



## **OCCUPATIONAL HEALTH & SAFETY POLICY**

Terra Drilling is an experienced diamond drilling company where employee safety and wellbeing is embedded as a core value. Our key objective is to establish and maintain safe and healthy workplaces and efficient systems of work leading to the safest possible environment under which our employees operate. This policy provides the foundation for our commitment to the following objectives:

- Provide strong leadership and commitment to ensure the embedment of safety and health as a core value without yielding to pressures from any source.
- Provide training and competency development for all employees so that the necessary skills are maintained throughout the company.
- Develop and maintain safe systems of work for employees and sub-contractors including appropriate competency based training modules for identified major tasks.
- Build and maintain a team approach to safety by utilizing consultation and open two-way communication with employees and sub-contractors.
- Promptly report incidents, unsafe practices or conditions that become apparent.
- Protecting the environment and respecting our natural resources.
- Involve and communicate openly with our clients, sub-contractors, suppliers, regulatory authorities, and where appropriate communities, involved with or impacted on by our operations.
- Demonstrate compliance with relevant laws, regulations and standards applicable to the industry in which we work.
- We aim to achieve best practice in health, safety and environmental performance that goes hand in hand with our vision of being the preferred provider of quality diamond drilling throughout Australia.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **FITNESS FOR WORK POLICY**

Terra Drilling is committed to providing and maintaining a safe and healthy working environment for our employees and visitors. The aim of the policy is to minimise and control the risks and hazards associated with fatigue and the misuse of drugs and alcohol. In conjunction with the Fitness For Work Standard, Terra Drilling aims to ensure:

- Individuals are fit for work
- The company meets its obligations to employees, visitors, clients and the community by carrying out its operations safely.
- Informed decisions are made in relation hours of work, working arrangements and shift roster systems.
- A safe work environment by minimising hazards and managing risk associated with the misuse of drugs and alcohol.
- Assistance through a range of preventative initiatives is offered including education and training strategies to help manage fatigue related risks and reduce the misuse of drugs and alcohol.

All parties at the workplace have responsibilities for health and safety at the workplace. As well the employer's responsibilities, employees have responsibilities to take reasonable care to ensure their own safety and health and that of others affected by their work.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **INJURY MANAGEMENT & REHABILITATION** **POLICY**

Terra Drilling is committed to promoting the recovery of any employee who has an injury or illness. We will provide timely and equitable claims management together with effective rehabilitation as well as return to work opportunities within their functional capacity. Terra Drilling will also ensure that staff and employees have access to their legal entitlements for workers compensation. Terra Drilling aims to:

- Provide employees with information and instruction on their rights and responsibilities, regarding claims for workers' compensation, rehabilitation and return to work.
- ensure employees are provided with access to appropriate medical treatment following a workplace injury and/or illness that incorporates early assessment and the involvement of rehabilitation specialists when required.
- ensure the process of workplace rehabilitation is commenced as soon as possible following an injury and in accordance with medical advice and relevant legislation.
- provide an injured employee with meaningful suitable duties where practicable as an integral part of the workplace rehabilitation process and ensuring that return to work is achieved as soon as possible by an injured employee.
- Maintain a positive injury management culture through encouraging active participation in early intervention and return to work process.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **QUALITY POLICY**

**Terra Drilling's quality objectives are to meet or exceed our customer requirements and expectations in a pro-active, professional and cost-effective manner.**

**To achieve these objectives, we will :**

- Establish and maintain a Quality Management System in accordance with AS/NZS 9001.
- Set objectives and targets to measure our performance and identify opportunities for improvements.
- Provide adequate resources to continually review and improve our business processes.
- Encourage all staff to integrate quality management into the way we work and promote its application as a method of continual improvement within their area of responsibility.
- Actively seek performance feedback from our customers and address opportunities for improvement that are identified.
- To be diligent in ensuring that the client needs are fully satisfied when structuring a service package for them.
- Should any irregularities be identified they will be promptly brought to the attention of the client and their quality control coordinator so that appropriate corrective actions can be applied.
- Terra Drilling is committed to a process of self-improvement and the maintenance of a workable quality control system that can be monitored and audited.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **ENVIRONMENTAL MANAGEMENT POLICY**

Terra Drilling is committed to minimising the impact of its operations on the environment to a statutory and socially acceptable level through the pro-active implementation, maintenance and continuous improvement of our Environmental Management Manual.

Terra Drilling aims to protect human health, reduce our impact on the ecosystem and minimise disturbance to natural vegetation.

Terra Drilling aims to continually review and improve our environmental management procedures to ensure they are compliant with the relevant statutory requirements and Australian standards.

**To enable the above environmental objectives to be achieved Terra Drilling will:**

- Recognise its responsibility to protect the environment and minimise, as far as is safe, practicable and economically sound, any adverse environmental impact of its activities.
- Monitor compliance with all applicable legislation and the requirements of environmental regulations as a minimum standard. Promotion of the commitment and skills of its personnel to ensure effective environmental management at all its work sites.
- Communicate openly about environmental risks, incidents or emergency situations, or ideas for improvement, to enable effective decision making and action.
- Report and investigate fully any environmental mishaps or incidents and consider how their actions may impact the environment.
- Clearly define environmental responsibilities and accountabilities within the organisation;
- Implement effective operating procedures and work standards;

It is every employee's responsibility to minimise their impact on the environment, to ensure that they are aware of the environmental requirements, and to raise any environment issues or concerns.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **Local Participation Policy**

As per section 8 of the Terra Drilling Safety Management Plan, 8.1 states that Terra Drilling does not discriminate between gender, race, religion or sexuality. As long as the potential employee can pass their medical, drug and alcohol screening and can meet all site requirements they will be looked upon favourably for any available positions.

If whilst on a client's site a position came available that could be filled by a local indigenous employee that person will be looked upon favourably for the position as long as all pre-employment requirements can be met.

If the need arose to engage local sub-contractors or suppliers Terra Drilling would engage those sub-contractors or suppliers if they had the required skills and/or could supply the materials required regardless of race or religion.

Terra Drilling does not have separate planned goals or KPI's for indigenous or non-indigenous people.

Terra Drilling sees everyone to be equal and treats everyone in the same way without discrimination.

  
**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **DIMENSION AND LOADING MANAGEMENT POLICY**

Terra Drilling nominated drivers, are committed to provide a safe, reliable transport service. My nominated drivers and Terra Drilling understands and are committed to the need to ensure all Terra Drilling vehicles entering the public road system are compliant with any regulatory requirements in regards to load, mass and dimensions in accordance with *Western Australian Heavy Vehicle Accreditation*.

To ensure that Terra Drilling meet this policy in all respects, Terra Drilling nominated drivers will monitor all loads and vehicle configurations before they enter the public road system. Terra Drilling nominated drivers will comply with the five Dimension and Loading management standards: Responsibilities, Vehicle Loading, Records and Documentation, Internal Review and Training and Education.

The procedures outlined in this manual are a true account of my Dimension and Loading Management practices.

**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**

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## **DIVERSITY & EQUAL OPPORTUNITY POLICY**

### **Introduction**

Terra Drilling has a diverse workforce based in various geographic areas around the Australia. Its workforce comprises employees from varied backgrounds who are unique to their experience, skills and views. They also differ by gender, culturally, ethnically and in other ways such as education, age, physical ability and family responsibility.

Terra Drilling is committed to providing equal opportunity at its workplace and diversity in its workforce, through the promotion of an environment: (i) conducive to the appointment of well qualified employees, senior management and board candidates; and (ii) free from harassment and discrimination in which all employees are treated fairly and with respect.

### **Purpose**

This Policy aims to:

- promote diversity in the workplace;
- eliminate discrimination and harassment in the workplace; and
- ensure employees act in accordance with the Policy in carrying out their duties.

The Policy provides a framework for Terra Drilling to achieve:

- (a) a diverse and skilled workforce, leading to continuous improvement in service delivery and achievement of corporate goals;
- (b) a workplace culture characterised by inclusive practices and behaviours for the benefit of all staff;
- (c) improved employment and career development opportunities for all;
- (d) a work environment that values and utilises the contributions of employees with diverse background, experiences and perspectives through improved awareness of the benefits of workforce diversity and equal opportunity; and
- (e) awareness in all staff of their rights and responsibilities with regards to fairness, equity and respect for equal opportunity and all aspects of diversity,

Terra Drilling believes that the promotion of diversity and equal opportunity within the organisation generally:

- (a) is socially and economically responsible good governance practice;
- (b) broadens the pool for recruitment of high quality employees;
- (c) is likely to encourage greater innovation through the inclusion of different perspectives; and
- (d) is likely to be a positive contributor.

### **Diversity**

Diversity recognises, respects and values differences based on gender, ethnicity, colour, Age, race, religion, disability, national origin and sexual orientation. It includes a range of individual characteristics and experiences, such as leadership and communications style, career path, life experience, educational background, marital status, parental status and other variables that



influence personal perspectives. These personal perspectives result in different approaches being taken on various issues which arise, and diversity is therefore also about diversity of thought.

Terra Drilling employs people on the basis that the person to fill a position is the best person to perform the duties for that position. Where applicants for a position are of equal standing, Terra Drilling will consider diversity in determining which applicant to appoint to the position.

### **Equal Opportunity**

Equal Opportunity requires persons to be treated fairly and similarly without prejudice or unfair preference being given to a person or group, and embraces the relevant provisions of the various Australian Federal and State Equal Opportunity and Anti-Discrimination Acts.

In relation to Equal Opportunity, Terra Drilling standards on Discrimination and Harassment and Anti-Bullying (T-HR-STD-003) applies and procedures set out therein are to be followed.

### **Responsibility**

Managing diversity is underpinned by Terra Drilling values and is a key accountability of all managers and a shared responsibility of every employee and contractor engaged in activities under Terra Drilling control.

### **Enforcement**

Terra Drilling does not tolerate discrimination in any form and will take disciplinary action against any person or persons who discriminate against another person or group of persons.



**Jeremy Dowdall**  
**Manager Director**  
**March 3<sup>rd</sup>, 2021**