CROWN PRINCE OPERATIONS SITE ACCESS PROCEDURE

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1. DOCUMENT CONTROL

Document ID		Document Type		Version	Review Period
NMG-CPO-ADM-PRO-007		Procedure		5.0	1 Year
Release Date	Review Due	Site	Department	Document Owner	
24/09/2025	24/09/2026	Crown Prince Operations	Administration	HSEC Coordinator	

2. REVISION HISTORY

Version	Review Date	Version Summary	Revised by	Approved by
4	01/08/2025	Table Error Corrected DAS removed as visitor mobilisation requirement.	Courtney FARLEY	Kim GUNDERSEN
5	24/09/2025	Short Term Worker and Visitor – Requirement clarification.5. Definitions	Kim BURTON	Kim GUNDERSEN

3. RELATED DOCUMENTS

Reference	Document Title
NMG-CPO-MOB-FRM-002	Travel Accommodation Requisition Form
NMG-CPO-MOB-FRM-003	Medical Declaration Form

4. REFERENCES

Reference	Document Title

5. DEFINITIONS

Term	Definition
Permanent/Long Term Worker (LTW)	A person who is employed/contracted to work/attend site for more than 28 days in a 6 month period.
Short Term Worker (STW)	A person who is engaged to work on site, who works up to 28 days on site within any 6 month period.
Visitor	A person who is not engaged to undertake work on site and does not receive direct financial reward from New Murchison Gold Limited or any contracting company servicing the Crown Prince Operations site. Visitors must be escorted at all times while on site by a nominated site inducted person.

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6. ABBREVIATIONS

Term	Definition
NMG	New Murchison Gold
SSE	Senior Site Executive
CPO	Crown Prince Operations
GCMS	Gas Chromatography Mass Spectrometry
JMP	Journey Management Plan
NPC	National Police Certificate
DAS	Drug and Alcohol Screen
PPE	Personal Protective Equipment
SEF	Site Entry Form
STW	Short Term Worker

7. RESPONSIBILITIES

Role	Responsibilities
SSE	▪ Provide final clearance for personnel with flagged NPCs prior to mobilisation. ▪ Approve DIDO travel requests. ▪ Approve use of site fuel. ▪ Approve private vehicle access to mining areas.
Site Administrator	▪ Receive and process all site entry requests. ▪ Verify and approve mobilisation documents. ▪ Manage flight manifest. ▪ Issue room keys upon arrival and manage accommodation arrangements. ▪ Enforce key return procedure and apply replacement charges if not returned. ▪ Ensure receipt of trade qualifications/licences and maintain documentation prior to mobilisation. ▪ Coordinate onsite verification of competencies. ▪ Ensure PeopleTray is kept up to date.
All Personnel	▪ Comply with PPE requirements. ▪ Submit required documentation as requested including DAS, medicals, NPC and licences. ▪ Participate in site inductions, daily BAC and random drug and alcohol screening. ▪ Return room key at the end of each swing. ▪ Complete required site general induction and workplace specific inductions.

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8. PURPOSE

The purpose of this procedure is to establish a clear and consistent process for mobilising personnel to Crown Prince Operations. It ensures all employees, contractors, and visitors meet mandatory health, safety, and legislative requirements before site access. The procedure supports operational readiness, reduces risk, and promotes a compliant, safety-focused work environment across all areas of New Murchison Gold Limited operations

9. SCOPE

This procedure applies to all personnel mobilising to Crown Prince Operations, including employees, contractors, sub-contractors, and visitors. It covers all work areas, tenements, and associated facilities, including the accommodation. The scope ensures consistent application of mobilisation standards across the site, supporting compliance with health, safety, and operational requirements for all individuals accessing the operation.

10. SITE ENTRY REQUIREMENTS

Type	Site Entry Requirements
Permanent/Long Term Worker	Drivers Licence (Copy of Front and Back) Police Clearance (Valid within 6 months) Pre-employment medical (Valid within 90 days) Drug and Alcohol Screen (Valid within 28 days) (Lab Urine Screen) Relevant trade certificates/licences Site Induction
Short Term Worker (STW)	Drivers Licence (Copy of Front and Back) Medical Declaration Police Clearance (Valid within 6 months) Drug and Alcohol Screen (Instant valid within 28 days) Relevant trade certificates/licences Site Induction * STW are required to submit new documentation after 6 months or transition to Permanent/Long Term Workers.
Visitor	Drivers Licence (Copy of Front and Back) Visitor Induction Medical Declaration – for visitors requiring accommodation. DAS within 28 days - for visitors requiring accommodation. * Visitor site access is valid for the period listed in the Visitor Induction form. Entry requirements apply to each site visit if more than 24 hours have elapsed since the last visit.
For workers requiring flights or accommodation: - NMG-CPO-MOB-FRM-002 – Accommodation and Flight Booking Form will need to be sent to the NMG Administrator, admin@newmurchgold.com.au.	

11. SITE ENTRY WORKFLOW

Site entry requests are to be submitted to the relevant Site Administrator with a minimum of 3 business days prior to expected mobilisation. Requests made on weekends will not be actioned until the following business day. All relevant documents should be included in one email with individual attachments to the relevant Site Administrator.

The Contractor Site Administrator will upload the documentation received to PeopleTray. Once all documentation has been received, the police clearance has been approved and the medical has been found to be within acceptable risk parameters, the NMG Site Administrator will book flights and accommodation for personnel.

Long term workers on a regular roster are required to resubmit the form if their roster changes to facilitate changes in flights and accommodation bookings.

Once the request has been processed, relevant personnel will be notified. Flights will not be booked if all documents have not been received and approved by New Murchison Gold Ltd personnel.

12. PRE-EMPLOYMENT MEDICAL AND DRUG SCREENING

DAS will be required to be valid within the last 28 days. All test results, including any confirmation testing, must be submitted prior to site approval.

Pre-Employment medicals are valid if they have been completed less than 12 months prior to mobilisation, and include the following minimum requirements:

- Laboratory Urine Drug Screen.
- A doctor must sign-off that the person is fit for the specific role on that date.
- All clinical abnormalities reported or declared must include an explanation.
- Spirometry and Audiometry testing and graph evidence are mandatory.
- Musculoskeletal and fitness assessment
- The applicant must sign off that they:
- Do not have any knowledge or doubts as to their physical or mental ability to complete the job safely.
- Do not have any unresolved current workers compensation claims; and
- That they do not have any other closed workers compensation claims other than those unresolved as stated.
- A record must be made of any history of any back injuries.
- A record must be made of any skeletal or joint injuries that required seeing a doctor in the past 10 years.
- Current Medication and Allergies.
- Current conditions being treated.

All pre-employment medicals will be screened by a suitably qualified Ozland employee. Pre-employment medicals will be uploaded to PeopleTray for auditability accessible ONLY by approved NMG and Ozland personnel.

All employees, contractors and visitors onsite will be subject to Daily Blood Alcohol Content (BAC) testing prior to their shift commencing and on arrival on Fly/Drive in day prior to commencing work.

All personnel on site, including visitors will be subject to for cause, post incident, and random drug screening.

13. NATIONAL POLICE CLEARANCE

Prior to site mobilisation, a national police clearance, no older than 6 months, should be sent to the Ozland Administration as part of the site mobilisation process. Any persons who have charges listed on their NPC will

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require clearance from the SSE prior to mobilisation. All NPC's shall be uploaded to PeopleTray. Requests for review shall be sent via email to the SSE.

14. INDUCTIONS

General Site inductions will be completed on PeopleTray prior to attendance to Crown Prince Operations. All general inductions must be completed prior to commencement of work.

Workplace area specific inductions will be assigned as per role requirements. Workplace inductions and VOCs shall be uploaded to PeopleTray.

15. TRAVEL

The point of hire for FIFO employees is Perth. Charter flights to the Crown Prince Operations are arranged by the company in line with each employee's roster. FIFO employees are responsible for their own transport to and from the departure point of the charter flight.

All DIDO travel must be approved by the SSE. Travel from Perth by road is generally not permitted. Personnel living in surrounding regions such as Wiluna, Mount Magnet and Cue may be considered for DIDO roles, using their own vehicle for travel to and from Crown Prince Operations.

A Journey Management Plan (JMP) must be submitted to the direct line supervisor for all DIDO travel. DIDO employees must arrive and depart site at the same scheduled times as FIFO employees and should allow ample travel time to ensure punctuality.

All vehicle costs, including fuel, are the responsibility of the DIDO employee. Use of site fuel requires General Manager approval unless otherwise outlined in a contractor agreement.

DIDO travel must occur during daylight hours. Night travel is not permitted.

Private vehicles are only permitted in the designated village/accommodation carpark unless otherwise approved by the General Manager.

16. ROOM KEYS

Room keys will be available upon arrival to the accommodation in line with the FIFO schedule. Alternate arrangements should be approved by the NMG Administrator. Room keys must be returned prior to departure from the accommodation at the end of each swing. If the key is not returned, a replacement fee will be charged to the individual.

17. LICENCES, PERMITS & TRADE QUALIFICATIONS

All personnel mobilising to the Crown Prince Operations min site must provide evidence of competency and training for their role. Relevant trade qualifications and licences must be submitted to the Site Administrator before mobilisation. All documentation must be submitted to the site administrator and uploaded to PeopleTray prior to site approval being granted. On-site verification will be carried out for specific competencies such as light vehicle operation, heavy equipment, and high-risk work.

18. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Minimum PPE requirements are:

1. Steel cap safety boots
2. Safety glasses
3. Hard Hat
4. Long Pants with reflective tape
5. Hi-Vis long sleeved, collared shirt

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19. ACCOUNTABILITY AND TRANSPARENCY

All mobilisation related documentation shall be uploaded to PeopleTray in a timely manner to ensure traceability and operational readiness. Records will be regularly audited by New Murchison Gold Limited to maintain compliance with internal standards and regulatory obligations. This process ensures accountability, supports continuous improvements and provides a transparent audit trail for all personnel mobilising to site.

20. PRIVACY, CONFIDENTIALITY AND INFORMATION HANDLING

All personal information, including medical records, National Police Clearances and, drug and alcohol screening results, will be handled in accordance with the Privacy Act 1988 (Cth), Australian Privacy Principles, Freedom of Information Act 1992 (WA) and NMG policies. Access to medical information is strictly limited to authorised personnel with specific clearance. No health related documents will be viewable by non-authorised staff. All records will be securely stored and managed through PeopleTray.

21. DOCUMENT & RECORD MANAGEMENT

This document must not be altered without approval from the Document Control Administrator.

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