

# Business Procedure

## Synthetic Mineral Fibres (SMF) Document Number – OHS-PROC-221

This document applies to the following sites:

All Sites	<input type="checkbox"/>				
Rockhampton Office	<input type="checkbox"/>	Brisbane Office	<input type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>	Mackay Gas Turbine	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>

### Table of Contents

1.0	Purpose.....	2
2.0	Scope .....	2
3.0	Actions .....	2
3.1	Safe System of Work Requirements.....	2
3.1.1	Risk Assessment .....	2
3.2	Work Environment Requirements.....	2
3.2.1	Barricading and Signage .....	2
3.2.2	Air Monitoring .....	2
3.2.3	Health Monitoring.....	3
3.3	Plant and Equipment Requirements.....	3
3.3.1	PPE Requirements .....	3
3.4	Safe Work Practices .....	3
3.5	Training and Competence Requirements.....	4
It shall be ensured that all personnel involved in activities that involve exposure to SMF are trained and competent as per Stanwell's requirements.....		4
4.0	References (Including Information Services).....	4
5.0	Definitions .....	4
6.0	Appendices .....	5
Appendix A Synthetic Mineral Fibres (SMF) Document Flowchart.....		5

WRITTEN BY: ..... ENDORSED/CHECKED BY: ..... APPROVED BY: ..... DATE: .....  
NAME: J.Paull NAME: M.Joy / T.Hooper NAME: I.Gilbar

Doc No: OHS-PROC-221 Revision No: 0 Revision Date: 22.05.2015 Page: 1 of 5

**THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT**

## 1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for managing risks associated with synthetic mineral fibres (SMF).

## 2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

## 3.0 Actions

The following shall occur:

- where possible, eliminate the need to remove or disturb SMF;
- materials and products selected do not contain SMF, where reasonably practicable;
- appropriate instruction, training and supervision is provided to workers who handle SMF; and
- handling of SMF is planned, risk assessed and suitable risk control measures are implemented.

### 3.1 Safe System of Work Requirements

#### 3.1.1 Risk Assessment

A work method statement (WMS) shall be developed for work involving the use of SMF.

### 3.2 Work Environment Requirements

#### 3.2.1 Barricading and Signage

Where work is being undertaken involving SMF, the work area shall be:

- controlled via barriers;
- clearly signed at all access points; and
- set up to minimise the spread of fibres.

All non-essential personnel shall be kept clear of any work area(s) where SMF is being handled.

Barricading and signage must be used in accordance with *Business Procedure: Barricading and Signage*.

#### 3.2.2 Air Monitoring

Controls shall be implemented to prevent exposure standards for SMF being exceeded. A competent person shall carry out air monitoring when:

- it is not certain whether or not the airborne concentration of SMF exceeds the relevant exposure standard; or
- monitoring is necessary to determine whether there is a risk to health.

Air monitoring records shall be maintained.

### 3.2.3 Health Monitoring

Health monitoring shall be undertaken if a worker is carrying out ongoing work using, handling, generating or storing synthetic mineral fibres and there is a significant risk to the workers health because of exposure to synthetic mineral fibres.

Health monitoring shall also be provided if:

- valid techniques are available to detect the effect on the worker's health; and
- a valid way of determining exposure is available and it is uncertain on reasonable grounds whether exposure has resulted in the biological exposure standard being exceeded.

Health monitoring records must be maintained in accordance with *Business Procedure: Health Management*.

### 3.3 Plant and Equipment Requirements

As far as reasonably practicable, the following shall occur:

- products and materials purchased do not contain SMF; and
- products and materials containing SMF are in the shape that requires minimum trimming / cutting and handling on site.

#### 3.3.1 PPE Requirements

All personnel conducting SMF related work shall be issued with suitable extra personal protective equipment (PPE), including as a minimum respirators, cartridges, coveralls and gloves.

All PPE used for SMF related work shall be correctly handled:

- where possible, PPE must be sealed, decontaminated, labelled and correctly disposed of;
- as far as reasonably practicable, disposable clothing is to be worn. Where non-disposable clothing is worn, it shall not be taken home to be laundered, it shall be laundered at a laundry equipped to launder SMF; and all other reusable PPE must be decontaminated and stored in a sealed and labelled container.

### 3.4 Safe Work Practices

The following shall occur:

- SMF waste is placed in plastic bags or other containers which prevent fibre and / or dust emission and disposed of in accordance with local waste disposal authority requirements;
- unbonded SMF is wetted down during removal activities, where electrical hazards do not exist;
- SMF products and materials are to be stored in such a way that minimises workers exposure, for example, in low traffic areas and contained in sealed packaging or cover / wrapped in plastic sheeting;
- controls are implemented to make sure that the lowest possible level of airborne fibres and dust is achieved when working with SMF;
- work areas are to be cleaned regularly to remove any build up of SMF. Visible waste is to be removed promptly to avoid being trampled and spread; and
- cleaning SMF contaminated areas is to be undertaken using an industrial vacuum cleaner. The industrial vacuum cleaner must be fitted with a high efficiency particulate air (HEPA) filter. Where the use of an industrial vacuum cleaner is not practicable, wet mopping and wiping may be undertaken. Disposal cloths / mop heads are to be used for this purpose and are to be disposed of in the same manner as SMF waste. Barricading is to be established for cleaning tasks at a suitable distance.

### 3.5 Training and Competence Requirements

It shall be ensured that all personnel involved in activities that involve exposure to SMF are trained and competent as per Stanwell's requirements.

### 4.0 References

Source	Reference
<b>Legislation</b>	<ul style="list-style-type: none"> <li>Queensland Work Health and Safety Regulation 2011, s49- 50</li> <li>National Standard for Synthetic Mineral Fibres 1990</li> <li>Queensland Environmental Protection Act 1994</li> </ul>
<b>Australian Standards</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Business Procedures</b>	<ul style="list-style-type: none"> <li>Barricading and Signage</li> <li>HS Hazard Management</li> <li>Health Management</li> <li>Personal Protective Equipment (PPE)</li> <li>Training and Competency</li> </ul>
<b>Stay Safe</b>	<ul style="list-style-type: none"> <li>Synthetic Mineral Fibres (SMF)</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

### 5.0 Definitions

Term	Meaning
<b>Synthetic Mineral Fibre (SMF)</b>	A general term used to collectively describe a number of amorphous (non-crystalline) fibrous materials including glass wool, mineral wool and ceramic fibre. SMFs are also referred to as Man Made Mineral Fibres (MMMFs).

## 6.0 Appendices

### Appendix A Synthetic Mineral Fibres (SMF) Document Flowchart

