



# 5 Star Commitment Procedure

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## Authority

	Title	Name	Date
<b>Owner</b>	HSEQ Manager	Anthony Gollan	09/03/2026
<b>Reviewer</b>	HSEQ Manager	Anthony Gollan	09/03/2026
<b>Approver</b>	General Manager Operations	Scott Templeton	09/03/2026

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## 1 Purpose

The purpose of this procedure is to establish the minimum requirements that needs to be set or followed to eliminate the identified fatal risks within SCEE.

A review of SCEE's high potential incidents and industry fatalities over the last four years has identified a series of significant fatal risks to our people and subcontractors. These risks are:

- Electrical works
- Changes in standards, specifications, and/or operating procedures
- Driving Vehicles
- Working at Heights
- Lifting Operations

To achieve an authentic expectation of a safe working environment, a set of clear and simple rules has been established to eliminate these risks. This is the 5 Star Commitment.

The 5 Star Commitment is mandatory and must be in place before the controlled activities covered by these commitments can proceed.

The 5 Star Commitment does not cover all operational risk or replace our Risk Management Processes that are required to be used by our workers and subcontractors. They are there to set a minimum standard for establishing a safe work environment, set clear expectations for safe behaviour, assist in creating a safety mindset and provide a checklist for ensuring safe behaviour of one's self or others, regardless of where the activity is taking place in SCEE operations.

## 2 Scope

This Procedure applies to all SCEE workers and subcontractors on all project locations. The 5 Star Commitment is part of the SCEE HSE Management System and are mandatory on all sites.

### 3 Definitions

Term	Definition
Designated Competent Person	Competent Person means a person who through a combination of training, education and experience has acquired knowledge and skills enabling that person to perform correctly a specified task.
HSE	Health, Safety and Environment
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
SCEE	SCEE Electrical Pty Ltd
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

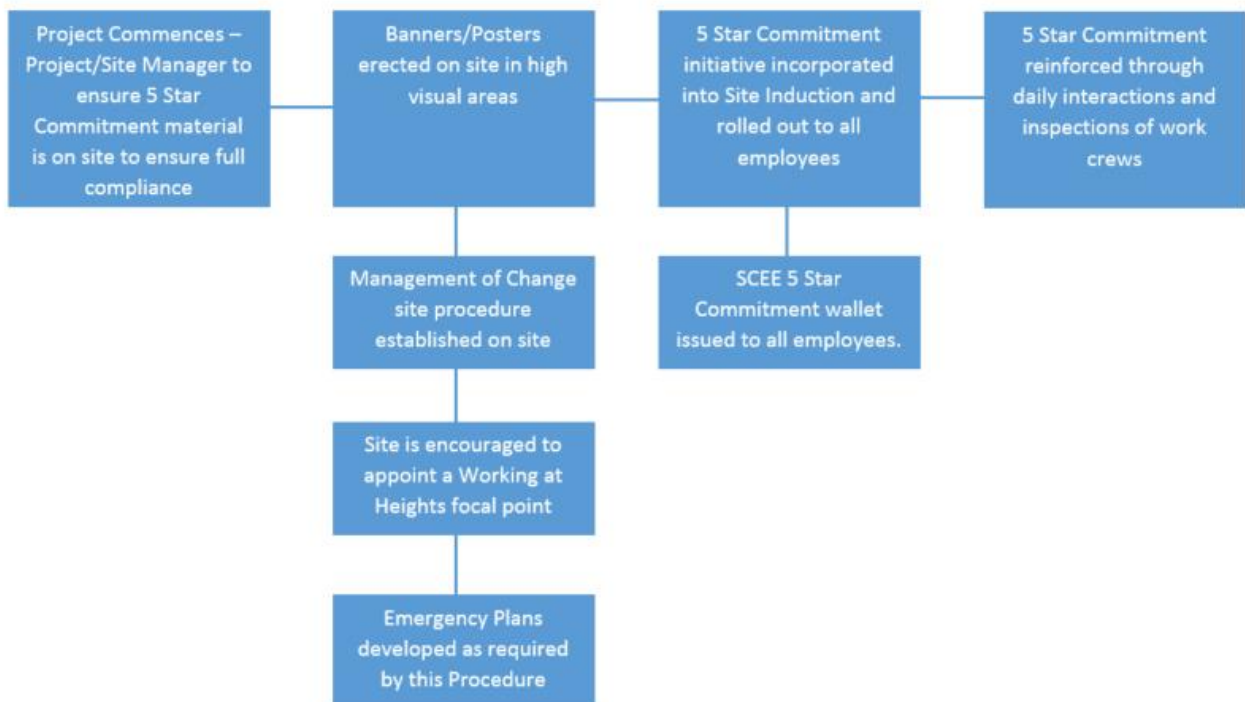
### 4 Responsibilities

Role	Responsibility
Manager – Corporate/Site	<ul style="list-style-type: none"> <li>• Ensure that SCEE’s Risk Management processes are fully implemented across all areas of direct management control and if risks are not being managed STOP the job.</li> <li>• Communicate SCEE’s ambition "Zero Harm, No Incidents" to the organisation and demonstrate commitment to the ambition by supporting and ensuring conformance with SCEE’s HSE standards.</li> <li>• Evaluate the HSE Management System effectiveness by participating in audits of the system, regular site inspections and attending Prestart/Toolbox meetings.</li> <li>• Demonstrate commitment and safety leadership by being visible in the field. Set a high standard of incident reporting, participate in incident investigations and ownership of follow-up actions. Ensure incident investigations identify root/system causes.</li> <li>• Respond quickly and positively to safety issues people may raise with you.</li> <li>• Support Front Line Supervisors by ensuring that they are motivated, trained and competent to carry out their responsibilities.</li> </ul>

Role	Responsibility
<p>Superintendent, Supervisor</p>	<ul style="list-style-type: none"> <li>• In the event that production conflicts with safety STOP the job until the risks can be adequately managed.</li> <li>• Manage your Work Teams in line with SCEE's ambition "Zero Harm, No Incidents".</li> <li>• Demonstrate commitment and safety leadership by being visible in the field. Tour and inspect workplaces regularly. Verify conditions, (walk everything down), to make certain the work team understand the risks and controls. If changes have occurred re-initiate the JHA.</li> <li>• Intervene immediately when unsafe conditions or unsafe behaviours are observed and encourage your Work Team to do the same.</li> <li>• Lead by example. Wear all required PPE, follow procedures and insist they be followed by your Work Team. If procedures need correction, get them corrected.</li> <li>• Promote near miss and hazard reporting from your Work Team.</li> <li>• Respond positively to near miss and hazard reports to see what can be learned from them. Respond quickly and positively to safety concerns.</li> <li>• Positively recognise good safety performance. Personally thank those who correct hazards, submit near miss reports, and set high PPE standards.</li> <li>• Respond quickly if someone is injured. Our first priority is to looking after the injured person.</li> <li>• Ensure your team have the training and competency levels required and fully understand the job required of them.</li> </ul>
<p>HSE Advisor</p>	<ul style="list-style-type: none"> <li>• Audit and monitor compliance with this Procedure; and Identify remedial corrective actions as required.</li> </ul>

Role	Responsibility
Workers	<ul style="list-style-type: none"> <li>• If the risks are not being managed STOP the job until adequate risk control is in place and the job is safe to commence or continue.</li> <li>• Ensure that you implement the required procedures and also any risk controls that are required by the JHA or Take 5. Make sure you fully understand the job.</li> <li>• Continually assess the job and the work environment for hazards. (Most injuries occur because hazards are not identified during routine work activities.) If change has occurred revisit the JHA to ensure adequate risk controls are in place.</li> <li>• Intervene immediately when unsafe conditions or unsafe behaviours are observed and encourage members of your Work Team to do the same.</li> <li>• Raise incident and hazard reports and ensure your supervisor is aware of them. Correct hazards identified immediately if you are trained or competent to do so, otherwise ensure that your supervisor is aware of the uncorrected hazard.</li> <li>• Raise safety concerns with your supervisor and if you have a solution to correct the concern suggest it to your supervisor.</li> <li>• Meet the training and competency levels required for your position</li> <li>• Always wear the required PPE</li> </ul>

## 5 Flowchart



## 6 Procedure

The requirements of the 5 Star Commitment is classified into three focus areas:

- Plant and Equipment Requirements
- Procedural Requirements
- People Requirements

These focus areas cover the mandatory controls that are put in place to manage the significant risks posed by these controlled activities. Although it is embedded in each of the rules it is important to emphasise that:

- Work will not be conducted without a pre-job risk assessment (Take 5/JHA) and a safety discussion appropriate for the level of risk.
- All persons will be trained and competent in the work they undertake.
- Personal Protection Equipment will be worn as per risk assessment and SCEE's minimum requirements.
- Emergency Plans, developed from a review of potential emergency scenarios, will be in place before commencement of work
- Everyone has authority and responsibility to stop work that is unsafe

### 6.1 Electrical Isolation

#### 6.1.1 Intent

The intention of performing electrical isolation is to eliminate fatalities, injuries and events arising when working with electrical equipment.

#### 6.1.2 Application

Electrical isolation should be applicable to all electrical work undertaken.

#### 6.1.3 Inclusion

Significant proportion of industry and our own high potential incidents have occurred in the course of carrying out work on electrical equipment. Contributing factors to these incident include;

- Incorrect application of the lock out tag out process.
- Working on, or isolation of, wrong equipment
- Inadequate job planning and risk assessment
- Complacency

#### 6.1.4 5 Star Requirements

Work on Electrical equipment will not commence until such time the following mandatory requirements are met:

### 6.1.4.1 Plant and Equipment Requirements

- The installation of equipment shall have due consideration to the application of the 5 Star Commitments.
- All hired equipment shall be reviewed to ensure it meets SCEE's minimal electrical requirements
- All electrical isolations shall be clearly tagged to identify the isolated electrical circuit.
- All electrical isolations shall be achieved by a physical air gap or by the use of a suitable locking device.
- When utilised, personal locking devices must;
  - Be operated under a controlled locking procedure
  - Be a single key system
  - Have the key held by the person(s) undertaking the isolation.

Refer: [AS/NZ 4836:2023](#)

### 6.1.4.2 Procedural Requirements

- All sites shall have a documented electrical isolation procedure.
- The electrical isolation procedure shall be applied to all work on site.
- When working on electrical equipment the appropriate PPE shall always be used.
- Prior to commencing work on any electrical equipment a test for dead shall be completed with a suitably calibrated device.
- After any break in work or change of conditions a re-test for dead shall be completed prior to recommencing any electrical work.
- All work shall be carried out on isolated electrical equipment, however when work is carried out close to exposed live equipment two people shall be in attendance and a risk methodology completed. The standby person shall ensure a safe work area is established (temporary physical isolation barriers implemented), be made aware of the incoming point of isolation and shall be competent in being able to release a victim from contact with live HV & LV conductors and the application of CPR.

### 6.1.4.3 People Requirements

- Only licensed electricians or suitably authorised persons are permitted to work on electrical equipment.
- Electrical isolations shall only be carried out by authorised person(s).

## 6.2 Management of Change

### 6.2.1 Intent

The intention of performing this activity is to eliminate the risk of fatalities, injuries and events arising from equipment issues and failures resulting from uncontrolled change.

### 6.2.2 Application

This is applicable wherever change is initiated across sites and provides for the management of deviations from standards/specifications and operating procedures, both on a permanent and temporary basis. Examples include;

- The physical configuration and operating of a structure, system or equipment.
- The physical substitution of any item of equipment by an alternative not identical to the original
- Change of work scope not included within original risk assessment.

### 6.2.3 Inclusion

Event trends from SCEE incidents have one or more of their root causes in some form of misapplication of the change process. These causes and contributing factors include;

- Inadequate risk assessment leading to a lack of effective processes.
- Poor understanding of requirements leading to equipment failures.
- Change in surrounding activities or other work groups.
- Change in weather patterns

### 6.2.4 5 Star Requirements

Work arising from temporary and permanent changes to personnel systems, processes, procedures, equipment, products, materials or substances cannot proceed unless a Management of Change process is completed and meets the following requirements:

#### 6.2.4.1 Plant and Equipment Requirements

The following key requirements are required for change on plant and equipment;

The SCEE Risk Management Process shall be used in the Management of Change Process. The person(s) involved shall determine, in discussion with their Supervisor, at what level the changes should be made that;

- Is new or unusual
- Is not an established practice
- Has major risk implication
- Has a potential implication to any stakeholder

Development of a work plan that clearly specifies the change and any control measures to be implemented regarding;

- Equipment and process
- Training, personnel and communication
- Documentation

**6.2.4.2 Procedural Requirements**

- All sites shall have a documented Management of Change procedure to reduce the risk of incidents, injury, equipment failures and damage arising from uncontrolled change events by ensuring:
- Change is managed in a structured and uniform manner in line with the SCEE Safety Management System.
- Work crews are included and have input into the change management process
- A Risk Assessment is conducted (Take 5/JHA)
- Controls deliver the required outcome and risk is reduced as low as practicable
- No new hazards to persons, equipment or the project are introduced
- Documents are reviewed and updated as per the appropriate document control procedure.

Refer: [SCEE-BS-HS-WIN-0009 Work Front Management of Change](#)

**6.2.4.3 People Requirements**

- At any time works identified are outside of the original scope of works, works will cease until a Risk Assessment has been completed by the workers and Supervision prior to recommencing the task.
- All workers to be made aware of requirements of the Management of Change 5 Star Commitment.

**6.3 Driving Safely****6.3.1 Intent**

This is to eliminate the risk of fatalities, injuries and events arising from the use of motor vehicles.

**6.3.2 Application**

This Commitment applies to all Plant and vehicles that can be road registered, and are used for transporting people and loads for work related purposes. Vehicle examples covered by this commitment include cars, 4x4 vehicles, Forklifts, Manitou's, Cranes, Sports Utility Vehicles (SUV's), utilities, mini buses etc.

**6.3.3 Inclusion**

A significant proportion of industry fatal and high potential incidents are a result of motor vehicle accidents. The causes and contributing factors to these incidents have been:

- Excessive speed
- Local Environment – Road Conditions, fauna, other users
- Failure to wear seat belts
- Driver Fatigue/Impairment
- High centre of gravity vehicles.

### 6.3.4 5 Star Requirements

Any vehicle being utilised for work purposes must not be operated unless:

#### 6.3.4.1 Plant and Equipment Requirements

- Vehicles are fit for purpose, formally inspected and maintained and confirmed to be in a safe working condition and suitable to the local environmental conditions and assessed risks.
- Seat belts installed and worn by all occupants
- Vehicle has minimum safety equipment and protective devices relevant to the local environmental conditions and assessed risks (e.g. fire extinguisher, first aid kit, air bags, two way radios and warning triangle)

#### 6.3.4.2 Procedural Requirements

- An assessment for the journey requirements shall be undertaken to ensure that risk to workers, subcontractors are minimised.
- The number of passengers does not exceed manufactures design specifications for the vehicle.
- Loads are secure and do not exceed manufacturers design specifications or legal limits for the vehicle.
- Prior to undertaking a journey all personnel shall complete a journey management plan which includes the management of changing local driving conditions and hazards.
- Speed shall be limited to account for vehicle type, road conditions and third party road usage.
- Requirements for managing driver fatigue/impairment are in place with action levels for drug/alcohol impairment defined.

#### 6.3.4.3 People Requirements

Drivers will only operate the vehicle when:

- They are medically fit to operate the class of vehicle being used.
- They assess the suitability and safety of the vehicle prior to any journey being undertaken.
- Have completed a verification of competency (VOC) where required
- They are not under the influence of alcohol (zero BAC reading) or drugs and are not suffering from fatigue or impairment.
- They do not operate cell phones (whether hand held or hands free) while operating the vehicle on a mine site.
- When not on a mine site cell phones can be operated as per the applicable state laws.
- They have the applicable licence to drive the class of vehicle they are operating i.e. F Class extension for 14 seater bus.

Passengers will only travel in a vehicle when:

- They assess the suitability and safety of the vehicle prior to commencing the journey.
- They assess the suitability of the drivers competency to undertake the journey
- The vehicle is fit for use – Keep it clean, report any damage.

## 6.4 Working at Height

### 6.4.1 Intent

The intention is to eliminate the risk of fatalities, injuries and events arising from working at heights.

### 6.4.2 Application

This commitment applies wherever there is a risk of falling from one level to another, with the potential for causing harm, or to gain access to within 2 meters of an open edged elevated surface, where there is potential to fall, including working from various forms of portable and moveable elevated work platforms and where objects could fall and cause injuries.

### 6.4.3 Inclusion

A significant portion of industry injuries, fatalities and our high potential incidents have occurred as a result of working at height.

Contributing factors to these types of incidents have been:

- Incorrect use of fall prevention/fall arrest equipment
- Lack of job planning and job assessment
- Incorrect setup and use of elevated work platforms
- Failing to or incorrectly wearing a harness
- Inadequate rescue plans
- No training to undertake the task

### 6.4.4 5 Star Requirements

Where a person is at risk of falling any distance with the potential to cause harm, the work will not proceed unless the following requirements are met:

#### 6.4.4.1 Plant and Equipment Requirements

- All site personnel will treat equipment as though their lives depend on it and as a minimum will have a documented system for:
  - Inspections
  - Maintenance
  - Storage and record keeping
- All potential falls from one level to another must be prevented by using appropriate fall prevention equipment.
- Full body harnesses will be used on all sites for fall restraint and arrest.
- Where possible, standardised equipment will be used.
- All working at height equipment shall be used according to manufactures specifications
- Safety Helmets must be secured using a chin strap
- When accessing or egressing a ladder three points of contact shall be maintained regardless of height however where practicable a fixed platform shall be used with a guard or hand rails.
- Whenever work inside the confines of a work platform takes an individual above the safe working height of the hand rails, fall prevention techniques must be applied.

- Tools and equipment must be secured when working at height. For example stored away from open edges, enclosing edges/handrails with drop sheets or other types of physical barricades, secured with lanyards, held in tool belts or placed on tool mats.

#### **6.4.4.2 Procedural Requirements**

- Prevention of falls and dropped objects shall always be the main consideration when working at heights.
- A risk assessment must be undertaken prior to working at height and must include consideration to the hierarchy of control.
- A single person anchor point shall be capable of withstanding a force of 15 kilo newtons.
- When assessing initial anchor points a safe means of egress must be used (ladder)
- When fall arrest equipment is used, there must be a rescue plan in place and a minimum of 2 persons present at the work area, one to be a designated stand by person.
- Fall protection techniques shall always be used where there is potential to fall. Such techniques include:
  - Using 3 points of contact.
  - When detaching and reattaching at height, a dual lanyard system shall be used to ensure at least one connection point is maintained at all times.
  - Working inside hand rails.

#### **6.4.4.3 People Requirements**

- All sites shall conduct a process to ensure selected personnel are physically suitable for work at height.
- Specific consideration shall be given to personnel who suffer medical conditions, such as vertigo and epilepsy.
- The process shall consider the weight of the person using the harness
- Each site is encouraged to have a working at heights focal point for communicating working at heights standards and procedures.

## **6.5 Lifting Operations**

### **6.5.1 Intent**

This is to eliminate the risk of fatalities, injuries and events arising from lifting operations.

### **6.5.2 Application**

This commitment applies to where ever lifting operations are undertaken. In this context, lifting and handling equipment are any lifting devices and lifting gear including cranes and hoists. Examples of lifting devices include:

- Winches, Cherry Pickers, Forklifts, Telehandlers, Hoists.
- Handling gear and rigging such as slings, chains, wire, ropes and shackles.

### 6.5.3 Inclusion

A significant proportion of industry and our own high potentials/events have occurred in the course of lifting operations. Contributing factors to these incidents have included:

- Inappropriate use of lifting and handling equipment
- Inadequate job planning and risk assessment
- Poor recognition of unsafe condition of lifting and handling equipment
- Lack of lifting and handling equipment maintenance and or inspection

### 6.5.4 5 Star Requirements

Lifts utilising cranes, hoists, or other mechanical lifting devices will not commence unless the following requirements are met:

#### 6.5.4.1 Plant and Equipment Requirements

- All lifting equipment is certified to Australian Standards.
- Any safety devices installed on lifting equipment are operational
- All lifting devices and equipment have been visually examined before each lift by a competent person.
- All lifting equipment shall be clearly marked with its Safe Working Load (SWL)
- Lifting equipment shall not be overloaded
- Lifting gear shall be inspected and tagged according to Australian Standards.

#### 6.5.4.2 Procedural Requirements

- The weight and nature of a load must be determined prior to a lift
- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s).
- Personnel shall never be positioned under a load.
- Clear and uninterrupted communication shall be established between all persons involved in a lift.
- All loads shall be properly secured.
- Tagging of equipment shall only be done by a dogman/rigger.
- Area barricaded off and exclusion of non-essential personnel.

#### 6.5.4.3 People Requirements

- Personnel using powered lifting devices are competent and certified for that equipment
- Rigging/Dogging of a load shall only be carried out by a competent person(s).

## 7 References

Document ID	Document Title
AS/NZ 4836	Safe Working on or Near Low-Voltage Electrical Installations or Equipment

## 8 Related Documents

Document ID	Document Title
	5 Star Commitment – Safety Booklet
SCEE-BS-HS-TEM-0006	Safety Management Plan Template
SCEE-BS-HS-WIN-0002	Take 5 Risk Assessment
SCEE-BS-HS-PRO-0001	Job Hazard Analysis
SCEE-BS-HS-PRO-0017	Working at Height (High Risk)
SCEE-BS-HS-WIN-0009	Work Front Management of Change
SCEE-BS-HS-PRO-0005	Electrical Isolation and Tag Out
SCEE-BS-HS-WIN-0026	Crane Activity (High Risk)
SCEE-BS-HS-WIN-0027	Forklift Telehandler (High Risk)
ISO 45001	Occupational Health and Safety Management Systems- Specification with guidance for use
AS/NZ 4804	Occupational Health and Safety Management Systems: General Guidelines on principles, systems and supporting techniques
AS 4991	Lifting Devices
	Code of Practice: Managing Electrical Risks in the Workplace
	Code of Practice: Managing The Risk of Falls at Workplaces
AS/NZS 1891.1	Personal equipment for work at height
AS/NZS 3000	Electrical Installations