GLENCORE
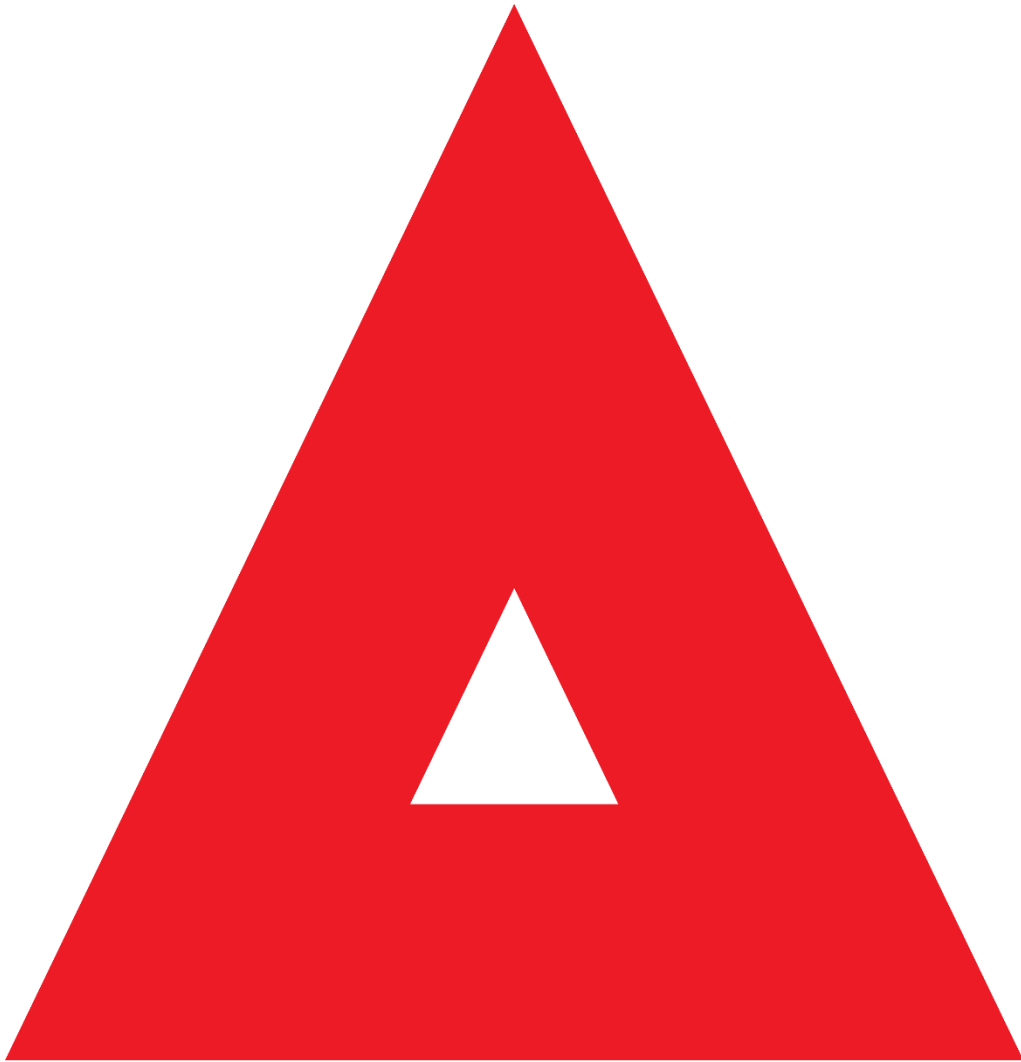
SAFEWORK
COMMITMENT BOOK

March 2021 | Version 2.0

The Commitment Booklet purpose

The purpose of this booklet is to provide an overview of the Life Saving Behaviours and some of the key requirements of the Fatal Hazard Protocols from SafeWork. It also provides the opportunity to share with our co-workers and our loved ones our commitment to complying with these expectations.

By carrying the booklet with a photo of the people important in our lives and and referencing the booklet regularly, we will endeavour to remain safe at work and return home to them as we left.

Glencore approach to safety

We are committed to operating safely and believe all fatalities, occupational diseases and injuries at work are preventable.

Our SafeWork approach is risk-based, focusing on eliminating fatalities and serious injuries by identifying the hazards that can result in fatal incidents and developing life-saving behaviours and protocols to target them.

SafeWork aims to provide everyone within our business with the knowledge and tools to perform every task safely; the key message is that every individual has the authority to stop unsafe work and the means and tools to make it safe.

SafeWork

SafeWork is Glencore's approach to eliminate work related injuries and fatalities. It is designed to help us work in a responsible and safe manner; and to identify and manage safety hazards.

SafeWork is about identifying fatal hazards and managing associated risks, improving the way we operate, adopting the right behaviours, taking care of ourselves and our colleagues, and having the courage to stop work when not safe. It is also about creating the right culture to enable everyone take the right decisions when it comes to safety.

SafeWork consists of the following **9 essential elements:**
- Safety Leadership
- Risk Management
- **Fatal Hazard Protocols and Safety Standards**
- **Life Saving Behaviours**
- SafeWork Planning
- Operational Safety
- Incident Reporting and Investigation
- Assurance
- Action Closure and embedding Learnings

At the **heart of SafeWork are the Fatal Hazard Protocols and the Life Saving Behaviours** – which are critical and must be prioritized to eliminate fatalities as they directly address fatal hazards at the frontline.

This handbook is intended to raise awareness on the critical behaviours that can save your life and on the most common fatal hazards that you may encounter in your workplaces.

The content of this handbook contains a summary of FHP requirements only. Refer to the SafeWork Performance Expectation, FHPs and LSBs full publication, or the Glencore HSEC Intranet for the controlled copies.

What are the Life-Saving Behaviours?

They are a set of nine simple rules that, if broken, can lead to a fatality or a serious injury. They are based on the analysis and learnings of incidents that occurred in our industry.

By following these critical safety behaviours we essentially protect ourselves and our colleagues from potential fatal consequences. Therefore, it is essential that everyone (employees, contractors, visitors, etc.) is familiar with these **Life-Saving Behaviours and follows them at all times**. They must be regarded as our normal way of working.

The foundation of the Life-Saving Behaviours is that all of us are entitled to work in a safe work environment and to go back home free of harm and uninjured.

All breaches of Life-Saving Behaviours will be taken seriously and investigated in an impartial, fair and timely manner.

All of us must clearly understand that a wilful violation of the Life-Saving Behaviours will result in disciplinary proceedings that could lead to dismissal.

Life-Saving Behaviours

1. Always come to work drug and alcohol free.

2. Always use or wear critical safety equipment.

   Note: critical safety equipment are items that are designed to prevent life threatening injuries and are referred to within the Fatal Hazard Protocols or defined by the Asset management as critical e.g., seat belts, fall restraint or arrest equipment, self-rescuers etc.

3. Always wear appropriate fall protection equipment when working above two (2) metres.

4. Only operate equipment if trained and authorised.

5. Always isolate and "test for dead" prior to working on energy sources.

6. Never modify or over-ride critical safety equipment without approval.

7. Always seek and obtain clear approval before entering mobile equipment operating zones.

   Note: the operating zones must be defined by the asset, they typically include 3-10 m from machinery in an underground operation, and 30 to 50m from heavy mobile equipment on the surface

8. Never enter Danger Zones without approval.

   Danger Zones *include: under unsupported roof; under suspended loads; within barricaded or signposted no-go areas, or within identified pinch or crush points of machinery, confined spaces, and other zones defined by the Asset management based on legislation, industry norms and risk assessments.*

9. Always report injuries and HPRIs.

Our Fatal Hazards Protocols

The Fatal Hazard Protocols (FHPs) provide minimum and mandatory requirements to manage common fatal hazards across our business.

Protocol 01 – Energy Isolation

Protocol 02 – Working at Height

Protocol 03 – Confined Spaces and Irrespirable / Noxious Atmosphere

Protocol 04 – Mobile Equipment

Protocol 05 – Ground / Strata Failure

Protocol 06 – Electrical Safety

Protocol 07 – Emergency Response

Protocol 08 – Lifting and Cranage

Protocol 09 – Fire and Explosion

Protocol 10 – Explosive and Shotfiring

Protocol 11 – Tyre and Rim Management

Protocol 12 – Inrush and Outburst

Protocol 13 – Molten Materials

We must all be capable of identifying and managing the fatal hazards that may exist in our workplace and the **Fatal Hazard Protocols (FHP)** have been designed to help us deal with them. Their purpose is not to replace or override local legislation or other external requirements but to set the minimum requirements to manage the fatal hazards efficiently and consistently across the organisation.

Definitions

Injury and ill health: adverse effect on the physical, mental or cognitive condition of a person; including occupational diseases, illness and death.

Hazard: sources with the potential to cause harm or hazardous situations, or circumstances with the potential for exposure leading to injury and ill health.

Hazard identification: a process of recognizing that a hazard exists and defining its characteristics.

Accountabilities

All of us, according to our position and level of responsibility, are accountable to uphold and promote the Life-Saving Behaviours and comply with the FHPs and the SafeWork performance expectations.

Workforce ("everyone")**

- Comply with SafeWork performance expectations, LSBs and FHPs requirements;

- Ask questions, seek clarification as needed;

- Challenge any behaviour which does not comply;

- Take time to plan to do the job safely, including risk assessment;

- If in doubt, stop the job; and

- Report all unsafe situations and take action e.g., remove, tag or tape out area as an immediate action.

Supervisors (as well as "everyone")

- Explain to your team that compliance is expected at all times;

- Visit the worksites regularly to check compliance;

- Ensure your team understands the consequences of breaching requirements;

- Support and coach the members of your teams in implementing the FHP requirements;

- Ensure your team identifies hazards and assesses risks;

- Address all violations of FHP's and LSBs, before an incident occurs;

- Set the example to employees; and

- Act to remove or repair safety issues and provide feedback to the team on their status.

Accountabilities continued

Managers (as well as "everyone)

- Regularly explain the purpose of the FHP's, LSBs and SafeWork, and expectations of compliance by everyone;

- Recognise good safety behaviours, and tackle non-compliance;

- Ensure effective reporting systems exist for people to raise concerns;

- Satisfy yourself that that the FHP's and LSBs are properly understood, adhered to by: undertaking regular site visits, safety interactions, reviewing Audit* reports, ensuring corrective actions are implemented;

- Address all violations of FHP's and LSBs before an incident occurs;

- Ensure consistency and fairness in consequence management of violations;

- Set the example to employees;

- Act to eliminate hazards or mitigate risks; and

- Inform the employees of processes for compliance reporting.

All work starts with the foundations

- Each shift commences with a communications meeting (GCOM)

- A pre-task risk assessment and safety discussion are required at the start of every job;

- Emergency response plans are in place before work starts;

- All workplaces must be safe from uncontrolled hazards;

- No supervisor will instruct anyone to violate or breach any Life-Saving Behaviours, or condone inappropriate behaviours;

- Personal Protective Equipment (PPE) will be worn where mandated

- All persons will be trained and competent in the work they conduct;

- Everyone has an obligation to stop unsafe work; and

- Everyone has a clear understanding of the consequences for wilfully violating Life-Saving Behaviours.

- The following LSB's apply to us all every day:

  1. Always come to work drug and alcohol free, and

  9. Always report injuries and HPRIs.

Protocol 01 – Energy Isolation

Access to energy sources, e.g. electrical conductors, rotating and moving parts, nip points etc. is to be guarded to prevent inadvertent or unauthorised access.

We are using an energy isolation procedure and permits when dealing with hazardous sources of energy.

We apply the 12 Step Isolation Process to isolate energy.

We will be trained and know how to:

- identify and dissipate primary and secondary energy sources,

- isolate and secure energy, using locks and tags as appropriate, and

- verify there no live energy i.e., "test for dead".

Group Isolation Permit and High Voltage Permits must be used whenever required.

All isolation points must be clearly labelled, with ON and OFF positions clearly indicated.

Only trained, competent and authorised or appointed personnel may conduct isolations.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

5. Always isolate and "test for dead" prior to working on energy sources.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△01

Protocol 02 – Working at Height

We do not work above two (2) metres without appropriate guarding or fall restraint equipment, or without second person being present.

All safety harnesses, lanyards and accessories we use must be appropriate to the type of work we do and meet the relevant design standards.

When we are using an anchorage point on apparatus, it should be above our head and never below our waist.

When we work from a ladder, we use fall restraint or arrest devices, unless we can keep three points of contact with the ladder and the task does not involve overreaching.

A Work at Height Permit must be completed prior to working at height outside of fixed platforms or within Mobile Elevating Work Platforms.

We must inspect our equipment prior to use.

We must remain attached to an anchor point 100% of the time when exposed to potential falls.

The area below work at height activities and access to where flooring has been removed is to be barricaded and signposted.

Site specific rescue plans must be prepared for work at height tasks, and trained rescue personnel and equipment is to be readily available.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

3. Always wear appropriate fall protection equipment when working above two (2) metres.

4. Only operate equipment if trained and authorised.

6. Never modify or over-ride critical safety equipment without approval.

△02

Protocol 03 – Confined Spaces and Irrespirable/Noxious Atmosphere

We signpost the confined spaces that exist in our worksites.

We use a confined space entry Permit to manage the hazards associated which such spaces and we do a pre-entry risk assessment to define conditions of entry.

We use atmospheric monitoring equipment to test and monitor the oxygen and toxic gas levels within the confined spaces.

We make sure the monitoring equipment we use is of an approved type, listed on a register, inspected, tested, and calibrated.

We carry and wear PPE where required and are prepared to respond to our Trigger Action Response Plans (TARPS).

We make sure that the areas prone to irrespirable/noxious atmospheres are part of a routine inspection program.

We never enter confined spaces or areas prone to irrespirable/noxious atmosphere without having a rescue management plan in place.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

5. Always isolate and "test for dead" prior to working on energy sources.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△03

Protocol 04 – Mobile Equipment

We conduct a risk assessment to identify the risks associated with mobile equipment, including the risk associated with the interaction between heavy, light vehicles, and pedestrians.

We develop, implement and maintain a Traffic Management Plan.

We have rules for safe traveling and parking distances and we abide by them.

We only travel in vehicles with allocated seating, and wear seat belts at all times.

We construct and maintain safety berms/windrows which are designed and built to constitute effective barriers.

Wherever possible, we separate the traffic of heavy and light vehicles, particularly around workshops and stockpiles.

We conduct pre-operational inspections on mobile equipment, and apply Out of Service tags if "No Go" issues are identified.

We follow site procedures in regard to positive communications where required to enter a mobile vehicle's operating area.

We implement and follow our fatigue management procedures.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

6. Never modify or over-ride critical safety equipment without approval.

7. Always seek and obtain clear approval before entering mobile equipment operating zones.

8. Never enter danger zones without approval.

△04

Protocol 05 – Ground / Strata Failure

We complete a ground/strata stability risk assessment and we use it as a basis to develop a ground/strata management plan.

We regularly review the risks and we update the management plan.

Our management plan includes:

- appropriate factors of safety,

- stability/support rules, and

- monitoring, inspection and competency requirements.

We never enter unsupported areas or zones with ground/strata stability hazards.

We support or stabilise areas in accordance to our rules, and notify management of any changing conditions.

We are familiar with associated Trigger Action Response Plans (TARPs) and recognise conditions which requireus to stop work and withdraw.

Applicable Life-Saving Behaviours

8. Never enter danger zones without approval.

    *Associated **Danger Zones** include: under unsupported roof; within barricaded or signposted no-go areas, and other zones defined by the Asset management based on legislation, industry norms and risk assessments.*

△05

Protocol 06 – Electrical Safety

We conduct electrical work only if competent and authorised.

We apply safe procedures that comply with the asset main Energy Isolation Procedure, including the use of High Voltage Access and Switching Permits.

We make sure that electrical safety devices such as earth leakage and overload protection are installed on all final distribution circuits, and are tested regularly.

We maintain integrity of electrical equipment and enclosures from inadvertent entry by unauthorised people, and from dust and moisture and label them according to our standards.

As electrical technicians we diligently follow electrical access/isolation rules and wear the appropriate PPE, and never work on live equipment unless explicitly approved procedures are applied.

We have completed an assessment of overhead and underground power lines and apply a system to control the associated risks.

We inspect electrical equipment and cables before use and if defective tag it "Out of Service"

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

5. Always isolate and "test for dead" prior to working on energy sources.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△06

Protocol 07 – Emergency Response

We complete a risk assessment to identify potential emergency situations and we develop, implement and maintain an Emergency Response Management Plan.

We are all trained in basic emergency responses for first aid and fire, and also have trained and competent emergency response teams on hand at all times.

We make sure we have adequate emergency equipment, including escape and rescue apparatus (readily accessible and clearly signposted) as well as appropriate transport and response vehicles.

We carry or wear required PPE for use in an emergency, such as Self-Rescuers for all underground workers, and gas masks for identified potentially hazardous surface operation zones.

We provide effective and robust communication devices and have procedures for the initial notification of personnel of the emergency situation and for ongoing two-way communication.

We maintain the standard of our escape routes and are familiar with them

We develop duty cards that clearly identify each of the responsible persons, their duties, functions and reporting relationships in the event of an emergency.

We regularly run emergency simulations to maintain our awareness of the actions to take in an emergency

Applicable Life-Saving Behaviours

1. Always come to work drug and alcohol free.

9. Always report injuries and HPRIs.

△07

Protocol 08 – Lifting and Cranage

We only operate or use lifting equipment we are authorised for.

We only use lifting equipment (cranes, forklifts and mobile elevating platforms) that are certified, and inspect all lifting gear (ropes, slings and shackles, etc.) prior to use.

We do NOT under any circumstances enter an area under a suspended load.

We keep a minimum clearing distance of 20 metres between crane / lifting equipment and any aerial power lines, unless we have completed a risk assessment to identify controls enabling safe operations at closer distance from the powerline.

Work Permits are used for all complex lifts.

We use tag lines each time a load requires steadying or guiding.

We do NOT use towing equipment for lifting operations.

All lifting hooks are fitted with a positive safety latch, unless formally exempted.

We operate forklifts only if we are competent and authorised to do, always wear seatbelts and limit operation to designated areas.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△08

Protocol 09 – Fire and Explosion

We conduct risk assessments to identify our fire and explosion hazard, risks, and the necessary controls. A Fire and Explosion Management Plan will be developed.

In all locations requiring it, we install fire and explosion detection/monitoring systems that are commensurate to the fire and explosion risk.

We list all our fire detection and fighting equipment as well as our emergency response/rescue equipment in a register, and conduct regular inspections to confirm it is in place and in good order.

We apply monitoring and inspection arrangements for the status of fire and explosion hazards, e.g. spontaneous combustion, frictional heating, flammable gas levels, etc.

We have in place Trigger Action Response Plans (TARPS) for escalating fire and explosion hazards, and are familiar with them

We develop, implement and maintain a permit system or a process to manage situations where our fire or explosive monitoring, detection or suppression systems is off line.

We use a Hot Work Permit for hot work outside of approved areas and appoint a fire watcher. After the completion of a hot work, we continuously monitor the area for a minimum of two hours unless other approved measures are taken.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

6. Never modify or over-ride critical safety equipment without approval.

△09

Protocol 10 – Explosive and Shotfiring

We have in place an Explosives and Shotfiring management plan based on a risk assessment.

The Plan includes security arrangements, training and competency requirements, and operating procedures

We barricade loaded shots to prevent unauthorised and/or inadvertent access by person(s) and equipment.

We implement and maintained quality control measures drilling, loading, stemming and tie-up.

We establish exclusion zones and we develop, implement and maintain procedures for pre-blast inspection, clearance and sentry placement to ensure the safety of all person(s) and equipment.

We develop, implement, and maintain procedures for the loading of explosives into hot or reactive ground.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△10

Protocol 11 – Tyre and Rim Management

We develop, implement and maintain a Tyre and Rim Management Plan that covers lifting, testing, maintaining and changing tyres and rims on mobile equipment.

We develop and implement procedures for managing hazards specific to tyres and rims.

There is an approval step followed that confirms all new to site tyre service and maintenance equipment meets specification requirements.

We deflate tyres mounted on split rims to zero before removing them and dismantling the rim.

We establish a clearly demarcated restricted work area for changing tyres and rims to protect other personnel.

We never leave tyres unattended during inflation.

We never weld, cut or apply heat sources to a rim or wheel fitted with a tyre whether inflated or deflated.

Our tyre service and maintenance personnel, mobile equipment operators and logistics personnel must be trained and competent in tyre related hazards associated with their authorised role.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

4. Only operate equipment if trained and authorised.

5. Always isolate and "test for dead" prior to working on energy sources.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△11

Protocol 12 – Inrush and Outburst

We conduct a risk assessment to identify the potential sources of inrush, and once identified, we develop, implement and maintain an Inrush Management Plan.

Where appropriate, we undertake a geotechnical assessment to determine the nature and magnitude of potential inrush/outburst sources.

We establish inrush control zones (i.e. stand-off distances or barriers).

Where required to mine within an Inrush control zone, we apply a Permit to Mine process including implementation of regular surveys and inspections. Persons working in such an area must be regularly informed of hazards, risks, and controls

For operations with an Outburst, Coal burst or Rockburst risk, a risk assessment will be conducted and a Management Plan developed.

For each of these hazards a Trigger Action Response Plan (TARP) will be developed, all personnel working in such areas will be required to be familiar with the relevant TARPs.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△12
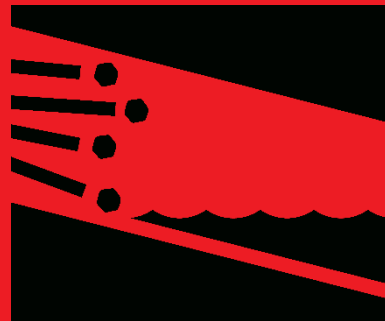
Protocol 13 – Molten Materials

We design our facilities in a manner that minimise the likelihood of emergencies and potential consequences related to molten materials.

We only allow authorised persons in handling and processing areas and we monitor and control access to these.

Wherever feasible, we apply remote controlled operation to tapping and casting processes.

We develop, maintain and use procedures for all molten material processing, handling and disposal activities and/or operations.

We select, provide and use the best possible protective PPE.

We supply water to handling and processing facilities by means of dedicated systems and we monitor water system to identify leakages.

We use a formal communication process (e.g. GCOM) to share and pass relevant technical and safety related information, including changes in operation status between shifts.

We have emergency response plans in place addressing molten materials risks and conduct simulated evacuation events at least annually.

Applicable Life-Saving Behaviours

2. Always use or wear critical safety equipment.

6. Never modify or over-ride critical safety equipment without approval.

8. Never enter danger zones without approval.

△13

My commitment

I commit to following the life-saving behaviours and understand severe consequences including possible dismissal will apply to me if I wilfully choose to violate a life-saving behaviour.

I commit to following the requirements of the fatal hazard protocols in my area. The 3 most important fatal hazards in my work area are:

1. ....

2. ....

3. ....

My signature below is my commitment to care for myself, my colleagues and my family. I have asked them to co-sign my commitment:

Name: ....

Signature: ....

Employee

Name: ....

Signature: ....

Team Member

Name: ....

Signature: ....

Family member

Notes

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YOUR FAMILY PHOTO

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