Appendices

Appendix F Solar Power Plant Monthly Site Inspection

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Appendix A - Signed HSE Policy



SMP: 01 First Solar Health (Australia), Safety & Environmental Policy

First Solar is committed to creating a culture where HEALTH, SAFETY AND THE ENVIRONMENT is an integral part of all our employees and subcontractors daily lives, creating a better future for the world by being the HSE industry leader.

We will always conduct our business in a manner that protects the HEALTH AND SAFETY of every person on our sites and protects the ENVIRONMENT around us. We expect all personnel to undertake their work in a manner that does not place either themselves or their colleagues at risk.

We maintain a goal of zero workplace injuries, which is consistent with our vision and values that all workplace injuries are

To achieve this outcome we will:

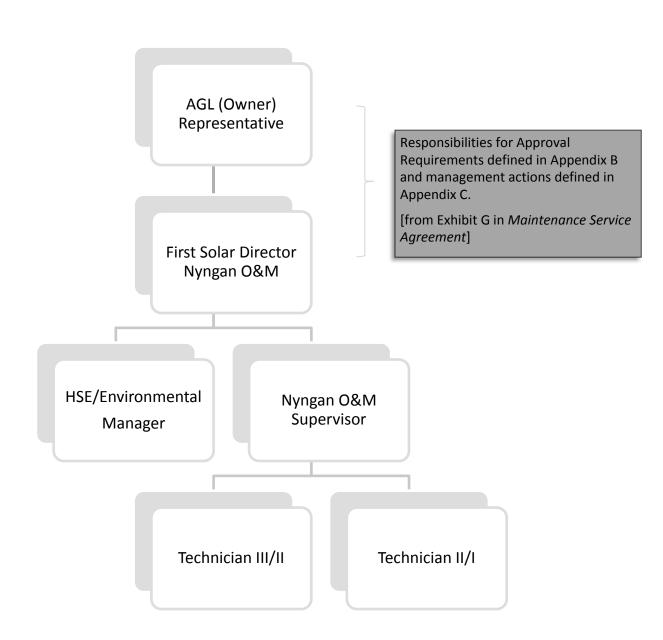
- Conduct business in a manner that actively integrates the elements of the First Solar HEALTH, SAFETY AND ENVIRONMENTAL Management Systems into all aspects of our operations;
- Promote First Solar sustainability through ENIVRONMENTAL operational excellence, waste minimization, resource
 conservation and a world-class recycling program;
- Comply with all applicable laws, regulations and statutory obligations;
- Proactively identify and control HEALTH, SAFETY AND ENIVRONMENTAL hazards and risks in the workplace;
- Support employees, contractors and subcontractors in their decision to stop work and intervene when unsafe acts or conditions are identified;
- Enable First Solar to continuously improve the HEALTH, SAFETY AND ENVIRONMENTAL management systems and our HSE performance through open communication and consultation with employees, clients, subcontractors and visitors;
- Provide the necessary tools, resources and training to facilitate continuous improvement, ensure the objectives and targets derived from this policy are achieved thereby ensuring HSE excellence throughout First Solar operations;
- Maintain proactive leadership in the management of HEALTH, SAFETY AND THE ENVIRONMENT.

Trkling	20/11/14	
indorsed By: Jack Curtis, Vice President APAC	Date	

Appendix B - Maintenance Service Agreement Exhibit G & Table 3-1 Nyngan Staging Report

Appendix C – Responsibilities for Approval Conditions and OEMP Management Actions

Appendix D – Organisational Chart



Appendix E – EHS Induction, Induction Assessment & Correct Answers [for assessment]

Appendix F – Solar Power Plant Monthly Site Inspection

Inspection Location:				
Date of Inspection:			Time of Inspection:	
Department/Areas Covered:				
Inspection Location:				
Yards and Buildings	SAT	Unsat	Comments	W/O Number
Access				
Structure condition				
Aisles				
Roads				
Work areas				
Housekeeping				
Other				
Floors, Stairways and Walkways	SAT	Unsat	Comments	W/O Number
Condition				
Housekeeping				
Guardrails				
Illumination				
Handrails				
Ladders, Scaffolds, etc.	SAT	Unsat	Comments	W/O Number
Suitability				
Properly used				
Strength				
Properly maintained				
Excavations	SAT	Unsat	Comments	W/O Number
Shored or sloped				
Access				
Parricaded				

Spoilage piles				
Illumination	SAT	Unsat	Comments	W/O Number
Day - Work area				
Night - Work area				
Passageways				
Electrical Equipment	SAT	Unsat	Comments	W/O Number
Condition				
Calibration dates current				
Identification of controls				
Harmful Materials	SAT	Unsat	Comments	W/O Number
Storage				
Handling				
Personal Protective Equipment	SAT	Unsat	Comments	W/O Number
Adequacy				
Availability				
Condition				
Worn as needed				
Machine Guards	SAT	Unsat	Comments	W/O Number
Controls accessible				
Condition				
Lock-out procedures				
Operating procedures				
Controls identified				
Hand Tools	SAT	Unsat	Comments	W/O Number
Condition				

Suitability				
Portable Power Tools	SAT	Unsat	Comments	W/O Number
Condition				
Suitability				
Grounded				
Double insulated				
Materials Handling Equipment	SAT	Unsat	Comments	W/O Number
Condition				
Controls				
Guards				
Records				
Materials Storage	SAT	Unsat	Comments	W/O Number
Stability				
Convenience				
Housekeeping				
First Aid	SAT	Unsat	Comments	W/O Number
Supplies				
Supplies Condition				
Qualified attendant if required				
Fire Prevention	SAT	Unsat	Comments	W/O Number
Equipment				
Exits				
Flammable materials controlled				
Health and Safety Program	SAT	Unsat	Comments	W/O Number
	1	i	<u> </u>	1

Health and Safety Policy

Part II of the <i>Code</i> posted				
Site	SAT	Unsat	Comments	W/O Number
Retention Basin				
Storm Drainage				
Environmental	SAT	Unsat	Comments	W/O Number
Universal Waste Stored Properly				
No Universal Waste greater than one year old?				
No Oil Leakage				
Additional Comments:				

Appendix G – Operations and Maintenance Safety Observation Form and Task Based Observation Form (TBO)

First Solar Operations and Maintenance: Safety Observation Form									
Date:									
Observer Name:			Site Super	visor:					
Work Observed:									
Observers Comments:									
Personal Protective Equipment	Yes	No	NA	Comment					
Required Safety eyewear worn (goggles, glasses, with side shields, face shield)?									
Hard Hats Worn and in good condition?									
Gloves worn when appropriate?									
Fire Resistant Clothing worn where required?									
Hearing protection worn in areas where required?									
Appropriate Footwear being worn?									
General Work Site	Yes	No	NA	Comment					
Area Clean									
All Doors Closed									
Work area clear of tripping hazards?									
Appropriate hand tools in use?									
Hand tools in good condition?									
No individual manual lifting of objects over 50									
Plant signage in place and in good condition									
Proper safety gear available to employees and visitors / stored in proper area to keep clean									

and in good condition (glasses not scratched, etc.)				
O&M facilities clean and organized/Safety Information posted. (i.e. emergency contact nos. Bulletins etc.)				
Plant vehicle clean, in good condition, and PMs completed				
Pre-Job Brief/ Job Hazard Analysis	Yes	No	NA	Comment
Was a Pre-job brief and JHA filled out prior to the work commencing?				
Did the whole crew participate in filling out the Pre-job Brief and sign off?				
Were the steps written out and not pre-filled in?				
Are workers following the steps in the JHA?				
Lock Out	Yes	No	NA	Comment
All Personnel have locks in place				
Lock Out forms correctly filled out				
All Personnel understand the boundaries of the Lock Out				
LOTO equipment stored and organized properly and in good condition				
Close Out	Yes	No	NA	Comment
Was Observation discussed with personnel?				

Appendix H – Hazard Report Form

APP	First Solar			
Date:	Time:	Site:		
Reported By:				
Supervisor:				
Location of Hazard:				
	Haza	ard Description (i.e. What is th	e Hazard)	
	What Injur	ies or Incidents Could Result f	rom the Hazard?	
	Priori	ity for Action - On the Spot Ris	k Ranking (please tick)	
-	Low 🗆	Medium 🗆	High 🗆	
		Immediate Action(s) Take		
	Action Take	n	Actio	ned By:
Are further Actions Require	ed?	Yes □	No	
	Correct	ive Actions (what needs to be	done now?)	
	Corrective Act	ion	Responsible Person	Due Date
	Construc	tion Manager / Project HSE Ma	anager Review	
Construction Manager Sign	ature:		Date:	
Project HSE Manager Signa	ture:		Date:	
		to be completed by Site HSE A	11 100 100 100 100 100 100 100 100 100	
Date Entered into INTELEX		100		
INTELEX Hazard ID No.				

Appendix I - Safety Corrective Actions Register (SCAR)

APP CMP: 24A - Safety Corrective Action Register (SCAR)

ld No.	Date	Hazard	Category (Safety, Health or Environment)	Risk Rating (H,M, L)	Corrective Action Required	HoC (Elim, Sub, Iso, Engin, Admin, PPE)	Responsibl e Person	Due Date	Date Closed

Appendix J – Risk Register and Procedure

Appendix K – Daily Safety Plan

Location:	Shift:
Name/Title of person conducting Briefing:	Date/Time:
The objective of a good Safety briefing is to communicate an understanding of the safe completion of work throughout the day. This document is intended to place hazards and safety topics at the <u>beginning</u> of the day. This does not repla	be a guide for discuss of general work
Initial each box upon completion of the section discussed. Mark N/A in the comp this job. REMEMBER TO MAKE THIS BRIEFING AN INTERACTIVE EVENT!	ment box if this section is not applicable to
1. Review safety message, lessons learned, or section from Safety Ma	anual
Comments:	
2. Review Plant Status	
Comments:	
3. Review Planned Work for the Day	
Comments:	
4. Review Site Hazards or Conditions (i.e., temperature outside, crane work on throughout the day, spiders and snakes, chemical deliveries, etc.)	, overview of the major jobs going
Comments:	
5. Discuss Error-Likely Situations. Think of what could go wrong throughout to precautions that can be taken to prevent error?	the day? What are some
Comments:	
6. Ask whether or not personnel have any conditions that might important (i.e., sick, fatigued, taking medication, outside work injury,)	act their performance?
Comments:	
7. Ask if anyone has questions, concerns, input for the day's work?	
Comments:	

Other things to consider:

- Overview of jobs to be performed throughout the day.
- Procedural requirements associated with work activities.
- Special tools or equipment required for work activities.
- Communication or coordination with other work groups.
- Housekeeping and clean-up provisions.
- Emergency response provisions for work activities.

Reminder: A specific JHA and Pre-Job Brief are required prior to each job performed throughout the day.

Print Name	Signature

Appendix L – Job Hazard Analysis (JHA) Template

Job Title:									JSEA No:		o New	Date:	
Description of Work:									Developed I	By:	o Revise	u	
Site Locat	ion:								-				
Supervisor	r:			Reviewed I	Ву:				FS Approva	1:			
						HIGH RIS	SK AC	TIVITY:	•				
☐ Do I ne	ed an SD	S? Attach if r	equired.	☐ Is there	e work at h	neights?		☐ Is a hot wo	ork permit req	uired?	LOTO req	uired?	
Enterin	ig Excava	tion? (>1.2m	Deep)	☐ Enterir	ng a confin	ed space?)	Removing	floor or hand	rails?	Lifting per	mit required	! ?
☐ Excava	ation/Pene	tration Perm	it?	☐ Mobile	Plant e.g.	Forklift?							
EMERGE	NCY ACT	ION: UHF CI	nannel 1	"Emergency	y, Emerge	ncy, Eme	rgency	" Refer step	1 - page 4.				
JOB/HAZ	ARD STO	PPERS:											
								ork activity a entifying risk					
Electrical	□N/A □Low □Med □High	Vehicles	□N/A □Low □Med □High	Pressure	□N/A □Low □Med □High	Weather	□N/A □Low □Med □High	Radiation (Hot Work	n	Personnel working below	□N/A □Low □Med □High	SMF or Asbestos	□N/A □Low □Med □High
Chemical	□N/A □Low □Med □High	Nics / Cuts / Scratches	□N/A □Low □Med □High	Access	□N/A □Low □Med □High	Bacteria	□N/A □Low □Med □High	Rotating Equipment	nt ☐Med ☐High	Dehydratior	☐ Med ☐ High	Engulfment	□N/A □Low □Med □High
Tools	□N/A □Low □Med □High	Depth	□N/A □Low □Med □High	Vibration	□N/A □Low □Med □High	Dust	□N/A □Low □Med □High	Moving Equipmen		Hot / Cold Objects	□N/A □Low □Med □High	Lighting	□N/A □Low □Med □High
Gasses	□N/A □Low □Med □High	Weight	□N/A □Low □Med □High	Noise	□N/A □Low □Med □High	Slip / Trip / Falls	□N/A □Low □Med □High	/ Lifting d Equipme	□N/A □Low nt □Med □High	Overhead hazards	□N/A □Low □Med □High	Manual Handling	□N/A □Low □Med □High

JHA RISK SCORE CALCULATOR

Risk Score Calculator

				Consequence		
Los	s Type	1 LOW	2 MINOR	3 MODERATE	4 MAJOR	5 CRITICAL
Injury a	and Disease	Low level sickness, soreness or	impairment that can be fixed up. Only requires first aid treatment	Injuries, sickness, disability that needs medical treatment – involves a workers compensation claim	Moderate disability or impairment (less than 30%), that can't be fixed to one or more people.	One person dying. Severe disability or impairmente. Health impact on more than 10 people
Environm	ental impacts	area - hiological and physical	Moderate affect on the environment, but not affecting the	Serious affect on the environment, some damage to an eco system (eg. maybe killing all of a species in a local area).	Very serious and big lage to environmental impact. Major e killing damage that cannot be fixed, area). serious impact on an eco system.	
Econo	mic Impact	< \$10,000	\$10,000 to \$100,000	\$100,000 to \$1,000,000	\$1,000,000 to \$5,000.00	> \$5,000,000
Likelihood	EH&S Risk			Risk Rating		
5 Almost Certain	1 or more times per week	11 (H)	16 (H)	20 (E)	24 (E)	25 (E)
4 Likely	1 or more times per month	7 (M)	12 (H)	17 (H)	22 (E)	23 (E)
3 Possible	1 or more times per year	4 (L)	8 (M)	13 (H)	18 (H)	21 (E)
2 Unlikely	Occurs once every 1 to 10 years	2 (L)	5 (L)	9 (M)	14 (H)	19 (E)
1 Rare	Occurs once every 10 to 100 years	1 (L)	3 (L)	6 (M)	10 (H)	15 (H)

Residual Risk Controls

L = Low, No further action required

M = Medium, JHA Hazard controls to be reviewed by Supervisor

H = High, Do not proceed, hazard controls to be reviewed by Safety Advisor and Site Manager

E = Extreme, Do not proceed, hazard controls to be reviewed by Safety Manger and Divisional Manager

MANUAL HANDLING

Complete Sections 1) Identify 2) Prepare 3) Execute		Execute Select which manual handling skills you'll need to employ.
	2) Prepare For each hazard you've ticked, list one or two stretches that would assist in preparing you for each manual handling hazard	Strong Spine Use the gorilla or bullfrog technique when lifting
1) Identify Which manual handling hazards are present in this job (tick the box ✓)	Deltoids Side stretch □ □	Regular short breaks Taking regular breaks avoids muscle creep
Whole body vibration Pushing/Pulling	Hamstrings Calves	Select good working height Use stands and benches where possible
Upper body vibration Repetitive or static one arm use	Psoas Hamstring	Strong Stance Take the load with the legs and away from your spine
Lifting Rough or uneven footing	Piriformis Trunk	Brace the abdominals Use your core muscles around the spine for protection
Bending (Repetitive or static)	Wrist flexor and extensor	Team lift When moving large or heavy objects share the load
Lifting/Holding above the shoulders	Brachial Pectorals	Know your next step is safe before committing your weight or taking that load

#	MAJOR STEPS OF JOB / TASKS (Sequence of Events)	HAZARD IDENTIFIED IN PART A	Risk Level (Prior to Controls)	CONTROL MEASURES TO MAKE JOB SAFER	Residual Risk Level	CONTROL TO BE ACTIONED BY:				
Fir	First 6 line items are Hazards & Controls identified for all Nyngan Solar Project tasks in the field. (These									

First 6 line items are Hazards & Controls identified for all Nyngan Solar Project tasks in the field. (These have been determined as requirements from incidents and investigations throughout the life of the project and are not to be removed) Personnel are to enter Job steps from line item 7 onwards.

1	In case of emergency	Inadequate emergency communications Emergency contact details unavailable Personal not knowing where muster point is located	М	Work Team member to contact Supervisor Supervisor first call channel 1 Location of emergency Type of emergency Assistance required Number of casualties Ensure message is received Second call to direct supervisor Supervisor to contact Manager and First Solar HSE Manager to contact First Solar Management To raise an emergency - Emergency Channel is channel 1 Specific emergency plants must be recorded in the JHA. e.g CSE, restricted entry	L	All Personnel
2	Emergency evacuation	Inadequate response	Н	Turn plant/combustion motors off, park in safe location Relocate to nearest Assembly Point for name check off and transport to Muster Point as per Site Induction	L	All Personnel
3	Work Conditions	Wind and flying objects	М	Tie down loose materials, Correct PPE, Work to conditions.	L	All Personnel

#	MAJOR STEPS OF JOB / TASKS (Sequence of Events)	HAZARD IDENTIFIED IN PART A	Risk Level (Prior to Controls)	CONTROL MEASURES TO MAKE JOB SAFER	Residual Risk Level	CONTROL TO BE ACTIONED BY:
4	Environmental Hazards	Spills Fauna in work area	М	Report to your supervisor immediately. Control, Contain and Cleanup spill. Report to your supervisor immediately. Where required, only trained fauna handler is to relocated fauna.	L	All Personnel
5	Apply to all tasks continued Use of barricades and signs	Poor/Non-compliant barricades and signs	M	 Control access to the area from all sides Have signs attached to all sides Have legible, fully completed information tags attached Signs at visible height, not on the ground Maintain the barricade when needed and remove when not required Ensure barricades stable and safe distance from excavations 	L	All Personnel
6	Working with and around Mobile Plant	Plant and personnel interface Inadequate spotting activities In-ground services	Н	Correct signage and barricades in place Safe designated access ways in place and used Spotters and Operators to plan specific activity, communication method, safe location for spotter/s and number of spotters required. Review controls regularly Implement correct required barricading and Danger Signs, Hard barriers and signs for people plant interface risks Competent approved Operators, Trained spotters	L	All Personnel

#	MAJOR STEPS OF JOB / TASKS (Sequence of Events)	HAZARD IDENTIFIED IN PART A	Risk Level (Prior to Controls)	CONTROL MEASURES TO MAKE JOB SAFER	Residual Risk Level	CONTROL TO BE ACTIONED BY:

EMERGENCY RESPONSE CONTACTS FOR NYNGAN SOLAR PLANT	EMERGENCY RESPONSE CONTACTS OTHER LOCATIONS
VHF Radio: Turn Radio to Channel 1, press press-to-talk button, say "Emergency, Emergency, Emergency", wait for a response	
OCCUPATIONAL HEALTH SAFETY or ENVIRONMENTAL	CODES or STANDARDS APPLICABLE TO THE WORKS:

OCCUPATIONAL HEALTH SAFETY or ENVIRONMENTAL LEGISLATION:	CODES or STANDARDS APPLICABLE TO THE WORKS:
NSW Work Health and Safety Act 2011	
NSW Work Health and Safety Regulations 2011	

APPROVALS – By signing below, I acknowledge that I have contributed to the development of this JHA and have reviewed the Hazid Worksheet and Work Method Statement (as applicable) to ensure the necessary hazards and controls are included:

TEAM MEMBER	NAME	SIGNATURE	DATE	TEAM MEMBER	NAME	SIGNATURE	DATE
JHA Team Leader				JHA Team Member			
JHA Team Member				JHA Team Member			
JHA Team Member				JHA Team Member			
JHA Team Member				JHA Team Member			

By signing below, I acknowledge that the controls documented in this JHA are adequate and that I am accountable for ensuring that the controls are implemented and followed:										
WORK TEAM SUPERVISOR				ON SITE LINE MANAGER (OR DELEGATE)						
	Record of Changes in Supervisory Position / Responsibility									
WORK TEAM SUPERVISOR				ON SITE LINE MANAGER (OR DELEGATE)						

PART E:	PART E: JHA AMENDMENTS / REVIEWS (Reviewed at least Weekly)											
TYPE (DF AMENDMENT O (√)TICK	R REVIEW	REVIEW FINDINGS AND AMENDED REFERENCE	DATE	WORK TEAM SUPERVISOR (NAME) (RESPONSIBLE TO CAPTURE LESSONS LEARNED)	WORK TEAM SUPERVISOR (SIGNATURE)	ON SITE LINE MANAGER (OR DELEGATE) (NAME)	ON SITE LINE MANAGER (OR DELEGATE) (SIGNATURE)				
Key Change	New Hazard	Review										
Key Change	New Hazard	Review										
Key Change	New Hazard	Review										
Key Change	New Hazard	Review										

The 5 S.T.E.P.S. of Safety

> Stop; > Think; > Evaluate; > Proceed with caution; > Supervisor: If there is a problem raise it with your supervisor

		JHA SIC	ON ON SHEET	JHA Ref#								
By signing below, I acknowledge th will be implemented and followed:	By signing below, I acknowledge that I have reviewed this JHA, understand the hazards identified and the potential for harm and will ensure that the controls will be implemented and followed:											
NAME	SIGN	Date	NAME	SIGN	Date							
		1			I							

I .	ĺ		

Appendix M - Pre Job Briefing and Work Authorisation

)R	Site:							
QUEST	Requestor:	Phone:		Date:				
	Requested START Date:	Requested END Date:	:	WO#:				
PART 1 – REQUESTOR	Job/Task Description:							
	OSHA requires a pre-job brief to cover the following topics; <u>hazards associated with the job, work procedures, special precautions, energy source control, personal protective equipment, and job changes that require an additional briefing.</u>							
	Pre-Job Brief Conference – perform the following:							
	1. Define and discuss the job scope. (be specific, another briefing must be completed if scope changes during work)							
%M	2. Define and discuss individual job responsibilities and expectations regarding those responsibilities.							
2 – C	3. Discuss energy control measures (Clearances, Switching Orders, LOTO).							
PART 2 – O&M	4. Discuss Job Hazard Analysis (JHA).							
\mathbf{P}_{ℓ}	5. Discuss PPE and EHS Manual requirements for the job.							
	6. Discuss conditions that would require additional job-briefings or stopping the job.							
	7. Identify important Contact or Emergency numbers, ensure this information is available at work site.							
	8. Invite questions or input from work team members.							
	9. Ask aloud "What have we missed, what can go wrong with this job and how will we respond if it does?"							
STOR	The undersigned affirm that they have received the pre-job briefing, understand the scope of work and have had all questions and concerns addressed.							
REQUE								
PART 3 – REQUESTOR								
\mathbf{P}_ℓ								
O&M Work Authorization								
START	Date: Time:	END	Date: T	ime:				
Approva	I	Date:	Time					
(O&M Representative) Work Authorization Closure								
Approval Date: Time								
Арргоча	(O&M Representative)	Date	Time					
Post-Job Review: What went right? What can be improved?								

Appendix N – Form D01 Monthly Environmental Inspection

Appendix O – Compliance Tracking Program Form & Management OEMP Review Form T01

Appendix P – Groundcover Monitoring (From H01) and Landscape Monitoring (Form G02)

Appendix Q – Form I01 Weed Management Activties and Controls

Appendix R – Form U01 Non Regulated/Regulated Waste Register

Appendix S – Fauna Handling Record (Form F02)

Appendix T – Form F01 Perimter Fence Trench Nestbox Monitoring

Appendix U – APP-SMP-22B Initial Incident Notification Report

Appendix V – Bushfire Management & Hot Works Permit

Appendix W – Environmental Incident Register (Form Q01)

Appendix X – Hazardous and Dangerous Goods Risk Assessment (From APP-HCP-09A)

Appendix Y – Water Testing Request Form (and example)

Appendix Z – Working at Height Permit

Appendix AA – Confined Space Permit

Appendix AB – Energy Isolation Permit

Appendix AC – LOTO Documentation Including Training Materials