



**QUORUM**  
MINING & RELINING  
SERVICES

<b>HEALTH AND SAFETY MANAGEMENT</b>	<b>Revision No.</b> 0000
<b>INTEGRATED HEALTH AND SAFETY PROGRAMME</b>	<b>Document No.:</b> QMRS OSH 04
	<b>Effective date:</b> August 2011

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## 1. Introduction

QUORUM MINING AND RELINING SERVICES is committed to providing a safe and healthful work environment for our employees, and to protecting the environment. Our many programs and policies are integrated into every business function, resulting in a culture of safety that permeates every aspect of our daily work.

This document is intended to provide Quorum clients and employees with a general understanding of the Safety Culture and programs in the company.

## 2. EHS Management System

QUORUM MINING AND RELINING SERVICES has developed an extensive Integrated Safety Management System (ISMS) which establishes the fundamental management strategy which ensures all EHS policies and procedures are implemented. Our ISMS incorporates controls necessitated by corporate policies and government regulations, and supports the principles promoted by international standards such as ISO 18001.

## 3. Overview of the QUORUM Integrated Safety Management System

The QUORUM MINING AND RELINING SERVICES ISMS Includes:

- EHS auditing
- EHS training
- Safe systems of work
- Emergency preparedness
- Incident reporting and investigation
- Environmental protection
- Occupational health protection
- Security

The ISMS is reviewed annually as part of the QUORUM MINING AND RELINING SERVICES Safety Program Audit. Based on management input, assessments, occurrences, lessons learned, data analysis, and other mechanisms, the ISMS will be modified as necessary to assure that EHS continues to be effectively implemented within the COMPANY.

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#### 4. Principles of the QUORUM MINING AND RELINING SERVICES ISMS

The following principles are at the core of the QUORUM MINING AND RELINING SERVICES Integrated Safety Management System, and apply at all levels of the organization:

- **Work EHS Planning** - Clear definition of the tasks that are to be accomplished as part of any given activity.
- **Hazard and Risk Analysis** - Analysis and determination of the hazards and risks associated with any activity.
- **Establishment of Controls** - Controls that are sufficient to reduce the risks associated with any activity to acceptable levels. Acceptable levels are determined by responsible managers, but are always in conformance with all applicable laws and regulations. The only acceptable goal for safety at QUORUM MINING AND RELINING SERVICES is **zero injury or environmental incidents**. Controls are considered and implemented in this order: Engineering, Administrative, and PPE.
- **Work Performance** - Conduct of the tasks to accomplish the activity in accordance with the established controls.
- **Feedback and Improvement** - Implementation of a continuous improvement cycle for the activity, including incorporation of employee suggestions, Lessons Learned, and employee and community outreach, as appropriate.

#### 5. EHS Committee

QUORUM MINING AND RELINING SERVICES operates a Safety Committee that is chaired by the Safety Manager and attended representatives from each department. The QUORUM MINING AND RELINING SERVICES Chief Executive Officer has oversight of this Committee, and the “QUORUM MINING AND RELINING SERVICES Safety Committee Policy and By-Laws” is the guiding document for Committee operations.

The Safety Committee meets monthly to conduct research, discuss problem areas, and make recommendations to senior management on a variety of EHS matters. The Committee audits the QUORUM MINING AND RELINING SERVICES Safety Programs, promotes EHS awareness and training, and ensures that the Company works to improve the effectiveness of all safety programs.

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## 6. Policies, Values and Standards

It is the policy of QUORUM MINING AND RELINING SERVICES to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times

## 7. QUORUM MINING AND RELINING SERVICES Safety Programs

In compliance with Government Law, regulation, and ordinance, and to promote the concept of a safe workplace, the Company maintains safety programs which ensure:

- Compliance with all applicable environmental, health, and safety laws and regulations.
- Continual improvement in environmental, health and safety performance with the ultimate goal of zero injuries.
- Operation of our offices in a manner that protects the environment and the health and safety of our employees and the public.
- Open discussion of our environmental, health, and safety practices and performance.
- As seen from our policies and values, QUORUM MINING AND RELINING SERVICES is committed to being an industry leader in EHS performance. To recognize employees who exemplify this leadership commitment, we are developing an EHS Recognition Program.

## 8. EHS Goal

“Establish a safe and healthful environment within QUORUM MINING AND RELINING SERVICES by building a safety and health culture which will move the company toward the goal of zero loss to human and material resources”. To achieve this goal, we:

- Create a safety and health culture inclusive of all employees and activities.
- Improve our ability to identify and abate unsafe practices and conditions.
- Provide resources to implement effective safety and health strategies.
- Facilitate accountability and program improvement through evaluation and monitoring.
- Increase safety and health awareness and program communication.
- QUORUM MINING AND RELINING SERVICES is committed to ensuring a safe and healthful workplace, and in being good stewards of our environment. We have put policies and systems in place to help meet our EHS goals.

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## 9. Safety and Health Overview

Our EHS policy discussed above is grounded in our environmental, health and safety values. Our occupational health values demonstrate that QUORUM MINING AND RELINING SERVICES is committed to providing working conditions which will promote high levels of wellbeing for all of its employees.

### Commitment to EHS

QUORUM MINING AND RELINING SERVICES is fully committed to our Environmental Health & Safety culture, and believes that:

- Our employees are our greatest asset; their health and wellness on and off the job is vital;
- Workplace health risks can be identified and controlled;
- Management is responsible for controlling health risks and exposures and ensuring illness prevention is practiced in every place where we work;
- Each employee is responsible for their individual health protection and ensuring our occupational health practices are followed.
- Nothing is more important than safety; not production, not sales, not profits;
- All accidents and injuries are preventable and are not inevitable;
- Safety is a management responsibility and safety can be managed;
- Safety is an individual responsibility and a condition of employment;
- Safety is a way of life around the clock;
- Every task must be performed with a concern for safety: for ourselves, our fellow employees, our contractors, our visitors, our customers and the communities in which we operate.

## 10. Performance

When it comes to safety, the only acceptable goal is zero—zero injuries and illnesses. The systems we've put in place, including our basic safety process and employee training, will help us keep improving as we reach this goal.

We track data in injuries, Workers Comp claims, safety training completion, and overall improvement of safety programs.

## 11. OSHA Recordable Incidents

An OSHA recordable incident is a work-related injury that requires medical care beyond basic first aid treatment, missed work days, or work restrictions. Examining recordable incidents and their causes gives us a better look at the severity of all injuries and helps in our prevention efforts. All Incidents and accidents will be investigated as per the formal **Incident Accident Procedure QMRS OSH 05**.



## 12. Risk Management

At Quorum we believe that the potential risks associated with the work we perform can be, and are, managed. This conviction is grounded in our belief that safety can be managed, and that all accidents are preventable. As a result, we have rigorous safety and security systems that examine the potential risks of our work, and continue to take appropriate actions to minimize these risks. Where we believe a risk may be too high, we will take risk reduction measures or if appropriate, cease these operations.

Details of the company Risk Management Process is detailed in the **Risk Management MANUAL QRMS OSH 06**.

**Our risk assessment plan also takes into account stipulations and rules set forward by the client. All Client specifications and COP details will be incorporated into our documents and our employees will receive training on the various risks and the remedial actions in their workplace.**

### Risk Management Fundamentals

The fundamentals of Risk Management include:

- ◆ We have processes in place to make sure we comply with Government and Client regulations—as well as our own strict environmental, health, and safety standards;
- ◆ We have emergency response plans in place at all of our offices;
- ◆ We provide the necessary resources—people, equipment and money—to eliminate or reduce hazards, thus preventing incidents from occurring in the first place;
- ◆ We put these resources to work to minimize or contain the potential impact of any incidents that occur;
- ◆ We help employees prepare to react quickly and appropriately to an incident; and
- ◆ We routinely evaluate our performance in these areas.



## 13. Job Hazard Analysis (A Risk Management Program)

To reduce potential risks to our employees, risks and hazards must be identified and controlled or eliminated. This Program requires the identification of potential risks, and encourages actions that reduce or eliminate those risks or hazards. This Program also requires that all QUORUM MINING AND RELINING SERVICES offices have emergency action plans in place.

### Risk and Hazard Identification

Risk includes:

- ◆ The hazards of the work our employee's perform
- ◆ The possibility of these hazards causing injury or damage
- ◆ The consequences of an accident
- ◆ These risks are evaluated through conducting a Job Hazard Analysis (JHA) on all QUORUM MINING AND RELINING SERVICES job types, as well as on projects and maintenance procedures. The JHA permits us to identify hazards associated with a particular job or procedure, and implement actions to mitigate these risks.
- ◆ Managing Risk

At **QUORUM** risk management is an integral part of our operations. While our risk management activities will differ depending on the site and hazards involved, all are grounded in the same fundamentals.

## 14. Safety Training

All QUORUM MINING AND RELINING SERVICES employees are assigned safety training requirements based on the hazards associated with their position, and according to Client Specifications. Safety training courses are completed annually.

Field employees complete the following courses annually:

- Chemical Hazards
- Overview of the QUORUM MINING AND RELINING SERVICES Safety Program
- Hazard Communication
- Emergency Preparedness in the Workplace
- Safe Material Handling
- Personal Protective Equipment
- Lockout/Tagout
- Hand Protection
- Drive Safely



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- Back Safety
- Electrical Safety
- Fall Protection
- Ladder Safety
- Fire Extinguishers
- Confined Space Entry

Employees in a supervisory or managerial capacity also complete the following courses:

- QUORUM MINING AND RELINING SERVICES Risk Management
- Accident Investigation

Additionally, weekly safety talks and site-specific training is conducted by managers.

## **15. Environmental Protection Overview**

Our environmental values support our overall EHS policy and specifically state:

We recognize that conducting our business in an environmentally responsible manner is critical to our success. We believe that:

- Environmental policies, programs, and practices must be integrated into each business function and made a priority in the design of new processes and offices and in the evaluation of new business opportunities.
- Pollution of air, water, and land can be prevented and waste eliminated.
- We must be an environmentally responsible neighbor.
- We have a responsibility to protect the environment and conserve resources for future generations.
- Each employee is given the training and tools needed to understand and support these environmental principles in their daily responsibilities.

## **16. Continuous Improvement**

- All safety programs are audited annually and revised as appropriate.
- The Safety Committee works on various projects to improve safety at Quorum.
- The principles of Plan, Do, Check, and Act as discussed in ISO and OHSAS standards are employed in our safety management system.
- The QUORUM Safety Strategy and Integrated Safety Management System serve as guidelines in establishing and improving the safety culture.



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