26 September 2014

Hon Dr Graham Jacobs MLA
Chairperson
Education and Health Standing Committee
Parliament House
PERTH WA 6000

Dear Chair

PARLIAMENTARY INQUIRY INTO MENTAL HEALTH IMPACTS OF FLY IN FLY OUT (FIFO) WORK ARRANGEMENTS

On behalf of BHP Billiton in Western Australia thank you for the opportunity to provide the Education and Health Standing Committee with information to assist the Committee’s inquiry. You have asked us to address the Terms of Reference of the Inquiry and, in particular, a number of specific issues outlined in the invitation to provide a submission to the Committee dated 26 August 2014.

BHP Billiton places the health and safety of our people before all else, and we are committed to supporting their mental health and well-being. Our value set as described in Our Charter underpins this commitment (Attachment 1). We are aware that in recent years there has been an increased focus on mental health and wellbeing globally, with mental health issues becoming more widely discussed and recognised. We are also aware that the demographics of our workforce align with the cohort at risk of mental health issues.

We welcome the opportunity to participate in the Inquiry and to share with the Committee the diverse range of initiatives developed to support the health and wellbeing of our entire workforce and their families including our Mental Health Standard, recruitment and on-boarding processes and ongoing illness and injury management processes.

BHP Billiton has been a part of the Western Australian (WA) community for more than 50 years and our operations in WA remain central to the Company’s global success. Our interests extend across the State, with operations located in the South West, Goldfields and Pilbara regions and across four commodities – alumina, nickel, petroleum and iron ore (Attachment 2).

In the 1950s, our Company began developing the mineral resources of WA from remote regions of this vast State, long before the establishment of towns or key infrastructure. We anticipate that over time we will continue to move into other remote expanses of WA that are removed from existing population centres. Like all large organisations, we must continually adapt to a changing market. BHP Billiton recognises that to attract and retain a talented workforce, we need to offer a mix of residential and fly-in, fly-out (FIFO) based employment options and different roster options. It is in
this context that the FIFO work model will remain essential to our continued viability and the WA resources sector generally.

Importantly, many of our operations are located some distance from a nearby regional centre where the population, services or infrastructure to retain the numbers of appropriately skilled people required is not sufficient or available. This means it is not practical to have a residential based workforce for operations like Yandi, Area C and Jimblebar - three of BHP Billiton’s largest Iron Ore operations, our Mt Keith nickel operation or when conducting work on offshore installations associated with our Petroleum Business.

Also, a proportion of BHP Billiton’s workforce is engaged in construction, maintenance and other service activities that are performed for a particular project of a limited duration or are ongoing operational activities but of a periodic nature. For nearly all of this part of our workforce, FIFO based employment is the only practical accommodation option.

Despite our need for FIFO work arrangements, BHP Billiton continues to support a residentially based workforce where it is practical to do so. The Company has significant workforces permanently resident in Perth and in the regional centres of Port Hedland, Newman, Kalgoorlie and Bunbury.

As an organisation we fully support positive mental health outcomes for our workforce and the broader community. A detailed response to the questions raised in your letter and the terms of reference more generally is attached.

If any further assistance is required please do not hesitate to contact Ms Tammie Webb, Manager, Government Relations Iron Ore in the first instance, by phone 6321 2378 or via email to Tammie.Webb@bhpbilliton.com.

Yours sincerely

Julius Matthys
Vice President Corporate Affairs
BHP Billiton Western Australia
Submission

Parliamentary Inquiry into mental health impacts of FIFO work arrangements

Introduction

This submission responds to the Terms of Reference for the Inquiry and provides the specific Company information requested by the Committee. While some points in our submission include information on all our WA businesses, we have addressed most sections on behalf of our largest business in WA, BHP Billiton Iron Ore.

BHP Billiton is a leading global resources company, headquartered in Australia with operations in 141 locations all over the world. For over 150 years, BHP Billiton has been developing and contributing to industry, communities and economies throughout the world.

Since 1999, *Our BHP Billiton Charter* has been central to everything we do. *Our Charter* describes the Company's purpose and values and how we measure our success. It is the single most important means by which we communicate who we are, what we do, and what we stand for as an organisation.

In line with our first value of Sustainability, BHP Billiton is committed to putting health and safety first, being environmentally responsible and supporting our communities. We believe that the health and wellbeing of our people and our host communities is fundamental to our sustained success. Our experience tells us that healthy communities are productive communities; therefore we invest significant time and resources in ensuring our people are healthy and fit as well as their families and the community at large. When health issues are of concern to the broader community, they are inevitably a concern to our workforce as well.

BHP Billiton recognises the very significant impact that poor mental health can have on the individual, their family and on communities. As a major employer, we are aware that, mental health problems, in addition to their broader societal impact, can adversely affect workplace performance and impact safety outcomes. This is why the Company is committed to understanding and implementing practical measures to assist employees who may be at risk of experiencing mental health problems including:

- Implementing work practices and creating a work environment that does not adversely impact upon employee wellbeing;
- Creating a culture of awareness and commitment to wellbeing which enables prevention, detection, early intervention and treatment to ensure individuals are receiving the help they need; and
- Providing resources and linkages to appropriate services while pro-actively working to reduce workplace stigma to empower our people and their families to access support provided.

We also recognise that without a healthy, capable and highly-skilled workforce, we could not continue to achieve success and contribute to the economic and social wellbeing of Western Australia.
About Our Workforce

BHP Billiton’s employment footprint in WA is significant. We directly employ close to 13,000 personnel as well as engaging thousands of additional construction and service contractors.

The table below provides an overview of the approximate number of workers directly employed by BHP Billiton in WA and contractors embedded in the Company. It does not include contract personnel who perform ancillary, ad hoc or periodic services. The data has been broken down by business unit and by those who work on a FIFO basis, those that are residential in a regional centre (such as Leinster, Newman or Port Hedland) and those who reside in Perth.

<table>
<thead>
<tr>
<th>BHP Billiton Western Australia Direct Workforce Overview</th>
<th>Nickel West</th>
<th>Petroleum</th>
<th>Worsley</th>
<th>Iron Ore</th>
<th>TOTAL</th>
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<td>830</td>
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<tr>
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<td>1,800</td>
<td>2,130</td>
</tr>
<tr>
<td>Total Direct Personnel</td>
<td>1,650</td>
<td>350</td>
<td>1,900</td>
<td>8,900</td>
<td>12,800</td>
</tr>
</tbody>
</table>

It is important to note that our Yandi, Jimblebar and Area C iron ore operations, Pilbara rail operations, Mount Keith nickel operations and our Pyrenees and Stybarrow offshore petroleum facilities employ around 4,200 FIFO workers. These operations are remotely located where it is not reasonably practicable to maintain a residential workforce.

Our Policies, Processes and Support Systems

BHP Billiton has a range of systems and initiatives in place to support the physical and psychological health of our entire workforce, irrespective of whether,

- Employment is on a FIFO or residential basis;
- An employee is based regionally or in the metropolitan area; or
- The factor/s impacting upon an employee’s wellbeing are personal or work-related.

A Mutual Duty of Care

The work health and safety legislation that applies to BHP Billiton requires us to provide a workplace that, so far as is reasonably practicable, does not expose workers to a risk to their health and safety. ‘Health’ in this context includes physical and mental health. In this way, it is our view that the current regulatory regime sufficiently addresses mental health in the workplace.

Consistent with our Company-wide health and safety standards (Attachment 3) and relevant State legislation1, BHP Billiton’s WA assets are, so far as is reasonably practicable, safe workplaces. We cultivate a culture of continuous improvement focussed on minimising all risks to employees’ physical and psychological health and safety. Our Businesses have a range of systems, tools and equipment in place to ensure our operations comply with relevant legislative requirements, as well as providing

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1 Being the Mines Safety and Inspection Act 1994 (WA); the Occupational Safety and Health Act 1984 (WA); and the Rail Safety Act 2010 (WA).
our employees with the requisite information, training and supervision they need to do their jobs safely.

In line with our commitment to providing a safe and healthy work environment, we expect our people to be physically and mentally capable of performing the requirements of their role without risk to themselves or others. We call this being Fit for Work. This duty is consistent with the requirements imposed on employees by the applicable work health and safety legislation and is supported by the Company’s policies and procedures.

As a condition of employment, our direct workforce is required to attend work in a state fit to perform their duties. Through our safety induction program, we educate our people about the impact of drugs, alcohol, mental health issues and fatigue on their ability to work safely. This training is reinforced in the field through ongoing safety discussions facilitated through our Field Leadership program. In addition, all supervisors are trained to identify and manage employees that are not Fit for Work. To complement this education, our businesses have established processes to proactively manage fatigue, to support workers affected by mental illness and substance misuse, and to encourage our employees to seek assistance if they are experiencing any issues that may impact their wellbeing.

**Recruitment and On-boarding**

Preparing new employees for FIFO work is an important element of our pre-employment and on-boarding process. To assist prospective employees in making an informed choice about the FIFO lifestyle, at interview, our Recruitment Advisors discuss rosters and their potential impacts with all candidates. Candidates are also provided with information about the nature of FIFO work; the challenges and benefits of FIFO for employees, their families and friends; and suggestions on how to prepare for FIFO life (Attachment 4).

BHP Billiton’s proactive management of mental health and wellbeing commences with the pre-employment medical. Operational employees in moderate and high risk roles must undertake a full health assessment and drug and alcohol screening as part of the recruitment process, during which time they are provided with an opportunity to identify any history of psychological illness or disorder. For example, workers undertaking rail safety work undergo a medical assessment in line with the applicable standard for these medicals.

Mental illness does not preclude an applicant from employment if they are, in the opinion of the examining physician, managing their condition appropriately. Any health conditions identified during the pre-employment medical for which an employee requires further monitoring and support are referred to their treating General Practitioner and our on-site Health teams for case management as outlined in our Injury and Illness Management Procedure which is summarised in greater detail below.

Our induction programs then provide new employees with other important information they need to be work-ready, including:

- An overview of conditions likely to be experienced on-site, including how to prevent heat stress;
- What they need to bring to site;
- Their responsibilities in relation to organising travel to site and travel between their home and the airport; and
- The communication channels they can utilise to stay up-to date with information critical to their work as well as the Business and Company more broadly.
Our Case Management Process

BHP Billiton has detailed health and safety management systems and processes that have been developed over many years. For example, the Iron Ore business has a dedicated team of health and safety professionals. On site, there are Emergency Services Officers and dedicated injury management and rehabilitation specialists. Where required, the services of the Company’s occupational physician are called on who makes regular trips to our operational sites.

The systems and processes in place extend to ensure employees and contractors experiencing mental health difficulties are being connected with appropriate treatment and support. Our Injury and Illness Management Procedure sets out the requirements for the effective management of work-related and non-work related injuries and illnesses for employees and contractors. This Procedure has a proven track record in effecting positive outcomes for workers affected by mental health issues.

Consistent with existing work health and safety regulatory arrangements, our businesses manage known mental illness like any other illness or injury. We facilitate the delivery of individually tailored end-to-end medical intervention and assistance to employees experiencing mental health issues. In addition, where they are not able to remain in the workplace we support affected employees with up to 12 months of paid sick leave to remove any financial stress which could hinder their recovery.

Mental health case management is initiated for any workers where their ability to work in a safe manner and/or to live/work in a remote location is in question. Initial treatment and assessment is provided to the workers on-site by our qualified Paramedics and Emergency Services Officers. Further treatment requirements are then coordinated by our site Injury Management Advisors, who are all experienced and qualified Allied Health professionals.

Timely, confidential access to a tailored program of treatment for affected workers is arranged by the Company through our network of consultant physicians. Our Injury Management Advisors, who are responsible for providing ongoing case management, then continue to work with the treating physicians to monitor the progress of the worker and facilitate their safe return to work when considered medically appropriate.

Equipped with the skills provided to them through our Fit For Work training initiatives, supervisors play a key role in the case management process, maintaining contact with the worker while they are off work to ensure their on-going wellbeing, then supporting the worker as they phase back into their normal duties.

We understand that for most people, remaining engaged with the workplace plays an important role in their recovery. This is why BHP Billiton’s case management process enables employees to be maintained in the workplace where it is appropriate to do so based upon medical advice and availability of appropriate duties; or return to work when they have achieved their highest level of recovery and are considered Fit for Work. Restricted return to work programs enable employees to gradually return to their working routine which assists them with developing the capacity to manage their condition, work and home life.

In our experience with supporting our employees and contractors through the injury management and return to work process, we have found that the vast majority of mental health issues experienced by our workforce have been precipitated by factors that are non-work related.

The Mental Wellness Standard

BHP Billiton’s Western Australia Iron Ore business has recently developed an integrated approach to employee mental health and wellbeing with the development of a Mental Wellness Standard. This Standard outlines our commitment to a supportive and connected workplace where the entire workforce is made aware of mental illness and is provided with the tools to assist in feeling resilient
and empowered to reach out for support and access the resources available to them if they are having a tough time with personal or work-related problems (see Attachment 5).

The Standard was developed to better coordinate the diverse range of mental health initiatives that had historically been undertaken to varying degrees at each operation and different functions within WA Iron Ore. Recognising the need for a coordinated approach, in late 2013 the Iron Ore Executive Committee commissioned the development of a strategy to guide a Business-wide approach to mental health. In March 2014, the Executive Committee endorsed the Iron Ore Mental Health Strategy and in subsequent months a policy, called the Mental Wellness Standard, was developed to provide the basis for a coordinated approach to pro-actively managing the mental health and well-being of our employees.

Based upon the Beyondblue Heads Up campaign’s priority areas for business (Attachment 6), the Standard consists of five key areas that we are committed to continually improving on.

The key priority areas as outlined in the Standard are:

1. Raise awareness of mental illness by providing our people with appropriate information about mental health and well-being.
2. Improve workplace culture by developing our leaders to enable them to demonstrate commitment to the health and well-being of our people.
3. Build skills by enhancing our people’s capability to reach out for support if they need it, and take action if they notice a workmate going through a tough time.
4. Connect our people to resources by providing easy access to mental health support and resources.
5. Support staying at work and returning to work by ensuring our processes support our people who are suffering from a mental illness.

In addition to the existing range of activities already being carried out by our businesses, a suite of additional programs and activities are also designed to drive outcomes in each of the key areas outlined in the Standard. A snapshot of existing and new activities includes:

- **Our Employee Assistance Program (EAP),** which provides confidential, 24-7 counselling services for our direct employees and their immediate families. Six free sessions are available for each employee per year, with additional sessions provided at Company expense if required. The Program also provides a psychological support advisory service to supervisors with direct reports suffering from mental illness.
- **Raising awareness and removing the stigma associated with mental illness through the active promotion of and participation in national awareness campaigns such as Movember and R U OK? Day;**
- **In addition to existing education that is provided through our induction and Fit For Work training programs, enhancing the capability of our people to take action where they become aware of a mental health problem by offering an additional selection of effective training programs across the Business, including**
  - **Suicide: Training on Prevention (STOP) course for supervisors,** which examines suicide risk as a safety issue and focuses on identification and preventative strategies, outlining the benefits of early engagement with Employee Assistance Program services.
  - **Mental Health in the Workplace Training** for employees and leaders which is designed to increase the attendees’ understanding of what constitutes a mental health issue and equipping them with practical skills to protect their mental health and build resilience; and
- **Mental Health First Aid Training** which educates participants about the symptoms associated with common mental health problems and how to provide help in a crisis situation.

- Ensuring our people and their families have easy access to the right resources by making available a range of online materials including:
  - a customised website for BHP Billiton personnel with downloadable resource sheets and non-clinical self-assessment tools. The materials will be promoted as a source of reliable information for personal use and for supervisors to draw upon for safety discussions; and
  - an online Mental Health Awareness training module.

**Supporting Our Families**

The immediate family members of all BHP Billiton employees have access to our EAP services. In addition, our Iron Ore business provides the following specific supports for families of our FIFO personnel:

**On-site Family Days**

Many of our operations hold family visits where the Company arranges for employees’ families to travel to site and participate in a tour of our operations and facilities. Our family days include a range of entertainment and educational activities that enable families to gain an insight into their loved ones’ working environment and to learn more about our operations. Some family site visits include an overnight stay at an accommodation village.

The visit initiative has proven to be highly effective in strengthening families’ understanding of the FIFO working life as well as offering families an opportunity to network and share their experiences. The visits also provide the Business with a direct channel to ensure families are aware of the support services that are available to them.

In addition, following on from a series of FIFO partner and family workshops delivered in late 2013 in conjunction with Mining Family Matters, we are currently looking at including similar sessions as part of our site family visits. The objective of these sessions is to generate a mutual understanding of FIFO worker and partner experiences while providing practical tips for managing potential challenges which may arise from the FIFO lifestyle.

**Ngala Partnership**

Parenting support is provided to workers, families and our host communities through the BHP Billiton Iron Ore Community Development Program’s A$460,000 three-year partnership with Ngala. The partnership has delivered a series of free community workshops on a range of parenting topics as well as sessions specifically tailored to assist mining industry workers and their families. As part of the partnership, Ngala visits our host communities of Newman and Hedland twice a year as well as providing ongoing support over the phone and via email.

Further details about these family initiatives are provided in the articles in Attachment 7, which are extracts from BHP Billiton Western Australia Iron Ore’s quarterly employee magazine Oresome.

**Employee Wellbeing Requirements For Contractors**

Contractors have a direct duty of care to ensure the health and safety of their staff, arising from the fact that contractors are the direct employer of their personnel or are in the position to control matters that might expose their workers to a risk to their health and safety. BHP Billiton shares the obligation with its contractors to provide, so far as is reasonable practicable, a workplace that does not expose workers to risk to their health and safety.
To ensure the standards applied to contracted personnel are consistent with those required of our direct workforce, BHP Billiton requires all contractors to:

- have a process in place to manage fatigue;
- have a process in place to manage workers affected by drugs and alcohol;
- have a documented system in place to ensure injured and ill workers receive effective case management; and
- provide an Employee Assistance Program to support the mental health and wellbeing of their workers.

In addition to the requirements listed above and consistent with privacy legislation, contracted service providers are obliged to provide BHP Billiton with relevant information on work and non-work related injury, physical and psychological illnesses that may impact upon their employees’ and subcontractors’ capacity to fulfil the requirements of their role, or where it may impact on the health and safety of others in the workplace. These reports are recorded, subject to the requirements of the privacy legislation, and monitored through the respective business’s case management process to assist us to ascertain if contractors have the ability to safely perform the requirements of their job.

Our Employment Conditions

BHP Billiton continually reviews its workforce options to ensure they align with Business requirements and the safety and well-being of our employees. Key considerations in deciding on work arrangements include the safety of our employees, attraction and retention, productivity and operational requirements as well as our need to remain sustainable and market competitive.

Our Businesses provide all employees with industry standard roster patterns, shift lengths and break entitlements that have been negotiated over time with employees and their industrial representatives and which are set out in the industrial instruments that apply to our business. These rosters balance the operational requirements of our 365 day, 24 hour operations and the needs of employees for rest and recreation.

Our approach to fatigue management has been established to ensure the health and safety of our workforce and is compliant (as applicable) with BHP Billiton’s obligations under the Rail Safety Act 2010 (WA); the Code of Practice: Working Hours (2006); and the obligations contained in the Occupational Safety and Health Act 1984 (WA), the Mines Safety and Inspection Act 1994 (WA) and the health and safety legislation applicable to our petroleum assets and associated regulations.

In accordance with our Fatigue Management Procedure the following considerations are factored into the design of all rosters to ensure the wellbeing and safety of our direct workforce:

- Length of shifts and hours worked;
- The roster cycle and the number of consecutive days of work and recovery;
- Work start and finish times and length of breaks; and
- The flight times for FIFO personnel.

As part of our duty of care to our indirect workforce, BHP Billiton requires contracted entities to submit their rosters for approval so we can ensure they are consistent with the fatigue management standards applied to our direct workforce.

To ensure these rules are observed, access to site is electronically blocked to any person who breaches the 14 hours on site-rule or who do not have a 10 hour break between shifts.
In addition, all employees and contractor personnel engaged at our operations are required to complete Fatigue Management Training as part of their induction and subsequent periodic refreshers. Training includes self-management and peer-management techniques.

As with all Fitness for Work issues, individuals who repeatedly present with fatigue in the workplace are managed in accordance with our Injury and Illness Management Procedure.

An overview of FIFO rosters, shift lengths and break arrangements provided by BHP Billiton’s Western Australian Businesses is contained in Attachment 8.

**Our Accommodation Facilities**

Our camp facilities are designed, constructed and maintained in line with the health and safety obligations contained in applicable health and safety legislation. Each FIFO facility has been designed to enable opportunities for social interaction, recreation and a healthy lifestyle while balancing the need to maximise an individual’s privacy and capacity for quality rest and relaxation.

We understand that the comfort and privacy of rooms and access to communications are the most essential elements of a camp that impact upon employee well-being. All rooms are air-conditioned and include an en-suite.

Internet access is provided by way of in-room wired network connectivity, Wi-Fi or smartphone access. Due to the remoteness of our operations, mobile phone coverage is only available through the Telstra network, which has inadequate bandwidth to support peak demand periods. In addition, our accommodation facilities provide in-room entertainment as this is rated as another important amenity for our employees as it allows them to connect with their off-site community.

To further enhance the physical and psychological wellbeing of FIFO workers, we encourage a healthy lifestyle and social culture in our facilities through the provision of a variety of recreational options, organised activities and services including social activity coordinators and group physical trainers. Furthermore, with our resident’s health in mind, menus are created that provide healthy options at each meal service.

An overview of the leisure and social facilities offered at our active FIFO facilities and a map of their locations is provided in attachments 9 and 10 respectively.

While the current standard of our village accommodation and associated amenities varies according to age, we are progressively standardising the quality of village facilities and services offered.

BHP Billiton regularly engages with and surveys our workforce on their FIFO experience through our camp Customer Satisfaction Surveys. Employees and contractors have consistently given our facilities an average approval rating of around 80 per cent.

A small number of our FIFO workers are housed in alternative accommodation arrangements. BHP Billiton’s Petroleum’s offshore employees and contractors reside on the production, storage and offloading facilities on which they work. The small Macedon gas processing plant workforce resides in a fully-serviced house in Onslow for the duration of their swing. As with our village accommodation, telephone and internet access is also available to these workers.
Conclusion

BHP Billiton has been a part of the Western Australian community for more than 50 years and our WA operations remain central to the Company’s global success. In the 1950s, our Company began developing mineral resources from some of the most remote regions of the State, long before the establishment of towns or key infrastructure. We anticipate that over time we will continue to move into other remote expanses that are removed from existing population centres.

Our workforce is provided with industry standard roster patterns, shift lengths and break entitlements. These arrangements are developed in accordance with strict fatigue management policies and balance the needs of our workers for rest and recreation with the operational requirements of our 365 day, 24 hour operations. Like all large organisations, we must continually adapt to a changing market and recognise that to attract and retain a talented workforce, we need to offer a mix of residential and FIFO based employment options and different roster options. It is in this context that the FIFO work model will remain essential to our continued viability and the WA resources sector generally.

Our first Charter Value of Sustainability, putting the health and safety first, being environmentally responsible and supporting our communities, underpins everything we do. BHP Billiton has extensive health and safety management systems in place to support the physical and psychological health of its entire workforce, irrespective of where and how they work for us. While overall, these processes have proven effective in ensuring that employees and contractors experiencing mental health difficulties are being connected with appropriate treatment and support, we are committed to continuous improvement to ensure all workplace risks to employees’ physical and psychological health and safety are minimised so far as is reasonably practicable.

As a major employer, we are aware that poor mental health can have a significant impact on workers, their families and the community which is why we are committed to implementing practical measures to assist employees at risk of experiencing mental health problems. It is our experience that although there are some stresses associated with FIFO employment, these are different but not greater than stresses experienced by our non-FIFO workers.

BHP Billiton is thankful for the opportunity to participate in the Inquiry and to share with the Committee the diverse range of initiatives we have developed to support the health and wellbeing of our entire workforce and their families. We hope that the comprehensive set of processes, policies and initiatives that BHP Billiton has in place to support the health and wellbeing of its workforce sets a positive example for all workplaces and can assist more broadly to drive better mental health outcomes for the Western Australian community as a whole.
List of Attachments

<table>
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<tr>
<th>Attachment</th>
<th>Description</th>
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<tbody>
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<td>Attachment 1</td>
<td>Our BHP Billiton Charter</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>Map BHP Billiton Western Australia Operations</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Group Level Document .011 Health</td>
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<td>Preparing for FIFO Life Flyer</td>
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<td>Attachment 5</td>
<td>Iron Ore Mental Wellness Standard</td>
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<td>Attachment 6</td>
<td>Beyondblue— Ten Things You Can Do to Make Your Workplace Mentally Healthy</td>
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<tr>
<td>Attachment 7</td>
<td><em>Oresome</em> August 2014, articles “Families welcome at Jimblebar”; “Supporting Parents in the Pilbara”</td>
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<td>Attachment 8</td>
<td>Overview of Rosters, Shift Lengths and Break Arrangements</td>
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<td>Attachment 9</td>
<td>Overview of Active Accommodation Amenities</td>
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<td>Attachment 10</td>
<td>Map of BHP Billiton WA Active Accommodation Villages</td>
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Our Charter

We are BHP Billiton, a leading global resources company.
Our purpose is to create long-term shareholder value through the discovery, acquisition, development and marketing of natural resources.
Our strategy is to own and operate large, long-life, low-cost, expandable, upstream assets diversified by commodity, geography and market.

Our Values
Sustainability
Putting health and safety first, being environmentally responsible and supporting our communities.

Integrity
Doing what is right and doing what we say we will do.

Respect
Embracing openness, trust, teamwork, diversity and relationships that are mutually beneficial.

Performance
Achieving superior business results by stretching our capabilities.

Simplicity
Focusing our efforts on the things that matter most.

Accountability
Defining and accepting responsibility and delivering on our commitments.

We are successful when:
Our people start each day with a sense of purpose and end the day with a sense of accomplishment.
Our communities, customers and suppliers value their relationships with us.
Our asset portfolio is world-class and sustainably developed.
Our operational discipline and financial strength enables our future growth.
Our shareholders receive a superior return on their investment.

Andrew Mackenzie
Chief Executive Officer

May 2013
BHP Billiton Western Australia Operations

Key
- Petroleum
- Iron Ore
- Nickel
- Alumina and Bauxite
- Offices

Note: Location of markers is indicative only.
Group Health, Safety and Environment

The Key Contact for this GLD is listed on the Portal.

Glossary

Please click here for list of glossary terms relating to this GLD.

Brief description

In alignment with Our BHP Billiton Charter, we efficiently identify and manage acute and chronic health hazards in the workplace and factors that may impact fitness for work.
1. Health risk management

Workplace illness is prevented by efficiently managing health hazards and health status for employees and contractors.

Identification and assessment

- Identify health hazards which have the potential to cause illness and injury.
- Establish the exposure risk profile for harmful agents by performing risk-based qualitative (based on documented underlying assumptions and analysis) and/or quantitative exposure assessments using the Appendix 1 methodology and taking into consideration extended work shifts, work rosters and combined exposures.
- Assess health hazard risk and exposure to harmful agents using the occupational exposure limits (OELs) (Appendix 2), biological monitoring (Appendix 1) and other relevant standards where applicable.
- Report the exposure assessment results to relevant stakeholders (including workers and line managers).
- Review the exposure risk profile to validate exposure levels and to account for process changes.

Exposure control

- Evaluate and implement exposure controls in project design and equipment selection.
- Prioritise exposure controls on the basis of potential health consequences, number of people exposed and magnitude of exposure reduction.
- Implement elimination, substitution, isolation or engineering exposure controls, supplemented by administrative controls (where required) to meet BHP Billiton public health targets.
- Implement exposure controls consistent with the methodology in Appendix 1 for carcinogenic agents with uncertain dose response (Appendix 2) where exposure exceeds or is anticipated to exceed 50 per cent of the OEL.
- Implement exposure controls in accordance with the hierarchy of controls (elimination, substitution, isolation, engineering, administrative, personal protective equipment (PPE)) where exposure exceeds or is anticipated to exceed the OEL or based on risk assessment for hazards where an OEL does not apply.
  - Implement PPE programs according to a recognised standard and perform personal fit testing for respiratory protective equipment and for hearing protection devices.
- Maintain, monitor and verify the effectiveness of exposure controls.

Medical surveillance

- Identify potential illness at an early stage through the implementation of a baseline and periodic medical surveillance process that is consistent with the exposure risk profile when exposure exceeds 50 per cent of an OEL, or when the OEL is exceeded for threshold-based exposure limits (Appendix 2).
- Report the results of medical surveillance to relevant stakeholders (including workers and line managers), managing medical information/records in accordance with applicable legislative requirements.

2. Fitness for work

Incident, illness and injury risk is minimised by managing the factors that impact the ability of employees and contractors to perform their work.

Medical assessment

- Identify roles which require medical assessment based on risk, taking into consideration the work to be performed and the work environment.
- Determine the frequency of assessment based on the likelihood of change in health status that may impact a worker's ability to undertake such roles.
- Implement an evidence-based medical assessment process specific to the roles identified that indicates whether a worker is fit, fit subject to work modifications, or unable to meet inherent requirements of the role, managing medical information/records in accordance with applicable legislative requirements.
Fatigue, Drugs and Alcohol

- Develop and implement a fatigue management plan that is consistent with relevant industry standards and includes controls to address identified causes of fatigue and prevent/mitigate associated risks.
- Maintain and monitor the effectiveness of the fatigue management plan using the Appendix 1 methodology specific to the causes and controls.
- Implement a risk-based drug and alcohol program that includes controls to address potential impairment and prevent/mitigate associated risks.

3. Case management

Work-related injury or illness is managed to minimise its long-term impact on employees and contractors.

- Facilitate medical treatment for work-related injury or illness and, where necessary, a rehabilitation program based on medical advice.
- Optimise return to work outcomes through early reintegration into the workplace, and back to the pre-injury role, to the extent practicable.
## Appendix 1. Methods of analysis, exposure assessment and exposure control

<table>
<thead>
<tr>
<th>Issue/Agent</th>
<th>Methodology that is consistent with:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biological monitoring</strong></td>
<td>American Conference of Governmental Industrial Hygienists 'Introduction to the Biological Exposure Indices © (BEI)' and use either ACGIH Biological Exposure Indices © or other recognised index.</td>
</tr>
<tr>
<td><strong>Comparing exposure to OELs</strong></td>
<td><strong>Chronic agents:</strong> If the exposure is log-normally distributed, use Land’s 95 per cent upper confidence limit (UCL) of the arithmetic mean estimate. If the exposure is not log-normally distributed but is normally distributed, use the 95 per cent UCL of the arithmetic mean exposure. <strong>Acute agents:</strong> Use the 95th percentile of the exposure distribution.</td>
</tr>
<tr>
<td><strong>Diesel particulate</strong></td>
<td>Government of Western Australia, Management of diesel emissions in Western Australian mining operations.</td>
</tr>
<tr>
<td><strong>Exposure assessment and reassessment</strong></td>
<td>Sections I and II of the American Industrial Hygiene Association’s ‘A Strategy for Assessing and Managing Occupational Exposures’ 3rd Edition, and use the specific methods and occupational exposure limits (OELs) contained in the remainder of this table and Appendix 2 assessment.</td>
</tr>
<tr>
<td><strong>Fatigue management</strong></td>
<td>Performance indicators for fatigue risk management systems: Guidance document for the oil and gas industry. IPIECA 2012.</td>
</tr>
<tr>
<td><strong>Heat Stress</strong></td>
<td>Thermal Work Limit (TWL) or alternate recognised methodology where a risk assessment has identified that an equivalent or better level of protection for workers than that provided by TWL. For TWL, see Brake and Bates, Limiting Metabolic Rate (Thermal Work Limit) as an Index of Thermal Stress, Applied Occupational and Environmental Hygiene, Volume 17(3): 176–186, 2002.</td>
</tr>
<tr>
<td><strong>Infectious disease</strong></td>
<td>International SOS (login to the member’s website using the membership number 12ACMA000050) or other recognised authority to assess infectious disease risk.</td>
</tr>
<tr>
<td><strong>Noise</strong></td>
<td>Calculation of the A-weighted noise exposure level normalised to an eight-hour working day daily noise exposure level as defined in Section 3.2 of ISO 9612:2009 Acoustics - Determination of occupational noise exposure - Engineering method.</td>
</tr>
<tr>
<td><strong>UV Radiation</strong></td>
<td>UV index.</td>
</tr>
</tbody>
</table>

*Note: The references listed are for guidance and may not be exhaustive. For specific applications, consult relevant standards, guidelines, and regulatory requirements.*
### Appendix 2. OELs for airborne substances and physical agents

OELs for agents not listed must be taken from the Health and Safety Executive (HSE) Workplace Exposure Limits (WELs) published by the HSE in EH40/2005 2nd Edition 2011.

<table>
<thead>
<tr>
<th>Substance</th>
<th>Chemical Abstract Number (CAS)</th>
<th>BHP Billiton OEL (mg/m³ unless otherwise listed)</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzene</td>
<td>71-43-2</td>
<td>TWA 0.5 PPM STEL 2.5 PPM</td>
<td>International Agency for Research on Cancer (IARC) Group 1; Skin; Biological Exposure Index (BEI)</td>
</tr>
<tr>
<td>Benzo(a)pyrene</td>
<td>50-32-8</td>
<td>TWA 1 µg/m³ TWA 0.2 µg/m³ as of 1 July 2015</td>
<td>IARC Group 1; BEI</td>
</tr>
<tr>
<td>Coal mine dust: respirable</td>
<td></td>
<td>TWA 2.0 (R)</td>
<td></td>
</tr>
<tr>
<td>Coal tar pitch volatiles as benzene/cyclohexane soluble fraction (BSF/CSF) of total particulate matter</td>
<td>65996-93-2</td>
<td>TWA 0.05 (BSF) TWA 0.035 (CSF)</td>
<td>IARC Group 1; BEI</td>
</tr>
<tr>
<td>Carbon monoxide</td>
<td>630-08-01</td>
<td>TWA 30 PPM STEL: • up to 50 PPM for 60 minutes; • up to 100 PPM for 30 minutes; or • up to 200 PPM for 15 minutes.</td>
<td>BEI</td>
</tr>
<tr>
<td>Diesel particulate as elemental carbon(U)</td>
<td></td>
<td>TWA 0.1</td>
<td>IARC Group 1</td>
</tr>
<tr>
<td>Fluoride (inorganic as F)</td>
<td>16984-48-8</td>
<td>TWA 0.5</td>
<td>BEI</td>
</tr>
<tr>
<td>Lead: inorganic dusts and fumes</td>
<td>7439-92-1</td>
<td>TWA 0.15 (R)</td>
<td>IARC Group 2A; BEI</td>
</tr>
<tr>
<td>Manganese (all forms), as Mn</td>
<td>7439-96-5</td>
<td>TWA 0.5 (R) TWA 0.1 (R)</td>
<td>IARC Group 2A; BEI</td>
</tr>
<tr>
<td>Nickel: elemental and compounds, as Ni</td>
<td>Various</td>
<td>TWA 0.05 (T) (I)</td>
<td>Nickel compounds IARC Group 1; Nickel, metallic and alloys IARC Group 2B</td>
</tr>
<tr>
<td>Particulates not otherwise specified (PNOS)</td>
<td></td>
<td>TWA 10 (R) TWA 3 (R)</td>
<td></td>
</tr>
<tr>
<td>Silica, crystalline</td>
<td>Various</td>
<td>TWA 0.1 (R)</td>
<td>IARC Group 1</td>
</tr>
<tr>
<td>Sulphur dioxide</td>
<td>7446-09-5</td>
<td>TWA 2.0 PPM STEL 5.0 PPM</td>
<td></td>
</tr>
<tr>
<td>Sulphuric acid (Thoracic fraction)</td>
<td>7664-93-9</td>
<td>TWA 0.2</td>
<td>IARC Group 1</td>
</tr>
</tbody>
</table>

(R) Measured as respirable dust (U) Uncertain dose response (I) Measured as inhalable dust (T) Threshold-based exposure limit TWA 8 hour time weighted average STEL 15 minute time weighted average PPM Parts per million

IARC Group 1: Agent is carcinogenic to humans;
IARC Group 2A: Agent is probably carcinogenic to humans
IARC Group 2B: Agent is possibly carcinogenic to humans

### Physical Agent

<table>
<thead>
<tr>
<th>BHP Billiton OEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise</td>
</tr>
<tr>
<td>Continuous or intermittent noise</td>
</tr>
<tr>
<td>Impact or peak noise</td>
</tr>
<tr>
<td>Ionising radiation</td>
</tr>
</tbody>
</table>
Are you thinking about a fly-in fly-out (FIFO) career?

FIFO is a career choice that can provide benefits and challenges for you, your family and your lifestyle.

What does FIFO entail?

Working a FIFO roster is a lifestyle and career choice. Usually FIFO involves working long shifts over a number of continuous days in a remote location, followed by a number of continuous days off at home. Typical FIFO rosters in mining are 2 weeks on, 1 week off or 8 days on, 6 days off.

FIFO work by its nature is usually undertaken in a remote location where you will be accommodated in a FIFO village. FIFO villages are designed with amenities in place for you to enjoy a good quality of life away from home. Rooms generally have their own air-conditioned unit with an en-suite bathroom, television, telephone and internet connection.

www.jobs.bhpbilliton.com
Preparing for fly-in fly-out life

Benefits
FIFO can be a very rewarding and positive experience for you and your family. Some benefits include:

- Ability to spend extended quality time with your family and friends during rostered time off
- Flexibility to travel and pursue your hobbies and interests during rostered time off
- Financial benefits
- Job satisfaction - varied opportunity to develop skills and experience
- Many costs of living away from home are covered, including meals and accommodation
- Ability to live in your home town or city, while enjoying a mining career in a remote location
- Opportunity to meet new people and form friendships

Challenges
FIFO may present challenges for you and your family and friends. These could include:

- Time away from your family and friends during rostered-on periods, with potential to miss out on personal events
- Maintaining close relationships and starting new relationships
- Regularly changing roles at home
- Your partner may find it challenging adapting to extra workload at home
- Some challenging work conditions, such as the heat in summer months and long hours during a shift
- Maintaining home life, such as bills and home tasks
- If your FIFO roster incorporates night shift, it can be challenging returning to normal sleeping patterns

How BHP Billiton Iron Ore supports its FIFO workforce
BHP Billiton Iron Ore is committed to providing a high quality of life for its FIFO workers, and continues to improve this by:

- Providing family-friendly rosters
- Progressively standardising the quality of village facilities and services
- Providing access to quality communication options to stay in contact with family and friends
- Ensuring villages have a wide range of activities and services
- Providing access to a confidential, professional counselling service for you and your immediate family at no cost to you
- Providing training to recognise and manage fatigue
- Providing bus transfers to and from town airports from some FIFO villages

A FIFO lifestyle can be a very rewarding experience, however it may not suit all individuals and families.

What you can do to prepare for FIFO life
There are many strategies you and your family can put in place to ensure the transition to FIFO life is as seamless as possible:

- Plan ahead and provide family and friends with your FIFO roster
- As a family, establish some household rules or a plan to accommodate for the changes
- Agree on the most suitable times to communicate regularly via telephone calls and/or emails
- Regularly check in with your family and ask them how they are coping with the lifestyle
- Ask for support from extended family and friends
- As a family, be mindful of how each other may be feeling (fatigued, excited) when you reunite

By being aware of the benefits, challenges and support available, you and your family can make the right decision.

For more information please contact the relevant BHP Billiton Iron Ore Recruitment Advisor dealing with your application.
PURPOSE

The Mental Wellness Standard is a BHP Billiton Iron Ore (WAIO) document created to guide our strategy in enhancing awareness and pro-active management of mental wellbeing. To improve workplace culture, our vision is to build the capacity of our people to be resilient and support our people in staying at, or returning to work safely.

This Mental Wellness Standard aids WAIO Operations to meet defined requirements and criteria for the Business Level Document associated with Health, Safety, Environment and Community (BLD 009).

AUDIENCE

The Mental Wellness Standard applies to all WAIO operations, Major Projects, employees and contractors. Our contractors are expected to demonstrate that their processes meet the defined HSEC BLD 009.

KEY CONTACTS

Custodian: Manager Health Improvement, Ian Sawyer
Approver: VP HSEC, Brett Swayn

DOCUMENT CONTROL

<table>
<thead>
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<th>VERSION</th>
<th>AUTHOR</th>
<th>CHANGE EFFECTED</th>
<th>REVIEWER</th>
<th>DATE APPROVED</th>
<th>APPROVER</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Vi Tran</td>
<td>New Document</td>
<td>Ian Sawyer Manager Health Improvement</td>
<td>01/07/2014</td>
<td>Brett Swayn VP HSEC</td>
<td>01/07/2016</td>
</tr>
</tbody>
</table>
1. Raise Awareness

**Ensure the workforce is provided with appropriate information**

I. Ensure our people are provided with culturally appropriate information through multifaceted communication mediums, not limited to; inclusion of a Mental Wellness section in the WAIO Induction, online mental health awareness training, workplace-based awareness and training initiatives, and actively promoting and participating in National Awareness Programs.

II. Ensure internal communications focus on health and wellbeing to aid in reducing workplace stigma and improve understanding and acceptance.

2. Improve Workplace Culture

**Build effective supervision that demonstrates the commitment to the wellbeing of people**

I. Ensure Field Leadership includes a focus on Fitness for Work and Mental Wellbeing.

II. Implement workplace-based Supervisor training to increase understanding of prevention, recognition, early intervention and treatment of depression, anxiety and related mental illness disorders.

3. Build Skills

**Enhance the capability of our people to take action**

I. Implement and encourage participation in an annual Mental Wellness Questionnaire to increase self-awareness of stress, depression, anxiety and associated mental illnesses, and to take appropriate action where recommended.

4. Connect Our People to Resources

**Ensure our people have timely and easy access to the right resources**

I. Provide access to information, awareness and support programs that are available to individuals and their family members.

II. Provide access and/or referral to the Employee Assistance Program (EAP) for all employees and their families.

III. Ensure contracting companies demonstrate commitment to Mental Wellness, by providing, at a minimum, an EAP service for their employees.
5. Support Staying at Work and Returning to Work

Ensure our processes support people who have identified a mental health condition

I. Provide targeted training to Health teams and Line management to effectively support our people with identified depression, stress and other associated mental illnesses.

II. Ensure our policies and procedures acknowledge and incorporate mental wellness for case management and rehabilitation.
TEN THINGS YOU CAN DO TO MAKE YOUR WORKPLACE MENTALLY HEALTHY.

Tips for medium and large businesses.
The benefits of taking action

At any given time, one in five Australian employees is likely to be living with a mental health condition. Untreated depression and anxiety cost employers around $10.9 billion every year, largely through reduced productivity, absenteeism and WorkCover claims.

The case for creating mentally healthy workplaces is clear, and everyone has a role to play. Businesses with a positive workplace culture are more productive and profitable. They gain a reputation as great places to work, attracting and retaining top talent.

Analysis by PricewaterhouseCoopers shows that businesses will, on average, achieve a positive return on investment of $2.30 for every $1 spent creating a mentally healthy workplace.

As well as these benefits, employers have a legal responsibility to provide a safe working environment for all employees, with legislation requiring businesses to identify and minimise any workplace risks to mental health.

How to get started

The good news is that there are a number of simple, concrete actions all businesses can take to promote mental health in their workplaces. When you begin adopting these actions to suit your business, think about the resources and existing structures and policies you have available, and how you can use these to make your investment in mental health more effective.

As you implement your strategy, it’s important to communicate with your employees and seek their input at every stage. Managers and leaders must lead by example, so ensure your senior staff are on board, on message and understand their individual roles.

Larger organisations can also draw on the expertise of specialised teams, such as human resources, workplace health and safety, and communications. These professionals will play a key part in engaging the rest of your workforce, as well as helping transform policy into action.

You can take action in three key areas:

1. Raise awareness of mental health conditions and reduce stigma
2. Support someone with a mental health condition
3. Create a supportive workplace culture

The following ten ideas provide help for you to get started. For each priority area, there are a number of actions you can take – these are just suggestions and will need to be adapted to your business needs and culture.

Many of these actions are simply good business practice backed up by an increased understanding of workplace mental health, and you may be doing some of them already. Remember, you can create a tailored, online action plan at any time.

For more information visit www.headsup.org.au/actionplan

1. Increase awareness of mental health conditions.

Actions:

Provide mental health awareness resources and training (online or face to face) to staff and managers.

Resources available:

Information resources
- beyondblue Understanding depression and anxiety flyer
- beyondblue Anxiety and depression: An information booklet

Face-to-face training
- Comcare Mental health and wellbeing at work training program http://bit.ly/1rFMYYe
- The Black Dog Institute Managing common mental health issues in your team workshop http://bit.ly/1jNYnvP

Online training
- Mindful employer online training program www.mindfulemployer.org/mindful-employer/elearning
2. **Reduce stigma.**

Actions:
Arrange for someone to share their personal experience of a mental health condition and their recovery. This could be a beyondblue ambassador, or you may have an employee or manager willing to speak openly and share their story.

Resources available:
Websites and online resources
- beyondblue What it's like – personal stories
  www.beyondblue.org.au/what-its-like
- SANE video showroom
  www.sane.org/information/video-showroom

3. **Increase awareness of people's roles and responsibilities.**

Actions:
Provide information to all employees on their specific roles and responsibilities relating to mental health. This might cover areas such as work health and safety, discrimination, privacy and taking care of their own mental health, and should be tailored for different levels and specific job functions. Induction or refresher training is an ideal time to ensure everyone knows what is expected of them.

Resources available:
Information resources
- beyondblue Taking care of your mental health in the workplace brochure
- beyondblue Taking action in the workplace wallet card

Face-to-face and online training
- Mindful employer program
  www.mindfulemployer.org

4. **Increase awareness of your business commitment to creating mentally healthy workplaces.**

Actions:
Engage your employees – let them know what you’re doing, share your action plan and seek their input. Get your communications, marketing or HR teams to promote your progress, both internally and externally. Focus on the specific benefits for your employees, business and the community in your campaign.

Resources available:
Templates and plans
- beyondblue Mental health and wellbeing policy template
- beyondblue Email template to employees about why your business is creating a mentally healthy workplace
- Heads Up online action plan – Make your action plan available on your intranet and encourage employees to review it regularly
  www.headsup.org.au/actionplan

Websites and online resources
- Heads Up – information and resources for leaders and employees on workplace mental health
  www.headsup.org.au
- beyondblue Organisational leadership
  online resource
  www.beyondblue.org.au/organisational-leadership

Face-to-face and online training
- Mindful employer program
  www.mindfulemployer.org

5. **Supporting employees with mental health conditions to stay at or return to work.**

Actions:
Develop and implement return to work or stay at work plans, tailored for employees’ needs.

Resources available:
Information resources
- beyondblue Managing someone with a mental health condition fact sheet

Templates and plans
- beyondblue Return to work/stay at work plan template
- beyondblue Return to work/stay at work discussion plan template

Websites and online resources
- beyondblue Perspectives: Returning to work
  online resource
  www.beyondblue.org.au/perspectives-rtw
- Employers’ return-to-work obligations
6. Build the skills and confidence of employees to approach someone they may be concerned about.

Actions:
Promote free resources to help your employees have a conversation if they’re worried about a colleague. Make these available on your intranet and display posters or other materials around the workplace.

Resources available:
Websites and online resources
• Having a conversation, What would you do? and Business in Mind online resources www.beyondblue.org.au/workplaceonline
Face-to-face training
• beyondblue National Workplace Program www.beyondblue.org.au/NWP
• Comcare Mental health and wellbeing at work training program http://bit.ly/1rFMYbe
• Mindful employer program www.mindfulemployer.org

7. Create a discrimination-free workplace where diversity is respected.

Actions:
Provide gender and sexual diversity, cultural and disability awareness training for staff and managers.

Resources available:
Websites and online resources
• Australian Human Rights Commission Information for employers http://bit.ly/1m7hzpl

8. Monitor workload and work hours.

Actions:
If employees are regularly working long hours, taking work home or working through breaks, address the issue directly and look at your resourcing levels.

9. Ensure a zero-tolerance approach to bullying.

Actions:
Develop formal and informal confidential complaint handling processes for employees to report inappropriate behaviour. Deal with any cases of bullying or harassment quickly.

Resources available:
Information resources
• Safe Work Australia Guide for preventing and responding to workplace bullying http://bit.ly/1kDKXT2
Websites and online resources
• Fair Work Commission What is bullying at work? http://bit.ly/1nJJlzh

10. Provide clarity on job roles and responsibilities.

Actions:
Ensure employees have an up-to-date job description which includes role purpose, reporting relationships and key duties expected of them. Have a clear process and time frames to resolve any uncertainty.

Resources available:
Information resources
• beyondblue Creating a mentally healthy workplace: A guide for business leaders and managers booklet

All beyondblue resources are available for download or to order from: www.headsup.org.au/beyondblue-resources
Families welcome at Jimblebar

Jimblebar welcomed more than 500 employees and their families over two weekends commencing with the inaugural Jimblebar Family Day held on 3 November 2013 and the most recent events held on the 15 and 16 June 2014.

The Jimblebar Family Days were a great success with the excitement building right from the start when families boarded the plane at Perth Airport bound for Newman. Families enjoyed a range of activities on the day as well as having the opportunity to gain an insight into the day-to-day work environment by getting up close to our operations and our people.

A highlight of all events was the tours which took families through Warrawandu...
Village, past the administration hub, mobile equipment maintenance workshop and through to the pit. Families had the opportunity to climb over heavy machinery including a 793F haul truck, an excavator, a dozer and a crane.

Other activities that kept families occupied at Warrawandu Camp included face painting, balloon twisting, magician, mini circus, making large bubbles, photo booth and painting boards to commemorate the days.

The Emergency Services Team also helped teach families about fire safety by providing a life demonstration on how to put out fires.

Tim Day, General Manager Jimblebar said that Family Days open the eyes of loved ones to see what occurs on a day to day basis.

“Tim Day, General Manager Jimblebar said that Family Days open the eyes of loved ones to see what occurs on a day to day basis. The Jimblebar Family Days are a great opportunity for us to share our work environment with those closest to us. I want to thank the team who made the Family Days a huge success,” said Tim.

“I hope the families that attended really valued seeing where we work and the chance to learn a bit more about our Business,” said Tim.
Supporting parents in the Pilbara

Earlier this year, our people based in Newman and Port Hedland were invited to a range of free parenting workshops, made available through BHP Billiton’s partnership with parenting organisation Ngala.

Through a three year partnership with BHP Billiton, Ngala’s Pilbara Families Building Pilbara Communities (PFBPC) project is providing support to parents and families in Hedland and Newman.

As Western Australia’s leading not-for-profit provider of early parenting support with almost 125 years of service to the community, Ngala is striving to increase the knowledge, skills and confidence of parents in the Pilbara, who often face the challenge of living a long way from extended family and traditional support networks.

In addition to a raft of free community workshops on topics such as sleep, fussy eating, and the transition to school, Ngala conducted sessions exclusively for BHP Billiton employees.

The interactive sessions were tailored to explore the parenting challenges that are commonly faced by mining industry workers and their families, such as juggling work and family, and the challenges associated with FIFO parenting.

Justin Price, a Port Hedland-based FIFO employee who attended the FIFO parenting workshop, is confident the session has helped him and his wife overcome some of the FIFO lifestyle challenges they face as new parents to a four-month-old baby.

"The Ngala FIFO parenting workshop has made a real difference for me and my wife Leah, who is at home in Perth with our daughter Sophie. The session provided me with some great tips and advice on how to connect and stay connected with Leah, and..."
also explained the importance of helping to build and maintain a strong support network for Leah so she is able to cope with the tough job of being a mum while I am away on swing,” said Justin.

BHP Billiton is committed to making Ngala parenting support accessible for our employees and members of the Pilbara community, with further Ngala workshops scheduled to take place in Newman and Hedland later this year. As part of the partnership, Ngala visits Newman and Hedland twice a year and can provide ongoing support over the phone and via email.

For more information about these upcoming workshops, contact your Community Development team via:

- NewmanCommunity@bhpbilliton.com
- PortHedlandCommunity@bhpbilliton.com

For more information about Ngala and the parenting services they provide, visit www.Ngala.com.au or call the Ngala country access helpline on 1800 111 546.

FIFO parenting – tips for staying in touch with your loved ones

- Find ways to remain involved in your children’s lives when you’re away on site.
- Put good social networks in place to support your family, i.e. reach out to extended family and your neighbours.
- Use age appropriate communication channels to stay connected to your children – try Skype, text, email, Facebook and Instagram.
- For young children, show them photos of where you work and stay when you’re away.

Juggling work and family – tips to help you juggle your commitments

- Consider carefully what it is you want to spend your time doing.
- Consider the resources you have at your disposable to help – i.e. your partner, community support, family etc.
- Create time by outsourcing jobs – e.g. hire a cleaner or gardener.
- Recognise that a family is a team and even children have roles within the team.
- Make time to do the things that give you joy every day.

Source: Ngala
Overview of Rosters, Shift Lengths and Break Arrangements

**BHP Billiton Petroleum**
- Standard 12 hour shifts from 6am – 6pm for day shift, 6pm – 6am for night shift
- Rosters are 2 weeks on 2 weeks off, 2 weeks on 4 weeks off
- Breaks - One 30 min meal break mid-shift, 1 x 15 min break first half of shift and 1 x 15 min break second half of shift.

**BHP Billiton Nickel West**
- Standard 12 hour shifts
- Breaks – employees are allowed break(s) totalling at least 40 minutes per shift, taken at times scheduled by Nickel West

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**BHP Billiton Nickel West**

**Percentage of Direct FIFO Workforce by Roster**

- 8 days/nights on 6 days off - 7%
- 8 days/nights on 6 days off, 7 days/nights on, 7 days off - 2%
- 14 days/nights on 7 days off - 3%
- 4 days on 3 days off - 2%
- 4 days/nights on 3 days off, 8 days/nights on 6 days off - 3%
- Other variations - 41%

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**BHP Billiton Western Australia Iron Ore**

**Percentage of Direct FIFO Workforce by Roster**

- 8 days on 6 days off - 26%
- 8 days on 6 days off, 7 nights on, 7 days off - 12%
- 5 days on 2 days off, 4 days on 3 days off - 10%
- 2 weeks on 2 weeks off - 9%
- Other variations - 42%
# BHP Billiton Western Australia Iron Ore – Rosters and Shift Length

<table>
<thead>
<tr>
<th>Roster</th>
<th>Shift Length</th>
<th>Average Weekly Working Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks on (7 days, 7 nights) 1 week off</td>
<td>12.5 hours</td>
<td>58 hours</td>
</tr>
<tr>
<td>8 days on 6 days off</td>
<td>12 hours</td>
<td>48 hours</td>
</tr>
<tr>
<td>8 days on 6 days off, 7 nights on, 7 days off</td>
<td>12.5 hours</td>
<td>46.8 hours</td>
</tr>
<tr>
<td>5 days on 2 days off, 4 days on, 3 days off</td>
<td>12 hours</td>
<td>54 hours</td>
</tr>
<tr>
<td>2 weeks on (7 days, 7 nights) 2 weeks off</td>
<td>12 hours (12.5 hours)</td>
<td>42 hours</td>
</tr>
<tr>
<td>5 days on 3 days of, 4 days on 2 days off</td>
<td>12 hours</td>
<td>54 hours</td>
</tr>
<tr>
<td>5 days on, 2 days off, 4 days on 3 days off, 9 days on 5 days off</td>
<td>12 hours</td>
<td>54 hours</td>
</tr>
</tbody>
</table>

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**BHP Billiton Western Australia Iron Ore - Indicative Breaks by roster type:**

The following depicts indicative breaks entitlement for FIFO employees. There is some flexibility in how the breaks are taken. If at any time, employees require a rest or toilet break this is accommodated. Further if they are feeling fatigued they can raise this with their Leader and be relieved.

<table>
<thead>
<tr>
<th>Roster</th>
<th>Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5D 2off 4D 3off 5D 3off 4D 2off 5D 2off 4D 3off 9D 5off 8D 6off</td>
<td>Largely office based, professional and supervisory staff: 30 min meal break (timing generally at discretion of employee), informal breaks taken during day as required</td>
</tr>
</tbody>
</table>
| 7D7N 7off 8D 6off 7N 7off 7D7N 14off | Largely Operational staff. Different sites may have slightly different ways of working the breaks through consultation with employees.  
  i) 30 min meal break mid-shift, 1 x 15 min break first half of shift and 1 x 15 min break second half of shift.  
  ii) 30 min meal break mid-shift, 1 x 20 min break first half of shift and 1 x 10 min break second half of shift.  
  iii) 1 hour meal break mid shift. |
## BHP Billiton Western Australia – Overview of Active Accommodation Amenities

<table>
<thead>
<tr>
<th>Amenity</th>
<th>Central Pilbara</th>
<th>East Pilbara</th>
<th>Port Hedland</th>
<th>Goldfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serviced dining room</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Wet mess and beergarden</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Pool</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Gym</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Walking/running track</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Cricket / soccer pitch</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Multipurpose sports court</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Grassed oval</td>
<td>☑ Under construction</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Games / recreation room</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Volleyball court</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Barbeques</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Squash court/Indoor cricket</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Golf</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Cinema/Theatre</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>TV lounge</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>In-room entertainment</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Internet / phone room</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Mobile phone coverage (Telstra)</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>In-room internet access</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

- Under construction
- Accessible via mobile device
BHP Billiton Iron Ore Camps
BHP Billiton Nickel West Camps
Towns

Distances
Port Hedland to Newman - 450km
Leinster to Kalgoorlie - 374km

Legend
- Port Haven
- Mooka
- Redmont
- Yandi
- Packsaddle
- Spinifex
- Mulla Mulla
- Kurra
- Warrawandu
- Mt Keith
- Leinster
- Newman
- Leinster
- Kalgoorlie
- Perth