# Mineral exploration: Management systems audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Management |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | An Exploration Manager has been appointed to have control of exploration activities, and the Senior Inspector of Mines has been notified. |  |  |
| 1.2 | A person responsible for exploration activities on-site has been appointed to have control of site activities, and the Senior Inspector of Mines has been notified. |  |  |
| 1.3 | Notifications of exploration activities have been sent to the Senior Inspector of Mines for the Region/s in which the company is conducting exploration activities. |  |  |
| 1.4 | The Exploration Manager and person/s in control of exploration activities and site operations understand their roles and responsibilities. |  |  |
| 1.5 | The Registered Manager and/or Exploration Manager and person in control of site activities have current copies of the MSIA and MSIR. |  |  |
| 1.6 | The mine and classified plant record books, and accident, electrical and ventilation log books are available at a location within the State. |  |  |
| 1.7 | The Principal Employer has a current organisational chart reflecting the management and supervision structure of the company, contractor arrangements, and statutory position holders, including all appointments made under MSIA s. 44. |  |  |
| 1.8 | Formal procedures are in place to identify, report, investigate and address occurrences and sub-standard conditions or practices. |  |  |
| 1.9 | There is a system in place to receive, record and submit statutory accident and incident reports. |  |  |
| 1.10 | There is a scheduled system in place for inspecting and auditing exploration activities. |  |  |

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| 2 Safety and health management |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | The Principal Employer has developed a system to manage safety and health for all exploration activities. |  |  |
| 2.2 | The Principal Employer has a written statement that sets out the safety and health policy of the company, and is accessible to all personnel. |  |  |
| 2.3 | Contractors' safety and health policies and procedures are assessed by the Principal Employer to ensure consistency with those of the Principal Employer. |  |  |
| 2.4 | There is a system in place to assess fitness-for-work. |  |  |
| 2.5 | There is a system in place to ensure actions are taken when personnel do not meet the fit-for-work requirements. |  |  |
| 2.6 | Hazard identification and risk assessments have been undertaken for all activities, and a hazard register developed. |  |  |
| 2.7 | The safe systems of work are regularly reviewed and the hazard register updated following consultation to reflect improvements in systems of work, changes in plant or equipment, or the introduction of new plant or equipment |  |  |
| 2.8 | Applying the hierarchy of control, measures are in place to eliminate or mitigate safety and health hazards. |  |  |
| 2.9 | Safe systems of work have been developed and documented for all items identified in the hazard register. |  |  |
| 2.10 | There is a formal program in place to assess, reduce and monitor the exposure of personnel to occupational health hazards. |  |  |
| 2.11 | A noise report has been compiled, and a written plan setting out ways of reducing noise at the workplace is prepared and implemented. |  |  |
| 2.12 | There is a system in place to ensure communication is available in all working areas. |  |  |

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| 3 Information, instruction, training and supervision |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | There is a system in place to ensure all personnel receive adequate information, instruction and training relating to the hazards identified and safe systems of work for the tasks required of them. |  |  |
| 3.2 | There is a system in place to ensure that, before work commences, all personnel are assessed as competent to perform the tasks they will be assigned. |  |  |
| 3.3 | There is a system in place to ensure personnel are retrained and reassessed whenever systems of work or plant and equipment change, or new systems of work or plant and equipment are introduced. |  |  |
| 3.4 | A record is made of any information, instruction, training, retraining, assessment or reassessment provided, and records are retained for a minimum of two years. |  |  |
| 3.5 | There is a system in place to ensure all personnel who will undertake high-risk work (as defined by r. 6.1 of Occupational Safety and Health Regulations 1996) are assessed as competent on each item of plant or equipment to be used, and have the required licence, where applicable. |  |  |
| 3.6 | There is a system in place to ensure all personnel are supervised in such a manner that they are not exposed to hazards. |  |  |

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| 4 Emergency preparedness |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | An emergency response plan has been developed and documented for all exploration operations, and resources provided for its implementation. |  |  |
| 4.2 | The emergency response plan addresses the types of incidents that may occur as identified in the hazard register. |  |  |
| 4.3 | All personnel are familiar with the emergency response plan and their responsibilities. |  |  |
| 4.4 | There is an effective emergency communication system, and a maintenance and testing schedule is in place. |  |  |
| 4.5 | Sufficient people on site are trained in first aid to a level that enables them to deal with the type of incidents identified in the hazard register. |  |  |
| 4.6 | There is a system in place to manage the transport of injured personnel to medical treatment if required. |  |  |
| 4.7 | There is a system in place to manage the evacuation of allpersonnel if required. |  |  |

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| 5 Isolation and tagging |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | There is a system in place for isolation and lock-out/tag-out. |  |  |
| 5.2 | There is a system in place to ensure relevant personnel are trained and assessed in the use of the isolation and lock out/tag out system. |  |  |

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| 6 Electrical tools and equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | A competent person is formally appointed as the Electrical Supervisor. |  |  |
| 6.2 | There is a system in place to periodically inspect and tag electrical equipment and cables. |  |  |
| 6.3 | There is a system in place to ensure electrical welding machines are maintained in a safe condition. |  |  |

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| 7 Plant and equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 7.1 | Plant and equipment provided must be suitable for its intended use. |  |  |
| 7.2 | There is a system in place to ensure new plant or equipment is inspected before being placed into service. |  |  |
| 7.3 | There is a system in place to ensure actions are taken when equipment or plant does not conform to the appropriate standard. |  |  |
| 7.4 | Plant and equipment provided is adequately guarded. |  |  |
| 7.5 | Where necessary, roll-over protection (ROP) or fall-on protection (FOP) is provided. |  |  |
| 7.6 | Where practicable, noise and vibration specifications are incorporated in purchasing procedures. |  |  |
| 7.7 | Where practicable, ergonomic specifications are incorporated in purchasing procedures. |  |  |

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| 8 Maintenance |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 8.1 | There is a scheduled system in place for maintenance of plant and equipment. |  |  |
| 8.2 | A competent person is formally appointed to supervise maintenance. |  |  |
| 8.3 | A competent person is formally appointed to conduct statutory inspections of classified plant pursuant to the general exemption issued for MSIR r. 6.40. |  |  |
| 8.4 | There is a pre-start check system in place for plant and equipment. |  |  |
| 8.5 | There is a system in place for reporting operational faults on plant and equipment. |  |  |
| 8.6 | Any modification, repair, inspection or testing of plant and equipment is carried out by a competent person. |  |  |
| 8.7 | Modifications or repairs to classified plant or equipment are carried out so that the plant or equipment does not exceed its original design limits. |  |  |
| 8.8 | A record is made of the modification, repair, and inspection or testing of plant and equipment, and retained for the life of the plant or equipment. |  |  |

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| 9 Facilities and amenities |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 9.1 | There is provision for the maintenance and storage of plant, equipment and consumables that are appropriate for the associated risks. |  |  |
| 9.2 | Suitable hygiene and sanitation amenities are provided for personnel. |  |  |

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| 10 Consultation |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 10.1 | There is a system in place for consulting during change management, and communicating and raising safety and health matters between all personnel, including contractors. |  |  |
| 10.2 | There is a system in place for resolving safety and health issues. |  |  |
| 10.3 | A record is made of any consultation or communication relevant to safety and health matters. |  |  |
| 10.4 | Any elections for safety and health representatives have been properly conducted, and results notified to the State Mining Engineer. |  |  |
| 10.5 | New safety and health representatives have attended an accredited course as soon as possible when requested, and within 12 months of being elected. |  |  |

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