

Health, Safety & Environment Induction



Please contact your
Woolnorth
representative or
inductions@
woolnorthwind.com.au
for help

Welcome to Woolnorth Renewables' Health, Safety
& Environment Induction

The objectives of this training are to provide an overview on...

Operational,
Health, Safety
&
Environmental
requirements

Our
expectations of
you

Expected risks
& hazards

Woolnorth Wind Farm Holding Pty Ltd trading as Woolnorth Renewables (Woolnorth)

Woolnorth's Induction Requirements Cont.

When you first come to site you can enter as an **Escorted Visitor**



Your specific training requirements may be tailored by your Woolnorth contact/manager depending on your activities and a risk assessment

We'll then get you set up with a **Contract (Purchase order)** and some other onboarding admin e.g. insurances, qualifications & work plans



All sites have a site induction to allow you to work as an **Accompanied Worker**



To be an **Unaccompanied Worker** you'll need to complete our...

General Induction



Health, Safety & Environmental Induction



Isolation Training



Permit To Work Training



Restricted Area Training



You Are Here

All HSE training is valid for 2 years

Induction Overview

This training is focussed on Woolnorth's Health, Safety & Environmental system and how it is to be utilised during any work on Woolnorth property or assets. It provides an overview of the Health and Safety Policy, an Environmental Policy, guidelines on risk management and a collection of specific procedures and documents for managing the HSE hazards associated with operating our wind farms, balance of plant, transmission lines and other assets.

The HSE System is accessible via our public website - woolnorthrenewables.com.au/health-safety-environment

The access password for this website is 'Woolnorth_HSE'

The training relies on a number of documents held within the HSE system so open the website now in preparation.

Using the information provided here, we expect that all work and activities conducted for us is done at the highest level. Using our systems and resources **YOU** must ensure that all risks associated with **YOUR** activities are managed. This includes from an operational perspective, but equally from a Health, Safety and Environmental perspective.

If you have any questions, then consult the resources held within the HSE web page or ask the contact person you have within Woolnorth.



Open the
HSE web
page now



Health and Safety Policy

- The Woolnorth Health and Safety Policy describes the company's commitment to developing and promoting a safe and healthy workplace.
- This is achieved by focussing on culture, systems, evaluation, improvement, training, supervision and compliance.
- **Please review Woolnorth's Health and Safety Policy available on its public website.**



Environmental Policy

- The Woolnorth Environmental Policy aims to minimise the impact of our wind farms on flora, fauna and the land, as well as social and community needs, in areas where we operate.
- Please review **Woolnorth's Environmental Policy** available on its public website.



Risk Management

- Woolnorth utilises a number of Risk Management processes to maximise the Safety for our People, Environment, Business and Property.
- In addition to compliance with legislative requirements, including duty of care, all work activities shall have risks managed to a level as low as reasonably practical:
- Risk is assessed/calculated using likelihood and consequence tables, whilst adopting the measure of As Far As Reasonably Practical.

Likelihood and consequence table (if you're not familiar with the use of these tables then you'll need to talk with your contract manager or Woolnorth contact)

Risk Rating Table							
Probability	Examples	Impact (Consequence)					
		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Extreme	6. Catastrophic
7. Almost Certain 91-100%	Event is expected	7	14	21	28	35	42
6. Likely 61-90%	Event is likely to occur	6	12	18	24	30	36
5. Possible 21-60%	Event may occur, but not likely	5	10	15	20	25	30
4. Unlikely 6-20%	Event not expected	4	8	12	16	20	24
3. Rare 1-5%	Event extremely unlikely	3	6	9	12	15	18
2. Extremely Rare < 1%	Event may only occur in extreme or exceptional circumstances	2	4	6	8	10	12

Risk Management Tools

- Daily operational **ACTIVITIES** are required to be done in accordance with any relevant Procedures, handbooks and guidance documents (e.g. Working at Heights Procedure, Work Instructions)
- Daily operational **RISKS** are required to be managed using the following tools (based on an uncontrolled risk score i.e. before you've put in place your hazard controls) -

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The activity you are planning to do is...

Extreme -

Un-likely to be an acceptable activity, even with controls in place

High risk -

Safe Work Method Statements (SWMS) & Permit to Work (PTW)

Moderate risk -

Job Hazard Analysis (JHA)

Low risk -

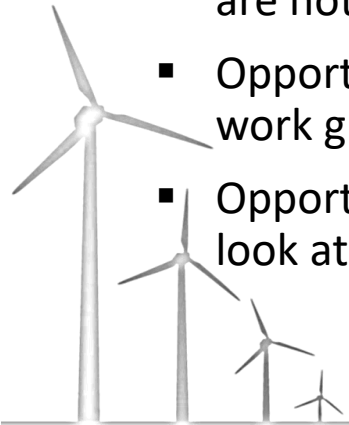
Take5



Risk Management

Why do we use documented risk management processes in our workplaces? We do this because:

- We promote discussion around risk and different ways of completing the works
- Some personnel see different Hazards and, the Risk potential that others do not see, which can then be documented and shared
- This ensures that all personnel have the same information
- Documents are an expectation of how the works will proceed with the collective information of all
- Gives personnel an opportunity to discuss areas or processes they are not sure of
- Opportunity to ensure appropriate skills and experience are within work groups who are about to complete works
- Opportunity to audit and review how work processes went and look at changes, further training, equipment etc.



Hierarchy of Controls (used for risk management)

The hierarchy of control is an important tool used to minimise or eliminate exposure to hazards and risks in the workplace. The hierarchy encourages the implementation of the highest levels of control for a hazard, in turn working to lower risk level.

Wherever possible, choose controls from the top 4 sections – Elimination, Substitution, Isolation and Engineering. Consistently relying on the lower levels of controls (administration, PPE) should be avoided. In many cases it will be necessary to use more than one control method.

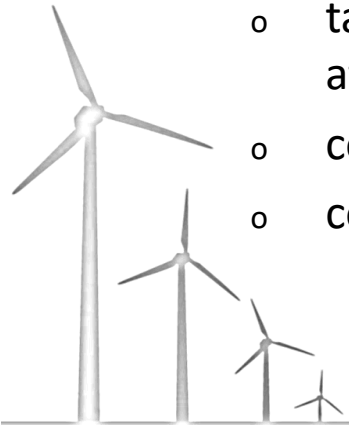
	Examples:	
1. Elimination	Eliminate the risk altogether. <i>e.g. stop the activity altogether.</i>	Most preferable  Least preferable
2. Substitution	Substitute a hazardous item with a safer alternative. <i>e.g. use water based chemicals rather than solvent based chemicals</i>	
3. Isolation / 4. Engineering	Isolate the hazard from workers and/or install equipment to counteract the hazard. <i>e.g. Separate forklift traffic from pedestrians / Install machine guarding, mechanical lifting aids, exhaust ventilation.</i>	
5. Administrative	Procedures and work practices to control the hazard. <i>e.g. Training / Procedures / Job rotation for repetitive tasks.</i>	
6. Personal Protective Equipment (PPE)	Specialised clothing to protect workers from the hazard. <i>eg. ear plugs / safety glasses / gloves / high-visibility clothing.</i>	



Legislation

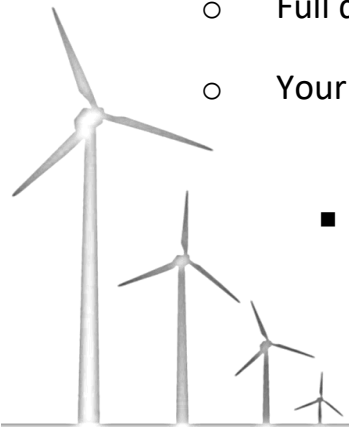
We all have legal responsibilities regarding safety in the workplace. (*Tasmanian Work Health, Safety Act and Regulations 2012*)

- Person Conducting a Business or Undertaking (PCBU) must ensure so far as reasonably practicable, the health and safety of workers. Ensure:
 - safe working environment is **provided and maintained**
 - safe systems of **work are provided**
 - plant and substances are in a **safe condition**
 - suitable **information, instruction, training** and **supervision** is provided to ensure worker safety.
- Workers – Have a duty to:
 - take **reasonable care** for their own safety and that they do not adversely affect the **safety of others**
 - comply with all **reasonable instructions**
 - co-operate with **policies and procedures**



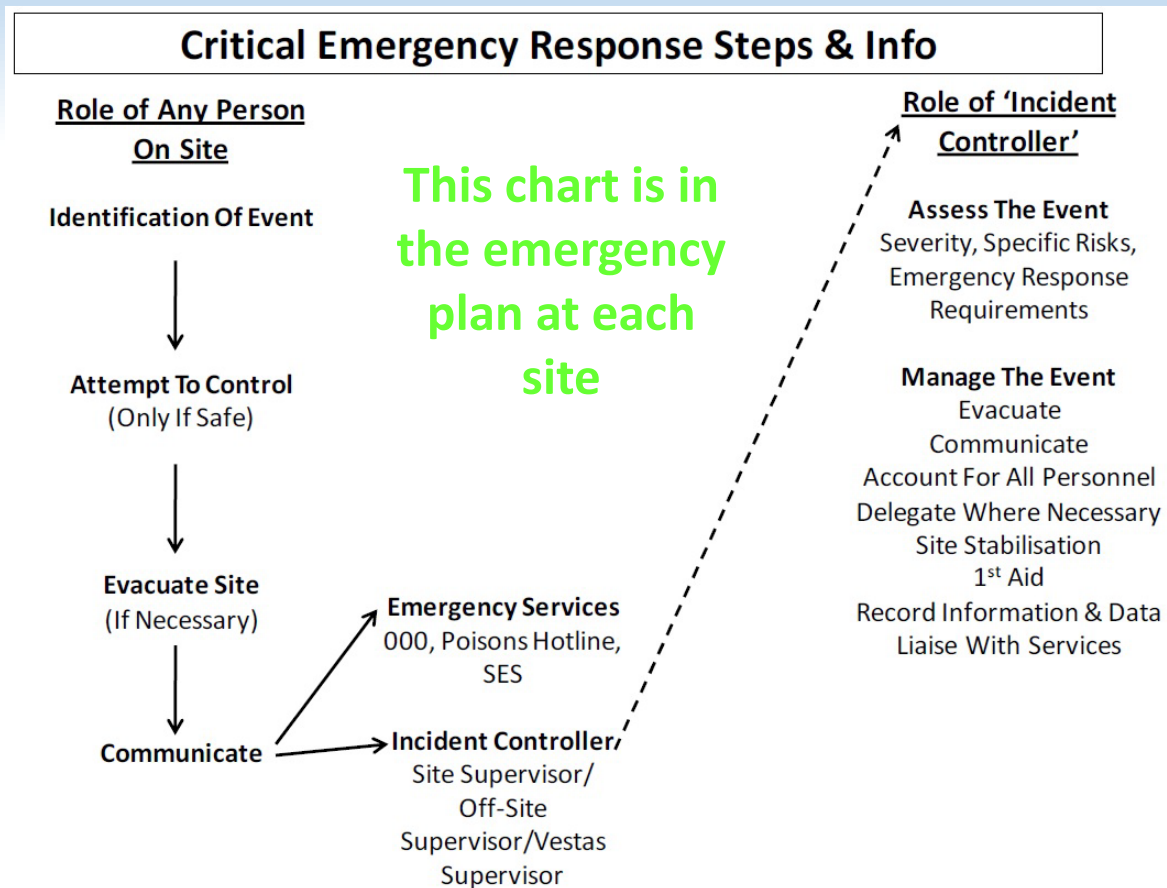
Incident Response & Reporting

- If an incident occurs, ensure personnel are safe
- In the event of fire, extinguish if you are competent and confident otherwise retreat to safety and follow the site evacuation procedure.
- Notify others of the emergency
- Depending on the incident contact your site supervisor in the first instance, if more serious and the Supervisor cannot be contacted immediately call emergency services on 000, mobile 112 and give:
 - Name of Caller
 - Location of caller and location of incident/emergency
 - Full description of incident/emergency
 - Your contact details – Do not hang up until told to do so
- Give Site location and best access to site as well as GPS co-ordinates which, if needed, can be found in the Site Emergency Plans



Incident Response & Reporting

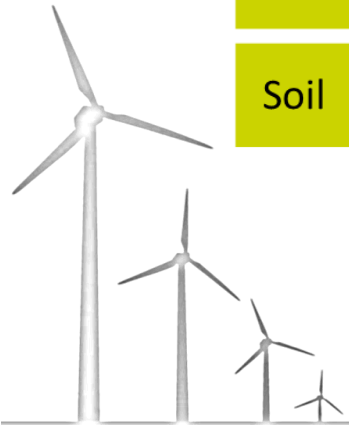
Report all safety and environmental incidents and near misses to the Site Supervisor as soon as possible after occurrence. Complete Woolnorth Incident Report Form if required.



Depending on the incident or near miss, there may be a requirement to conduct further investigations into the cause. Where safe to do so, ensure the site is undisturbed to preserve and enable proper investigation.

Environment - What we can do

Environment Element	How to Protect
Air	Minimise smoke, dust and any other airborne pollutants. Specific controls exist around the use of SF6 gas
Flora & Fauna	Manage threats, including the spread of soil pathogens and weeds
Water	Minimise risks of contamination through chemical spills and oil
Soil	Minimise risk of erosion



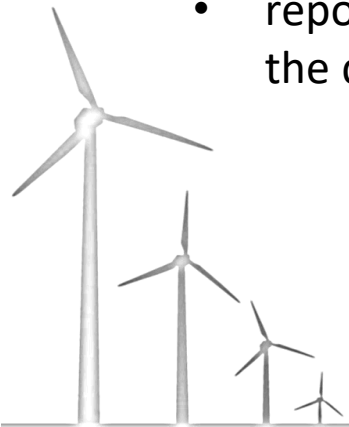
Environment - What we can do

Environment Element	How to Protect
Aboriginal & Historic Cultural Heritage	Assess and manage issues and legal requirements
Waste	Minimise production and ensure wastes are disposed of appropriately and in accordance with legal requirements
Stakeholders	Ensure relevant stakeholders are appropriately engaged and managed
Emergency Response Processes	Ensure appropriate emergency response processes are developed and can be practically implemented



Environmental Permit Conditions

- Wind Farm projects have State and Commonwealth approval setting out compliance conditions, which are audited regularly and reported against
- Woolnorth also maintains certification against ISO14001 Environmental Standard
- Operationally we need to:
 - minimise bird and bat collisions
 - manage injured and dead animal carcasses (eagle food resources)
 - minimise pollution and spills
 - maintaining sound land management practices, navigating heritage sensitivities/areas
 - reporting on all resource consumptions and emissions that are fundamental to the day-to-day activities on our wind farms

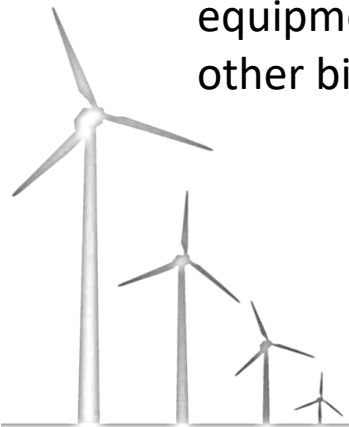


Bird and Bat Injuries

- Bird and bat collisions with wind turbines are regarded as a significant concern to Woolnorth. The business invests considerable money, time and effort into managing their impacts on avian species. If any dead or injured animals are found, please report them immediately to HSE staff via the site supervisor.

Caution - Injured birds can cause serious injuries. Unless you have been trained do not attempt to catch an injured bird.

An injured/dead bird recovery kit and transport tube is located at the control building of each wind farm and includes detailed instructions, standard risk assessment and the appropriate equipment to capture an injured eagle (and other birds).



Heritage Management

- Wind farm sites have known Aboriginal cultural heritage as well as European heritage sites, if any items of apparent heritage value are discovered do not remove or further expose. Contact the site supervisor so further investigation can be undertaken.
- The Aboriginal community have strong historical connections to country at the Musselroe, Bluff Point and Studland Bay wind farms.
- Known Aboriginal artefacts and historical sites are present across all sites and all excavations/ground disturbance works need to be planned and authorised.



Other Environmental Values

Threatened Bird Species

- 144 bird species recorded over the sites including 7 threatened species. These species include wedge-tailed eagles, migratory waders and swift parrots on the transmission line.

Threatened plant species and animal species

- There are a number of threatened plant and animal species on the wind farm sites and along the transmission line that are protected by law including devils, quolls and rare orchids.

Wetlands and Reserves

- There are also a number of very important wetlands and reserves on the Musselroe Wind Farm and the Mt Cameron Regional Reserve on the transmission line.



Weeds and Diseases

Plant and equipment cleanliness is essential to stop the spread of weeds and diseases

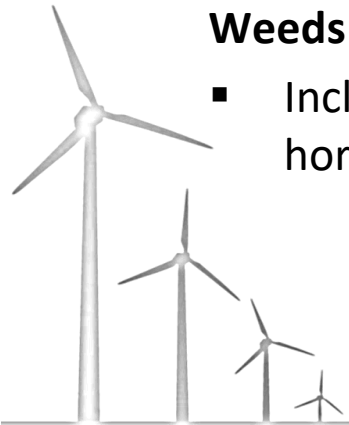
Equipment should be washed down thoroughly prior to coming to and leaving Woolnorth's work sites in accordance with the Tasmanian Washdown Guidelines

Phytophthora

- Root rot disease that affects native vegetation
- The disease lives in the soil
- Need to prevent the spread of the disease by preventing the spread of soil

Weeds

- Include gorse, african boxthorn, thistles, horehound and several others



Final Notes

If in doubt about any of Woolnorth's HSE expectations when planning work on our assets or properties, ask your Woolnorth representative, the Site Supervisor or consult the relevant Procedure. There are likely to be a number of topics not covered in enough detail in this training, for your specific activity. So be sure to consult the HSE system when preparing your job plans or activities.

Well done, you are now officially trained to work unaccompanied for Woolnorth. You'll now need to discuss your work and site access with you contract manager.

Remember, Woolnorth Renewables are committed to having a safe and healthy workplace. If you are working for us, you have a duty or care to support us in achieving this.

We're looking forward to working with you.

