



Micronised Mineral Solutions

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MMS-PRO-200

ENVIRONMENTAL MANAGEMENT SYSTEM



MICRONISED MINERAL SOLUTIONS PTY LTD

ENVIRONMENT MANAGEMENT SYSTEM

(POLICIES AND PROCEDURES)

MMS PRO-200 ENVIRONMENTAL MANAGEMENT SYSTEM

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
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Document Distribution

NAME	POSITION	COMPANY

Glossary

MMS	Micronised Mineral Solutions Pty Ltd
AIL	Action Item List
ALARP	As Low As Reasonably Practicable
CBTA	Competency Based Training Assessment
e.g.	For Example
ERP	Emergency Response Plan
ERT	Emergency Response Team
EHS MS	Environment, Health & Safety Management System
FSA	Formal Safety Assessment
HAZID	Hazard Identification
IMS	Integrated Management System
JSA	Job Safety Analysis
KPI	Key Performance Indicator
NDT	Non-Destructive Testing
PMS	Planned Maintenance System
PPE	Personal Protective Equipment
PTW	Permit to Work
RWC	Restricted Work Cases
SDS	Safety Data Sheet
SWP	Safe Work Procedures
TPC	Third Party Contractors

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VISION

Environmental Transformation

Our passion for environmental transformation drives us to design and manufacture the best products and implement solutions with innovative technology using earth minerals.

MISSION

Micronised Mineral Solutions Pty Ltd is a natural minerals company focused on offering high-quality mineral products and whole of service in innovative ways. We provide our customers with flexible lower cost options for dealing with environmental issues. We view ourselves as partners with our customers, our employees, our community and our environment. We aim to become an internationally recognised company for environmental transformation.

VALUES

MMS is committed to offer innovative and cost-effective mineral treatment solutions to our customers and always treat them as our topmost priority. With key focus on satisfying customer requirements and exceeding their expectations through quality products & services, we strive to create meaningful work for ourselves and add lasting value to the world environment. The key corporate pillars that are our guiding principles are:

INTEGRITY: Integrity is at the heart of everything we do. We are honest, ethical and upfront because trust is the foundation of our relationships with our customers, our communities, our stakeholders and each other.

RESPECT: We understand it is critical that we respect everyone at every level of our business. We champion diversity, embrace individuality and listen carefully to opinions.

PERFORMANCE EXCELLENCE: We endlessly work towards achieving a very high standard of performance and continuously strive to make the world environment better.

ACCOUNTABILITY: We accept responsibility of our actions as individuals, as team members, and as an organisation. We work together, support one another and never let our customers or co-workers down.

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ENVIRONMENTAL POLICY

Micronised Mineral Solutions is committed to conducting all its operations in an environmentally responsible manner.

The Company will plan and manage its activities to minimise disturbance to the environments in which it operates.

To fulfil our objectives, the Company will observe all environmental laws and regulations and use all available resources to:

- Identify any possible areas of environmental conflict;
- Integrate environmental considerations into our work planning and operations;
- Assess the potential impact of our operations on the environment in which we work;
- Work towards improving our environmental performance and minimising our environmental footprint;
- Promote sustainability through efficient use of natural resources and energy, including reuse or recycling of waste resources where appropriate
- Rehabilitate the environment affected by our operations, where required by contract or legislation;
- Actively promote environmental awareness amongst MMS management, personnel and contractors;
- Where necessary engage the services of expert external personnel to give advice on environmental matters.

The aim of this Environmental Policy is to provide realistic and achievable guidelines for all personnel involved in MMS's activities.

201 INTRODUCTION

Management of safety within Micronised Mineral Solutions Pty Ltd (MMS) is defined and documented within a larger framework of MMS's overall Integrated Management System (IMS).

The IMS is a comprehensive system covering all elements of Operational Management, including Environment, Health and Safety aspects, integrated into a single company wide management system.

This integration of all management elements creates a seamless system in which the management of EHS is placed on equal balance with and incorporated into all other management considerations such as Quality, Logistics, Procurement and Operations. This ensures the management of EHS is an integral function of conducting business in MMS and not perceived as an affixture to MMS's overall management systems.

MMS's Environment, Health and Safety Management System (EHSMS) guides the governance and authority of this management plan, which addresses EHS activities specifically, and where appropriate has an IMS interface with other MMS project management activities and documents.

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MMS's aim is to continuously improve safety and protect the environment throughout its operations, and its EHS MS has several basic tools to allow the company to manage and meet its goals:

- Annual EHS plans that clearly define the company's objectives in meeting and improving its performance relative to the safety and environmental performance of its operations;
- Identification and evaluation of hazards associated with MMS operations that might impact employees, the environment, or other stakeholders;
- Management of change so that any changes made to MMS facilities, either due to physical modifications, environmental changes, or procedural or personnel changes, are prudently completed with respect to safety and environmental concerns;
- Development of written operating procedures designed to enhance efficient, safe, and environmentally sound operations;
- Employee training and competency to ensure that all employees have the skills and knowledge to conduct their assigned duties and are aware of the safety and environmental hazards associated with their duties and the established policies and procedures in place to mitigate or control the potential hazards;
- Periodic audits to ensure compliance with regulatory and company policies and procedures relating to the requirements of the EHS MS, audits and management assessments evaluate both the results of the system as well as evaluation of the system itself for potential improvement.

202 PURPOSE

The purpose of this EHS Management Plan is to create an integrated and systematic approach for ensuring the safety and health of MMS employees, contractors, visitors and the environment, while at the same time successfully managing MMS business.

203 SCOPE


This EHS Management Plan pertains to all aspects of the business for MMS and applies to all employees, contractor and visitors of MMS.

204 MANAGEMENT SYSTEM PHILOSOPHY

These tools work together within MMS's overall management system to promote ongoing systematic safety and environmental protection to MMS operations.

Where local requirements differ from those described in this documentation, MMS will work to meet the needs of the local requirements and maintain the highest standards applicable under internal or external regulation.

This may require that some procedures be modified to meet the local requirements. Those changes will be approved, modified, and documented in accordance with the management of change process.

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The EHS MS is comprised of key elements which are aligned with Australian Standard AS 4801 and include:

- Mission and Policy Statement
- Core Policies
- Commitment and Objectives
- Waste Management
- Audit and Review

205 COMMITMENT AND OBJECTIVES

Leadership

Effective leadership creates purpose and direction throughout the Company, leaders at all levels are required to assist in defining organisational leadership, to achieve this they must:

- Establish a clear vision for the organisation;
- Set clear goals and targets to drive and measure the progress in meeting the vision;
- Develop the necessary strategies and plans to meet those targets;
- Consider all stakeholders - customers, employees, suppliers, the communities affected by these activities, and the environment itself - and the impact the company's activities have on these stakeholders;
- Provide personnel with the tools and resources necessary to achieve the targeted results, and then hold them accountable;
- Recognise the contributions to company-wide success from people within the organisation.

206 INFORMATION AND DOCUMENT CONTROL

Purpose

To ensure that all MMS related documents, information and records are effectively managed and maintained.

Procedure

MMS will maintain formal document control systems for the distribution, storage and disposal of paper and electronic records and will:

- Maintain an IMS Document Register to identify and track those records required to be meet MMS requirements;
- Determine and record the period for which all documents, information and records are to be kept;
- Develop and maintain a system to ensure that only current versions of documents are utilised;
- Ensure documents are in a format that ensures they are legible and functional for those who are required to use them.

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207 WASTE MANAGEMENT

Purpose

To ensure that an effective and responsible waste management process is implemented on all MMS operated work sites and that waste is segregated in such a manner as to guarantee maximum utilisation of recyclable material.

Procedure

Effective and responsible waste handling and disposal are key elements of the MMS IMS. Waste as defined for this document will be any material, solid, liquid or mixture that is surplus to requirements. MMS are committed to complying with waste management requirements for all their operations. MMS will ensure waste management plans are developed for each operation and that these maximize the opportunity for recycling and reuse of waste where practical.

208 AUDIT AND REVIEW

Purpose

The audit and review process are designed to ensure that all MMS operations function in an effective, efficient manner in accordance with the MMS IMS and the relevant legislation.

Performance Requirements

MMS shall conduct a systematic sequence of periodic self-audits of the IMS in general and the EHS MS and its implementation specifically. Audits provide a systematic method of collecting information on the efficiency, effectiveness, and reliability of the IMS and provide the means for continuous improvement.

Samples of the management system are selected for assessment during each audit and the areas audited are tracked so the management system can be fully assessed periodically. These audits and reviews shall be performed by knowledgeable and competent persons selected for impartiality in the assessment.


In addition, an audit may be triggered by a request from the head office or as a result of an incident that has been linked to a system's noncompliance. Non-conformance items from the audit shall be prepared and documented, the corrective actions agreed upon, and a plan for the mitigation of the non-conformance determined. The results of the audits shall be consolidated and reported to management for satisfactory resolution of any issues or improvement opportunities. MMS head office shall place all the non-conformances in the head office AIR for tracking and closeout.

The closeout of all nonconformities shall be assessed as part of the process for the next audit. Any lessons learned shall be communicated to all MMS personnel and TPCs, if required.

209 ENVIRONMENTAL HEALTH & SAFETY IMPROVEMENT PLAN

Purpose

MMS has developed an EHS Improvement Plan to enhance the process of continual improvement of environmental, health and safety (EHS) performance by identification of areas where improvement can be achieved, and by setting of objectives, targets and key performance indicators (KPIs) which enable improvements to be tracked and verified.

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This Plan, in addition to other EHS management strategies, helps to ensure that overall continual improvement in EHS at MMS is achieved.

The Plan will identify which of the Performance Requirements are currently being met and prioritise those that are not, for action and/or completion in the one-year time frame. The Plan will be monitored and reviewed at least bi-annually.

Management will allow appropriate financial resources to be allocated for this and will ensure that EHS planning is integrated into the Management System.

This document shall be reviewed:

- On an annual basis;
- When there is a change of method and/or technology that may affect the accuracy of this document; and / or
- When there has been a significant event to which this document was relevant.

Procedure

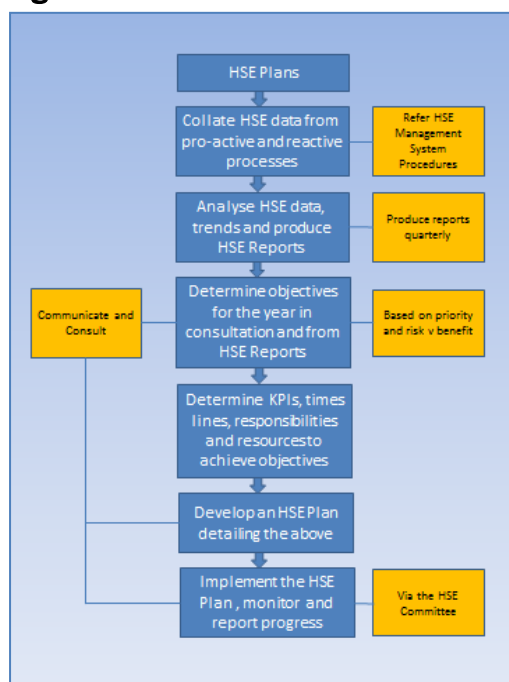
Procedure MMS-PRO-228 is applicable to all MMS activities and operations and applies to planning for EHS improvement by regular review and development of EHS Plans.


Specifically, this Procedure addresses:

- the processes by which areas for improvement are identified
- how performance is reviewed
- how priorities are established
- how improvements are formally established and verified
- this procedure must be followed in conjunction with client procedures where applicable.

The overall process for EHS Planning at MMS as summarised above is included in Figure 1.

Figure 1: Process for Contractor EHS Management



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Annual EHS Plans

EHS Plans must be developed on an annual basis. These plans are targeted at implementation of activities to improve EHS performance.

EHS Plans are developed by the MMS management based upon determined priority, practicability and cost vs benefit considerations. Input from MMS employees and contractors must also be encouraged via established communication and consultation processes, as described in the MMS Procedure for Employee Involvement, Communication and Consultation.

Established EHS objectives and KPIs must be practical, measurable and achievable and adequate resources provided to achieve objectives and target dates.

EHS Plans must be structured to provide:

- the overall objectives to be achieved
- tasks and activities required to achieve the objectives (KPIs)
- persons/positions assigned the task of achieving the objectives
- resources and expenditure required to achieve the objectives
- deliverables and dates from the task and activities
- progress review dates and progress reporting
- target dates to achieve the objectives
- requirements for final reporting

Once developed, EHS Plans must be communicated through MMS communication processes detailed in the MMS Procedure for Employee involvement, communication and Consultation.

210 REFERENCES & ASSOCIATED DOCUMENTS

Work Health and Safety (National Uniform Legislation) Act

Work Health and Safety (National Uniform Legislation) Regulations

Return to Work Act 2016

Return to Work Regulations 2016

Northern Territory Environment Protection Authority Act

Waste Management and Pollution Control Act

Waste Management and Pollution Control (Administration) Regulation