

## 1 PURPOSE

This document is intended to describe the minimum site requirements applicable to persons providing services (“**Suppliers**”) to SIMEC Mining and Liberty Primary Steel (ABN 42 004 651 325), to or on the Liberty Primary Steel site or SIMEC Mining sites.

## 2 SCOPE

This Document sets out the minimum site requirements that Suppliers must comply with in providing services to SIMEC Mining and Liberty Primary Steel sites.

This Document operates in conjunction with and in addition to the terms and conditions of contract between Suppliers and GFG Alliance Whyalla. In the event of any inconsistency between the terms and conditions of contract between Suppliers and SIMEC Mining and Liberty Primary Steel’s sites and this Document, the terms and conditions of contract will apply.

## 3 REFERENCES, DEFINITIONS AND ACRONYMS

### 3.1 REFERENCES

Refer Attachment Index in Section 6 (Documentation)

### 3.2 DEFINITIONS

#### 3.2.1 SIMEC Mining and Liberty Primary Steel Site Conditions Document

This Document, which defines and establishes a mechanism for review of, product and / or service standards (e.g., safety, quality, environment, quantity, timeliness, etc.) between customers and Suppliers.

#### 3.2.2 Supplier Performance

There are two types of performance measurement:

##### 1) Purchased Goods

A system of measuring the performance of Suppliers, out of 100%, based on delivery, quality, invoicing and outstanding materials supply orders (supply only).

##### 2) Off-Site Manufacture and Supply & Site Service

A system of measuring the performance of manufactured item Suppliers and “site service” Suppliers, out of 100%, based on quality, timeliness, safety, supervision and housekeeping.

#### 3.2.3 Supplier

Company or person supplying goods and / or services to SIMEC Mining and Liberty Primary Steel sites.

#### 3.2.4 Contract Officer / Contractor Controller

Is the SIMEC / Liberty Primary Steel nominated and approved officer who is directly responsible and accountable for ensuring that all works are undertaken in a safe manner, within budget and on time.

#### 3.2.5 Buyer / Contracts Manager

A person employed within Strategic Sourcing Department (Whyalla) of SIMEC Mining and Liberty Primary Steel sites and authorised to create Purchase Orders or Contracts on behalf of SIMEC Mining and Liberty Primary Steel

### **3.2.6 SIMEC Mining and Liberty Primary Steel Sites**

Includes the Liberty Primary Steel, and all business operations within SIMEC Mining, including Ports, Mine, Exploration and Construction Sites

## **4 PROCEDURES**

### **4.1 Administration**

#### **4.1.1 Routine Reports and Management**

**4.1.1.1** In the case of purchased goods delivered to the Whyalla Store or other agreed locations at SIMEC Mining operations outside of Whyalla, the supplier's Supplier Performance will be the subject of regular review by Contract Managers as circumstances demand, but on no less than a quarterly basis. Measures shall include on time delivery, late delivery and returns.

**4.1.1.2** Site Services and Manufactured Goods - The Supplier's Performance will be subject to ongoing review by the Contractor Controller / Contract Manager for compliance with SIMEC Mining and/or Liberty Primary Steel site requirements.

### **4.2 Agreement**

#### **4.2.1 Supplier Performance**

The Supplier agrees to comply with all provisions of this Document.

Contracts and Purchase Orders may also contain additional clauses specific to the works so required and intended.

The Supplier agrees to comply with SIMEC Mining or Liberty Primary Steel sites Supplier Performance Programme as outlined in Section 5.1.1.

#### **4.2.2 Safety and Environmental Performance**

The Supplier is required to work in accordance with SIMEC Mining or Liberty Primary Steel sites and Statutory Safety and Environmental requirements both on and off SIMEC Mining or Liberty Primary Steel sites. The Supplier's performance will be audited for compliance with these requirements both on and off the SIMEC Mining or Liberty Primary Steel sites. Should the Supplier fail to meet these requirements then serious consideration will be given to removing the Supplier from the approved supplier listing and may also result in termination of the Supplier's contract and/or the Supplier being found to be in breach of the Supplier's contract with SIMEC Mining and / or Liberty Primary Steel.

#### **4.2.3 Safety Management Plan**

A Safety Management Plan must be submitted to SIMEC Mining and Liberty Primary Steel Safety Department for approval. All contractors working on a GFG Whyalla site must have an approved Safety Management Plan for their business, if they conduct moderate / high risk work in a plant area.

#### 4.2.4 SIMEC Mining and Liberty Primary Steel Procedures

A Supplier must adhere to SIMEC Mining and Liberty Primary Steel minimum standard outlined in their policies and procedures. A list of the main documents is listed in Attachment No.1. Additional obligations may be listed in specific Contracts. SIMEC Mining and or Liberty Primary Steel are the principal Persons Conducting a Business or Undertaking (PCBU) within the WHS Act and Regulations (2012) and so also reserve the right to request Suppliers comply with any reasonable requests as specified within WHS legislation.

#### 4.2.5 Termination

Failure of the Supplier to meet Supplier Performance requirements stipulated in this Section 5 will result in removal of the Supplier from the Approved Supplier List by giving 10 days written notification and may also result in termination of the Supplier's contract with SIMEC Mining and Liberty Primary Steel and/or the Supplier being found to be in breach of the Supplier's contract with SIMEC Mining and Liberty Primary Steel.

### 4.3 Auditing of Suppliers

#### 5.3.1 Safety / Environment Observation / Audits

SIMEC Mining and Liberty Primary Steel site personnel conduct safety and environment observation audits on site works including housekeeping standards to focus the awareness of good safety and environment management. Suppliers are often audited in this format. The safety audits are an observation on how the Supplier is doing the job and what is used to do the job.

Environment audits (Environmental Management Systems audits or Environmental Compliance audits) may be carried out on the Supplier to ensure sufficient environmental controls are in place and environmental documentation (e.g. EMP) and legislation is adhered to. Audits may occur at any time by any SIMEC Mining and Liberty Primary Steel employee, but good manners are expected in that the auditor will advise the Supplier employees what they are doing

Management Systems audits are periodically conducted by the SIMEC Mining and Liberty Primary Steel Quality Management Team. These audits are conducted to ensure Supplier have systems in place to manage the quality of the product or services that they provide SIMEC Mining and Liberty Primary Steel. In addition, Suppliers may be audited via external or regulatory audit processes conducted with SIMEC Mining and Liberty Primary Steel.

#### 5.3.2 Contactor's Premises' Safety System Audits

SIMEC Mining and Liberty Primary Steel sites reserves the right to audit the Supplier's premises in respect to Work Health, Safety and Welfare issues and in particular the systems in place to manage safety. The Supplier will be notified in advance of when the audit will be conducted

#### 4.4 Safety Statistics Reporting – Monthly

It is mandatory that all firms contracted to the Company must report their accident statistics and hours worked on site on a monthly basis. Those statistics are to be reported in the format described in the Contractor safety Reporting Form (FORM29.001 – refer attachment No1 – 2) and must be provided to the WHS Department (preferred via e-mail: [safetystats@gfgalliance.com](mailto:safetystats@gfgalliance.com) or Fax: (08) 81100299 by **Close of Business on the 2<sup>nd</sup> working day of each month**. Contractors who fail to report their statistics will be issued with a Non-conformance (NCI) through the issues management system to be followed up by the SIMEC Mining and Liberty Primary Steel representative responsible for the Contract.

It must be stressed that if Supplier A engages Supplier B as a subcontractor, then Supplier A must report Supplier B's hours also.

Supplier B may also be a Preferred Supplier in their own right but should only report those hours where SIMEC Mining and Liberty Primary Steel are paying them direct. They should not report to SIMEC Mining or Liberty Primary Steel the hours that they worked for Supplier A.

SIMEC Mining Strategic Contractors are also required to submit additional end of month safety statistics by **Close of Business on the 2<sup>nd</sup> working day of each month**. Refer to FORM75.WHS.MEA.001 – Contractor Monthly Health & Safety Statistics Report.

#### 4.1 Notification of Contractor Injury if NOT Reporting to the Medical Centre

If an injury occurs to a Contract employee, SIMEC Mining and / or Liberty Primary Steel site procedures must be adhered to for reporting injuries / illnesses. Where a site medical centre / first aid room is not available, the Contractor / Project Controller must be notified as soon as possible. SIMEC / Liberty Primary Steel Security needs to be informed via e-mail [WHYSecurityGateOfficer@onesteel.com](mailto:WHYSecurityGateOfficer@onesteel.com) or fax: (08) 8645 4279 (Refer to Attachment No.1 – Contractor Injury Notification to SIMEC and Liberty Primary Steel – Form29.002)

#### 4.2 Environmental Reporting - Monthly

All firms contracted to the Company must report their environmental incident statistics on a monthly basis. Environmental Incidents (including spills) must be reported as described in QP29.06 and QP50.67 to the Project Controller within 24 hours of the incident / spill occurring.

Statistics reported will include: Number of Incidents / Area / Location of the Incident, as a minimum, unless otherwise specified as part of contract agreement and must be provided to the Project Controller / Manager (preferred via email) **by Close of Business on the 2<sup>nd</sup> working day of each month**. Contractors who fail to report their incidents or statistics will be issued with a Non-conformance (NCI) through the Issues Management System to be followed up by the SIMEC / Liberty Primary Steel representative responsible for the Contract

## 5 DOCUMENTATION

Attachment 1 - Attachment Index and Links to Relevant Documents

Description of Attachment
<b>POLICIES</b>
<a href="#">Customer Policy – P01.01</a>
<a href="#">Work Health &amp; Safety Policy (Corporate) – GA-WHS-SYS-POL-001</a>
<a href="#">Fitness for Work Policy – GA-WHS-SYS-POL-005</a>
<a href="#">Continuous Working Hours Policy – P01.02</a> (Steelworks)
<a href="#">Continuous Working Hours Policy – P75.WHS.001</a> (Mining)
<a href="#">Managing Diversity Harassment in the Workplace Policy (PO-6-673)</a>
<a href="#">GFG LifeSavers (Corporate) (KN-7-430)</a>
<b>STANDARDS (Corporate)</b>
<a href="#">WHS Risk Management – CoP Corporate</a>
<a href="#">Contractor Safety Standard (Corporate) (ST-7-1260)</a>
<a href="#">Permit To Work Standard (Corporate) (ST-7-1328)</a>
<a href="#">Confined Space Entry Standard (Corporate) (ST-7-234)</a>
<a href="#">Isolation – Lockout Tagout Verification Standard (Corporate) (ST-7-400)</a>
<a href="#">Road Transport Safety Standard (Corporate) (ST-7-404)</a>
<a href="#">Working At Height Standard (Corporate) (ST-7-405)</a>
<a href="#">Mobile Equipment and Pedestrian Safety Standard (Corporate) (ST-7-388)</a>
<a href="#">Lifting Operations Standard (Corporate) (ST-7-431)</a>
<a href="#">Electrical Arc Flash Safety Standard (Corporate) (ST-7-680)</a>
<a href="#">Electrical Safety Standard (Corporate) (ST-7-681)</a>
<a href="#">Management of Change Standard (Corporate) (ST-7-835)</a>
<a href="#">Hot and Molten Material Safety Standard (Corporate) (ST-7-679)</a>
<a href="#">Crane Integrity and Safe Access Standards (Corporate) ST-7-870)</a>
<a href="#">Incident Classification and Performance Reporting Standard (Corporate) (ST-7-398)</a>
<a href="#">Incident Investigation Standard (Corporate) (ST-7-386)</a>
<a href="#">SIMEC Mining Codes of Practice – QP75.WHS.COP.001</a>
<a href="#">Use of Steps and Stairs Standard (ST01.01)</a>
<a href="#">Use of Mobile Phones &amp; Devices with Earpieces Standard (ST01.02)</a>
<a href="#">Parking Standard (ST01.04)</a>
<a href="#">Standard for Vehicle Attributes (ST01.05)</a> (Liberty Primary Steel Specific)
<a href="#">Standard for Safely Approaching Mobile Equipment (ST01.06)</a> (Liberty Primary Steel Specific)
<a href="#">Standard for Heavy Equipment Operating Areas (ST01.07)</a> (Liberty Primary Steel Specific)
<a href="#">Standard for Safe Use of Knives (ST01.08)</a> (Liberty Primary Steel Specific)
<a href="#">Standard for Radio Communications (ST01.09)</a> (Liberty Primary Steel Specific)
<a href="#">Standard: Working Under the Shadow of a Load (ST01.10)</a> (Liberty Primary Steel Specific)
<a href="#">Standard: Working on the Back of Vehicles (ST01.11)</a> (Liberty Primary Steel Specific)
<a href="#">Truckies Guidelines – TOOL75.WHS.FAL.003</a> (SIMEC Mining Specific)
<b>MANUALS</b>
<a href="#">Liberty Primary Steel Work Health Safety Management Systems Manual (MM29.04)</a>
<a href="#">SIMEC Work Health Safety Management Systems Manual (MM75.WHS.001)</a>
<a href="#">Road Transport Safety Management Systems Manual (Corporate) (KN-7-231)</a>
<a href="#">Whyalla Port Handbook</a>
<a href="#">Electrical Safety Manual (OST-OHS-ELEC-PRO-001)</a>
<a href="#">Electrical Safety Manual (Whyalla Part 3) (WHY-OST-ELEC-PRO-001)</a>
<a href="#">Electrical Equipment &amp; Installations Tender Manual (QM37.01)</a>
<a href="#">Radiation Safety Manual (QP29.24)</a>
<a href="#">Chemical Management Manual (QP29.22)</a>

PROCEDURES
<a href="#">High Voltage Rules (QM37.03)</a>
<a href="#">Instrumentation Practices (QM37.06)</a>
<a href="#">Cranes and Lifting Operations (QP75.WHS.CRN.001)</a> (SIMEC Mining Specific)
<a href="#">Modification Control &amp; Trial Process (QP02.05)</a>
<a href="#">Works Road Traffic Code (QP29.05)</a>
<a href="#">Incident Investigation and Reporting (QP29.06)</a> (Liberty Primary Steel Specific)
<a href="#">Incident Investigation (QP75.WHS.INV.001)</a> (SIMEC Mining Specific)
<a href="#">Incident Classification &amp; Performance Reporting Procedure (QP75.WHS.INV.002)</a> (SIMEC Mining Specific)
<a href="#">Safety Risk Management (QP29.13)</a>
<a href="#">Working in Confined Spaces (QP29.18)</a>
<a href="#">Isolation for Personal Protection (QP29.20)</a>
<a href="#">Warning Tag Regulations (QP29.21)</a>
<a href="#">Alcohol &amp; Drug Testing Program (QP29.25)</a>
<a href="#">Smoke Free Workplace Procedure (QP29.26)</a>
<a href="#">Critical WHS and Environment Training (QP29.28)</a> (Liberty Primary Steel Specific)
<a href="#">Critical WHS and Environment Training (QP75.WHS.TRA.001)</a> (SIMEC Mining Specific)
<a href="#">Personal Protection (QP29.29)</a> (Liberty Primary Steel Specific)
<a href="#">PPE Procedure (QP75.WHS.PPE.001)</a> (SIMEC Mining Specific)
<a href="#">Barricading (QP29.34)</a>
<a href="#">Prevention of Falls (QP29.44)</a> (Liberty Primary Steel Specific)
<a href="#">Prevention of Falls (Working at Heights) (QP75.WHS.FAL.001)</a> (SIMEC Mining Specific)
<a href="#">Safe Use of Hand and Power Tools (QP75.WHS.TOO.001)</a> (SIMEC Mining Specific)
<a href="#">WHS Assurance Program (QP29.51)</a> (Liberty Primary Steel Specific)
<a href="#">WHS Assurance Program (QP75.WHS.MEA.003)</a> (SIMEC Mining Specific)
<a href="#">Mobile Phone and Electronic Devices (QP29.55)</a> (Liberty Primary Steel Specific)
WORK INSTRUCTIONS
<a href="#">Hot Work (WI29.251)</a>
<a href="#">Hot Work Permit (WI29.251.A3)</a>
<a href="#">Authorised Removal of Company Property (WI29.522)</a>
<a href="#">Access Control Main Gate (WI29.523)</a>
<a href="#">Service Provider Safe System of Work Process (WI29.600)</a>
<a href="#">In-service Safety Inspection and Testing of Electrical Equipment (WI37.EIC.084)</a>
<a href="#">Working on or in the Vicinity of Electrical Cable Trays and Ladders (WI37.07.001)</a>
<a href="#">Inspection of Portable and Oxy-Fuel Gas Systems (WI37.CEN.006)</a>
<a href="#">Welding Specification SP4/01 (WI37.MTS.104)</a>
<a href="#">Annual Inspection of Flashback Arresters (WI37.MTS.116)</a>
<a href="#">Paint Specification Selection Procedure (WI37.MTS.169)</a>
<a href="#">Protective Coating Specification (WI37.MTS.173)</a>
<a href="#">Abrasive Blasting and Painting (WI37.MTS.174)</a>

**FORMS**

<a href="#">Contractor Monthly Safety Report (Form29.001)</a>
<a href="#">Contractor Injury Notification to SIMEC / Liberty Primary Steel (Form29.002)</a>
<a href="#">Plant / Area Hazard Assessment (PHA) (Form29.600)</a>
<a href="#">Job Safety and Environmental Analysis (JSEA) (Form29.602)</a>
<a href="#">Authority to Work (ATW) Permit (Form29.603)</a>
<a href="#">Communication Form and Manning Sheet (Form29.604)</a>
<a href="#">SIMEC and Liberty Primary Steel Contractor INX Registration Form (Form33.038)</a>
<a href="#">Prevention of Falls Permit (QP29.44.A1)</a> (Liberty Primary Steel Specific)
<a href="#">Prevention of Falls Permit (FORM75.WHS.FAL.001)</a> (SIMEC Mining Specific)
<a href="#">Prohibited and Restricted Items Register (REG75.WHS.PRO.001)</a> (SIMEC Mining Specific)
<a href="#">Mobile Phone Authorisation (Form29.064)</a> (Liberty Primary Steel Specific)

**ENVIRONMENT**

<a href="#">Whyalla Steelworks Environmental Authorisation (EPA Licence 13109)</a>
<a href="#">GFG Alliance Environmental Policy (Corporate) – P50.01</a>
<a href="#">Whyalla Mine Development &amp; Operation PEPR Compliance Management Plan – QP50.31</a>
<a href="#">General Dust Control Management Plan – QP50.46</a>
<a href="#">Guidelines for the Preparation of an EMP – QP50.50</a>
<a href="#">EMP Table Template – QP50.50.A1</a>
<a href="#">Environment Risk Management – Risk Register – (QP50.57)</a>
<a href="#">Fugitive Dust Ranking Standard – QP50.60</a>
<a href="#">Fugitive Dust Ranking Table – Whyalla Shared Facility – QP50.60.Att A</a>
<a href="#">Fugitive Dust Ranking Standard Zones – Whyalla Shared Facility – QP50.60.Att B</a>
<a href="#">Pest Plant and Animal Control Strategy – QP50.62</a>
<a href="#">Vegetation Clearance – QP50.65</a>
<a href="#">Vegetation Clearance Application Form – QP50.65.Att .A</a>
<a href="#">Vegetation Clearance Approval Permit (Mining) – QP50.65.Att.B</a>
<a href="#">Vegetation Clearance Approval Permit (Whyalla Shared Facility) – QP50.65.Att.C</a>
<a href="#">Soil Management Plan – QP50.66</a>
<a href="#">Environment Incidents and Spill Response – QP50.67</a>
<a href="#">Whyalla Mines FDR Standard – QP50.68</a>
<a href="#">Fugitive Dust Ranking Table – SIMEC Mining – QP50.68.Att A</a>
<a href="#">Core Environment Rules – WI50.006</a>
<a href="#">Waste Management – WI50.403</a>

**SOURCING AND PROCUREMENT**

<a href="#">Service Claim Form – WI31.126</a>
<a href="#">Service Claim Form (EXCEL) – WI31.126.A1</a>