

**Balmaine Gold Pty Ltd**  
10 Woolshed Gully Drive  
PO Box 98  
Mt Clear VIC 3350

ABN 67 142 297 685  
Phone: (03) 5327 2555  
Fax: (03) 5327 2556



18 November 2020

Tenderer 1

Dear XXXX,

**Castlemaine goldfields PTY LTD**

**Invitation to Tender: Tender No BG\_T005\_linkdecline**

Balmaine Gold Pty Ltd (“Principal”) is considering engaging an appropriately qualified company to undertake the works and/or perform the services described in **Annexure A** – Scope of Work (“Work”).

You (“Tenderer” or “Contractor”) are invited to submit a tender for the Work on the Terms of Tender set out in this Invitation to Tender and the contract attached in **Annexure B** (“Contract”).

After receiving the Tender documents, Tenderer shall return the acknowledgement of Tender form advising of its intention to submit a quotation by the specified closing date, or reason for declining if applicable. Arrangements can then be made for a site visit by each tenderer to enable the submission of a fully informed schedule of works and costings to be completed.

The Tender must be completed and submitted on or before **4PM, 25<sup>th</sup> November 2020** (“**Closing Date**”).

All enquiries on this Tender must be directed to the Tender Administration Board email, the responses to which will be copied to all Tenderers:

Tender Administration Board  
Balmaine Gold Pty Ltd  
PO Box 98  
Mount Clear VIC 3350  
Ph: 03 5327 2560  
Fax: 03 5327 2556  
Email: [cgttender@cgt.net.au](mailto:cgttender@cgt.net.au)

## Terms of Tender

Two signed copies of the Tender Form and any required attachments must be submitted.

The Tender must be in the name of a corporation or individual or individuals. Tenders submitted under a business or firm name or in the name of a Trust will not be accepted. The full name and address of each individual or member of the firm must be provided.

Tenders will remain valid for 90 days from the Closing Date. The tenderer may not withdraw its Tender during this period.

Where any information has been provided by Principal with this Tender ("**Principal Information**"):

- The Principal Information is provided for your information only and will not form part of the Contract.
- You will keep all Principal Information confidential, not disclose it to any person nor otherwise use it for purposes other than the Tender; and
- No warranty or representation is made by Principal in relation to the accuracy or adequacy of the Principal Information and Principal will not be liable upon any claim by you in any way in connection with the Principal Information.

By submitting a Tender you agree that you have carried out your own enquiries and investigations, satisfied yourself in relation to the Work and the relevant Site, ascertained all statutory requirements relating to the Work and made your own determination.

Any Tender will be on the terms of the Tender Format below. Any variation to the terms of the Tender Format must be indicated in the Tender Form.

By submitting a Tender, you acknowledge and agree that:

- The Tender process is being conducted solely for the benefit of Principal.
- Principal reserves the right to select in its absolute discretion one or more Tenderers with which it will enter negotiations.
- A selection of a Tenderer(s) will not bind Principal to a contractual relationship.
- Principal may discontinue this Tender or any negotiations at any time and for any reason.
- There is no procedural or substantive limitation upon the way Principal may conduct the Tender process; and
- You release Principal from all claims in respect of any costs, expenses, losses or damages incurred or suffered by you as a result of or in connection with the Tenderer submitting a Tender or the conduct of the Tender process.

Yours sincerely

**Board of Tender CGT**

## ACKNOWLEDGMENT OF TENDER

**Attn: BOT**

**Balmaine Gold Pty Ltd**

Fax No: 03 5327 2556

### ACKNOWLEDGMENT OF TENDER NO: BG\_T005\_linkdecline

We acknowledge receipt of your Invitation to Tender.

Our signature confirms our agreement to the following confidentiality requirements:

#### CONFIDENTIAL INFORMATION

The Tenderer shall not divulge to third parties nor use for its own purposes the Principal Information (as defined in the Invitation to Tender) as long as the same remain unpublished and not available to the public at large.

This obligation shall continue to bind Tenderer whether or not a Tender is submitted.

We

- Intend to submit a tender for the described Works.
- Do not intend to submit a tender for the described Works.

Reason for declining:

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(Note that you should destroy all information supplied with the Invitation to tender).

Yours sincerely,

Signed:

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Name/Title:

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Tenderer:

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(Full Corporate Name and ACN, as applicable)

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

**PLEASE RETURN THIS ADVICE UPON RECEIPT OF TENDER DOCUMENTS**

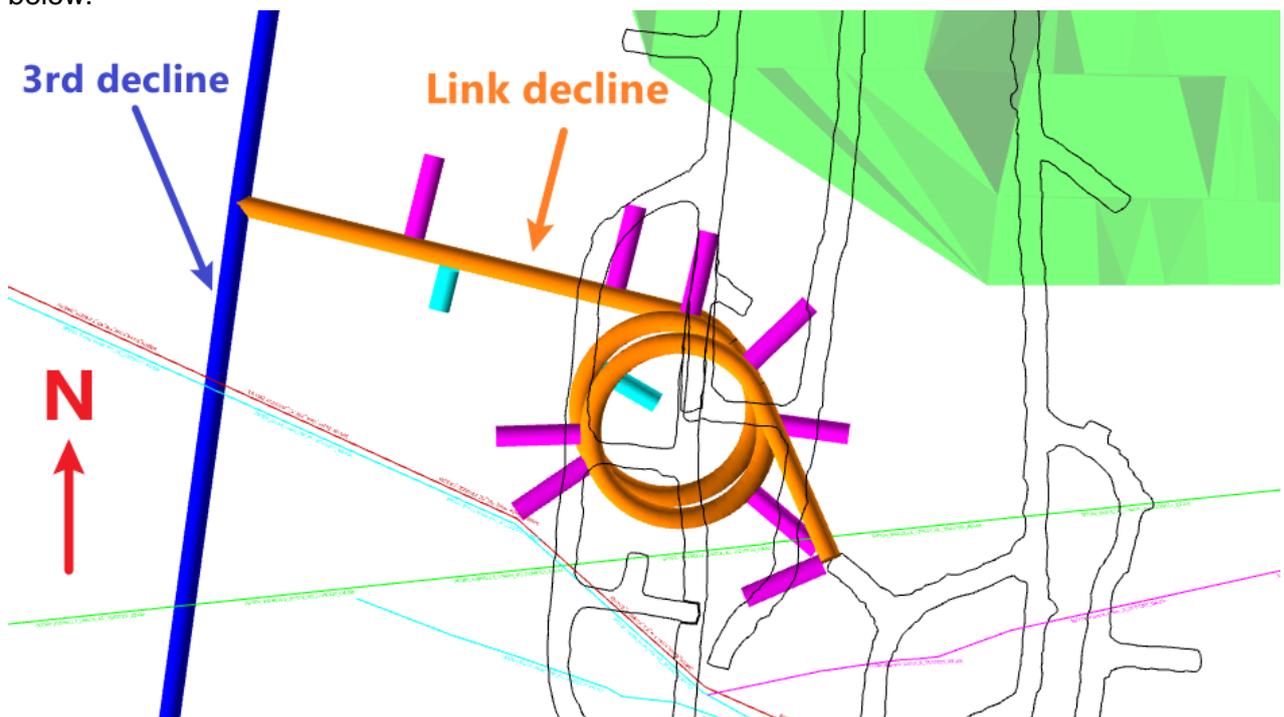
## ANNEXURE A – SCOPE OF WORK

### INTRODUCTION

Balmaine Gold Pty Ltd is the owner/operator of the Ballarat Gold Mine located within the suburb of Mount Clear, Ballarat.

The Mine operates 24 hours per day on an even time roster employing approximately 80 employees in the underground environment utilising long hole bench stoping as the principle mining method.

To facilitate the haulage and exploration associated to the scheduled 3rd layer, a new decline (3rd decline) which is parallel to current Sulieman decline and WOA HAWP decline, extending from level 650 to level 850, will be developed. The link decline is required to be developed first to connect current working areas to the future 3rd decline, which will start from Normanby incline SP1 as shown below.



The purpose of this Scope of Work is to attract a competent, scalable, flexible, and competitive resource through a Contract Partner “the Contractor” with values & behaviours that match those of the Principal.

### GENERAL CONDITIONS

#### Occupational Health and Safety

The Principal places and requires the Contractor to place the highest importance and priority on occupational health and safety during the performance of the Work. The Contractor shall be responsible for ensuring that all Works are executed in a safe manner and that adequate safe working practices are at all times adopted to ensure that a safe and healthy work environment is maintained.

The Contractor is required to comply with all applicable laws, standards, and guidelines as well as the Principals policies, practices, and procedures. Should there be any difference between the requirements of Applicable Laws, the Principals policies and procedures and the Contractors policies and procedures, the highest requirement shall be adopted.

#### Environmental and Community Responsibilities

The Principal places and requires the Contractor to place the highest importance and priority on environmental protection during the performance of the Work. The Contractor shall be responsible for ensuring that the Work is executed in an environmental responsible manner and that adequate practices are at all times adopted in the performance of the Work.

The Contractor must always respect the rights of the community and surrounding neighbours.

Any complaints received which relate to the Contractor and the Company's Operations must be reported to a Company Representative as soon as practicable within 24 hours.

### **Vehicle Movements (outside Company's main work site)**

Vehicle travel speed on all internal roads with public access is limited to 40 kph; administration area limited to 10 kph; waste dump, portal and underground limited to 30 kph.

All deliveries of equipment and supplies to the surface site are to be completed between 0700 hours and 1800 hours Monday to Friday and must use the only approved route. All delivery drivers must be issued with approved route map. See the attached **(Annexure C)**.

All vehicles must enter and leave the site using the approved route See the attached Site Access Map. Employees and Contractors are not permitted to enter the site via Elsworth Street, Whitehorse Rd, or Brittain Street.

No heavy vehicle (over 10t) is permitted to enter or leave the site between 1800h and 0700h Monday to Friday or at all on Saturday and Sunday, except in an emergency approved by the General Manager.

### **Management and Supervision**

The Contractor will be required to manage the Works including mobilisation and demobilisation of the equipment to the underground site and liaising with other site personnel and management. The Principal shall generally supervise the Work. The purpose of this general supervision is to advise the Contractor of any observed deviations from the requirements of the Contract, to direct variations to the Work and to decide all questions which arise in the execution of the Work. Such general supervision shall not relieve the Contractor in any way from providing continuous supervision for the detailed direction of the Work or from its obligation to manage the safety of its employees, sub-contractors and others who may be impacted by the works, or its obligations to complete the Work in accordance with the Contract.

The Contractor shall employ only such persons as are responsible, careful, skilled, and experienced in their respective trades and jobs.

Prior to commencing works onsite the Contractor shall provide to the Principal police clearances, work history and a current medical including drug screens, chest x-rays, a spirometry and baseline hearing test for all or any of its personnel performing Services. This is an ongoing requirement for any new or additional personnel performing works at the Principal's site.

The Principal may object to and direct the Contractor to immediately remove or have removed from the Site any person who refuses to comply with any requirement of the Contract, fails to properly manage safety, engages in misconduct or is incompetent or negligent in the performance of their duties.

The Contractor shall be responsible and liable for the actions of its employees and shall be responsible for the payment of any claims for damage or compensation because of the actions of such employees.

### **Insurances**

It will be the sole responsibility of the Contractor to maintain and keep in force and effect during the term of the Contract the insurances as outlined in the Contract and **Annexure H** Table of Responsibilities.

### **Prestart Meeting**

Prior to commencement of the Contractor, the Principal shall arrange a pre-start meeting to ensure both parties have a full understanding of the Agreement requirements relating to:

- Scope of Services and standards of workmanship.

- Site access
- Single point accountability between Contractor and Principal Representative.
- Clear and effective communication channels
- Specific requirements for meetings, reports, KPI's etc.
- Contractor process, procedures, and work methods.

### **Induction, Muster and Progress Meeting**

The Contractor's employees and Subcontractors working on Site will be required to attend a Safety and Site Induction prior to commencing work on Site. There will be no charge from the Principal for the delivery of the induction. The Contractor shall make allowances in its rates for the completion of the Induction.

The Contractor's employees and Subcontractors will be required to attend and actively participate in the Mining Muster meeting prior to the commencement of each shift. The Contractor shall make allowances in its rates for any delays resulting from attending this meeting.

The Contractor will be expected to attend a weekly meeting to discuss safety, progression of the Contract and any operational issues or concerns. The Principal will also update the Contractor as to operational movements or challenges for the working site over the coming week.

## **Daily Reporting**

The successful Tenderer will be required to submit daily reports that address the following items about the previous twenty-four (24) hour period, as a minimum:

- An estimate in linear metres advanced.
- Any safety incidents involving the Contractor's employees or Subcontractors.
- Any hazard and actions required to rectify.
- Details of any damage to the Contractor's or Principal's plant or equipment and the location of equipment and plant at that time.
- Mechanical availability of the Contractor's plant and equipment.
- Working time for the Contractor's plant and equipment.
- Stand by (Non-working) time for the Contractor's plant and equipment.
- Any areas of the Works, or other Works, that may impact the performance or schedule of the project.

## **Work Cycle**

The mine operates underground on a continuous roster of 12 hour shifts 7 days a week. Dayshift commences at 7am and finishes at 7pm. Production times commence at 7.00 am/pm with an hour break during the shift.

Development firings that would directly impact the Contractor will be carried out at end of shift (6.45am/pm). Re-entry to these areas after firing is typically one (1) hour. Stope firings can occur between 9am to 5pm, Monday to Friday only. These would typically impact the Contractor Work for 1 to 1.5 hours, depending on re-entry times. It is expected that stope firings would impact the Contractor no more than 3 times a week. This will affect the available operational time of the shift.

## **Subcontractors**

The Contractor shall not subcontract any section of the Work without the written consent of the Principal.

## **Progress Claims and Payment**

Progress claims will be submitted on a regular basis with payment as per Contract conditions.

## **Scalability, Flexibility, and Innovation**

The Principal invites the Contractor to include in their submission any forms of scalability, flexibility and innovation that may deliver a quality service in a safe, cost effective and timely manner. Scalability, flexibility, and innovation may be in the form of procurement of goods and services, format, design, delivery and timeliness of services, payment terms and timing, changes to Contractor and Principal responsibility or innovative goods or services.

## SPECIFIC CONDITIONS

### Scope of Work

Balmaine Gold Pty Ltd is calling for tender submissions for the development of an underground decline at its operation located in Ballarat, Victoria. Submissions are called for the following:

Length	Drive Profile	Quantity	Comments
653m (including 9 stockpiles, totally 180m and two sumps, totally 25m)	5.0mW x 5.3mH	1	Link decline

Proposed design for link decline is provided in **Annexure B**.

### Contractor Responsibilities

The Contractor shall provide all appropriate machinery to undertake the specified works and appropriately qualified and competent personnel to perform works in accordance with the Contract. The Contractor's personnel are responsible for performing the works in accordance with the Scope of works, relevant Principal and contractor procedures and policies, legislation etc. and shall not rely on the Principal to enforce compliance.

The Contractor shall provide fit for purpose (specifications attached) light & heavy vehicles suitable for underground use.

The Contractor may charge for any equipment damaged or lost on site due to poor ground conditions or other reasons beyond the control of the Contractor. As agreed by the Principal the damaged or lost equipment will be replaced or repaired at cost.

If an error is made by the contractor, the contractor shall rectify the error at no cost to the principal.

The Contractor must ensure that its equipment meets the Principal's site specifications for mobile equipment and light vehicles. Any site-specific requirements or modifications that are additional to the standard Contractor specification may be back charged to the Principal. All vehicle drivers must be permitted to drive on the Principal's premises.

All electrical equipment provided by the Contractor need to comply with current Australian standards. Prior to commencing works onsite the Contractor's equipment will be inspected by the Principal.

The Contractor must comply with all policies, practices and procedures explained in the site introduction and induction training course and as explained by the Principal.

The Contractor must supply a copy of certificates of currency for all required insurances prior to commencing works onsite.

### Principal Responsibilities

The Principal shall supply all fuels used by the Contractor on site. The Principal will monitor usage and reserves the right to back charge the difference between the reasonably expected consumption and the actual amount if usage exceeds expectations.

The Principal shall supply all oils and greases used by the Contractor on site. The Principal will monitor usage and reserves the right to back charge the difference between the reasonably expected consumption and the actual consumption at quarterly intervals if usage exceeds expectations. An expected usage quantity will be established prior to the commencement of the Contract.

The Principal shall supply all hydraulic hoses used by the Contractor on site. The Principal will monitor usage and reserves the right to back charge the difference between the reasonably expected consumption of hoses and the actual consumption at quarterly intervals if usage exceeds expectations.

The Principal shall supply adequate compressed air, water, ventilation & electrical services (including jumbo boxes) to drill sites as required by the Contractor. The Principal will also supply dewatering pumps if required.

The Principal shall provide workshop space as may be required by the Contractor from time to time. The Contractor's personnel will have access to the workshop and permission to use the facilities

following the completion of the workshop induction and proof of qualification and competency of personnel supplied. Wash down facilities will also be provided by the Principal for use as required by the Contractor.

The Principal will supply a designated storage and laydown area for use by the Contractor.

The Principal will coordinate drilling work areas for the Contractor and provide survey mark-up, cap lamps, self-rescuers, ablutions and change house facilities, basic minor PPE and access to office facilities. The Principal will not charge for the use of facilities or the provision of safety supplies unless the entitlement is misused, or an unreasonable amount of supplies provided.

In the event of a breakdown (jumbo or LV), the Principal agrees to assist the Contractor in fault finding and repairs as required. In the event of major breakdowns, the Contractor will arrange additional support to complete the repairs at the cost of the Contractor.

### **Fuel, Oil and Grease (Hydrocarbons)**

The Contractor shall prevent the spillage of any fuel, oils, or liquids other than water in any part of the surface or underground sites. The Contractor's Storage Use and Handling of all Hydrocarbons must follow AS 1940.

The Contractor shall not operate any equipment with leaking fuel or oil hoses, connections, fittings, or storage tanks.

The Contractor shall collect any materials contaminated by fuel or oil and all waste oil, temporarily store these substances in sealed drums on site and co-ordinate the collection and disposal of such materials as instructed by the Principal.

A hydrocarbon or chemical spill over 5L must be reported in the Company's incident reporting system.

Each piece of plant or equipment used onsite must have the following information provided prior to commencement of the supply of the service; Fuel type and estimated quantity of fuel used, kilometres and/or plant hours.

For stationary engines, the following information must be provided, motor size in kW and in the case of generators maximum output in KVA.

### **Waste Management**

All waste must be disposed of in a suitable waste disposal facility approved by the Company's Representative.

The Ballarat Mine is a litter free zone; surface and underground rubbish bins and recycling facilities must be used. Ablution blocks and crib rooms must be maintained in a clean and hygienic manner.

### **Chemicals**

The Storage Use and Handling of all Chemicals must be in accordance with the Australian Occupational Health and Safety Act and the Australian Dangerous Goods Storage and Handling Regulations 2000.

## Survey Method

The Contractor shall conduct surveys using industry standard technology at acceptable intervals. The Contractor is responsible for ensuring that the drive deviation (with regards to both gradient and direction) does not exceed limits provided in the specifications. In the event of excessive drive deviation, all re-work will be completed at the Contractor's expense.

A competent surveyor shall rigorously check the development to ensure the design is followed.

Survey services, provided by the Contractor, should be included in the itemised costs.

Access to the Ballarat Gold Project, for transportation of plant and equipment to and from the site, is restricted to between 7am and 6pm Monday to Friday and only along the access route shown in **Annexure C**.

## Limitations

Some drives through which the equipment will be required to pass during mobilisation and demobilisation are restricted to 4.5 metres wide by 4.5 metres high. Tenderers should consider these restrictions when selecting equipment or plant types and planning mobilisation and demobilisation from underground work area.

## Responsibilities

Refer **Annexure H** and **I** for proposed Table of Responsibilities.

## TENDER FORMAT

Tenderers are requested to supply:

- (1) Technical information on the proposed development method and/or procedures to be used during the Works, including:
  - a. Site layout and dimensions both in plan and section view for the equipment that would be used, if successful.
  - b. The details for any concrete foundations / pads and sumps.
  - c. Details for any dewatering pumps.
  - d. Details of any required lifting points to be installed
  - e. The details on the type, capabilities, and specifications of all equipment to be used on site.
  - f. General methodology for each step of the intended development cycle e.g. transporting equipment, boring, charging, bogging, and hauling, transporting all equipment out of the mine, etc.
  - g. Any assistance assumed to be supplied by the Principal – for example in the transportation of equipment from the surface to underground, between the underground sites and at the completion of the work in the transportation of the Contractor's machinery and equipment to the surface and at any other time.
- (2) Availability of the plant and equipment, schedule of works including key contract milestones for mobilisation, site establishment, drilling programme and demobilisation,
- (3) Proposed management and crew numbers including the proposed roster to be worked, the projected number of personnel onsite and the location of personnel required to carry out any mechanical or electrical work on the Contractor's machinery or equipment,
- (4) Price schedule for the completion of the Work.

The Tenderer must itemise pricing for the Work contained in the scope to allow the Principal to understand the unit rates or lump sum cost of the individual components including:

- assumptions used to develop the Tender Price
- mobilisation to site

- inductions
  - rig up
  - operational costs
  - stand-by equipment only
  - stand-by personnel
  - dayworks – personnel
  - demobilisation from site and
  - the conditions where the stand-by or daywork rates would apply.
  - tenderer's profile (background information, financial information, list of relevant track records in last 5 years) and qualification and experience of qualified personnel assigned to this project (attach CVs)
- (5) Completed Contractor Health & Safety Scope of Work and Evaluation Form (**Annexure D**)
  - (6) Completed Health and Safety Contractor Registration Form (**Annexure E**)
  - (7) Completed Insurance Form (**Annexure F**)
  - (8) Certificates of Currency for the policies listed in **Annexure F**
  - (9) Completed Health and Safety Management System Form (**Annexure G**)
  - (10) Acknowledgement of a review of the Contractor and Principal's Responsibility table (**Annexure H**)
  - (11) Safety records and proof of safety conduct.
  - (12) Developing work cycle Responsibility (**Annexure I**)

The Principal reserves the right to select all or part of the works outlined in the scope of works, itemised pricing must be valid for both outcomes.

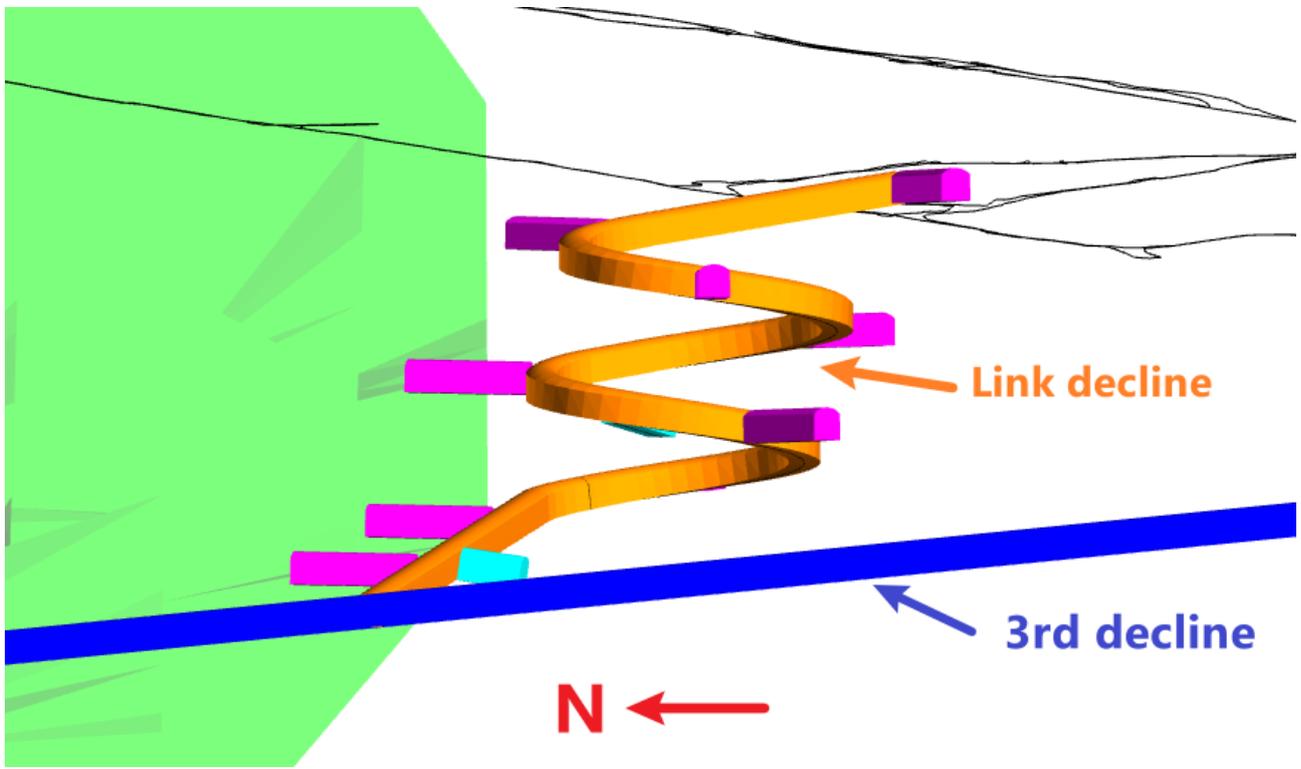
### **KEY PERFORMANCE INDICATORS**

The Principal would anticipate the inclusion of Key Performance Indicators in the tender submission. Indicators could be based around completion dates, equipment availability, personnel availability, re-drilling, stripping, reaming etc.

### **DURATION**

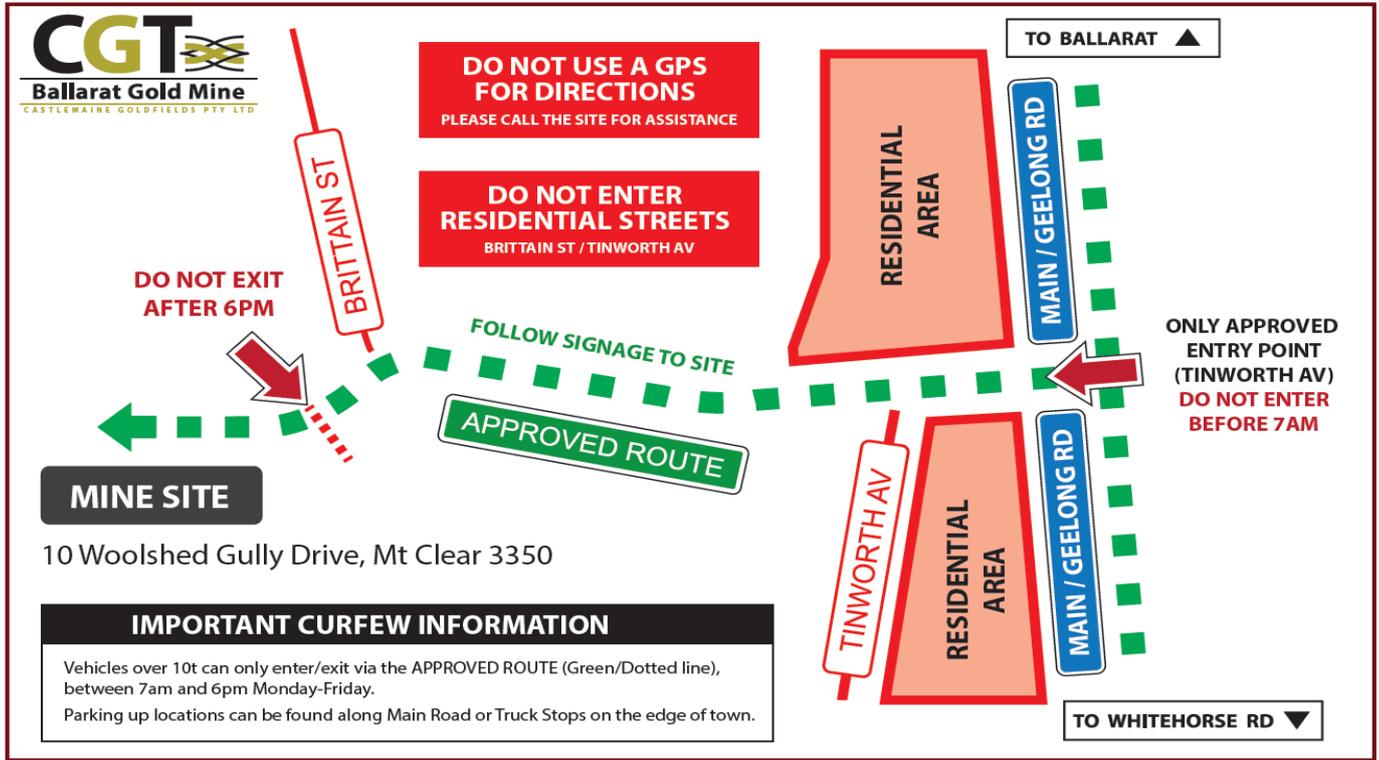
CGT has allowed four (4) months—between Jan and April 2021 in its schedule for the completion of the development. Please indicate in the scope of works estimated completion & duration for the project based on the works described.

**Annexure B**  
**Plan of Proposed Development**



### Annexure C

### Ballarat Gold Project – Site Access Map



## Annexure D

### Contractor Health & Safety Scope of Work and Evaluation Form

Section A CONTRACTOR SCOPE OF WORK AND EVALUATION					
Contractor Name					
Contact Number(s)					
Scope of Work to be Performed for CGT:					
Section B MAJOR HAZARDS ASSOCIATED WITH CONTRACTOR SCOPE OF WORK					
Mobile Plant and equipment	<input type="checkbox"/>	Work that could cause a fire underground	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>	Work that could impact ground stability	<input type="checkbox"/>		
Working at height	<input type="checkbox"/>	Work on process plant	<input type="checkbox"/>		
Breach of site environmental or community compliance	<input type="checkbox"/>	Powered hand tools	<input type="checkbox"/>		
Chemicals	<input type="checkbox"/>	Other major hazards:	<input type="checkbox"/>		
Confined spaces	<input type="checkbox"/>				
Section C CONTRACTOR WORK – HAZARD IDENTIFICATION					
<b>High</b>	<input type="checkbox"/>	<b>Medium</b>	<input type="checkbox"/>	<b>Low</b>	<input type="checkbox"/>
<i>Potential Fatal Consequence</i>		<i>Potential Major Injury</i>		<i>Potential Minor Injury</i>	
Section D SUMMARY OF CONTRACTORS HS MANAGEMENT SYSTEM					
<i>Is the contractors HS management system adequate to manage HAZARDS identified in Section B to CGT's standards?</i>					
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Approved with specific conditions</b> <input type="checkbox"/> <b>Rejected</b>					
<b>Specific EHS Conditions Required Prior to Commencing work – tick as appropriate</b>					
<i>These conditions ensure gaps between CGT HS requirements &amp; contractor HS Systems are being met</i>					
<input type="checkbox"/> <b>CGT interface JSA</b> <input type="checkbox"/> <b>Safe Work Method Statement (high risk work)</b> <input type="checkbox"/> <b>CGT Supervision</b> <input type="checkbox"/> <b>Task specific Procedure</b>			<input type="checkbox"/> <b>Task Specific PPE</b> <input type="checkbox"/> <b>Electrical contractor requirements</b> <input type="checkbox"/> <b>CGT Permit to work</b> <input type="checkbox"/> <b>Other</b>		
<b>Evaluation Conducted by:</b>					
Nominated Contract Manager Name:		_____	Signature	_____	Date _____
HS Manager Name: (for high risk)		_____	Signature	_____	Date _____

**Annexure E**

**Health and Safety Contractor Registration Form**

<b>PART A</b>	
<b>CONTRACTOR PERSON / SOLE TRADER / COMPANY DETAILS</b>	
<b>Person or Sole Trader Name</b>	
<b>Company Name</b>	
<b>Trading Name</b>	
<b>ABN</b>	<b>ACN</b>
<b>Organization</b> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Trust <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit <input type="checkbox"/>	
<b>Current Number of Employees</b>	
<b>Address</b>	
<b>Postal Address (if different)</b>	
<b>Phone number</b>	<b>Fax number</b>
<b>Email</b>	<b>Web site address</b>
<b>CONTACTS</b>	
<i>Tell us who we should contact in your organization concerning this information.</i>	
<b>EMAIL WILL BE CGT PREFERRED METHOD OF CONTACT</b>	
<b>Contact 1.</b>	
<b>First Name</b>	<b>Last Name</b>
<b>Mobile Phone No</b>	<b>Position/Job Title</b>
<b>Email Address</b>	
<b>Contact 2.</b>	
<b>First Name</b>	<b>Last Name</b>
<b>Mobile Phone No</b>	<b>Position/Job Title</b>
<b>Email Address</b>	
<b>Industry Type</b>	

**Annexure F**

**Insurance Form**

<b>INSURANCE</b>	
<i>List the policy number, renewal date, liability limit and insurance carrier for each policy that is required by your contract obligations.</i>	
<b>PUBLIC LIABILITY</b>	
Policy Number	
Renewal Date	Liability Limit \$
Insurance Company	
Principals Insured:	
<b>AUTOMOBILE LIABILITY</b>	
Policy Number	
Renewal Date	Liability Limit \$
Insurance Company	
Insured:	
<b>PROFESSIONAL INDEMNITY</b>	
Policy Number	
Renewal Date	Liability Limit \$
Insurance Company	
Insured:	
<b>WORKERS COMPENSATION</b>	
Policy Number	
Renewal Date	Each Accident Liability Limit \$
Insurance Agent Company	

**LICENCES AND CERTIFICATES**

*Please provide copies of certificates*

**Include all Licenses and Certificates that apply to your company that are relevant to this contract/  
project work**

Name of Certification	Name of Registrar/ Certifying Agent	Certification Registration Number	Expiry Date

## Annexure G

### Health and Safety Management System

Please note, the details required in this section can be provided in another format if you have them as part of a Health and Safety Management System.

<b>PART B – Health and Safety Management</b>	
<b>Section</b>	<b>Contractor Response</b>
<b>Health and Safety Policy</b>	
Please provide a copy of your H&S policy (if you have one)	
<b>Responsibility and Accountability</b>	
Who will be responsible for HS on site?	
Who will be the main contractor contact for HS matters?	
How do you ensure accountability among your employees for HS matters?	
<b>Controlling Hazards</b>	
What processes / systems do you use to identify, assess, and control workplace hazards? Please provide a sample/ example?	
Please provide a copy of your hazard register. If this is not available, please describe the main HS hazards and risks associated with this project.	
<b>Work Procedures</b>	
Please provide copies of work procedures / SOP's / SWMS relevant to this project. If these are not available, please describe how you manage your tasks and activities?	
<b>Emergency Response</b>	
Please provide a copy of your emergency response procedures. If you do not have one, please explain how you manage emergencies and first aid within your business.	
<b>Maintenance</b>	
Please explain how you ensure your plant, tools and equipment are adequately maintained?	
<b>Training</b>	
Please explain your organizations' process for ensuring your employees have the required competencies to work safely on this project?	
Please provide a copy of your training matrix if available.	

PART B – Health and Safety Management	
Section	Contractor Response
<b>Supervision</b>	
Please provide details of how you ensure the adequate supervision of you employees.	
<b>Fitness for Work</b>	
Please provide details of how you manage the fitness for work of your employees. Relating to: <ul style="list-style-type: none"> <li>• Drugs and alcohol</li> <li>• Fatigue</li> </ul> Note: CGT has a zero tolerance to drugs and alcohol	
<b>Employee Consultation</b>	
How do you communicate with your employees on health and safety matters?	
How do you involve your employees in the health and safety practices of your business?	
<b>Safety Statistics</b>	
<i>Please provide the following details:</i>	
Number of employees for the previous 12 months	
Man, hours worked for the previous 12 months	
Total Number of injuries, including lost time, medical treatment and restricted duties but excluding first aid injuries	
Number of incidents with actual or potential to result in a fatality or permanent disabling injury	

## Annexure H Table of Responsibilities

Responsibilities for services to be performed by the Principal and Contractor will be as detailed.

**S – Supply**                      **I- Install**  
**M – Maintain**                **N/A - Not Applicable**

Description	N/A	Contractor			Principal		
		S	I	M	S	I	M
<b>1.0 Contractual</b>							
Contract award date					X	X	X
Access to site				X	X	X	
Contract completion date			X	X	X		
Contract period			X	X	X		
Type of contract					X	X	X
General Conditions of contract					X	X	X
Tender Validity					X	X	X
Payment Terms					X	X	X
<b>Termination Payment</b>							
Notice Period					X	X	X
Demobilisation		X	X				X
<b>Projects Approvals/Permits</b>							
Project approval					X	X	X
Surface rights, site permits, rights of entry				X	X	X	X
Environmental approvals					X	X	X
Planning and local government approvals					X	X	X
<b>Insurance</b>							
Insurance on contractor equipment		X	X	X			
Public Liability Insurance		X	X	X	X	X	X
Contractor Works Insurance	X						
Workers Compensation Insurance		X	X	X			
Motor Vehicle Insurance		X	X	X			
<b>Management</b>							
<b>Engineering</b>							
Drawings and specifications					X	X	X
Mine design					X	X	X
Scheduling					X	X	X
Scheduling (day to day)		X	X	X			
<b>Survey</b>							
Control Surveying (collar and break through)					X	X	X
<b>Geotechnical</b>							
Professional Geotechnical advice					X	X	X
<b>Other Management</b>							
Training/Safety Officer		X	X	X			
<b>Mobilization and Demobilization</b>							
Freight handling & charges for equipment & materials		X	X	X			
Travel costs for Contractor manpower		X	X	X			
Offloading and loading at site		X	X	X			
<b>Site Setup and Establishment</b>							
Laydown area			X	X	X		
<b>Buildings</b>							
Contractors Office facility					X	X	X
Contractors Office Surface Toilets					X	X	X
Change room facility					X	X	X

Surface Crib room facility					X	X	X
Underground Crib Room				X	X	X	
Muster room facility					X	X	X
Mines Rescue facilities & Equipment					X	X	X
First Aid room					X	X	X
Cleaning of Company facilities					X	X	X
<b>Workshop</b>							
Workshop Facility					X	X	X
Workshop Office	X						
Wash down facility				X	X	X	
Waste oil separator				X	X	X	
Hydrocarbon storage facility inc oils and lubricants				X	X	X	
Surface fuel storage				X	X	X	
Surface fuel dispensing				X	X	X	
<b>Site Access</b>							
Transport of personnel to site		X	X	X			
<b>Mine Services</b>							
Electrical							
Jumbo boxes					X	X	X
1000V Power supply to jumbo box					X	X	X
1000 – 415 V Transformer (if required)					X	X	X
<b>Ventilation</b>							
Secondary ventilation fans and ducting					X	X	X
<b>Water</b>							
Mine water sufficient for contractor needs					X	X	X
Potable water sufficient for contractors needs					X	X	X
<b>Compressed Air</b>							
Compressed air at maximum 700kpa pressure					X	X	X
<b>Transport Services</b>							
Offloading services		X	X	X			
On loading services		X	X	X			
Freight		X	X	X			
<b>General Services</b>							
Company site inductions					X	X	X
Visitor inductions					X	X	X
Mine inductions					X	X	X
Medicals and drug and alcohol testing		X	X	X			
Personal protective equipment		X	X	X			
Cap lamps					X	X	X
Self-rescuers					X	X	X
First aid room					X	X	X
Emergency Services Officer					X	X	X
First Aid Kits		X	X	X			
Emergency Response Vehicle					X	X	X
Mine rescue equipment					X	X	X
Refuge chambers - fixed					X	X	X
<b>Communications</b>							
Mine radio for contractor machinery & equipment		X	X	X			
Site wide mine radio system					X	X	X
<b>Administration/Office</b>							
Photocopier					X	X	X
Fax					X	X	X
Contractor Office furniture	X						
Contractor Office supplies	X						

Contractor Computer Equipment	X						
<b>Other</b>							
Accommodation and messing		X	X	X			
Site security - Contractors area		X	X	X			
General waste and rubbish disposal area					X	X	X
Hazardous waste disposal					X	X	X
Underground Toilets				X	X	X	
Fit for Purpose inspection of Contractors machinery & equipment					X	X	X
Removal of cuttings during the reaming cycle					X	X	X
<b>Material Supply</b>							
Fuel (on site vehicles only)					X	X	X
Power cables - 1000V				X	X	X	X
Small tools		X	X	X			
Workshop tooling		X	X	X			
Maintenance parts		X	X	X			

### Annexure I Table of Responsibilities

Responsibilities for services to be performed by the Principal and Contractor will be as detailed.

Development Cycle	Contractor					Principal				
	SE	SP	SC	ME	I	SE	SP	SC	ME	I
Drilling	X	X		X				X		
Charge-up	X	X		X				X		
Firing	X	X		X						
Bogging to Stockpile	X	X		X						
Trucking from Stockpile						X	X		X	
Ground Support	X	X		X	X			X		
Services						X	X		X	X

SE – Supply Equipment  
 SP – Supply Personnel  
 SC – Supply Consumables  
 ME – Maintain Equipment  
 I – Install