
- Bush skills
- Adequate provisions and equipment
- Water - what NOT to drink
- Awareness of hazards eg. snakes, old mine workings etc
- First Aid knowledge
- Daily contact requirements

M.8. Personal Protective Equipment

New employees and contractors must understand the need for, use, maintenance of and the Company's policies relating to Personal Protective Equipment (PPE).

Personnel must also understand that Personal Protective Equipment requirements for exploration personnel will vary according to the type and location of the work being performed.

The following PPE, its use and benefits, must be addressed during the induction process:

- Minimum standard of dress
- Safety glasses and goggles
- Hearing protection
- Safety helmets and other headwear
- Safety boots
- Respiratory protection - use, maintenance and storage
- Hand protection - gloves and barrier creams

M.9. Camping Safety

New employees and contractors must be instilled with an awareness and appreciation of the "simple" hazards which exist in a camping situation. Common tasks present their own special hazards and unless personnel realise the potential for "simple" accidents, injuries and lost time can result.

Section 25 of the HSE Manual, (Camping and Caravan Safety), provides pointers for this stage of the induction process.

Personnel must be also encouraged to view these tasks in a manner which assesses the task and its potential for injury or damage and, most importantly, to act in such a way that will eliminate or minimise the risks involved.

M.10. Environmental Requirements

All new employees need to be aware of the environmental obligations and specifically the:

- Requirements of the **Environmental Assessment Report** and associated **Statement of Environmental Objectives**.

M.11. Reporting Requirements

Reporting is an obligation of each employee and contractor. Reporting obligations apply to:

- Accident and Incident reporting including “Near Miss” reporting
- Hazard reporting
- Unsafe conditions and/or practices reporting

Personnel must also receive instruction in the Company’s requirements for reporting illness (not work related):

- Notification to supervisor as soon as practicable
- Doctor’s Certificate requirements

Other aspects to be included in the induction process, and which form part of the reporting requirements, are:

- Workers’ Compensation forms
- Time frames associated with Workers’ Compensation claims
- Insurance claim requirements

M.12. Exploration Code of Conduct

The rules applying to individual responsibility for environmental protection are simple and sensible. In general terms, the environment should be disturbed as little as possible and care should be taken at all times.

Refer to the Code of Conduct for Exploration on Pastoral Leases for further information. Remember you will be working or driving in some persons back yard

A specific list of responsibilities follows:

Terrain

- Wherever possible, existing tracks, fence lines and fire breaks should be used rather than establishing new tracks. Vehicle movements should be avoided during wet conditions to avoid road damage and the creation of wheel ruts.

Vegetation

- To avoid erosion, clearing on hillsides, slopes, water courses, shade or shelter belts should be minimised. Clearing is only to be carried out when absolutely necessary and only after Dept of Minerals and Energy approval.
- Every effort must be made to protect plant species in and about the working areas.
- Observe any fire ban that is in place.

Fauna

- The native fauna in remote or arid areas, with the exception of birds, is largely nocturnal.
- The “holding” capacity for fauna in such areas is low and all possible efforts must be made to offer the least disturbance to fauna in their natural habitats.

Livestock

- Avoid disturbance also of livestock, especially in the vicinity of wells, troughs or watering holes.
- Leave all gates the way you found them to enable the landowner’s required movement of stock.
- Firearms and dogs are not permitted on any exploration lease.

Aboriginal Sites

- If there are aboriginal sites on or near the exploration tenement, personnel are prohibited from entering these sites.

M.13. “Open Book” Induction Test

All new employees and contractors must complete the following “Open Book” Induction test at the conclusion of the induction training.

The purpose of the test is not to determine if a person has remembered or memorised every topic. Rather, it is to ensure that each person knows how to access, and fully understands, the information supplied in the Company’s manuals in order to obtain the correct information and/or procedures required to perform their scope of duties in the safest possible manner.

The Induction Test should be dated and signed by both the individual completing the test and the person conducting the Induction.

Any answers which are incorrect must be carefully explained and discussed with the Inductee until the Inductor is totally confident that the matter is fully understood by the Inductee.

The following link provides the exploration induction questionnaire and acknowledgement certificate:

[Exploration Induction Questionnaire.doc](#)

N. Legislative Compliance Register

LEGISLATIVE COMPLIANCE REGISTER / AUDIT CHECKLIST

External References Guideline

This register acts as a guideline to external references which influence GRE's activities. . These external references include Government Acts and Regulations, codes of practice, management system standards, Australian standards, guidance notes and publications which are not produced or controlled by GRE.

Acts and Regulations

Commonwealth

- Industrial Chemicals (Notification and Assessment) Act 1989
- Industrial Relations Act - refer Workplace Relations Act
- National Occupational Health and Safety Commission Act 1985
- National Occupational Health and Safety Commission Regulations
- Occupational Health and Safety (Commonwealth Employment) Act 1991
- Occupational Health and Safety (Commonwealth Employment) Regulations 1995
- Workplace Relations Act 1996 (formerly known as Industrial Relations Act 1988)
- Workplace Relations Regulations, 1999

Acts and Regulations

South Australia

- Environment Protection Act 1993 - Part 10, Division 1
- Occupational Health, Safety and Welfare Act, 1986
- Occupational Health, Safety and Welfare Regulations 1995 – Part 6
- Petroleum Act 1940
- Petroleum Act 2000
- Part 8 of the Development Act 1993.
- Petroleum Regulations 2000

Statutory Codes of Practice

Commonwealth (Ref <http://www.nohsc.gov.au/>)

- National Code of Practice for Storage and Handling of Workplace Dangerous Goods, March 2001 – Part B, Section 8
- National Standard for the Control of Major Hazard Facilities 1996
- National Code of Practice for the Control of Major Hazard Facilities 1996

Management System Standards

ISO 9001 - 1994 Quality Systems - Model for Quality Assurance in Design, Development, Production, Installation and Servicing (Section 4.1)

ISO 9001- 2000 Quality Management Systems - Requirements (Sections 4.1, 4.2, 5.1, 5.2 and 7.2)

ISO 14001 - 1996 Environmental Management Systems - Specification with

Guidance for Use (Sections 4.2, 4.3 and 4.5.1)

AS 4801-2001 Occupational Health and Safety Management Systems – Specifications with Guidance for Use (Sections 4.3.2 and 4.4.3)

AS 4804 - 2001 Occupational Health and Safety Management Systems - General Guidelines on Principles, Systems and Supporting Techniques (Sections 4.2.3 and 4.3.3)

AS 4581-1999 Management System Integration – Guidance to Business, Government and Community Organizations (Sections 2 and 4)
SafetyMAP – Third Edition (Elements 1, 4, 6 and 10)

Australian Standards

AS 3806-1998 Compliance Programs

Guidance Notes and Publications

Environment Protection Authority – South Australia

Environmental Protection Compliance and Enforcement, 1999

Comcare Australia

Occupational Health and Safety Compliance and Enforcement Framework
When an Inspector Calls – Putting Health and Safety Law to Work

Miscellaneous Publications

New Financial Reporting and Procedural Requirements - Guidance on Environmental Reporting (ASIC)

COMPLIANCE PETROLEUM ACT

PETROLEUM ACT 2000

Auditor : I		Date of Audit:	
√: Noted / No Action Required by Licensee No: Not Compliant Y: Compliant			
Key Compliance Issues	Compliant	Non Compliant	COMMENTS
<p>DIVISION 3C ENVIRONMENTAL IMPACT REPORT AND CLASSIFICATION OF REGULATED ACTIVITIES</p> <p>Sect 97.</p> <p>(1) An environmental impact report on regulated activities must be prepared in accordance with the regulations.</p> <p>(2) An environmental impact report -</p> <p style="padding-left: 40px;">(a) must take into account cultural, amenity and other values of Aboriginal and other Australians insofar as those values are relevant to the assessment; and</p> <p style="padding-left: 40px;">(b) must take into account risks inherent in the regulated activities to the health and safety of the public; and</p> <p style="padding-left: 40px;">(c) must contain sufficient information to make possible an informed assessment of the likely impact of the activities on the environment.</p> <p>(3) An environmental impact report</p> <p style="padding-left: 40px;">(a) may relate to regulated activities generally or a particular class of regulated activities; and</p> <p style="padding-left: 40px;">(b) may be applicable to the whole of the State or be limited to a particular part of the State.</p>			

PETROLEUM ACT 2000

<p>Classification of regulated activities Sect 98.</p> <p>(1) After preparation of an environmental impact report, the Minister must classify the activities to which the report relates as:</p> <p style="padding-left: 40px;">(a) low impact activities; or</p> <p style="padding-left: 40px;">(b) medium impact activities; or</p> <p style="padding-left: 40px;">(c) high impact activities.</p> <p>(2) The classification is to be made on the basis of -</p> <p style="padding-left: 40px;">(a) the environmental impact report; and</p> <p style="padding-left: 40px;">(b) criteria for the assessment of the environmental impact of regulated activities established under this section.</p> <p>(3) The Minister:</p> <p style="padding-left: 40px;">(a) must, by notice in the <i>Gazette</i>, establish criteria for the assessment of the environmental impact of regulated activities; or</p> <p style="padding-left: 40px;">(b) may, by similar notice, revise criteria previously established under this section.</p> <p>(4) In classifying activities that are likely to be recurrent, the Minister must have regard to the cumulative effect of the activities.</p>			
<p>DIVISION 4C STATEMENTS OF ENVIRONMENTAL OBJECTIVES Preparation of statement of environmental objectives Sect 99.</p> <p>(1) A statement of environmental objectives for regulated activities is to be prepared in accordance with the requirements of the regulations:</p> <p style="padding-left: 40px;">(a) for low impact or medium impact activities on the basis of an environmental impact report; or</p>			

<p>(b)for high impact activitiesCon the basis of an environmental impact assessment under Part 8 of the <i>Development Act 1993</i>.</p> <p>(2) If the Minister decides that an approved statement of environmental objectives should be revised, a revised statement of environmental objectives is to be prepared in accordance with the requirements of the regulations-</p> <p>(a)if the approved statement relates to low impact or medium impact activities-on the basis of an environmental impact report; or</p> <p>(b)if the approved statement relates to high impact activities-on the basis of an environmental impact assessment under Part 8 of the <i>Development Act 1993</i>.</p>			
<p>Content of a statement of environmental objectives Sect 100.</p> <p>(1) A statement of environmental objectives for regulated activities -C</p> <p>(a)must state environmental objectives that must be achieved in carrying out regulated activities to which the statement applies; and</p> <p>(b)must state criteria to be applied to determine whether the stated environmental objectives have been achieved in a particular case; and</p> <p>(c)must include conditions and requirements to be complied with in order to achieve the stated objectives;</p> <p>(d)must impose reporting obligations on a person carrying out regulated activities to which it relates.</p> <p>(2) One of the environmental objectives must be the rehabilitation of land adversely affected by regulated activities.</p> <p>(3) A statement of environmental objectives -C</p> <p>(a)may provide for and, for high impact activities, must provide for a report or periodic reports (to be obtained by the Minister at the expense of the licensee) from an independent expert on the environmental consequences of the activities; and</p> <p>(b)may include a system for evaluating the licensee's environmental performance</p> <p>(4) A statement of environmental objectives -C</p>			

<p>(a) may be generally applicable throughout the State; or</p> <p>(b) may be limited to a specific part of the State.</p>			
<p>Approval of statement of environmental objectives for low impact activities Sect 101. (1) If, after consulting with government agencies as required under the regulations, the Minister is satisfied with a statement of environmental objectives for low impact activities, the Minister may approve the statement.</p> <p>(2) If, after consulting with government agencies as required under the regulations, the Minister is not satisfied with a statement of environmental objectives for low impact activities, the Minister may:</p> <p>(a) amend the statement and approve it in the amended form; or</p> <p>(b) require the preparation of a fresh statement of environmental objectives.</p>			
<p>Statement of environmental objectives for medium impact activities Sect 102. (1) When a statement (or revised statement) of environmental objectives has been prepared for medium impact activities, the Minister must, if satisfied that the statement (or revised statement) is an acceptable basis for public consultation, publish a notice in a newspaper circulating generally throughout the State:</p> <p>(a) stating that the relevant environmental impact report and the proposed statement of environmental objectives may be inspected at a nominated address or a copy may be obtained from that address; and</p> <p>(b) inviting submissions from interested members of the public on the environmental impact report and on the subject matter of the proposed statement (or revised statement) of environmental objectives within a period ending on a date (the closing date for submissions) at least 30 business days after publication of the notice.</p> <p>(2) The Minister may also invite submissions from organisations and persons who have, in the Minister's opinion, a particular interest in the relevant subject matter.</p> <p>(3) Copies of written submissions made in response to an invitation under this section are to be kept available for inspection at the Minister's public office</p> <p>(4) The Minister:</p> <p>(a) must take into account all submissions made before the relevant closing date for submissions; and</p> <p>(b) may:</p>			

<p>(i)approve the statement (or revised statement) of environmental objectives without amendment; r (ii)amend the statement (or revised statement) of environmental objectives as the Minister thinks fit; and</p> <p>(c)if appropriate, may amend the environmental impact report.</p> <p>(5) If the statement (or revised statement) of environmental objectives is amended, but not substantially, the Minister may approve it in its amended form but, if it is substantially amended, the Minister must repeat the process of public consultation until it is approved without substantial amendment.</p>			
<p>Statement of environmental objectives for high impact activities Sect 103. If the Minister is satisfied that a statement (or revised statement) of environmental objectives for high impact activities properly reflects the relevant environmental impact assessment under Part 8 of the <i>Development Act 1993</i>, the Minister may approve the statement (or revised statement).</p>			
<p>Commencement of statement of environmental objectives Sect 104. (1) When the Minister approves a statement (or a revised statement) of environmental objectives, the Minister must have notice of the approval published in the <i>Gazette</i>.</p> <p>(2) The statement (or revised statement) of environmental objectives comes into force when notice of its approval is published in the <i>Gazette</i> or on a later date stated in the notice of approval.</p> <p>(3) When a revised statement of environmental objectives comes into force it supersedes the previous statement of environmental objectives for the relevant regulated activities.</p>			
<p>Enforcement of requirements etc of statement of environmental objectives Sect 105. (1) It is mandatory condition of every licence that the licensee must comply with an approved statement of environmental objectives relevant to activities carried out under the licence.</p> <p>(2) However, a breach of the condition cannot be a ground for suspending or cancelling the licence or imposing any penalty on the licensee if:</p> <p>(a)it is not a serious incident within the meaning of section 85; and</p> <p>(b)the licensee immediately after becoming aware of the breach takes all reasonable steps to remedy the situation.</p>			

<p>(3) If a statement of environmental objectives includes a system for evaluating the licensee's environmental performance, and the evaluation indicates poor environmental performance in terms of the criteria of evaluation, the Minister may, by written notice to the licensee, impose prohibitions or restrictions on the licensee engaging in regulated activities.</p> <p>(4) A licensee must not contravene a prohibition or restriction imposed under subsection (2).</p>			
<p>DIVISION 5CTHE ENVIRONMENTAL REGISTER Power to direct rehabilitation of land Sect 109.</p> <p>(1) The Minister may, by written notice given to a licensee or former licensee (an environmental direction), direct the licensee or former licensee:</p> <p style="padding-left: 40px;">(a)to take specified action to rehabilitate land adversely affected by regulated activities; or</p> <p style="padding-left: 40px;">(b)to take action necessary to rehabilitate the land to a standard specified in the direction.</p> <p>(2) A direction under this section:</p> <p style="padding-left: 40px;">(a)must allow a reasonable time for compliance with the direction; and</p> <p style="padding-left: 40px;">(b)may require the removal of abandoned equipment and facilities.</p> <p>(3) A person must comply with a direction under this section within the time allowed in the direction.</p>			
<p>Application for review of environmental direction Sect 110.</p> <p>(1) The licensee or former licensee required to comply with an environmental direction may apply to the ERD Court for a review of the direction within 14 days after receiving the direction.</p> <p>(2) Unless the Court decides to the contrary, an application for review of an environmental direction does not suspend operation of the direction.</p> <p>(3) On review of an environmental direction, the ERD Court may:</p> <p style="padding-left: 40px;">(a)confirm the direction (with or without modification); or</p> <p style="padding-left: 40px;">(b)revoke the direction.</p>			

<p>Liability for damage caused by authorised activities</p> <p>Sect 111.</p> <p>(1) A licensee (or former licensee) is liable to compensate the State for the cost of environmental rehabilitation the State is reasonably required to carry out as a result of serious environmental damage arising from activities carried out under the licence.</p> <p>(2) If a licensee provides the Minister with a report, made by an independent expert acceptable to the Minister, containing an assessment of the risk inherent in regulated activities, and of the precautions necessary to eliminate or minimise the risk, the Minister may enter into an agreement with the licensee under which:</p> <p style="padding-left: 40px;">(a) the licensee is obliged to take specified precautions to eliminate or minimise the risk; and</p>			
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1.3 COMPLIANCE: PETROLEUM REGULATIONS 2000

PART 3 ENVIRONMENT PROTECTION			
<p>Environmental impact report Reg 10. (1) For the purposes of any environmental impact report required under Part 12 of the Act, a licensee (or, in the case of a preliminary survey licence, pipeline licence or associated facility licence, a person applying for a licence) must provide the following information or material:</p> <p>(a) a description of the regulated activities to be carried out under the licence (including their location); and</p> <p>(b)—</p> <p>(i) a description of the specific features of the environment that can reasonably be expected to be affected by the activities, with particular reference to the physical and biological aspects of the environment and existing land uses;</p> <p>(ii) an assessment of the cultural values of Aboriginal and other Australians which could reasonably be foreseen to be affected by the activities in the area of the licence, and the public health and safety risks inherent in those activities (insofar as these matters are relevant in the particular circumstances); and</p> <p>(iii) if required by the Minister—a prudential assessment of the security of natural gas supply; and</p> <p>(c) a description of the reasonably foreseeable events associated with the activities that could pose a threat to the relevant environment, including—</p> <p>(i) information on the following:</p> <p>(A) events during the construction stage (if any), the operational stage and the abandonment stage;</p> <p>(B) events due to atypical circumstances (including human error, equipment failure or emissions, or discharges above normal operating levels); and</p> <p>(ii) information on the estimated frequency of these events; and</p>			

<p>(iii)an explanation of the basis on which these events and frequencies have been predicted; and</p> <p>(d)an assessment of the potential consequences of these events on the environment, including—</p> <p>(i)information on the following:</p> <p>(A)the extent to which these consequences can be managed or addressed; and</p> <p>(B)the action proposed to be taken to manage or address these consequences; and</p> <p>(C)the anticipated duration of these consequences; and</p> <p>(ii)an explanation of the basis on which these consequences have been predicted; and</p> <p>(e)a list of all owners of the relevant land; and</p> <p>(f)information on any consultation that has occurred with the owner of the relevant land, any Aboriginal groups or representatives, any agency or instrumentality of the Crown, or any other interested person or parties, including specific details about relevant issues that have been raised and any response to those issues, but not including confidential information.</p> <p>(2) The Minister may require that a person provide further information or materials (verified, if the Minister so requires, in a manner determined by the Minister) to assist in assessing potential events and consequences that may arise from particular activities.</p> <p>(3) Information and material provided under subregulation (1) or (2) must—</p> <p>(a) be balanced, objective and concise; and</p> <p>(b) state any limitations that apply, or should apply, to the use of the information and material; and</p> <p>(c) identify any matter in relation to which there is a significant lack of relevant information or a significant degree of uncertainty; and</p> <p>(d)so far as is relevant, identify the sensitivity to change of any assumption that has been made and any significant risks that may arise if an assumption is later found to be incorrect; and</p> <p>(e) so far as is reasonably practicable, be presented in a way that allows a person assessing the information</p>			
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<p>or material to understand how conclusions have been reached and allows the information or material to be used to make an informed decision on the level of environmental impact of particular activities without the need to obtain additional technical advice.</p> <p>(4) Information or material provided under this regulation must be accompanied by a declaration signed by a person (being either the licensee or applicant or a person authorised by the licensee or applicant) who has taken reasonable steps to review the information and material to ensure its accuracy)</p> <p>(5) Information and material provided under this regulation must be kept available for public inspection in accordance with directions of the Minister.</p>			
<p>Classification of regulated activities Reg 11.</p> <p>(1) For the purposes of section 98 of the Act, the criteria for the assessment of the environmental impact of regulated activities must address—</p> <p>(a)the reasonably foreseeable events associated with the activities that could pose a threat to the environment</p> <p>(b)the potential consequences of those events on the environment</p> <p>(c)the degree of confidence in the accuracy of any assessment of—</p> <p>(i)the occurrence of the events and their consequences;</p> <p>(ii)the size and scope of the consequences;</p> <p>(iii)the frequency of the events; and</p> <p>(iv)the duration of the consequences;</p> <p>(v)the extent to which the consequences can be managed;</p> <p>(vi)the cumulative effects (if any) of these consequences when considered in conjunction with the consequences of other events that may occur on the relevant land;</p> <p>(d)the action or measures proposed to be taken to reduce or avoid these consequences;</p>			

<p>(e)the interests and views (if any) of any interested person or party; and</p> <p>(f)other relevant issues.</p> <p>(2) The Minister must review the criteria under section 98 of the Act at least once in every 5 years.</p> <p>(3) The Minister must, in establishing or reviewing the criteria under section 98 of the Act, consult with relevant Government departments, agencies and instrumentalities, and other relevant persons or groups, as determined by the Minister.</p>			
<p>Preparation of statement of environmental objectives Reg 12.</p> <p>(1) Unless otherwise determined by the Minister, the person proposing to undertake the relevant activities must prepare a draft statement of environmental objectives for the purposes of section 99 of the Act.</p> <p>(2) A draft statement of environmental objectives must include an identification of the events which could arise from the relevant regulated activities and (if not properly managed or avoided) cause a serious incident or a reportable incident within the meaning of section 85 of the Act.</p> <p>(3) Objectives or criteria may—</p> <p>(a)relate to regulated activities of a particular licensee (or potential licensee);</p> <p>(b)relate to regulated activities of a particular kind.</p> <p>(4) For the purposes of section 101(2) of the Act, the following Government agencies must be consulted:</p> <p>(a)the Department for Environment and Heritage; and</p> <p>(b)the Department for Transport, Urban Planning and the Arts; and</p> <p>(c)the Department for Water Resources.</p> <p>(5) For the purposes of subsection (4) of section 102 of the Act, a licensee (or potential licensee) must, at the request of the Minister, furnish to the Minister a response to each submission made in response to an invitation under that section.</p>			

<p>(6) A copy of written submissions made to the Minister in response to an invitation under section 102 of the Act, and of any responses furnished to the Minister under subregulation (5), must be included on the environmental register.</p>			
<p>Requirements for environmental objectives and assessment criteria Reg 13.</p> <p>(1) A statement of environmental objectives must include objectives that relate to the following matters:</p> <ul style="list-style-type: none"> (a) construction activities; (b) operational activities; (c) emergency response and management; (d) rehabilitation in cases involving a serious incident or reportable incident under section 85 of the Act; (e) decommissioning, abandonment and rehabilitation; (f) dealing with the consequences of events associated with the relevant activities on the various aspects of the environment. <p>(2) The following provisions apply in relation to the criteria to be applied to determine whether the stated environmental objectives have been achieved in a particular case:</p> <ul style="list-style-type: none"> (a) the criteria must be described in specific terms which clearly define the outcomes upon which achievement of the objectives can be measured; (b) outcomes may be expressed in quantitative or qualitative terms but must clearly define what is acceptable and what is not acceptable (in the particular context); (c) to the extent (if any) required by the Minister, the criteria must include provisions with respect to assessing the on-going fitness-for-purpose of facilities, plant, equipment, machinery or other infrastructure, and management systems, to ensure security of production or supply of natural gas (if relevant), the protection of public safety, and the protection of the environment; and (d) the criteria may include provisions with respect to— <ul style="list-style-type: none"> (i) the gathering of information and the conduct and timing of studies; and 			

<p>(ii) the conduct and timing of management system audits.</p>			
<p>Review of statements of environmental objectives Reg 14.</p> <p>(1) An approved statement of environmental objectives under the Act must be reviewed at least once in every 5 years.</p> <p>(2) A review must take into account, or address—</p> <ul style="list-style-type: none"> (a) changes in information or knowledge in relevant areas; and (b) community expectations in relation to relevant environmental issues; and (c) changes in the use of land; and (d) changes in operational practices; and (e) other matters determined to be relevant by the Minister. <p>(3) If, as the result of a review, the Minister considers that a statement of environmental objectives should be revised, the Minister will undertake the revision (or cause the revision to be undertaken by the licensee) and then submit the statement for consideration under the Act.</p>			
<p>Form of information Reg 15.</p> <p>Any information or material provided by a person for the purposes of an environmental impact report or a statement of environmental objectives under Part 12 of the Act must, unless the Minister otherwise determines, be provided in written form and, if reasonably practicable, in electronic form in a form approved by the Minister.</p>			
<p>PART 4 OPERATOR CLASSIFICATION AND ACTIVITY NOTIFICATION</p> <p>Preliminary Reg 16.</p> <p>(1) In this Part—</p>			

"regulatory objectives" are the objectives that must be achieved under the Act, these regulations and the conditions of a licence;

"regulatory requirements" means the requirements imposed by the Act, these regulations or the conditions of a licence.

(2) For the purposes of this Part, the following are operator assessment factors:

(a) a licensee's corporate policies with respect to the protection of the environment, resource management, development and production, public safety, compliance with regulatory requirements and the achievement of regulatory objectives;

(b) a licensee's work practices and procedures associated with compliance with regulatory requirements and the achievement of regulatory objectives;

(c) a licensee's practices and procedures with respect to communicating regulatory requirements and regulatory objectives to employees and contractors;

(d) a licensee's practices and procedures with respect to identifying risks and implementing measures associated with achieving regulatory objectives;

(e) a licensee's arrangements to monitor, audit and review the licensee's performance against regulatory objectives;

(f) a licensee's practices with respect to the keeping and verification of records of performance;

(g) a licensee's systems to identify and report serious incidents and reportable incidents under the Act;

(h) a licensee's emergency response record, policies and plans (including testing and reporting practices and procedures);

(i) a licensee's practices and procedures with respect to the induction and training of employees;

(j) a licensee's practices and procedures with respect to consulting interested persons and bodies (including government agencies and instrumentalities);

(k) a licensee's practices and procedures with respect to providing adequate supervision of its employees and contractors in order to ensure compliance with regulatory requirements and the achievement of regulatory

<p>objectives;</p> <p>(l) a licensee's record in achieving regulatory objectives and regulatory requirements.</p>			
<p>Activity notification—high level official supervision Sect 19.</p> <p>(1) For the purposes of section 74(3) of the Act, an application for the Minister's approval for activities requiring high level official supervision is to be given to the Minister at least 35 days before the proposed commencement of the activities.</p> <p>(2) A notice under subregulation (1)—</p> <p style="padding-left: 40px;">(a) must include, or be accompanied by, detailed information on the licensee's proposals in respect of the operator assessment factors; and</p> <p style="padding-left: 40px;">(b) must comply with the requirements of regulation 20.</p> <p>(3) The Minister must, in determining whether to grant an approval under section 74(3)(a) of the Act, consider the operator assessment factors.</p> <p>(4) The Minister must not grant an approval under section 74(3)(a) of the Act unless or until the Minister is satisfied that the requirements of Part 12 of the Act have been complied with.</p>			
<p>Detailed activity information Reg 20.</p> <p>(1) A notice under regulation 18(1) or 19(1) must include, or be accompanied by, the following information or material:</p> <p style="padding-left: 40px;">(a) the licence number and the name of the licensee; and</p> <p style="padding-left: 40px;">(b) a description of the relevant activity; and</p> <p style="padding-left: 40px;">(c) information on the proposed location of the relevant activity, using co-ordinates in the GDA 94 datum (which may be in digital format), and including a map of the relevant area showing the proposed location of the relevant activity and significant topographical, environmental and cultural features; and</p> <p style="padding-left: 40px;">(d) the full name and business address of any contractor who will be involved to a significant degree in carrying out the activity; and</p>			

<p>(e)the proposed commencement date and the estimated duration of the activity; and</p> <p>(f)the name and address of the owner of the relevant land, a declaration concerning compliance with Part 10 of the Act and a copy of any notice provided under that Part, and (if relevant) information on any scheme or process that will be put in place for giving or providing notices or information to owners of the land as the activity progresses; and</p> <p>(g)an assessment as to whether the relevant activity is covered by an existing statement of environmental objectives under Part 12 of the Act; and</p> <p>(2) The notice must include the full name, business address and telephone number of a person who can be contacted about the matters contained in the notice.</p> <p>(3) The Minister may require that a licensee provide further information or material in order to ensure that the department has comprehensive information on the proposed activities.</p> <p>(4) If a requirement is imposed under subregulation (3), the licensee must not commence the relevant activities until the Minister is satisfied that appropriate information has been provided.</p> <p>(5) The Minister may, if the Minister thinks fit, publicly release information on the location and type of any activity to be carried out under a licence.</p>			
<p>PART 5 NOTICE OF ENTRY ON LAND</p> <p>Notice of Entry on Land 22. For the purposes of section 61 of the Act, a notice must—</p> <p>(a)state the full name and business address of the licensee; and</p> <p>(b)provide the name and telephone number of a person who can be contacted about the notice; and</p> <p>(c)provide a reasonable description of the types of activities proposed to be carried out on the land; and</p> <p>(d)identify the place or places where the activities are to be carried out and indicate the proposed duration of the activities; and</p>			

<p>(e)insofar as is relevant to the particular land—provide reasonable information on the anticipated events and consequences associated with the activities, and on the action that is proposed to be taken to manage and address those events and consequences, in order to enable the occupier to make an informed decision about the impact or potential impact of the activities on the land; and</p> <p>(f)state whether the occupier may object to the proposed entry under the Act and, if so, the fact that a notice of objection must be given to the licensee within 14 days after service of the notice of entry; and</p> <p>(g)provide reasonable information on the rights of an owner of land to claim compensation under the Act to cover—</p> <ul style="list-style-type: none"> (i)deprivation or impairment of the use and enjoyment of the land; and (ii)damage to the land (not including damage that will be made good by the licensee); and (iii)damage to, or disturbance of, any business or other activity lawfully conducted on the land; and (iv)consequential loss; and <p>(h)state that compensation under the Act is not to be related to the value or possible value of resources contained in the land and that dissatisfaction with any compensation is not a ground for objecting to any entry on to the land; and</p> <p>(i)state that any dispute over access or compensation may ultimately be resolved by application to the relevant court; and</p> <p>(j)inform the person that the activities to which the notice relates are conducted under the Act and that any concerns or issues associated with the conduct of the activities may be raised with the department; and</p> <p>(k)be accompanied by a copy of Part 10 of the Act.</p>			
<p>PART 6 OPERATIONAL ISSUES</p> <p>DIVISION 2—DRILLING</p> <p>Naming of wells</p> <p>Reg 25.</p> <p>(1) A licensee who drills a well must assign a distinguishing name and number to the well.</p> <p>(2) A name assigned under subregulation (1)—</p> <ul style="list-style-type: none"> (a)must not be the same, or substantially the same, as a name that has already been assigned to another 			

<p style="text-align: center;">well in Australia (whether on-shore or off-shore); and</p> <p style="text-align: center;">(b) must conform with naming conventions recognised by the Minister.</p> <p>(3) A well (other than an abandoned well) must be clearly marked in a permanent manner with its name and well number.</p>			
<p>Location surveys Reg 26. The licensee must, as soon as practicable after the location of a well is established, but in any event not later than 2 months after the drilling rig is released (or such longer period as the Minister may allow), determine the location and elevation of the well in accordance with requirements determined by the Minister for the purposes of this regulation.</p>			
<p>Well evaluation Reg 27. A licensee who drills a well must evaluate the geology through which the well passes, and the likelihood of occurrences of petroleum or some other regulated resource for which the licence is held—</p> <p style="text-align: center;">(a) in accordance with good industry practice; and (b) in accordance with any program specified for the purposes of regulation 20; and (c) if required by the Minister—in accordance with an evaluation program specified by the Minister.</p> <p>Deviation Reg 28. A licensee must not, without the approval of the Minister, allow a well to be drilled so as to enter an area outside the area of the licence.</p>			
<p>DIVISION 5—EMERGENCY RESPONSE PROCEDURES</p> <p>Emergency Response Procedures Reg 31.</p> <p>(1) A licensee under a prescribed licence must maintain procedures ("emergency response procedures") to be followed in the event of an emergency at a facility operated on land within the area of the licence.</p> <p>(2) Emergency response procedures under sub regulation (1) must include—</p> <p style="text-align: center;">(a) measures to minimise the impact of an emergency situation on—</p> <p style="text-align: center;">(i) the environment; and</p>			

<p>(ii)public health and safety; and (iii)the security of production or supply of natural gas (so far as this may be relevant); and</p> <p>(b)measures to ensure that hazardous materials or substances that may cause or exacerbate damage to the facility if not managed in the event of an emergency are isolated, contained or controlled; and</p> <p>(c)measures to rehabilitate any part of the environment that may be adversely affected by an emergency, and may include other steps to be taken in the event of an emergency.</p> <p>(3) A licensee under a prescribed licence must, at intervals not exceeding 2 years, conduct a practice drill of the emergency response procedures for all facilities operated on land within the area of the licence.</p> <p>(4) A licensee may group various facilities for the purposes of a drill under subregulation (3).</p> <p>(5) The licensee must prepare a report on the drill in a manner and form determined by the Minister and furnish a copy of the report to the Minister within 2 months after the drill.</p> <p>(6) A report under subregulation (5) must include—</p> <p>(a)an assessment of the adequacy of the emergency response procedures; and</p> <p>(b)an assessment of the competency of personnel to execute procedures; and</p> <p>(c)information on any deficiencies in any management systems, or operating or maintenance procedures, identified by the drill; and</p> <p>(d)details of any remedial action taken, or proposed to be taken, to correct any deficiencies.</p> <p>(7) Information provided in a report under subregulation (5) must—</p> <p>(a)be balanced, objective and concise; and</p> <p>(b)so far as is relevant, identify the sensitivity to change of any assumption that has been made and any significant risks that may arise if an assumption is later found to be incorrect; and</p> <p>(c)so far as is reasonably practicable, be presented in a way that allows a person assessing the information to understand how conclusions have been reached.</p>			
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<p>(8) A report under subregulation (5) must be signed by a person (being either the licensee or a person authorised by the licensee) who has taken reasonable steps to review the report to ensure the accuracy of the information contained in the report.</p> <p>(9) A licensee must promptly carry out any remedial action that is necessary or appropriate in view of the outcomes of a drill under this regulation.</p> <p>(10) Subject to subregulation (11), a copy of a report under subregulation (5) may be made available to members of the public with the approval of the Minister (and the Minister must consult with the relevant licensee before giving an approval under this regulation).</p> <p>(11) The Minister may, before giving an approval under subregulation (10), take steps to ensure that commercially sensitive information is not publicly disclosed.</p> <p>(12) An appropriate note relating to the availability of a report under subregulation (10) must be included on the environmental register.</p> <p>(13) In this regulation— "prescribed licence" has the same meaning as in regulation 30.</p>			
<p>PART 7 REPORTS AND INFORMATION DIVISION 1—INCIDENT REPORTS Incident reports Reg 32.</p> <p>(1) For the purposes of section 85 of the Act, the following are classified as reportable incidents:</p> <p style="padding-left: 40px;">(a) an unintended escape of petroleum, a processed substance, a chemical or a fuel that affects an area that has not been specifically designed to contain such an escape;</p> <p style="padding-left: 40px;">(b) an incident identified as a reportable incident under the relevant statement of environmental objectives.</p> <p>(2) A serious incident must be reported to the Minister—</p> <p style="padding-left: 40px;">(a) initially by telephone or facsimile (using a number determined by the Minister for the purposes of this regulation); and</p>			

<p>(b)by providing a written report on the incident within 3 months after the occurrence of the incident.</p> <p>(3) The initial report of a serious incident must include the following information:</p> <p>(a)the name and business address of the licensee; and</p> <p>(b)the name and telephone number of a person who can be contacted about the matter; and</p> <p>(c)the time and date of the occurrence of the incident; and</p> <p>(d)the place where the incident occurred (using appropriate co-ordinates or distances from significant topographical features); and</p> <p>(e)in a case involving a spillage—the approximate quantity of the spillage; and</p> <p>(f)the approximate size of any area affected by the incident (if relevant); and</p> <p>(g)the nature & extent of any injury to a person and, if death has occurred, the cause and place of death; and</p> <p>(h)the steps that have been taken to control, minimise or address any damage to any area affected by the incident.</p> <p>(4) A written report of a serious incident must be made in a manner and form determined by the Minister and include the following information:</p> <p>(a)the results of any assessment or investigation of the conditions or circumstances that caused or contributed to the occurrence of the incident; and</p> <p>(b)the nature and extent of any damage to the environment that occurred as a result of the incident; and</p> <p>(c)the steps that have been taken, or are proposed to be taken, to clean up and rehabilitate any area affected by the incident; and</p> <p>(d)the steps that have been taken, or are proposed to be taken, to prevent a recurrence of the incident.</p> <p>(5) Reportable incidents are to be reported on a quarterly basis within 1 month after the end of each quarter.</p>			
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<p>(6) A report on reportable incidents must be made in a manner and form determined by the Minister and include the following information in relation to each incident to which the report relates:</p> <ul style="list-style-type: none"> (a) the time and date of the occurrence of the incident and the time and date of detection; and (b) the place where the incident occurred (using appropriate co-ordinates or distances from significant topographical features); and (c) in the case of a spillage—the approximate quantity of the spillage; and (d) the approximate size of any area affected by the incident (if relevant); and (e) the cause of the incident; and (f) the steps that have been taken, or are proposed to be taken, to clean up and rehabilitate any area affected by the incident; and (g) the steps that have been taken, or are proposed to be taken, to prevent a recurrence of the incident. <p>(7) A report under subregulation (4) or (6) must be signed by a person (being either the licensee or a person authorised by the licensee) who has taken reasonable steps to review the report to ensure the accuracy of the information contained in the report.</p> <p>(8) Subject to subregulation (9), a copy of the report under subregulation (4) or (6) may be made available to members of the public with the approval of the Minister (and the Minister must consult with the relevant licensee before giving an approval under this regulation).</p> <p>(9) The Minister may, before giving an approval under subregulation (8), take steps to ensure that commercially sensitive information is not publicly disclosed.</p> <p>(10) An appropriate note relating to the availability of a report under subregulation (8) must be included in the environmental register.</p>			
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DIVISION 2—PERFORMANCE AND TECHNICAL REPORTS

**Annual reports
Reg 33.**

(1) A licensee must, within 2 months after the end of each licence year, furnish to the Minister a written report for the relevant licence year (an "annual report").

(2) An annual report must include—

(a) a summary of the regulated activities conducted under the licence during the year;

(b) a report for the year on compliance with the Act, these regulations, the licence and any relevant statement of environmental objectives; and

(c) a statement concerning any action to rectify non-compliance with obligations imposed by the Act, these regulations or the licence, and to minimise the likelihood of the recurrence of any such non-compliance; and

(d) a summary of any management system audits undertaken during the relevant licence year, including information on any failure or deficiency identified by the audit and any corrective action that has, or will be, taken; and

(e) a list of all reports and data relevant to the operation of the Act generated by the licensee during the relevant licence year; and

(f) in relation to any incidents reported to the Minister under the Act and these regulations during the relevant licensing year—

(i) an overall assessment and analysis of the incidents, including the identification and analysis of any trends that have emerged; and

(ii) an overall assessment of the effectiveness of any action taken to rectify non-compliance with obligations imposed by the Act, these regulations or the licence, or to minimise the risk of recurrence of any such non-compliance; and

(g) a report on any reasonably foreseeable threats (other than threats previously reported on) that reasonably present, or may present, a hazard to facilities or activities under the licence, and a report on any corrective

<p>action that has, or will be, taken; and</p> <p>(h) unless the relevant licence year is the last year in which the licence is to remain in force—a statement outlining operations proposed for the ensuing year; and</p> <p>(i) in the case of a production licence—an estimate of the volume of petroleum likely to be produced, wasted, stored or sold under the licence during the ensuing year, or such longer period as the Minister may require; and</p> <p>(j) in the case of a production licence—an assessment of the development activities proposed to be undertaken under the licence, including the number of completions that are expected to occur, during the ensuing year, or such longer period as the Minister may require; and</p> <p>(k) in the case of a pipeline licence—the volume of any regulated substance transported through the pipeline during the relevant licence year.</p> <p>(3) An annual report must be accompanied by a statement of expenditure on regulated activities conducted under the licence for the relevant licence year, showing expenditure under each of the following headings (so far as is relevant):</p> <p>(a) drilling activities;</p> <p>(b) seismic activities;</p> <p>(c) technical evaluation and analysis;</p> <p>(d) other surveys;</p> <p>(e) facility construction or modification;</p> <p>(f) operating and administration expenses (to the extent that such expenses are not included under a preceding heading).</p> <p>(4) A copy of an annual report provided to the Minister under this regulation must be kept available for public inspection in a manner determined by the Minister.</p> <p>(5) However, a member of the public is not entitled to inspect a statement of expenditure provided under sub regulation (3).</p>			
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<p>Geophysical Progress Reports Reg 34. (1) A licensee who is conducting geophysical activities, or activities involving the reprocessing of geophysical data, must furnish to the Minister, on a periodic basis determined by the Minister after consultation with the licensee, a report (a geophysical progress report) which includes—</p> <p style="padding-left: 40px;">(a) a list of activities conducted on each day during the reporting period including, if applicable, the lines prepared, the data recorded, and the rehabilitation undertaken; and</p> <p style="padding-left: 40px;">(b) a cumulative tally of activities from the start of the relevant survey, including, for three-dimensional seismic surveys, the total number of source line kilometres and the total number of recorded square kilometres; and</p> <p style="padding-left: 40px;">(c) the location of any campsites used during the reporting period; and</p> <p style="padding-left: 40px;">(d) the status of any processing or reprocessing of geophysical data; and</p> <p style="padding-left: 40px;">(e) a specific report on any reportable incident under section 85 of the Act that has occurred during the reporting period.</p> <p>(2) A copy of a report under this regulation will not be available for public inspection.</p>			
<p>Geophysical Operations Reports Reg 35. (1) A licensee who—</p> <p style="padding-left: 40px;">(a) records any geophysical field data (other than wireline data in a well); or</p> <p style="padding-left: 40px;">(b) reprocesses any geophysical field data (other than wireline data from a well),</p> <p>must furnish to the Minister—</p> <p style="padding-left: 40px;">(c) in a case where paragraph (a) applies—within 6 months after the completion of the recording of the data;</p> <p style="padding-left: 40px;">(d) in a case where paragraph (b) applies—within 2 months after the completion of the reprocessing of the data, a geophysical operations report in accordance with the requirements of these regulations.</p>			

<p>(2) A geophysical operations report must include—</p> <ul style="list-style-type: none"> (a) the name of the survey during which the data was obtained; and (b) in a case where subregulation (1)(a) applies—information on the following: <ul style="list-style-type: none"> (i) the location of the survey, including the licence area in which the survey was conducted; and (ii) significant dates relating to survey activities, including recording, starting and finishing dates and processing completion dates; and (iii) the operations carried out in acquiring the data, including a description of the equipment used for positioning, surveying, navigation or other purposes, and a description of the geophysical techniques and equipment used; and (c) a description of the processing or reprocessing carried out on the data, and the products of those processes; and (d) information on the geodetic and geophysical datum employed; and (e) information on any stations, lines or areas recorded under the survey; and (f) a recording parameter summary; and (g) information on the location of survey control points and permanent markers; and (h) if relevant—information on uphole locations; and <ul style="list-style-type: none"> (i) a list of tapes and cartridges that have been generated including (where appropriate)— <ul style="list-style-type: none"> (i) recorded field data, including line and station range details; and (ii) processed data, including details on the lines, station range, Common Depth Point range and forms of processing. <p>(3) A copy of a report under this regulation will be available for public inspection after the expiration of 2 years from the date of the completion of the recording of the data or, in a case involving the reprocessing of data, of the completion of the reprocessing.</p>			
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<p>Geophysical interpretation reports Reg 36. (1) A licensee who—</p> <p style="padding-left: 40px;">(a) records any geophysical data (other than wireline data in a well); or</p> <p style="padding-left: 40px;">(b) reprocesses any geophysical field data (other than wireline data from a well),</p> <p>must furnish to the Minister, within 6 months after the completion of the processing or reprocessing of the data (as the case may be), a geophysical interpretation report in accordance with the requirements of these regulations.</p> <p>(2) A geophysical interpretation report must provide a representative evaluation of the data according to good industry practice and in any event information on the following:</p> <p style="padding-left: 40px;">(a) the interpretation of horizons; and</p> <p style="padding-left: 40px;">(b) structural mapping; and</p> <p style="padding-left: 40px;">(c) any leads or prospects arising from the data.</p> <p>(3) The report must identify the interpretation methods and techniques used in the interpretation of the data.</p> <p>(4) The report must include maps and show other identifying features to a reasonable scale, detail and extent.</p> <p>(5) A copy of a report under this regulation will be available for public inspection when the relevant licence expires or is surrendered or cancelled under the Act.</p>			
<p>Geophysical data Reg 37. (1) A licensee must, at the time the licensee provides a geophysical operations report to the Minister, also provide to the Minister the following geophysical data:</p> <p style="padding-left: 40px;">(a) in relation to seismic data—</p> <p style="padding-left: 80px;">(i) recorded field data;</p>			

<p>(ii)observers logs;</p> <p>(iii)station locations, including elevation and bathymetry data;</p> <p>(iv)field statics data;</p> <p>(v)processed two-dimensional seismic reflection sections;</p> <p>(vi)processed three-dimensional data volumes and velocities;</p> <p>(vii)processed three-dimensional time slices (if they have been produced);</p> <p>(b)in relation to aeromagnetic or other airborne data—</p> <p>(i)location data, including flight location data and flight logs;</p> <p>(ii)raw and edited field data;</p> <p>(iii)quality control plots or calibrations;</p> <p>(iv)processed data;</p> <p>(v)processed files;</p> <p>(c)any other data relevant to field acquisition in the possession of the licensee or required by the Minister.</p> <p>(2) If data has been reprocessed, the following must also be provided to the Minister:</p> <p>(a)a transcribed copy of the field data; and</p> <p>(b)the field tape transcription log; and</p> <p>(c)a tape and file listing of the field data that has been copied and reprocessed.</p> <p>(3) Unless otherwise determined by the Minister, all location data must use GDA 94 co-ordinates.</p> <p>(4) Data provided under this regulation will be available for public inspection after the expiration of 2 years from the date of substantial completion of the recording of the data or, in a case involving the reprocessing of data, of substantial completion of the reprocessing.</p>			
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Daily drilling reports

Reg 38.

(1) A licensee who undertakes any drilling on any day must furnish to the Minister a **daily drilling report** in accordance with the requirements of these regulations.

(2) A daily drilling report—

(a) must relate to a period not exceeding 24 hours, calculated from the end of the period reported on in the immediately preceding daily drilling report (unless the report is the first report for the well); and

(b) must be provided to the Minister within 12 hours after the end of the period to which it relates.

(3) A daily drilling report must include—

(a) the name and number of the well; and

(b) a report number or the number of days from spud; and

(c) the time and date of well spud and rig release; and

(d) the depth of the well at the end of the reporting period (in metres); and

(e) information on operations carried out during the reporting period; and

(f) the mudlog for the reporting period; and

(g) resource show descriptions; and

(h) a description of the formations, and the depth of any geological formation tops, encountered during the reporting period; and

(i) well logs acquired during the reporting period; and

(j) the drill stem test intervals and results, including recoveries and the API gravity of any liquid hydrocarbons recovered during the reporting period, and the resistivity of any water recovered during the reporting period.

<p>(4) A copy of a report under this regulation will be available for public inspection when the relevant well completion report is made available for such inspection.</p> <p>(5) However, the location, spud date, rig release date, total depth, datum heights and status of a well may be made available to the public at any time.</p>			
<p>Wireline logs Reg 39.</p> <p>(1) A licensee who acquires any open hole or cased hole logs must furnish copies of the logs to the Minister within 1 month of acquisition.</p> <p>(2) However—</p> <p style="padding-left: 40px;">(a) if a log is acquired at more than one scale, the larger scale log need only be submitted; and</p> <p style="padding-left: 40px;">(b) DST correlations and sidewall core records need not be furnished to the Minister; and</p> <p style="padding-left: 40px;">(c) a log that is primarily a record of the completion of an operation need not be furnished to the Minister.</p> <p>(3) All depth references for the purposes of any logs provided under this regulation must be in metres (unless otherwise approved by the Minister).</p> <p>(4) The data contained in logs furnished under this regulation will be available for public inspection after the expiration of 2 years from the date of rig release or, if acquired after rig release, after the expiration of 2 years from the date of acquisition.</p>			
<p>Well completion reports Reg 40.</p> <p>(1) A licensee who undertakes any drilling must furnish to the Minister, within 6 months after rig release, a well completion report in accordance with the requirements of these regulations.</p> <p>(2) A well completion report must include—</p> <p style="padding-left: 40px;">(a) the name and number of the well; and</p> <p style="padding-left: 40px;">(b) a summary page or pages, located at the beginning of the report, which set out in a concise form basic information relating to the well found in the report; and</p> <p style="padding-left: 40px;">(c) a plan that shows—</p>			

<p>(i)the location of the well relative to a horizontal control point and a bench mark established not more than 200 metres from the site of the well; and</p> <p>(ii)the latitude and longitude of the well in GDA 94 values, computed within accuracy levels approved by the Minister; and</p> <p>(iii)any permanent reference marks established in accordance with these regulations; and</p> <p>(iv)the direction of true north; and</p> <p>(v)any other well and all roads, access tracks, public utilities or substantial buildings or other structures within 300 metres of the site of the well, and any significant topographical, environmental or cultural features; and</p> <p>(vi)where applicable, the boundaries and legal description of the section of land within which the well is situated; and</p> <p>(d)the name of any drilling contractor; and</p> <p>(e)the spud date, the date of rig release, and the total depth drilled (to drillers and loggers depths, in metres); and</p> <p>(f)a summary of the lithologies encountered during the drilling, and a summary of the geological formations taken to have been encountered during drilling; and</p> <p>(g)a composite log, formulated to a scale comparable with the wireline logs used in connection with the drilling, that includes the following:</p> <p>(i)the bit record;</p> <p>(ii)the penetration rate;</p> <p>(iii)the casing record;</p> <p>(iv)a lithological summary;</p> <p>(v)geological formation tops;</p>			
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<p>(vi)representative open hole and cased hole logs;</p> <p>(vii)sidewall core points;</p> <p>(viii)palaeontological analysis results;</p> <p>(ix)hydrocarbon shows;</p> <p>(x)the drillstem test intervals and results;</p> <p>(xi)core intervals and recoveries;</p> <p>(xii)the log analysis result; and</p> <p>(h)core and sidewall sample descriptions, and an analysis of these; and</p> <p>(i)relevant petrographic descriptions; and</p> <p>(j)the palaeontological analysis results and interpretation; and</p> <p>(k)the formation test reports, charts and interpretation; and</p> <p>(l)log interpretations; and</p> <p>(m)details of hole sizes, casings and cementing that has been undertaken; and</p> <p>(n)details of well completion or abandonment; and</p> <p>(o)a velocity survey; and</p> <p>(p)a geophysical interpretation of the target structure at relevant horizons.</p> <p>(3) For the purposes of subregulation (2), all depth references for a well must be in metres.</p> <p>(4) A copy of a report under this regulation will be available for public inspection after the expiration of 2 years from the date of rig release.</p>			
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<p>Quarterly cased-hole well activity report Reg 41. (1) A licensee who undertakes any activity on a cased-hole well in any quarter must furnish to the Minister, within 30 days after the end of the quarter, a quarterly cased-hole well activity report in accordance with the requirements of these regulations.</p> <p>(2) A quarterly cased-hole well activity report must include—</p> <ul style="list-style-type: none"> (a) the name and number of the well; and (b) the dates on which any activity occurred; and (c) information (in a form determined by the Minister) on all pressure tests, recompletions, perforations, fluid sampling and cased hole logging activities conducted during the quarter. <p>(3) A copy of a report under this regulation will not be available for public inspection.</p>			
<p>Well test analysis reports Reg 42. (1) A licensee who undertakes a well test for the purpose of determining reservoir pressure, or reservoir characteristics or flow characteristics within the vicinity of the well bore, must furnish to the Minister, within 6 months after the well test is completed, a well test analysis report in accordance with the requirements of these regulations.</p> <p>(2) A well test analysis report must include—</p> <ul style="list-style-type: none"> (a) the name and number of the well; and (b) information on the type of test that was carried out; and (c) the date of the test; and (d) the interval tested; and (e) the quantity of any regulated substance produced; and (f) a description of the analysis or interpretation that has been undertaken; and (g) the results of the test (including all interpreted results); and 			

<p>(h) any raw data obtained from the test.</p> <p>(3) A copy of a report under this regulation will be available for public inspection after the expiration of 2 years from the date on which the relevant test was carried out.</p>			
<p>Petroleum reservoir fluid analysis reports Reg 43.</p> <p>(1) A licensee who samples reservoir fluid (including water) must furnish to the Minister, within 6 months after the date of sampling, a petroleum reservoir fluid analysis report in accordance with the requirements of these regulations.</p> <p>(2) A petroleum reservoir fluid analysis report must include—</p> <p>(a) the name and number of the well; and</p> <p>(b) the date on which the reservoir fluid was sampled; and</p> <p>(c) the interval from which the sample was obtained; and</p> <p>(d) a description of any analysis or test that has been performed on the sample; and</p> <p>(e) the results of any analysis or test; and</p> <p>(f) the name of the laboratory or other place at which any analysis or test was undertaken.</p> <p>(3) A copy of a report under this regulation will be available for public inspection after the expiration of 2 years from the date on which the sampling was carried out.</p>			
<p>Downhole diagrams Reg 44.</p> <p>(1) A licensee who installs or alters downhole equipment must furnish to the Minister, within 2 months after the installation or alteration, a downhole diagram in accordance with the requirements of these regulations.</p> <p>(2) A downhole diagram must—</p> <p>(a) include details on the equipment that has been installed, or information on the alterations;</p> <p>(b) show the perforated intervals;</p>			

<p>(c)state the date on which the particular equipment became operable, or on which the alteration occurred;</p> <p>(d)state the status of the well;</p> <p>(e)include details of any reservoir stimulation treatments that have been undertaken.</p> <p>(3) A copy of the diagram under this regulation will be available for public inspection after the expiration of 6 months from the date of the installation or alteration of the equipment (as the case may be).</p>			
<p>Production reports Reg 45.</p> <p>(1) A licensee who produces a regulated substance in any month must furnish to the Minister, within 2 months after the end of the month, a production report in accordance with the requirements of these regulations.</p> <p>(2) A production report must include—</p> <p>(a)the name and number of the well; and</p> <p>(b)in relation to each producing completion—</p> <p>(i)identifying information as to completion interval; and</p> <p>(ii)the number of days on which the producing completion was on line during the month; and</p> <p>(iii)the quantity of regulated resource produced or injected during the month; and</p> <p>(iv)the quantity of water (if any) produced during the month.</p> <p>(3) A copy of a report under this regulation will be available for public inspection after the expiration of 6 months after the month to which it relates.</p>			
<p>Other technical reports Reg 47.</p> <p>(1) A licensee who prepares or commissions any other technical report in connection with an activity conducted under the licence must furnish a copy of the report to the Minister within 2 months after the report is completed or received by the licensee (as the case may be).</p>			

<p>(2) Information contained in a report provided under this regulation will be available for public inspection—</p> <p>(a) in the case of analytical laboratory data or field survey data—after the expiration of 2 years from the date on which the report is provided to the Minister;</p> <p>(b) in any other case—on the expiration of the relevant licence.</p>			
<p>DIVISION 3—SAMPLES AND ANALYSIS OF CORES AND CUTTING</p> <p>Well samples Reg 48.</p> <p>(1) Subject to this regulation, a licensee must provide all cuttings and core obtained from a well to the Core Library within 6 months after rig release.</p> <p>(2) Each cutting sample must—</p> <p>(a) be washed and dry; and</p> <p>(b) be contained in a container suitable for long-term storage, as determined by the Minister; and</p> <p>(c) be clearly and permanently marked with the well name and number and the depth interval represented by the cutting (in metres).</p> <p>(3) A licensee may, with the approval of the Minister, retain a _ proportion of a core (split length wise) for analysis.</p> <p>(4) Cuttings and core provided under this regulation must be accompanied by a form approved by the Minister that includes—</p> <p>(a) the name and number of the relevant well; and</p> <p>(b) the depth ranges from which the samples were obtained; and</p> <p>(c) the cuttings sample interval for each depth range; and</p> <p>(d) a statement identifying any variation from an evaluation program previously proposed under these regulations; and</p>			

<p>(e) a statement as to whether the core is complete and, if it is not complete—</p> <p style="padding-left: 40px;">(i) a list of the intervals that are not complete; and</p> <p style="padding-left: 40px;">(ii) a statement as to why the core is not complete.</p> <p>(5) Cuttings and core provided under this regulation will be available—</p> <p style="padding-left: 40px;">(a) to the public for analysis after the expiration of 2 years from rig release; and</p> <p style="padding-left: 40px;">(b) to the licensee for analysis at any time during the currency of the licence and, after the licence has come to an end, at the discretion of the Minister.</p> <p>(6) The Minister may, after the relevant licence has come to an end, refuse to allow access to cuttings or core for destructive sampling.</p>			
<p>Report on analysis of core or cuttings Reg 49.</p> <p>(1) An application for approval to remove any cuttings or core held by the Core Library must be made in a form determined by the Minister and include the following information:</p> <p style="padding-left: 40px;">(a) the full name, business address and telephone number of the person who will be responsible for the relevant sample and for reporting the results of any analysis under subregulation (3); and</p> <p style="padding-left: 40px;">(b) the date on which it is proposed to remove the sample from the Core Library; and</p> <p style="padding-left: 40px;">(c) the name and number of the relevant well; and</p> <p style="padding-left: 40px;">(d) the depth or interval from which a sample is sought; and</p> <p style="padding-left: 40px;">(e) the type of sample; and</p> <p style="padding-left: 40px;">(f) details on the type of analysis that is to be performed on the sample.</p> <p>(2) The Minister may, in the Minister's discretion, refuse an application for approval.</p> <p>(3) It will be a condition of the removal of any cuttings or core—</p>			

<p>(a)that the person responsible for the relevant sample will furnish to the Minister a report of the results of the analysis carried out on the relevant sample; and</p> <p>(b)that the Minister is authorised to make copies of the report as the Minister thinks fit.</p> <p>(4) The report must be furnished within 6 months of removal, or within such longer period as the Minister may allow.</p> <p>(5) The report must include—</p> <p>(a)the name and number of the well; and</p> <p>(b)the date of removal from the Core Library; and</p> <p>(c)the date of the completion of the analysis; and</p> <p>(d)a description of the analysis and the results of the analysis; and</p> <p>(e)information on how any residues or processed material arising from the analysis have been dealt with.</p> <p>(6) The Minister may specify other conditions that will apply to the removal of any cuttings or core from the Core Library.</p> <p>(7) A condition under subregulation (6) may include a condition that the applicant enter into a bond in such sum (not exceeding \$10 000), and subject to such terms and conditions, as the Minister may determine to be appropriate.</p> <p>(8) If any samples remain after the completion of an analysis, the person responsible for the samples must immediately return them to the Core Library.</p> <p>(9) A copy of a report provided to the Minister under this regulation will be available for public inspection after the expiration of 2 years from the date on which the sample is removed from the Core Library.</p>			
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