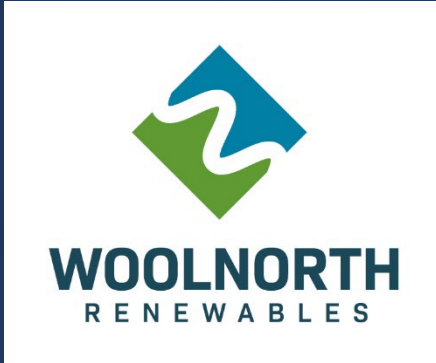


General Induction To Work



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

Welcome to Woolnorth Renewables' General Induction.

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

What's
required to
start work

Our general
site rules

Expected risks
& hazards

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



**WE CAN'T DIRECT THE WIND
BUT WE CAN HARNESS IT'S POWER**

Woolnorth Renewables is a joint venture between Hydro Tasmania (25%) and the Chinese owned Shenhua Clean Energy Holdings (75%). Woolnorth owns and operates three wind farms in Tasmania, as well as a developing focus on integrated renewable energy systems. The wind farms take advantage of the world class wind resources that we are exposed to in Tasmania.

Woolnorth in its various forms has been part of the Tasmanian landscape and economy since 2002 when the first stage of the Bluff Point Wind Farm was completed.

Today the projects owned by Woolnorth Renewables, Bluff Point, Studland Bay, and Musselroe, generate approximately 9 percent of Tasmania's electricity needs. We employ directly and indirectly in excess of 80 people to support the operation of these installations.

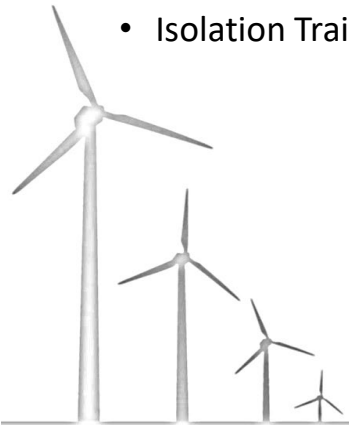
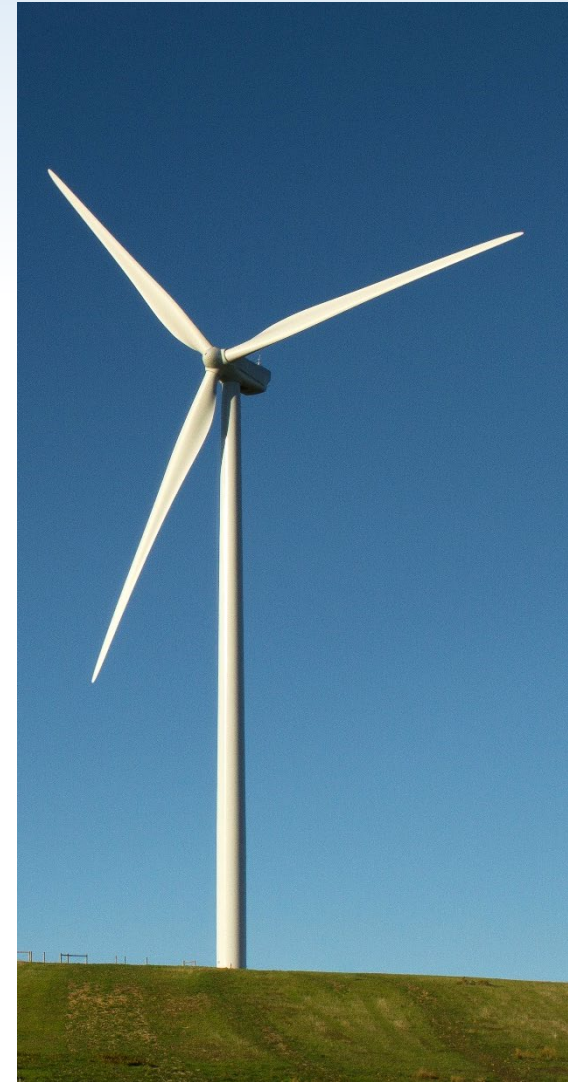
Woolnorth's Induction Requirements

To WORK on our wind farms or other assets you FIRST need to be inducted.

- **Visitors** – No inductions required but you'll need to be escorted by an authorised person.
- **Short term work** (accompanied access) – Site Induction
- **General work** (unaccompanied access) – Site, General & HSE Induction

To work in any of our Restricted Areas (in or under wind turbines, high voltage equipment or permitted sites) the following training packages may also be required,

- Restricted Area Induction
- Permit To Work Training
- Isolation Training



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



All HSE training is valid for 2 years

Isolation Training



Permit To Work Training



Restricted Area Training



You Are Here

General Induction Overview

This training package provides you with the general information and operational guidelines for working on a Woolnorth property or asset. This and all the training outlined above form part of Woolnorth's Health, Safety & Environmental System. The HSE System is accessible on our public website -

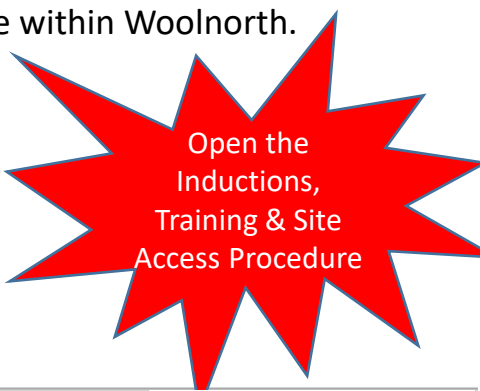
woolnorthrenewables.com.au/health-safety-environment

The access password for this website is 'Woolnorth_HSE'

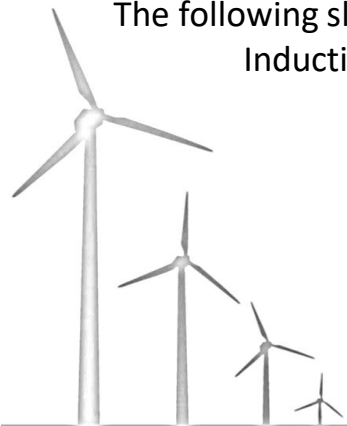
The majority of the information for this training is from our Inductions, Training & Site Access Procedure. Please go to the website and open this procedure.

This training also considers industry best practice for the range of topics it covers. Using the information provided here, we expect that all work and activities conducted on our land and assets are 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.

The following slides outline our minimum standards for a range of topics. If you have any questions then consult the Inductions, Training & Site Access Procedure or ask the contact person you have within Woolnorth.



Open the
Inductions,
Training & Site
Access Procedure



Site Contacts

STUDLAND BAY & BLUFF POINT WIND FARMS	
Position	Office Phone
BPWF SBWF Operations Supervisor	03 6357 4020

MUSSELROE WIND FARM	
Position	Office Phone
Woolnorth Renewables - Musselroe Site Supervisor	03 6357 4004
Vestas - Musselroe Supervisor	03 6357 4005

It is recommended that you store the relevant above phone number in your device for emergency situations.

Obtain specific site contacts as needed prior to and when first arriving onsite.

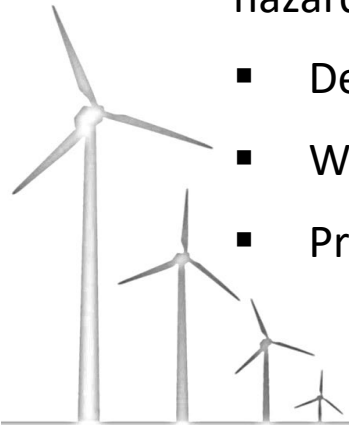
EMERGENCY CONTACTS for neighbouring properties, local emergency services, and key personnel can be found in the site Emergency Response Plans and Muster Point tubes.



Unacceptable Behaviour

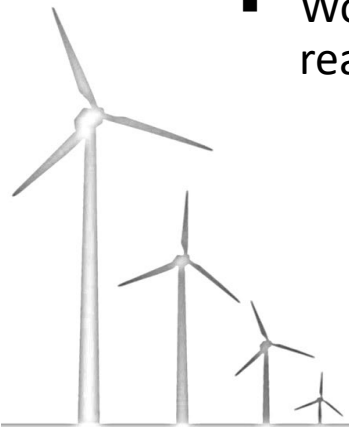
The following behaviour will not be tolerated and instant dismissal or removal from site may apply:

- Working while under the influence of alcohol or drugs
- Dangerous practical jokes
- Physical or verbal abuse of fellow workers or the general public
- Abuse, damage or destruction of property, equipment or the environment
- Interfering with, or modification to any safety equipment
- Failing to report near misses, incidents and accidents or serious worksite hazards
- Deliberate failure to comply with statutory or safety regulations
- Wilfully creating an unsafe work environment
- Property theft



Fitness for Work

- Prior to travelling to site ensure you are fit for work, not only to perform onsite tasks but to ensure you are fit for the return trip from site
- Advise your Manager or the Site Supervisor if you are on medications that could affect your ability to work, operate machinery or may cause fatigue issues
- Advise your supervisor if there are any other issues that may affect your judgement or ability to work safely
- Random and causal Alcohol and Drug testing will be conducted.
- Zero Blood Alcohol – 0.00%BAC
- No illicit drugs – A Zero tolerance approach is adopted towards such issues
- Woolnorth reserves the right to remove persons from site based on reasonable suspicion without testing



Personal Protective Equipment

- All persons on Woolnorth's sites must comply with Personal Protective Equipment (PPE) requirements. Mandatory PPE requirements for our work sites and sign posted areas (excluding office environments) are:

- High visibility clothing (long sleeves and long pants);



- Safety boots.



- Additional mandatory PPE required in restricted areas and on active high-risk work sites are:

- Hard hat;



- Hearing protection, safety glasses and gloves carried and used where required.



- Note that the minimum equipment listed may not always be adequate for the job and additional PPE should be used based upon job specific risks i.e. as posted in the workplace or as determined in risk management processes.

Blue signs = mandatory



Site Hazards

Some specific hazards to be aware of are:

- Multi-use site: farm animals, farm machinery, wind farm plant and vehicles moving around site
- Overhead electrical lines and buried electrical cabling throughout the wind farm
- Planned excavations or ground penetration- personnel need to consider buried assets which may require a Concealed Services Permit
- High incidence of snakes - gaiters to be used in long grass
- Remote conditions and poor mobile phone reception
- Strong winds and sun rays – wind and sun burn
- Strong winds – when working at height, exiting vehicles
- Bushfire

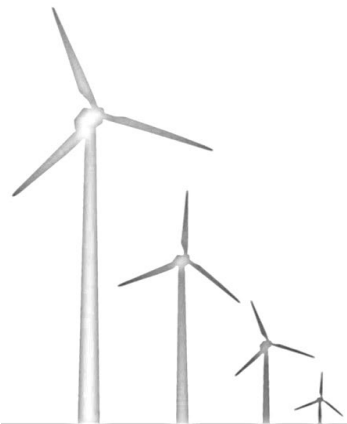
One of the biggest hazards associated with the wind farms is driving to site and home again – remote & gravel roads with large wildlife

- If travelling alone have someone expecting you at home (give them a colleagues ph. no. in case you don't arrive).
- Don't leave anyone alone on site without checking on them.



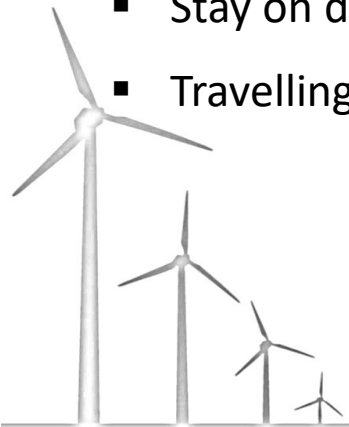
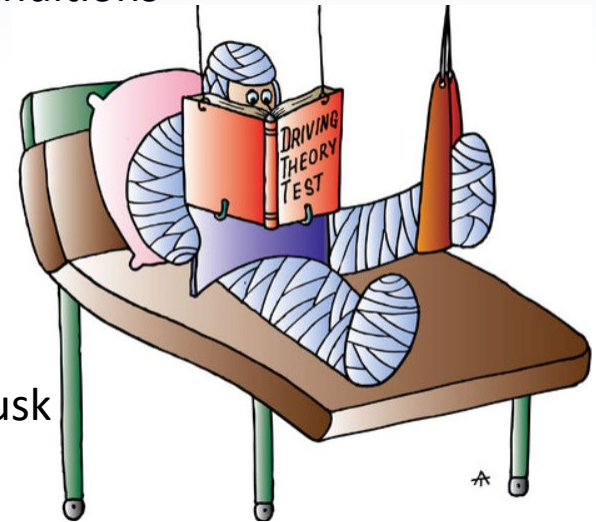
Housekeeping

- Ensure good housekeeping around site, do not allow rubbish to blow away
- Ensure where possible waste is re-cycled and removed from site for appropriate disposal e.g. oils and waste hydrocarbons disposed of by a certified waste receiver; pallets, steel and co-mingled materials to recycler
- Ensure when working in turbines that all equipment is secured and stored in safe positions, any spills are cleaned up immediately or response to clean up is undertaken ASAP
- Hazardous Chemicals and Dangerous Goods greater than household volumes must be authorised prior to being brought to site for storage, and addressed in a JHA/SWMS if to be used on site. They must be accompanied by a current SDS



Road Safety

- Ensure vehicle is in good working order, including trailers
- Loads are secure, including interior of vehicle
- Fuel for trip and intended works, tyres are suitable for conditions
- Vision is clear
- Avoid phone and 2-way radio use, use hands free kits
- Vary driving to suit road and weather conditions
- Give way to larger vehicles
- Fauna – be vigilant at all times, especially at dawn and dusk
- Stay on delineated roads
- Travelling in remotes areas – Ensure someone is aware of your timetable and check in



Site Security & Access

- Site Access is managed by the use of electronic security gates which require swipe card access. These cards will be issued at the discretion of your site contact.
- Prior to coming to site ensure you make arrangements with your site contact to allow access.
- Site buildings are alarm monitored. Upon issue of a key and authority to access, personnel must be issued with an access code and be trained in the use of the system.
- In the event of an alarm being set off, contact the Site Supervisor.
- Controlled shooting programmes take place from time to time, adhere to any signage.



Site Access

- Upon arrival at site your attendance needs to be registered with an online registration system.
- Ensure you are given a Site Specific Induction.
- It is your responsibility to ensure you are removed from the attendance system prior to leaving site.
- Ensure you are aware of Emergency Evacuation Points and other emergency equipment.
- Vehicle licensing and registration requirements are the same onsite as on public roads. This includes trailers.
- Work vehicles will as a minimum have a first aid kit and fire extinguisher.
- No Pets, firearms, firewood collection or fires are allowed on site, without authorisation.



Prior to beginning Work

- Personnel must hold current appropriate High Risk licenses and/or competencies for the equipment they wish to operate or tasks they wish to undertake.

E.g. Hiabs (10m tonnes or greater)

EWP (Boom length greater than 11m)

Cranes

Dogging and Rigging

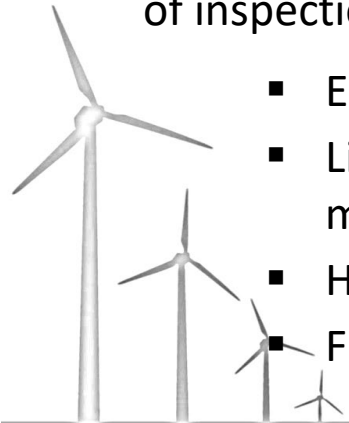
Concrete placing boom

Fork Lift

Non Slewing Crane - Multi Tool Carrier (Rated capacity greater than 3 tonnes)

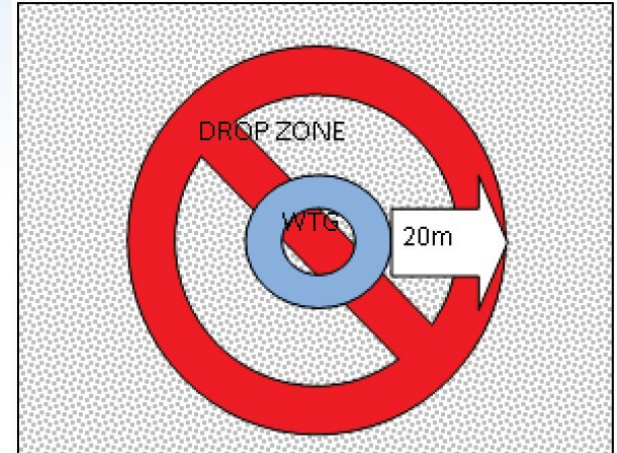
- Equipment such as cranes, EWP's etc. must be appropriately registered and have current certificates of inspection relevant to that item of plant

- Electrical equipment to have current inspection tag
- Lifting equipment to be current, soft webbing 6 months, chains/slings - 12 monthly
- Height Safety equipment inspection - 6 monthly
- Fire equipment - 6 monthly



Drop Zone Management

- Drop zones on our wind farms are - temporary exclusion zones set out underneath individual wind turbines during periods of work within those turbines. No vehicle or personnel are to enter a drop zone without positive communications with people in the turbine, allowing for all work at height to cease! Drop zones will vary depending on wind direction (min 20m radius) but will be clearly defined by the workers in the turbine, such as with the sign on the ute.
- When driving around a wind farm - you only need to communicate with a work crew that has a drop zone in place, if the road to the turbine is blocked. If it's not blocked and you can freely drive around, then no communication is required.
- When parking around the wind farm - position your vehicle into the wind to avoid door damage. If parking on a turbine hardstand, always park on the hardstand edge and out of any defined drop zone (unless loading and unloading from internal the crane).



Wind Farm Restricted Areas

A number of areas associated with our wind farms are designated as **Restricted Areas**. These areas require authorisation from the Site Supervisor and additional training to work within (Woolnorth's Restricted Area training) and include,

- Within wind turbine generators, including the drop zone defined during work activities under wind turbines,
- Within areas containing high voltage equipment such as switch rooms and switch yards,
- Within, or potentially within, the safe approach distance of transmission lines,
- Temporary hazardous areas defined by the Site Supervisor, such as Permitted work sites or underground cable pits.

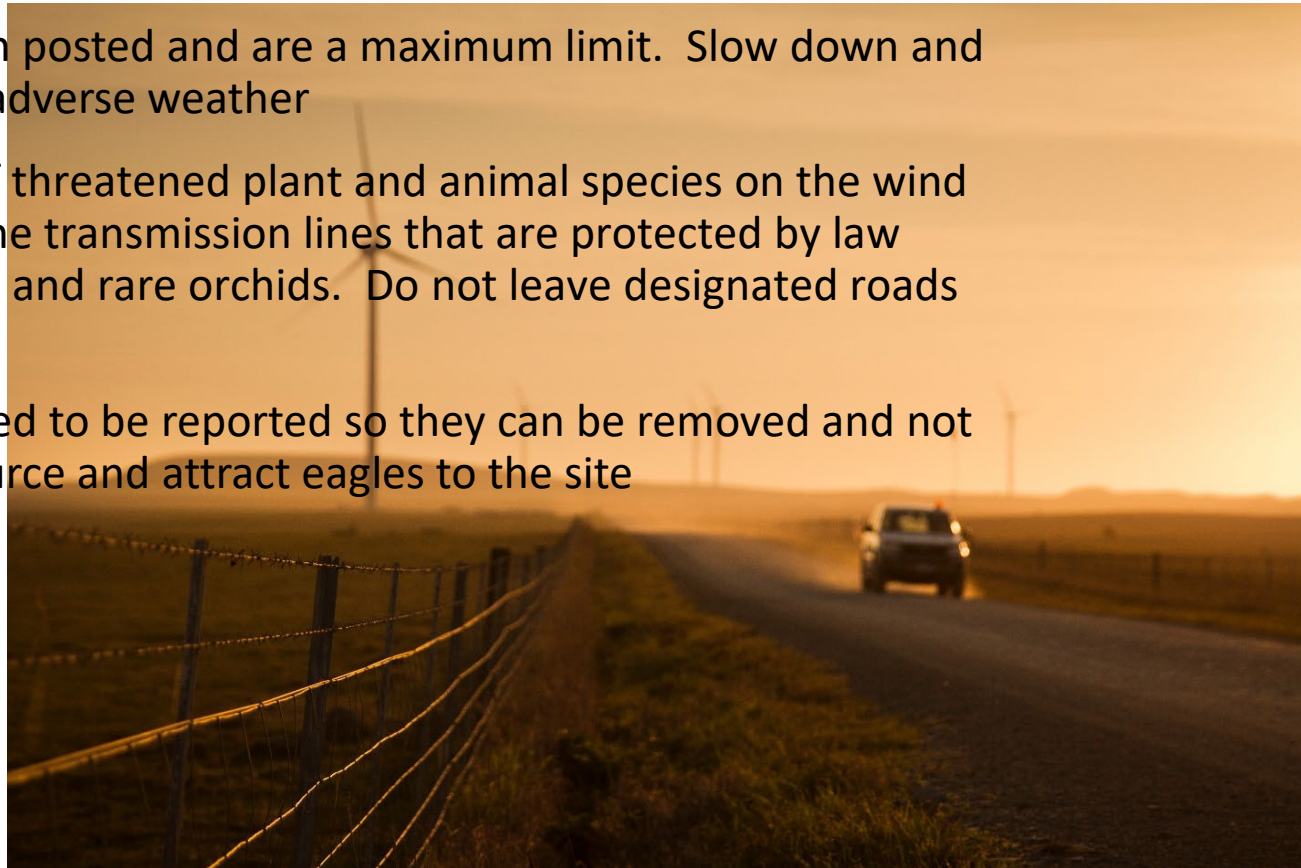


All such areas will be defined on the ground by a fence, bollards and/or signs



Onsite Traffic Management

- Traffic Management – Heavy/Large vehicles have right of way, pull over in advance to allow larger vehicles room around bends etc
- Parking – Park in car parks as sign posted, when out on site, park into the wind to avoid door damage. Care is to be taken when reversing
- Speed Limits – Are sign posted and are a maximum limit. Slow down and drive to conditions in adverse weather
- There are a number of threatened plant and animal species on the wind farm sites and along the transmission lines that are protected by law including devils, quolls and rare orchids. Do not leave designated roads unless authorised
- All animal carcasses need to be reported so they can be removed and not represent a food resource and attract eagles to the site



Smoking & Hot Works

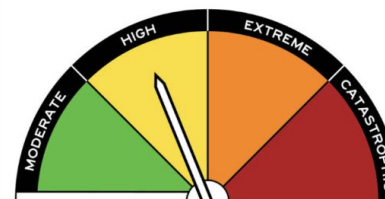
Smoking

- No smoking in buildings, 3m of a doorway or delineated work site, vehicles or in WTG
- If smoking onsite or in field setting, ensure you are on a hardstand/carpark free of flammable materials
- Butts must be extinguished and disposed of into bins

Hot works

- A hot work permit is required for all hot works, unless conducted in a designated hot works area
- If a bushfire or incident is identified in the local or immediate vicinity of the site, the Site Supervisor/Incident Controller will follow the details included in the Site Emergency Response Plan
- If the Fire Danger Rating for the site is High or above, works on site shall be restricted including no hot works, no vegetation slashing or vehicle access off formed gravel roads.

The Australian Fire Danger Ratings (AFDRS) levels are:



MODERATE

Plan and prepare

HIGH

Be ready to act

EXTREME

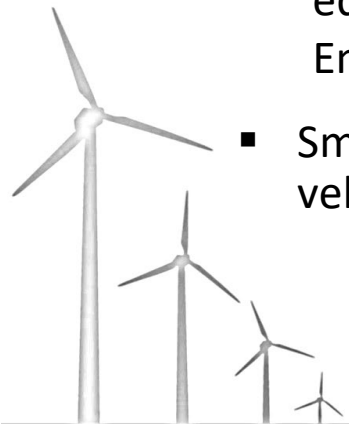
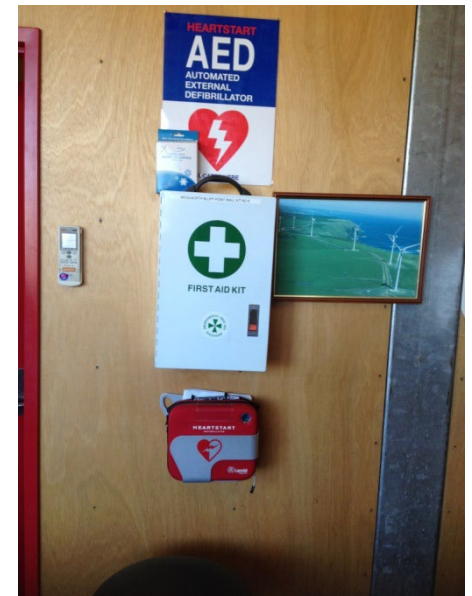
Take action now to protect life and property

CATASTROPHIC

For your survival, leave bushfire risk areas

First Aid & Emergency Equipment

- Woolnorth site personnel are required to have current *Provide First Aid* training – HLTAID011.
- For contractors the minimum is *Provide Basic Emergency Life Support* – HLTAID002. Depending on the size of workgroup Woolnorth reserves the right to request some contractors to have *Provide First Aid* training
- Any electric shocks must be reported to all on-site electrical workers and attendance to a medical practitioner for examination is required
 - Large First Aid Kits, Defibrillators and other Rescue equipment are located at the control building. Please make yourself aware of the equipment locations at each site. A list of all emergency equipment and its locations is provided in the Emergency Response Plan
 - Smaller first aid kits are required in each operational vehicle



Final Notes

If you are in doubt about our expectations of you when working on any of our properties or assets, ask your Woolnorth contact, the Site Supervisor or review the Inductions, Training & Site Access Procedure.

Well done, you have completed our General Induction. Once you have completed our HSE Induction you will be able to work unaccompanied for us.

N.B. If you are a licensee on our wind farm properties, this training is all you need to work unaccompanied, as you are working under your own business's HSE systems.

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

We're looking forward to working with you.

