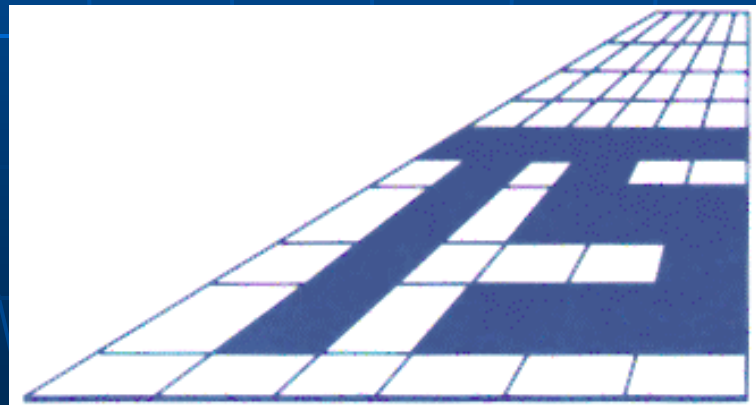


# TERRA SEARCH

## Induction on Scheduled Call-Ins



# How to use this presentation

- This presentation will run for about 20 min.
- Take your time and pay attention.
- If you do not understand certain information or you would like to have more information **please refer to the General Field Operations and Safety Manual or ask the Field Manager.**
- After the presentation you will complete a written test to demonstrate that you do understand all aspects of Terra Search's Scheduled Call-ins Induction.



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# 1. Introduction

Scheduled Call-Ins are a critical part of Terra Search's Risk Management Plan.

- Sched-Ins provide vital information to those who carry the responsibility of mobilising help to you should something go wrong.
- A failed Sched-In sets in motion a series of actions within a specified time frame.
- Sched-ins are **COMPULSORY FOR EVERYONE.**



## 2. Sched-In Procedure

1. You must Sched-in every day when you are back at camp
2. Call the scheduling officer on 08 9472 8546 seven days a week to sched in.
3. Information to provide:
  - Location
  - Intentions for following day
  - Other information as relevant to job – line km walked that day, how many samples collected, how many meters drilled, journey plan, weather conditions.



**Safety is Everyone's Responsibility**

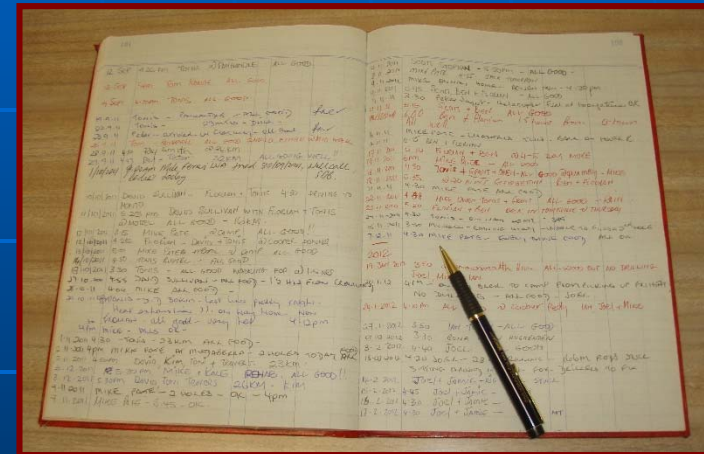


## 2. Sched-In Procedure cont'd

At the Office, your call is recorded in the Sched-In Book.

The Field Manager, Managing Director and other staff check this book on a daily basis.

The Sched-In Book is the first port of call to ascertain your last known whereabouts, planned movements and any known issues in the event of an emergency.



# 3. Sched-In Calls Ensure Your Safety

## Failure to Sched-In:

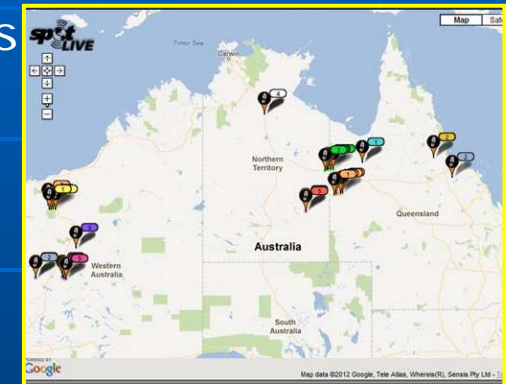
- I forgot
- I thought someone else was doing it
- I think it's annoying
- I already call the office to say hello

Are not acceptable reasons for not making the call.  
Not making the call means something is wrong and  
you need assistance.

# 4. Failed Sched-In

If your team fails to Sched-In on time, a series of escalating actions occurs:

- Field Manager will attempt to ascertain your teams last known location from the Sched-in Book and Spot Tracker.
- Field Manager will attempt to contact your team directly via any available method for one hour.
- Field Manager will attempt to contact landholders or nearby service stations etc and advise the Managing Director.
- Two hours after a failed Sched-In, the Field Manager will assemble the Critical Incident Response Team.





# 5. Critical Incident Response

The Critical Incident Response Team consists of those members of staff who have the skills and knowledge necessary to deal with an emergency response. The CIRT is responsible for implementing the Critical Incident Response Plan and liaison between Terra Search, Police and Emergency Services.

Activation of the CIRT is not an exercise taken lightly.

**Do not miss a Sched-In Call**

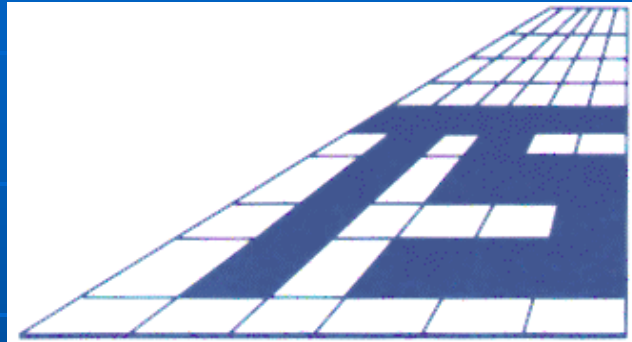


# 6. It's About You

The purpose of Sched-In Calls is to protect your safety and that of your work mates.



# End of Presentation



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