

Congratulations on purchasing your Exploration-on-Line Manual. We hope this is the first step in creating clarity and uniformity in your field based endeavours. To help you make the most of this product and get the results you want from it, please familiarise yourself with the following points.

## 1 **SUGGESTIONS FOR GETTING THE RESULTS YOU WANT**

### 1.1 **How to Use**

#### 1.1.1 ***The Modular Layout***

Your field manual has been constructed using a modular approach. That is, we have grouped together procedures and documents with related themes to make them easier to find and refer to.

Each manual is divided in to a number of 'parts', which have their own title. Each 'part' is then divided into small sections, covering a sub-theme of the major topic.

We have made a list of all documents in the index, which is supplied at the front of the manual and in digital copy on the supplied USB stick.

#### 1.1.2 ***Why Does my Manual Have Blank Tabs?***

Every site has its own unique situation and requirements. We have left blank tabs in the manual to allow you to 'customise' the manual to suit your site / company and add in specialist topics. Use these to add in your own site/ company specific documents.

#### 1.1.3 ***Why are there tabs that have a name but no associated documents?***

We have allowed space in the manual for each site to add documents that are relevant to their site. For example, we have a tab under 'Company Information' for Maps, where you might store useful maps or plans for how to get to site, etc.

In other instances, we have included tabs for documents that a company might wish to include but we do not supply. If the tab is not relevant, you can simply remove it from the manual and delete the reference from the index.

#### 1.1.4 ***Down loads***


There are two files that we suggest you down load to complete your manual. These relate to drill core orientation and are the intellectual property of their creators, so we cannot 'include them' in our files. The drill core orientation manual and structural orientation plotter are both free to down load and provide excellent information on drill core orientation and structural measurements.

## 1.2 **Document Edits and Customisation**

These manuals are generic in nature and have been compiled by experienced field geologists and reflect current West Australian based field operating practices. They also follow the overreaching regulatory framework, such as the Mines Safety and Inspection Act (1994) and its regulations and applicable Australian Standards. You may wish to customise some documents to suit individual projects idiosyncrasies. Should you wish to edit these documents, please be mindful of the governing legislation.

To make any changes:

- All documents are supplied in editable Microsoft® Word version 2007 digital format;
- Most documents have a flow chart at the beginning that can be edited with Microsoft® Visio 2007;

ISSUE DATE: 21/08/2012	Exploration-on-Line Manual Directions for Use © Digirock Pty Ltd 2011	Page 1 of 3	
ISSUE NUMBER: 1	Updated by annual subscription. <a href="http://www.explorationonline.com.au">www.explorationonline.com.au</a>		
CONTROLLED DOCUMENT – ALTERATIONS MUST NOT BE MADE BY UNAUTHORISED PERSONNEL			

- Individual position titles can be changed, for example from Exploration Manager to Geology Manager, using the search and replace function, using key words;
- To edit the document title;
  - a) Have the file closed and change the document name,
  - b) Reopen the document and then the header,
  - c) Right click the mouse on the header and update the link. The link should update to the new document name.
  - d) The document name in the footer should be updated in the same way.
  - e) If the document title is showing a file extension such as .docx, this will print with the document. To hide the file extension so that it does not print, please see the directions in the accompanying document 'Show-or-hide-file-name-extensions'.

## 1.2.1 What to Change


As these documents are of a general nature, we suggest you perform the following steps prior to implementation to help ensure they suit your company requirements.

1. Read each document carefully and determine if all parts suit your company requirements.
2. Make any required edits to the word documents. Consider carefully things such as:
  - a. The positions of personnel in your company – ensure they are relevant and correct.
  - b. If there are any specific limits (such as blood alcohol limit) or rules that apply in the company or to a specific site.
  - c. Edit any sections to better reflect your company circumstances, keeping in mind the point outlined in 1.1 above.
3. Consider the hazard(s) associated with the procedure. Conduct a risk assessment and assign the value in the square box at the front of the document. The value on the initial document is indicative only.
4. Fill in the authorisation table at the end of each document. A person with suitable authority, such as the Managing Director or the Exploration Manager is responsible for the documents. Or, if the documents are part of your larger OHSM system, they should be signed off by the person responsible.
5. If the company has a document register and/or numbering system, incorporate the documents into this.
6. Finally, create a pdf copy of the documents for dissemination to staff.

## 1.3 Occupational Health and Safety Management System

Together, the Occupational Health and Safety (OHS) and Exploration Field Manuals form the practical 'on ground' component of an Occupational Health and Safety Management (OHSM) system but they do not constitute a full OHSM system under the definition in the Australian Standard AS/NZS 4801:2001. Our product is designed to slot into your OHSM system but may also be used as a standalone, self-supporting system of documents.

We cannot provide an OHSM system. Our product does not cover 'big picture' company management or individual company safety goals, which form the overarching structure to each company's individual OHSM system. However, there are other companies out there who can provide this service for you or you may have the in-house resources to create one.

ISSUE DATE: 21/08/2012	Exploration-on-Line Manual Directions for Use © Digirock Pty Ltd 2011	Page 2 of 3	
ISSUE NUMBER: 1	Updated by annual subscription. <a href="http://www.explorationonline.com.au">www.explorationonline.com.au</a>		
CONTROLLED DOCUMENT – ALTERATIONS MUST NOT BE MADE BY UNAUTHORISED PERSONNEL			

## 2 IMPLEMENTATION

Having safety and field procedures is a great start but not a guarantee that employees will use them. In order to engage your employees to follow your new procedures, some of the points below may be of assistance.

### 2.1 Education, Training and Staff Involvement

Educate, train and involve your staff in the use of your safety and field procedures. Make the latest versions easily available both in digital and hard copy and encourage the use of the procedures in conjunction with support from senior staff.

To get your staff proactive in using these procedures, involve them. Examples include work shopping documents at safety or tool box meetings or give them ownership by assigning a staff member to do a Job Safety Analysis (JSA) and document review.

Explain how to use the documents, including:

- The document hierarchy. Starting with company policies which are supported by the guidelines, procedures, forms etc.
- Explain what is important. What must be filled in or what will occur if a procedure is breached.
- Explain why the documents are in use. Such as meeting safety or production targets.

We also suggest that you 'target' your release of procedures. Don't simply dump a manual in front of your personnel and expect them to read it cover to cover. Rather, identify the key risk areas in your company, identify which personnel are exposed to these risks and roll out procedures in a stages manner, to give people time to fully understand and use them. This includes field managers.

### 2.2 Special Attention

Pay special attention in your training to documents that address areas of high risk, such as the Emergency Response Plan and guidelines.

Extra time and resources maybe necessary to ensure all staff are trained adequately to address areas of high risk.

## 3 REVIEW

Life is not static! And neither is the environment we work in. As your exploration situation or work environment changes, procedures will need to be reviewed to ensure they still meet your company and legislative requirements. This can be done by:

- Assigning company personnel to review documents; or
- If your company does not have the resources to perform these reviews, an annual subscription is available to purchase from Exploration-on-Line that covers reviews and updates.