



## HEALTH, SAFETY, ENVIRONMENT & COMMUNITY POLICIES

**Gnomic Exploration Services Pty Ltd (Gnomic), HSE&C policies place Employee safety ahead of all other corporate objectives, to the extent that no unsafe work practices are ever to be undertaken. The Employee is to follow all appropriate procedures and use safety equipment as stipulated in the Client's procedures, relevant to a particular workplace.**

**Site and department inductions are to be completed prior to commencing work and shall be organised by the Client, unless otherwise agreed. It is the Client's responsibility to ensure safe work practices are undertaken and that the workplace itself has been made safe. It is the Client's duty to ensure that Gnomic employees are not requested to operate machinery or equipment other than standard motor vehicles unless prior arrangements have been made and cleared with GNOMIC EXPLORATION SERVICES.**

- **Gnomic** aims to be a preferred supplier of responsible contract personnel with respect to site safety and environment, and our interactions with the local **community**.
- Gnomic's Health & Safety Management System is Risk Based as required by legislation in Queensland.
- **Gnomic** has an up to date copy of the 'Mining & Quarrying Safety & Health Regulations 2001' available for inspection by employees, in the Gnomic office, at any time.
- Employees are required to abide by the Contract Client's HS&E policy in the field and on site, as well as Gnomic's HS&E Policy as a condition of their employment.
- Where necessary, in the field, a Gnomic employee will be given the responsibility of monitoring safety and environmental procedures on behalf of Gnomic.
- Should the client instruct a Gnomic employee to carry out any task that the employee deems to be of unacceptable risk, the employee must report their concerns in the first instance, to their supervisor. If none or insufficient action has been taken by the Client, then the employee is to report their concerns to Gnomic for further action.
- All Gnomic employees have a duty of care obligation to themselves and their colleagues, whether Client or Contractor.
- Employees are assessed for their safety performance, and training is provided as required either by Gnomic or where site / field specific conditions dictate, by the Client.
- We promote a philosophy of continuous improvement in safety standards and circulate safety updates to all employees, to this end.
- We hire personnel who have a responsible attitude toward health, safety and the

environment.

- Field Safety handbooks and Field Safety First Aid guides are issued to all new employees. 'Take 5 Record' pocket notebooks with risk identification sheets (which have to be returned to Gnomic after each contract or field trip), JSA cards, Zero Harm, Resuscitation and CPR cards are issued at start of contracts.
- A Schedule of Gnomic Emergency Contacts is provided to each person upon commencement of employment. It is important for Gnomic personnel to obtain a Client Emergency Response document at each site, and a list of relevant site Client contacts.
- Site Specific Policies: In addition to the policies outlined above, the Client may have their own site specific safety, environment and community policies to be implemented by the Employee. Gnomic can provide copies of these policies to the Employee so that they may encompass the culture on site. The Client must ensure that these policies are sent to Gnomic upon commencement of contracts.

## General Safety

- Gnomic Employees (Employee) are required to have their Senior First Aid and CPR tickets up to date at all times. Should there be a client specific safety induction checklist the employee must ensure they have a signed copy upon completion of the induction, together with information regarding the locations of basic facilities provided.
- Always, upon arriving at a new site or field office, and particularly if no detailed site induction is given, the Employee has a duty of care to obtain basic information such as:
  - Emergency and evacuation procedures and contacts; Locations of the First Aid post, nurse and first aid kits; fire extinguishers; PPE and other safety equipment;
  - Locations and nature of major hazards that relate to safety, environment or the community and what procedures exist to deal with them.
- Site inductions should be carefully and thoroughly carried out by the Client and Gnomic expects the supervising Client personnel to exercise duty of care at all times regarding supervision of the Employee and in dealing appropriately with safety issues.
- Gnomic expects Employees to be aware of and abide by the processes and procedures at each site.
- Details of additional training provided to Gnomic employees on site must be forwarded to the Gnomic office for inclusion in the employee's records.

## TAKE 5 Procedures

These procedures speak for themselves and Gnomic issues 'Take 5' cards to all new personnel. (e.g. TAKE 5 RECORD SHEET)

### STOP - THINK - IDENTIFY - PLAN - PROCEED

**STOP:** If you are about to attempt a new task or if conditions have changed for an established task, STOP WHAT YOU ARE DOING.

**THINK:** ARE THERE ANY SIGNIFICANT HAZARDS? **YES / NO**

Will my actions produce hazards? Will I hurt someone or damage any equipment? Will I harm my surroundings? Complete a Take 5 record;

**IDENTIFY:** Identify potential hazards for each step of a new or modified procedure and assess the risks. Use the check list below.

**Job Location**.....

**Job Description**.....

- Do I think the job can hurt someone?
- Do I think that the machine I am using can hurt someone?
- Can I be caught in or between anything?
- Can I strain or overexert myself?
- Can this pressurised system hurt me?
- Can I be burnt / electrocuted?
- Is the air OK to breathe where I am going (gas, fumes, dust or confined space with no air)?
- Am I concerned that something may fall on me or strike me?
- Can I fall more than 1.5 metres?
- Can I slip or trip on anything?
- Have I used the equipment or done the job lately?
- Is there a chance I can spill or pollute something?

**PLAN:** record the steps in your new or modified plan, taking in account what controls you need to implement to reduce the risks identified to acceptable levels.

**PROCEED WITH CARE:** continue to reassess you plan and modify if necessary by repeating the Take 5 procedures above. Ensure that these Take 5 records are incorporated into company procedures by reporting them to the Client and the Gnomic office.

## Common Sense

**Common Sense** is a basic tool that human beings are equipped with, and that we are all able to develop and use, so please USE IT!

## Incident Reporting

**All** incidents which involve Safety, Environment, Community or Cultural issues, no matter how insignificant they seem, must be reported to the site or field supervisor and to the Gnostic office, **immediately**. Incident reports are the basis for continued improvement in safety standards.

- Safety gear, including, but not restricted to hard hats, steel capped boots and safety glasses shall be worn within 20 metres of any operating drill rig. Ear plugs and a P1 dust mask are to be worn when drilling with air.
- Safety protection barriers or devices must never be removed, breached or bypassed.
- In remote area operations, personnel movements should be advised to third parties in the event of vehicle breakdown or accident. Sufficient food and water should be taken to ensure survival for at least one day in case such an event should occur. Vehicles should be well maintained and carry radio, a first aid kit and sufficient spares. While the overall safety and well-being of employees is the responsibility of the Client Company, it is the Employees' responsibility to ensure these conditions are met before proceeding into the field.
- When using equipment, such as hoists, cranes, fork lifts, core saw etc., operators must have appropriate authorisation and certification and ensure that such equipment is used within respective design criteria.

## Drugs and Alcohol Policy

- Gnostic employees must agree to submit to drug and alcohol testing on site, when required by the Client, and agree to disclosure of results of such testing to both Gnostic and the Client.
- PLEASE NOTE THAT AN EMPLOYEE WHO PRESENTS HER/HIMSELF AS FIT FOR WORK AND RETURNS A POSITIVE RESULT IN SUCH TESTING, WILL BE IMMEDIATELY REMOVED FROM SITE AT THE EMPLOYEE'S EXPENSE.
- If in doubt about your fitness for work, for reasons related to the effects of drugs or alcohol, STAY AT HOME and ADVISE YOUR SUPERVISOR of your absence, before or at start of shift or as required by the Client.
- Do not underestimate the time Marijuana stays in the blood and urine. It is at least 3 months. The odd joint does show up. Amphetamines and other designer drugs are easy to detect in the urine and blood tests.
- Prescription or over the counter drugs that may impair workplace performance must be declared to the Client representative and the Gnostic office before commencement of work.

- Be aware that Cold and Flu drugs contain histamines, which can cause drowsiness.

## **Environmental Policy**

**All efforts are to be made to protect the environment in Gnostic's field activities. This shall include avoiding unnecessary disturbances of flora and fauna, proactive protection of heritage sites, conservation and protection of water courses, removal of all rubbish and material left at exploration and drill sites and rehabilitation of disturbed areas to the maximum extent practicable and within the Client's guidelines.**

- Gnostic, through its Employees, must display an awareness of the environment and a responsible attitude towards the planning and management of the Client's operations at all times.
- Employees must follow the Client's Environmental procedures at all times to minimise the risk of environmental damage. Activities that may affect the Employee in the normal course of business include preparation of access tracks, drill sites and grid lines, particularly along the banks of and within water courses (riparian zones).
- All environmental incidents must be immediately reported to the Client representative and to Gnostic.
- As with our management of safety, we have a policy of continuous improvement.
- The Code of Environmental Compliance for Exploration and Mineral Development Projects published on the web by the Queensland Government is available at Gnostic's office, or electronically upon request.

## **Cultural Heritage Precautionary Guidelines**

- Gnostic employees must be aware that their work may have an impact on the local and indigenous communities.
- The employee must undertake only those activities authorised by the Client.
- Ground disturbances must be minimised
- Prohibited activities are:
  - Activities involving earthmoving equipment, unless instructed by the Client;
  - Entry to areas in caves or under rock overhangs.
  - Removing artefacts.
- Existing access tracks must be used and no new tracks established unless otherwise instructed by the Client.
- Before digging an electrode pit, the surface soil of the proposed pits is to be inspected and if any of the following are discovered, an alternative location for the electrode pit must be found.

- Any piece of rock or wood with signs of being worked must not be removed and must be reported to the Client's representative.

Anything that looks as though it has been deposited by human beings, such as mollusc shells in ancient middens, etc., (excluding modern day rubbish).

## **Equal Opportunity Policy**

Gnomic is an Equal Opportunity employer and applications for employment are encouraged from both men and women, Aboriginal and Torres Strait Islander people, people from non-English speaking backgrounds, and people with disabilities. Positions will be offered where the skill sets required match those of the applicant.

In relation to particular positions where communication with Aboriginal people is relevant, selection criteria will include essential qualities such as 'proven ability to communicate with indigenous people' and 'understanding of issues facing indigenous people'.

Discriminatory behaviour will not be tolerated.