



# PROJECT WORK RULES PROCEDURE

## ICHTHYS ONSHORE LNG FACILITIES PROJECT EPC ACCOMMODATION VILLAGE

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### **Revisions:**

Amendments are summarised in the table below and with a vertical line adjacent in the right hand margin to the affected areas within the document.

### **Review / Approval:**

Date	Description	Reviewed	Authorised

### **Management Reviews:**

Review Date	Reviewed By	Details

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# 1. Introduction

## 1.1 Purpose

The purpose of the Project Work Rules is to ensure that all Project team members are aware of the behaviours desired by the Project, and held accountable for their behaviour whilst on the Project.

## 1.2 Scope

The Project Work Rules apply to all Personnel engaged on the Ichthy's Project full time. The rules are applicable to all construction areas and designated car parking areas.

## 1.3 Definitions

- COMPANY : INPEX Operations Australia Pty Ltd
- CONTRACTOR : The Joint Venture between JGC, KBR and CHIYODA
- Site : Location where the Plant is to be constructed and the vicinity thereof
- SUBCONTRACTOR : Laing O'Rourke.
- Works : All and any parts of the works and services by Contractor
- Worksite : Any location where work for the site is carried out

## 1.4 Applicable Specification and Standards

# 2. Responsibilities

## 2.1 CONTRACTOR Workforce Services Manager

CONTRACTOR Workforce Services Manager is responsible for ensuring the correct application of this procedure.

## 2.2 SUBCONTRACTOR

The SUBCONTRACTOR is responsible for ensuring that all of their Project employees are aware of the Project Work Rules and for managing any instances where the Project Work Rules are breached.

# 3. Procedure

## 3.1 Issue of Work Rules

The Project Work Rules must be issued to employees with their offer of employment, or if they are a current employee, prior to entering Site.

Employees are required to read through the Project Work Rules, and if they have any questions are to seek advice from their Recruitment Coordinator or Employee Relations Team Member.

Employees must initial each page and sign the back page to acknowledge their understanding and agreement of the rules.

It is a condition of entry to Site that all full time employees sign on to the Project Work Rules.

# 4. Recording

The signed copy of the Project Work Rules must be kept on file by the employing CONTRACTOR/SUBCONTRACTOR. Copies must be made available to the CONTRACTOR for auditing purposes as requested.



## **5. Breach of project work rules**

Where a Project employee breaches any of the work rules, the matter shall be dealt with by the employing CONTRACTOR/SUBCONTRACTOR in line with their disciplinary procedures.

## **6. Review**

The Project Work Rules will be reviewed at least annually, and amended to reflect any changes to the underpinning procedures as they occur.

Any changes to the Project Work Rules will be communicated to current Project personnel via Employee Relations bulletins.

## **7. Attachments**

Attachment A - Project Work Rules



**Ichthys Accommodation Village Project**

**PROJECT WORK RULES**

## 1. Introduction

All Project parties are committed to providing a harmonious and productive work environment which is free of hazards, unmitigated risk and ill-treatment. The Project Work Rules are in place to help achieve this.

The Project Work Rules form a part of every full time Project employee's contract of employment. The employee is required to make themselves familiar with these conditions of employment as set out herein and as amended from time to time.

## 2. Safety

Safety procedures and system are in place to protect Project personnel.

Any breaches of Project safety procedures and/or regulations that places, or has the potential to place, the safety of an individual employee or other members of the team at risk of injury are considered serious misconduct. Instances of such may result in immediate termination of employment or revocation of site access. The following are examples of such:

- Failure to report any injuries/incidents
- Irresponsible use or misuse of fire protection or safety equipment.
- Breach of Isolation Procedures
- Breach of Working and Heights Procedures.

## 3. Fitness for Work

All persons engaged on the Project are required to participate in 'random' or 'for cause' alcohol and drug testing as required.

## 4. Personal Protective Equipment (PPE)

All employees shall be issued with protective work clothing and footwear for their personal safety protection.

Where a work task deems additional PPE necessary to be worn, for example mono-goggles and hearing and respiratory protection, such items will be supplied by the employer. Work areas will be appropriately signposted and tasks requiring additional protection noted and the required protection must be worn.

It is a Project requirement that PPE shall be worn correctly at all times, other than inside crib facilities and offices where safety helmets and glasses may be removed. Employees may also be required to wear PPE while walking from their designated work area to the Site entry/exit gate.

For safety communication reasons only approved stickers or labels are to be affixed to safety helmets – e.g. first aid and induction labels. Safety helmets must not be defaced with indelible markers.

## 5. Site Access

All employees are required to comply with the Project security and Site access control program. Access to the Site for all employees is only via Project designated access gates and in approved modes of transportation.

All vehicles and carry-on bags may be subject to security search by Site security. Any person not complying with this condition of employment (refusing to permit their bag or vehicle to be examined) will have their personal ID badge revoked. The employee will be held whilst the SUBCONTRACTORS representative is called to attend to the employee.

In order to remove any material (other than the employee's confirmed personal property) from the Project Site employees must have written permission by the CONTRACTOR.

Under no circumstances will tools or equipment be loaned out.

Information relevant to Site access and directions to each employee's work area on the Project will be identified at the Orientation. Employees are prohibited from visiting other work areas on the Site unless instructed to do so by the employee's immediate supervisor and have undertaken the appropriate inductions.

Visitors will only be authorised to access the Project Site when they are approved through the relevant Project procedures. Bringing an unauthorised person on to site is considered a breach of security and misconduct.

## 6. Identification (ID) Badge

Each employee will be supplied with a personal ID badge following successful completion of the Project Orientation. Employees are required to carry their ID badge on their person at all times (unless advised otherwise i.e. negative field areas). At any time upon request an employee may be required to produce the badge to a member of Site Security or the CONTRACTOR, for purposes of confirming identification.

Use of another employee's personal ID badge is not permitted.

Employees must report any loss of their personal ID badge to their supervisor to arrange for a replacement badge. Replaced cards may incur a replacement cost which will be billed by the CONTRACTOR to the employer for their further action.

At the conclusion of employment on the Project employees must return their personal ID badge to their employer for return to CONTRACTOR.

## 7. Children

Children under 18 years of age are not permitted on the Site without the express approval of the CONTRACTOR.

## 8. Site Road Rules

Local municipality road rules apply on all Site roads unless overridden by specific rules such as speed limits defined on posted signs. All drivers on the Project must hold a current valid driver's or operator's license for the vehicle or equipment being driven.

## 9. Transportation

Private vehicles are not permitted on Site and Project provided transportation to site shall be established. To gain access to the transportation service the personal ID badge must be shown to (and may be required to be scanned by) the bus transport operator.

Project established transport services and transit points for accessing Project transport shall be considered as part of the work site, therefore these Work Rules shall apply.

## 10. Photography

Any person who wishes to take photos on site must receive prior written approval from the CONTRACTOR.

## 11. Mobile Phones

Mobile phones are not permitted on site.

Persons who require the use of a mobile phone to undertake their work on site may apply for a permit to use their mobile phone on site. The CONTRACTOR must approve the application for such permit.

Use of mobile phones or two way radios in either hand held or hands free mode by the driver of the motor vehicle is prohibited while the vehicle is in motion.

Where a mobile phone has the capability to take photos, permission must be granted as per Section 10 of this procedure.

Any employee who believes that their personal circumstance requires them to have immediate phone access shall raise this with their employer.

Unauthorised use of Site telephones is not permitted.

## 12. Selling and Bill Posting

The selling of merchandise or services on the Site is not permitted. Distribution and/or posting of bills, pamphlets, etc. are not permitted.

## 13. Gambling

Gambling is not permitted on the Site. Lotteries or raffles are not permitted unless the CONTRACTOR has given specific approval.

## 14. Smoking

Smoking is only permitted in:

- Designated areas
- Before and after work or
- During the designated meal breaks.

Smoking is not permitted in vehicles.

Only safety matches and lighters that cannot spark or light by dropping them are permitted on the Project.

In the event of an emergency all cigarettes are to be extinguished immediately.



Smoking rules shall be reviewed prior to the introduction of gas to site, at which time smoking on site may be banned.

## 15. Banned Items

The following items are not permitted on the Project Site:

- Explosives (unless approved expressly by the CONTRACTOR in connection with the Works)
- Weapons (including fixed blade and non-lockable pocket, carton knives), firearms or ammunition
- Alcohol and illegal drugs
- Pornographic and/or sexually explicit material of any kind
- Animals excepting seeing-eye dogs for persons with impaired vision or dogs used by state or federal organizations in the execution of their duty.

## 16. Property

Project personnel must show respect for the property of others, they must not engage in:

- Vandalism or wilful damage or interference to company and/or personal property
- Theft or removal of company and/or another employee's property off the work site
- Unauthorised possession of company and/or another employee's property.

## 17. Project Behaviours

The Project maintains a 'zero tolerance' approach to any condition or behaviour which does not support the Project culture. This includes:

- Discrimination or harassment of any form, including that relating to race, colour, religion, sex, age, national origin, ancestry or handicap;
- Practical jokes or acts of horseplay;
- Urinating outdoors in and around the construction Site or the construction camp;
- Offensive, intimidating, anti-social or violent behaviour in any form, regardless of how or why it was initiated;
- Failure to comply with lawful and reasonable work instructions, including a refusal to perform assigned work, higher duties and/or alternative duties, etc;
- Falsification of company records, regardless of when discovered, including timesheets, wage records, leave records, production reports, etc.

## 18. Breaches of Project Work Rules

Any breach of the Project Work Rules shall be fully investigated by the employer and a recommendation for action made.

Such recommendation shall be in line with the employer's disciplinary procedure and may result in disciplinary action up to and including termination of employment.

The CONTRACTOR reserves the right to withdraw site access to any Project employee.

## 19. Employee Acknowledgement

I have read, understand and accept the Project Work Rules that are in place on the Project. I acknowledge that they may be varied from time to time and that any such future changes will be communicated to me.

I acknowledge that if I disregard or breach these Project Work Rules my employment on the Project may be terminated.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_