



TARONG ENERGY CORPORATION LIMITED

CORPORATE POLICY FOR

SYNTHETIC MINERAL FIBRES

CORP - POL - 40

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1.0 Purpose

The purpose of this Policy is to advise all Tarong Energy personnel of the procedure to be followed when working with Synthetic Mineral Fibres (SMF), such as: Rockwool, Ceramic Fibre and Glass Fibre. This Policy is consistent with the SMF National Standard and National Code of Practice, published by Worksafe Australia in May 1990.

2.0 Scope

This Policy shall apply to all Tarong Energy personnel and Contractors engaged in work at any Tarong Energy site where SMF is used.

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Note: Tarong uses rockwool and glasswool for thermal / acoustic lagging, predominantly in the Boiler areas, Turbine areas, Air Conditioning ducting and the chimney flue joints of the Tarong Power Station.

3.0 Policy

3.1 Responsibilities

The implementation of this Policy is the direct responsibility of:

- **Tarong line managers and supervisors** who are in charge of work involving SMF; and
- All **employees or contractors** who handle SMF.

Tarong line managers and supervisors shall provide all relevant training, instruction and supervision of those employees working with SMF.

Employees and contractors have an obligation under OHS legislation to take care of their own health and safety and to ensure that their actions do not adversely impact on the health and safety of others in the workplace. Employees and contractors handling SMF may discharge this obligation by doing the following:

- Abide by the safe working procedures or Job Safety and Environmental Analysis and work instructions (this includes the use of personal protective equipment).
- Report any defective control measure or unsuitable work practice.
- Participate in all required training programs and demonstrate their competency before being permitted to handle SMF in the workplace.

3.2 Workplace Controls

Delineation of the Work Area

The supervisor or person in charge of overhead work involving SMF shall delineate work areas using ropes (or similar barriers) and appropriate signs, when practical, . To the extent feasible, employees not engaged in SMF work shall not work within three metres of the SMF work area. An example of an appropriate sign is as follows:



Personal Protective Equipment

When working with SMF's employees shall wear:

- disposable overalls (sleeves rolled down).
- respirator, P1.
- safety goggles or face shields, especially when performing overhead work.
- leather gloves.

Tools and Equipment

Correct tools (fit for purpose) shall be used for the task. Where required, manual tools should be used to trim or cut SMF materials. If power tools are used, these shall be fitted with exhaust extraction at the point of dust generation, or other effective local exhaust ventilation is to be used to minimise fibre emissions into the workplace.

Housekeeping

Work areas shall be cleaned regularly to remove any build up of fibres and / or dust. Visible waste materials shall be removed promptly to avoid being trampled and spread about.

Cleaning shall be by an industrial vacuum cleaner, but wet mopping and wiping is acceptable if vacuuming is not workable.

Waste Management

Waste shall be placed in plastic bags or other containers that prevent fibre and/or dust emission. SMF materials shall be stored in low traffic areas, and in intact containers or under sheet covers. This includes bagging of SMF material immediately upon removal at the workplace. Plastic bags are to have a minimum wall thickness of 80 µm. and plastic sheets are to have a minimum thickness of 100 µm. Temporary "SMF Waste Only" storage bins shall be provided on any Tarong site that handles SMF. SMF waste shall only be disposed of at an approved waste disposal site.

Note: For Tarong Power Station, disposal is permitted at the Nanango tip. To arrange disposal, contact the Environmental Health Department of the Nanango Shire Council (Telephone 07 4171 6800), then complete the Nanango Shire Council Waste Removal Permit and forward it to the Nanango Shire Council. For Wivenhoe Power Station, disposal is permitted at the Esk tip. Contact the Esk Shire Council on 07 5425 1200. A disposal fee shall be paid. The Councils will arrange for their contractor to dig a hole to receive the waste and then to cover it later. The Councils generally requires 48 hours notice to make these arrangements efficiently.

An 'Application for Removal from Site' (Form No. T-0734) shall be obtained for any SMF waste disposal and signed by a suitable line manager. The Supervisor must sight the contents of the truck prior to the truck leaving Site, and must confirm this on the form before it can be signed. This procedure must be followed to provide assurance that no other hazardous materials are inadvertently buried at the disposal site.

4.0 Definitions

Not Applicable.

5.0 Reference Documentation

Form T-0734 Application for Removal from Site.

Tarong Power Station file 353/36/38 - Synthetic Mineral Fibres.

Nanango Shire Council Waste Removal Permit.

Workplace Health and Safety *Glasswool and Rockwool Industry Code of Practice* 2000.

National Occupational Health and Safety Commission, *Technical Report on Synthetic Mineral Fibres and Guidance Note on the Membrane Filter Method for the Estimation of Airborne Synthetic Mineral Fibres*, June 1989.

6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Approv. By
History for Original Station Standing Instruction S0045:				
0	04.03.91	Procedure Issue		R. McGuigan
1	12.03.96	Procedure Revised	P. Green	K. Knights
2	28.08.96	Procedure Revised to include the specification for the disposal bags and sheets	P. Green	K. Knights
3	02.12.97	Procedure Revised and Reformatted in Tarong Energy format	P. Green	K. Knights
History for Tarong Policy TAR-POL-22:				
0	08.12.99	Replacement for Station Standing Instruction S0045	P. Green	C Burke
History for Corporate Policy CORP-POL-40:				
0	05.04.02	Replacement for TAR-POL-22.	G Hewson	G Campbell