



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Resources Safety

Village: Occupational health and safety (OSH) audit – guide

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1 Adelaide Terrace, East Perth WA 6004
Postal address: Mineral House, 100 Plain Street, East Perth WA 6004
Telephone: (08) 9358 8002
ResourcesSafety@dmirs.wa.gov.au
www.dmirs.wa.gov.au

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Introduction

The scope of the 'Village' audit documents are designed to include operating standards associated with the management of villages, camps and accommodation facilities (mining infrastructure) associated with mining operations.

These audits were developed in 2016 and they are currently being trialled and assessed by the Department. They have also been made available to industry. The content will continue to be reviewed, and where appropriate updated, over the coming months. Minor changes were made in June 2017 including to incorporate audit points 2.10 – 2.13, 4.5 and 7.4.

The four 'Village' audit documents cover:

- Village: Occupational health and safety (OHS)
This broadly covers the safety standards associated with the management of occupational health and safety (OHS) matters (including aspects associated with administration, management, training, dangerous goods, traffic management, storage, food preparation, safety and health representatives, personal protective equipment and general aspects) at a village on a mine.
- Village: Infrastructure
This broadly covers the safety standards associated with the management of infrastructure matters (including aspects associated with mobile, prefabricated and permanent buildings and/or structures) at a village on a mine.
- Village: Electrical
This broadly covers the safety standards associated with the management of electrical matters (including management and technical aspects) at a village on a mine.
- Village: Mechanical
This broadly covers the safety standards associated with the management of mechanical matters (including aspects associated with workshops and other areas) at a village on a mine.

These audits have been developed to assist duty holders in their compliance with legal requirements under the mines safety legislation and other relevant legislation (e.g. Building Code of Australia), and to achieve good practice in village accommodation in the Western Australian mining industry. Though every effort has been made, the content is not exhaustive and duty holders should ensure they conduct a specific review of the mines safety legislation, and other state and national legislation (as applicable) to ensure compliance.

Where, in the intent, the word "verify" is used, this means that it is a regulatory requirement, which is mandatory and has to be complied with. Where, in the intent, the word "ensure" is used, it is not a mandatory requirement, but it does set out a recommended safe method which, if followed, should minimise the potential for an adverse incident to take place.

Accommodation situations cover the spectrum from long-term village accommodation to more transient camp arrangements (e.g. exploration camps). These audits have primarily been designed to address the fundamental aspects associated with village accommodation. However duty holders for more transient arrangements may find parts of the content applicable. Every effort should be made to risk assess and manage change as accommodation evolves.

Audits should be carried out by competent persons, properly authorised and appointed by the registered manager of the mine site.

While the occupational health and safety (OHS) audit is expected to take around 4 to 6 hours to complete, each of the other audits is expected to take less than 4 hours to complete, provided all necessary documentation is readily available and there is free access to all areas to inspect.

List of abbreviations

AS	Australian Standard
BCA	Building Code of Australia – is a requirement of the Western Australian Building Act and Building Regulations 2012
DMP	Department of Mines and Petroleum

EAP	Employee Assistance Programme
ELR	Electricity (Licensing) Regulations 1991
GP	Good practice – villages would be expected to adopt and achieve industry standards
ISO	International Standards Organisation
LR	Legal requirement – villages are expected to have addressed these items
MSIA	<i>Mines Safety and Inspection Act 1994</i>
MSIR	Mines Safety and Inspection Regulations 1995
NCC	National Construction Code series – is a requirement of the <i>Western Australian Building Act 2011</i> and Building Regulations 2012
NZS	New Zealand Standard
SRS	The Department of Mines and Petroleum's online Safety Regulation System
r.	Regulation (of the MSIR)
rr.	Regulations (of the MSIR)
s.	Section (of the MSIA)
ss.	Sections (of the MSIA)

Supporting documentation

Documentation referred to in the village audits can be found via the links below:

- State Law Publisher, www.slp.wa.gov.au
 - *Mines Safety and Inspection Act 1994*
 - Mines Safety and Inspection Regulations 1995
 - Electricity (Licensing) Regulations 1991
 - *Bushfire Act 1954*
- Department of Mines and Petroleum (DMP), mining safety publications, www.dmp.wa.gov.au/Safety/Mining-Safety-publications-16162.aspx
 - *Accident and incident reporting – guideline*
 - *Management of noise in Western Australian mining operations – guideline*
 - *Prevention and management of violence, aggression and bullying at work – code of practice*
- Department of Mines and Petroleum (DMP), General exemption: Approval for fit person to inspect classified plant, www.dmp.wa.gov.au/Safety/What-are-the-requirements-for-7947.aspx
 - *General exemption from Mine Safety and Inspection Regulation 6.40(1) and 6.40(3) (dated 5/12/2003)*
- Safe Work Australia, Publications and resources, www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/publication
 - *Hazardous Manual Tasks Model Code of Practice*
 - *National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015(2001)]*
 - Industrial lift trucks guidance material
- Department of Commerce, WorkSafe, High risk work licensing, www.commerce.wa.gov.au/worksafe/high-risk-work-licence
- National Transport Commission, Australian Dangerous Goods Code (Edition 7.4), www.ntc.gov.au/heavy-vehicles/safety/australian-dangerous-goods-code/
- Department of Health (WA), Australian drinking water guidelines, www.public.health.wa.gov.au/3/657/2/australian_drinking_water_guidelines.pm
- Australian Environmental Pest Managers Association, Industry codes of practice www.aepma.com.au/Codes-of-Practice
 - *Code of practice for Pest Management in the Food Industry in Australia and New Zealand*
- Food standards Australia New Zealand, Australia New Zealand Food Standards Code, www.foodstandards.gov.au/code/Pages/default.aspx
- Standard 3.2.2 *Food Safety Practices and General Requirements* (Australia only)
- Australian and other standards, SAI Global, <http://infostore.saiglobal.com/store/>
 - AS 1170 *Structural design actions – General principles*
 - AS 1170.1 *Structural design actions – Permanent, imposed and other actions*
 - AS 1319 *Safety signs for the occupational environment*
 - AS 1657 *Fixed platforms, walkways, stairways and ladders – Design, construction and installation*

- AS 1940 *The storage and handling of flammable and combustible liquids*
- AS 2359.1 *Powered industrial trucks – Powered industrial trucks*
- AS 2444 *Portable fire extinguishers and fire blankets – Selection and location*
- AS 3780 *The storage and handling of corrosive substances*
- AS 4084 *Steel storage racking*
- AS 4282 *Control of the obtrusive effects of outdoor lighting*
- AS 4332 *The storage and handling of gases in cylinders*
- AS 4452 *The storage and handling of toxic substances*
- AS 4801 *Occupational health and safety management systems – Specification with guidance for use*
- AS 5104 *General principles on reliability for structures*
- AS ISO 13822 *Basis for design of structures – Assessment of existing structures*
- AS/NZS 1680 *Interior lighting – Safe movement*
- AS/NZS 1891 *Industrial fall-arrest systems and devices*
- AS/NZS 3000 *Electrical installations (known as the Australian/New Zealand Wiring Rules)*
- AS/NZS 4600 *Cold-formed steel structures*
- AS/NZS ISO 9000 *Quality management systems – Fundamentals and vocabulary*
- AS/NZS ISO 31000 *Risk management – Principles and guidelines*

1 Administration

Administration

Point	Standard	Guideline
1.1	Company policies displayed (principal employer)	<p>Intent:</p> <p>To ensure that company policies of the principal employer are visible and readily accessible to a wide and representative section of employees in the organisation. Policies may be accessible on an intranet.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect site notice boards or intranet. Ensure that the policies are easily accessible. Speak with personnel to ensure they know where to locate documentation. Refer to AS 4801</p>
1.2	Contractor policies displayed (village operator)	<p>Intent:</p> <p>To ensure that company policies of the village operator are visible and readily accessible to a wide and representative section of employees in the organisation. Policies may be accessible on an intranet.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect site notice boards or intranet. Ensure that the policies are easily accessible. Speak with personnel to ensure they know where to locate documentation. Refer to AS 4801</p>
1.3	Management plans/procedures are in place related to occupational health and safety	<p>Intent:</p> <p>To ensure there are approved management plans and/or procedures related to occupational health and safety. These should address the requirements of AS 4801.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and view supporting documentation (e.g. safety and health policy). Refer to AS 4801</p>

1.4	Management plans/procedures are in place related to training	<p>Intent:</p> <p>To verify that there are approved management plans and/or procedures for the induction and training process for village workers. To ensure that training needs have been identified and are recorded and actioned appropriately.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that induction and training occurs for village workers. View supporting documentation such as induction and training records to ensure the process occurs. Refer to MSIR r. 4.13</p>
1.5	Management plans/procedures are in place related to fitness for work (e.g. alcohol and other drugs)	<p>Intent:</p> <p>To verify that there are approved management plans and/or procedures related to fitness for work (e.g. alcohol and other drugs).</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that fitness for work related policies and processes are in place. View supporting documentation. Refer to MSIR r. 4.7</p>
1.6	Management plans/procedures are in place related to bullying, violence and aggression	<p>Intent:</p> <p>To ensure that there are approved management plans and/or procedures related to bullying, violence and aggression. To ensure that systems are in place for identifying and addressing inappropriate behaviours.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and view supporting documentation. Refer to <i>Prevention and management of violence, aggression and bullying at work – code of practice</i>.</p>

1.7	Management plans/procedures are in place related to employee assistance programme (EAP)	<p>Intent:</p> <p>To ensure that there are approved management plans and/or procedures related to the Employee Assistance Programme (EAP). To ensure the service is free, confidential and addresses work and non-work related issues.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure workers are aware of the EAP service available. Determine if the EAP reporting process is confidential and maintains the privacy of individuals involved. View supporting documentation (e.g. EAP information pamphlets).</p>
1.8	There are systems for workplace injury and incident reporting	<p>Intent:</p> <p>To verify that formal systems are in place to identify and report all workplace injuries and incidents. To verify that all reportable incidents and injuries are reported in accordance with MSIA and MSIR to DMIRS.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and view supporting documentation. View the first aid records to ensure that both major and minor injuries are reported. Check that induction of employees and contractors includes requirements and expectations of injury and incident reporting. Sight SRS records and accident record book.</p> <p>Refer to MSIA Part 7, Division 2 MSIR r. 3.41</p>
1.9	There is a system for hazard reporting that identifies actions (both open and closed)	<p>Intent:</p> <p>To ensure that formal systems are in place to identify, report, record and address workplace hazards. To verify that hazards are addressed in a timely manner following the completion of an adequate risk assessment.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that hazards are reported. Sight recent hazard reports and the hazard register for the village. Sight risk assessment documentation to ensure that appropriate controls have been selected to address the hazard. Review identified actions required to implement controls to ensure these are completed in a timely manner.</p> <p>Refer to AS/NZS ISO 31000</p>

1.10	There is a system demonstrating employees procedural sign-off (safe work instruction)	<p>Intent:</p> <p>To verify there are systems in place to track workers records for training and assessment in safety procedures and systems of work. Training and assessment should be conducted on specific procedures and systems relating to the tasks the worker undertakes in their role. Verify that there is a system in place that identifies workers who require retaining and reassessment.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that they have been assessed as competent to safely complete required tasks. Verify that employees have been retrained and reassessed following a change to a safety procedure or system of work. Refer to MSIR r. 4.13(1)</p>
1.11	There is a current training matrix that is available to supervisors and employees	<p>Intent:</p> <p>To verify that there is a training matrix in place which identifies the training required for each role or position. To verify that the matrix is up to date and that training requirements are being met. To verify that training records are kept for a minimum of two years.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview training personnel. View the training matrix and associated training records. Verify that training records are retained for a minimum of two years following the record being made. Verify that workers are receiving the training as identified in the training matrix. Refer to MSIR r. 4.13(2)</p>
1.12	Appropriate first aid facility (equipment) is available	<p>Intent:</p> <p>To verify that appropriate first aid equipment is available to stabilise injured persons prior to the arrival of off-site resources. To verify that first aid equipment is proportionate to the hazards and level of risk workers are exposed to. To verify that consideration has been given to the proximity of the mine to other services such as hospital or medical facilities.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the workplace to view first aid facilities and equipment available. Ensure that first aid equipment is within expiry dates where relevant. Refer to MSIR r. 4.24</p>

1.13

First aid personnel are available

Intent:

To verify that an adequate number of first aid personnel are available on the site at all times. To verify that first aid personnel are suitably qualified.

Personnel:

As required

Method:

Interview personnel to ensure the number and availability of first aid personnel. View training records for first aid personnel. Sight training records to ensure that first aid workers are adequately trained to use equipment available.

Refer to MSIR r. 4.26

2 Management

Management

Point	Standard	Guideline
2.1	The village has a manager, or a person is appointed as a village manager by the Registered Manager of the mining operation	<p>Intent:</p> <p>To verify that the village has a manager, or a person that is appointed as a village manager by the Registered Manager of the mining operation.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>View the organisational chart to ensure there is a village manager appointed. Refer to MSIA s. 44(2)</p>
2.2	The manager or appointed manager is familiar with the reporting requirements under the MSIA and MSIR	<p>Intent:</p> <p>To verify that the village manager understands the requirements for reporting under the MSIA and MSIR, and is reporting as required.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that reporting requirements are understood. Sight the reporting system to verify that incidents and injuries are being reported. Verify that reportable incidents and injuries are reported to the DMIRS. Refer to MSIA Part 7, Division 2 - Accidents and occurrences MSIR r. 3.41 <i>Accident and incident reporting – guideline</i>, parts 2.1 and 3.1</p>
2.3	Managers and supervisors are provided with training (e.g. bullying awareness, communication, supervision)	<p>Intent:</p> <p>To verify that managers and supervisors are provided with adequate training to assist them in performing their role.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure adequate training is provided. View the training matrix to ensure that training needs have been identified for the management group. Verify that training (and re-training) has been completed as required. Refer to MSIR r. 4.13</p>

2.4	Adequate supervision has been provided for the size of the workplace	<p>Intent:</p> <p>To verify that there is adequate supervision for the workforce giving consideration to the span of control including number, and geographical location, of workers being supervised (e.g. 1 supervisor for every 8 – 12 workers).</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview supervisors and their workgroup. Identify the number of direct reports supervisors have. Ensure that supervisors have physical ability to coordinate and oversee the workplace and workers they are responsible for.</p> <p>Refer to MSIA s. 9</p>
2.5	A risk assessment for the village has been completed and is kept up-to-date	<p>Intent:</p> <p>To verify that a suitable risk assessment has been completed for village work areas. To verify that the risk assessment involves identification, assessment and control of risks. To verify that this risk assessment is current and is kept up-to-date.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and sight the village risk assessment. Ensure that hazards have been identified, risks assessed and controls implemented (preference should be given to higher level controls e.g. elimination, substitution, isolation and engineering).</p> <p>Refer to MSIA s. 9 MSIR r. 4.30</p>
2.6	There is a change management process in place	<p>Intent:</p> <p>To ensure that there are formal policies and procedures in place to manage change within the organisation.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and view supporting documentation. Verify that change management procedures are being adhered to by village management.</p>

2.7	A noise report has been completed by a competent person	<p>Intent:</p> <p>To verify that a noise survey and report have been completed for the village by a competent person. To verify that a Notification of noise report has been sent to the DMIRS in the approved format.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel and sight the noise report. Sight the Notification of noise report that is sent to the DMIRS. Sight the Noise Control Plan (NCP) if available (required 6 months following the completion of the noise survey). Ensure that recommendations and identified actions from the NCP are being carried out. Refer to MSIR Part 7, Division 1 Refer to <i>Management of noise in Western Australian mining operations – guideline</i></p>
2.8	An emergency management plan has been developed and implemented at the village (e.g. fires, cyclones, routes, muster points)	<p>Intent:</p> <p>To verify that the mine has an adequate emergency management plan in place that has been implemented. To verify that the emergency management plan identifies hazards that may cause an emergency at the village.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel on the development and availability of the emergency management plan. Sight supporting documentation such as emergency preparedness/management documentation. Refer to MSIR r. 4.30</p>

2.9	There are procedures in place to ensure reliable supply of potable water	<p>Intent:</p> <p>To verify that potable water is available and managed on site. This includes water for drinking, cooking and bathing/showering. To verify that a drinking water quality monitoring program is implemented which covers routine monitoring of water supplies.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that regular water quality testing is conducted. Sight water quality testing records and associated procedures requiring this to be completed. Sight drinking water management plan and supporting documentation to ensure that hazards have been identified and are being adequately controlled. Refer to MSIR r. 7.18 Refer to Department of Health (WA), Australian drinking water guidelines, www.public.health.wa.gov.au/3/657/2/australian_drinking_water_guidelines.pm Refer to Department of Health (WA) factsheet 'Minesites and Exploration Camps Drinking Water Quality Monitoring Requirements' http://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/water/PDF/Minesites%20and%20exploration%20camps%20drinking%20water%20quality%20compliance%20requirements.ashx</p>
2.10	There are security measures in place at the village	<p>Intent:</p> <p>To verify that the village has management procedures and resources in place to secure the village.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview management and security personnel. View supporting documentation. Verify that security personnel are adequately trained. Refer to MSIA s. 9</p>
2.11	There is a register of occupants in residence kept at the village	<p>Intent:</p> <p>To ensure that management and security personnel can efficiently identify the occupants of each room when required. To ensure that this register is kept up to date.</p> <p>Personnel:</p> <p>As required.</p> <p>Method:</p> <p>Interview management personnel. View supporting documentation including the register. Ensure there is a system in place to maintain the register.</p>

2.12	Duplicate keys for each room are available	<p>Intent: To ensure safe and efficient access to rooms is available in emergency scenarios.</p> <p>Personnel: As required.</p> <p>Method: Interview management and security personnel. Ensure the skeleton key or duplicate key system is only used to gain entry to rooms in emergency situations.</p>
2.13	Rooms are easily identifiable	<p>Intent: To allow for the easy identification of rooms through a numbering or equivalent system.</p> <p>Personnel: As required.</p> <p>Method: Observe the presence and condition of room numbers to ensure they are legible and match village maps that may be available.</p>

3 Training requirements and competencies

To assess verification of skills, knowledge and experience (commonly called verification of competency).

Point	Standard	Guideline
3.1	An employer(s) general induction is available and implemented	<p>Intent: To verify that an employers' general induction is available and being implemented for village workers.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to ensure that inductions occur for village workers. View supporting documentation such as induction and training records to ensure the process occurs. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>
3.2	A site-specific induction is available and implemented	<p>Intent: To verify that an employers' site specific induction is available and implemented.</p> <p>Personnel: As required</p> <p>Method: Sight the induction materials to verify that site specific information has been included. View supporting documentation such as induction and training records to ensure the process occurs. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>
3.3	Employees are provided with appropriate training (e.g. bullying awareness, communication, risk management)	<p>Intent: To verify that village employees are provided with appropriate training relevant to the tasks they are required to carry out.</p> <p>Personnel: As required</p> <p>Method: Interview training personnel and workers. Verify that workers are receiving the training as identified in the training matrix. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>

3.4	Employees are given adequate instruction and training in safety procedures and safe systems of work	<p>Intent:</p> <p>To verify that village employees are given adequate instruction and training in safety procedures and safe systems of work.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure they receive instruction and training, and understand the safety procedures and safe systems of work relevant to their work. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>
3.5	Employees are trained in manual handling	<p>Intent:</p> <p>To verify that village employees are trained in manual handling and hazardous manual tasks. To verify that this training provides information on the identification of hazardous manual tasks and managing the risks arising from those tasks.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview employees to verify they have received this training (or re-training when required). Check training records to ensure information and training about identifying hazardous manual tasks and managing risks arising from hazardous manual tasks is included in induction programmes and this training is refreshed regularly. Refer to MSIA s. 9 MSIR r. 4.13 <i>Safe Work Australia's Hazardous Manual Tasks Code of Practice</i></p>
3.6	Relevant employees are trained in chemical handling and use of safety data sheets (SDS)	<p>Intent:</p> <p>To verify that village employees are trained in the safe handling of chemicals and the use of safety data sheets (SDS). To verify that this training provides information on the identification of hazardous substances and managing the risks arising from those substances.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview employees to verify they have received this training (or re-training when required). Check training records to ensure information and training about identifying hazardous substances, managing risks arising from these hazardous substances and how to use SDS is included in induction programmes and this training is refreshed regularly. Refer to MSIR rr. 4.13, 7.21</p>

3.7	Employees hold necessary, current high risk work licence (e.g. forklift, EWP)	<p>Intent: To verify that village employees hold the necessary high risk work licences to complete their work.</p> <p>Personnel: As required</p> <p>Method: Sight high risk work licence(s) to ensure currency. Check training records to ensure that a copy of the high risk work licence is held by the employer. Refer to MSIR r. 6.37 WorkSafe (licensing requirements)</p>
3.8	Employees are trained in firefighting (e.g. fire extinguisher use)	<p>Intent: To verify that village employees are trained in the use of firefighting equipment.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to ensure training in firefighting has been completed. Sight training matrix and training records. Sight re-training records if appropriate. Refer to MSIR r. 4.30(2)(c)(vi)</p>
3.9	Employees are trained in fatigue management and prevention	<p>Intent: To verify that village employees are trained in fatigue management and prevention. To verify that this training provides information on identifying signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities. To verify that re-training takes place following changes to procedures.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to ensure that training in fatigue management has been completed. Sight training matrix and training records. Sight re-training records if appropriate. Refer to MSIA s. 9 MSIR r 4.13</p>

3.10	Employees are trained in emergency preparedness (e.g. evacuation, cyclone)	<p>Intent:</p> <p>To verify that village employees are trained in policies and procedures relating to emergency preparedness. To verify that re-training takes place following changes to procedures.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that training in emergency preparedness has been completed and personnel are aware of their responsibilities and actions in an emergency. Sight training matrix and training records. Sight re-training records if appropriate. Refer to MSIA s. 9 MSIR r. 4.13</p>
3.11	Employees are trained and assessed as competent to operate light vehicles around heavy mine equipment	<p>Intent:</p> <p>To verify that village employees who are required operate light vehicles are trained and assessed as competent to operate a light vehicle safely.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that they have undergone an assessment of competency to operate a light vehicle. Sight the traffic management plan to verify that this is a requirement of the plan. Sight training matrix, training records and verification of competency records. Sight re-training records if appropriate. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>
3.12	Employees are trained in traffic management (e.g. mining access, haul roads, vehicle and pedestrian separation)	<p>Intent:</p> <p>To verify that relevant village employees are trained in the traffic management plan for the site. To verify that re-training takes place following changes to the plan.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure that they have been trained in the traffic management plan. Sight training matrix and training records. Sight re-training records if appropriate. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>

3.13	Employees and supervisors carry out personal workplace inspections (e.g. 'Take 5')	<p>Intent: To verify that safe workplaces are being maintained by the completion of inspections on a regular basis.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to ensure that workplace inspections are taking place regularly. Sight daily inspection reports for the village. Refer to MSIR rr. 3.18, 3.22</p>
3.14	Employees hold speciality competencies where appropriate (e.g. snake handling, operating chain saws, ride-on mowers, golf buggy carts) where appropriate	<p>Intent: To ensure that specialist competencies have been identified to maintain a safe village workplace if appropriate. To ensure that training, assessment and re-training takes place as required.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to ensure that the specialist competencies have been identified as required. Sight training, assessment and re-training records.</p>

4 Dangerous Goods

Dangerous Goods

Point	Standard	Guideline
4.1	Safety data sheets (SDS) are available and appropriate to the inventory in each area or location	<p>Intent: To verify that safety data sheets (SDS) are available, current and appropriate to the inventory in each area or location.</p> <p>Personnel: As required</p> <p>Method: Sight SDS for hazardous substances. Interview personnel to ensure they are aware of the location they are stored. Refer to MSIR r. 7.21</p>
4.2	Bulk cleaning fluids stored within bund containment	<p>Intent: To verify that bulk cleaning fluids located in the village are stored in an appropriately bunded area of a sufficient size.</p> <p>Personnel: As required</p> <p>Method: Inspect the storage areas of bulk cleaning fluids in the village. Refer to MSIR Part 7, Division 3 Australian Dangerous Goods Code 7th edition AS 1940, AS 4452 and AS 3780</p>
4.3	Sufficient dangerous goods safety signage is displayed	<p>Intent: To verify sufficient safety signage is in place for dangerous goods stored or handled in the village. To verify that signage is correct, clearly visible and legible.</p> <p>Personnel: As required</p> <p>Method: Inspect village areas where dangerous goods are stored or handled for correct, visible and legible signage. Refer to MSIR r. 4.10 AS 1319</p>

4.4	There are procedures in place at the village for a vermin control program (e.g. mice, mosquitoes) and associated hazards (e.g. chemicals, poisons) are controlled	<p>Intent:</p> <p>To verify there are procedures in place to prevent and control pests, particularly in food preparation and storage areas. To verify that any chemicals associated with the program e.g. poisons and baits, are managed to reduce the risk of contamination.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure procedures for pest control have been implemented. Inspect food preparation areas to ensure controls are in place to prevent access to vermin to these areas. Sight evidence that poisons and other hazardous substances are adequately controlled. Refer to MSIR r. 7.18 <i>Code of practice for Pest Management in the Food Industry in Australia and New Zealand</i></p>
4.5	Fire extinguishers are in-date, located and signed appropriately	<p>Intent:</p> <p>To ensure that fire extinguishers are clearly identified and ready for use in the case of an emergency.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect village workplaces to assess location, testing and signage of fire extinguishers. Refer to AS 2444</p>
4.6	Chemical storage cupboards are self-closing, lockable, clearly marked and chemicals are segregated appropriately	<p>Intent:</p> <p>To verify that hazardous substances are stored correctly with suitable segregation and are unavailable to unauthorised personnel.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect hazardous substances storage cabinets in the village. Refer to MSIR Part 7, Division 3 Australian Dangerous Goods Code 7th edition AS 1940, AS 4452 and AS 3780</p>

4.7	Employees have adequate instruction and training in the appropriate use of biological controlling chemicals (e.g. disinfectant, herbicide, mould prevention)	<p>Intent:</p> <p>To verify that personnel are instructed on and understand the requirements of the safe handling of chemicals.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure they have received training on the safe handling of chemicals and that they understand these requirements. Refer to MSIA ss. 9-10 MSIR r. 4.13 <i>National Standard for the Storage and Handling of Workplace Dangerous Goods</i> [NOHSC: 1015(2001)] Australian Dangerous Goods Code 7th edition</p>
4.8	Employees have adequate instruction and training in the appropriate use of biological controlling chemicals (e.g. disinfectant, herbicide, mould prevention)	<p>Intent:</p> <p>To verify that personnel are instructed on and understand the requirements of the safe handling of chemicals.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure they have received training on the safe handling of chemicals and that they understand these requirements. Refer to MSIA ss. 9-10 MSIR r. 4.13 Refer to <i>National Standard for the Storage and Handling of Workplace Dangerous Goods</i> [NOHSC: 1015(2001)] Refer to Australian Dangerous Goods Code 7th edition</p>

5 Traffic (and pedestrian) management

Traffic (and pedestrian) management

Point	Standard	Guideline
5.1	A traffic management plan for the village has been developed and implemented	<p>Intent: To verify that a traffic management plan for the village has been developed and implemented.</p> <p>Personnel: As required</p> <p>Method: Sight traffic management plan. Interview personnel to ensure they are aware of the existence of the plan. Refer to MSIA s. 9 MSIR r. 6.17</p>
5.2	Walkways and handrails are adequately maintained	<p>Intent: To verify that walkways and handrails have been installed and are adequately maintained to prevent unwanted traffic/pedestrian incidents and interaction.</p> <p>Personnel: As required</p> <p>Method: Inspect village workplaces to assess the condition of walkways and handrails. Refer to MSIR r. 4.4 AS 1657</p>
5.3	Steps and ramps are adequately maintained	<p>Intent: To verify that steps and ramps have been installed and are adequately maintained to provide safe access and egress to buildings. To verify that steps are positioned in the correct place, clearly identified and the required number of steps meets the height of the entrance point.</p> <p>Personnel: As required</p> <p>Method: Inspect the village workplaces to assess the condition of steps and ramps. Refer to MSIR r. 4.4 AS 1657</p>

5.4	Lighting (e.g. buildings, pathways, parking) is adequately maintained	<p>Intent:</p> <p>To verify that suitable lighting has been installed and is maintained to provide adequate illumination in areas including buildings, pathway and carparks etc.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the village workplaces to assess the installation, condition and illumination of lighting. Refer to MSIR r. 5.27(1) BCA, v. 1, Table J6.2b Exterior – AS 4282 Interior – AS/NZS 1680</p>
5.5	Traffic management procedures (e.g. entry or exit, loading and unloading, spotting) have been developed and are implemented	<p>Intent:</p> <p>To verify that the traffic management plan and associated procedures cover interactions for entry and exit, loading and unloading etc. To verify that that village personnel have been trained and re-trained in these procedures when required.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Sight traffic management plan and associated procedures. Interview personnel to verify that they are aware of and have been trained in the traffic management plan and associated procedures. Sight training matrix, training and re-training records. Refer to MSIA ss. 9-10 MSIR r. 4.13</p>
5.6	Traffic controls (e.g. signage, crossings, parking areas, bus laydown) are adequately maintained	<p>Intent:</p> <p>To verify that suitable traffic controls have been installed and are maintained in the village to manage traffic and pedestrian interactions.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the village to assess the location and condition of traffic controls. Refer to MSIA s. 9</p>

6 Storage (dry and chilled)

Storage (dry and chilled)

Point	Standard	Guideline
6.1	Trolleys and manual lift forks are provided, fit-for-purpose, clearly load-rated and maintained	<p>Intent: To ensure that trolleys, manual lift forks and other manual task aids are fit for purpose and safe to use for the task.</p> <p>Personnel: As required</p> <p>Method: Inspect workplace and manual task aids available. Refer to AS 2359.1 Safe Work Australia's Industrial lift trucks guidance material</p>
6.2	Load rating of shelving is adequate and shelving is stable	<p>Intent: To verify that shelving units clearly display a safe load rating and are stable.</p> <p>Personnel: As required</p> <p>Method: Inspect workplace to verify that shelving units display load ratings and are stable. Refer to MSIR r. 6.21 AS 4084, AS/NZS 4600</p>
6.3	Items are stored in a stable manner and not overloaded (as per item no. 6.2)	<p>Intent: To ensure that shelving units are not overloaded and that items are being stored and stacked in a stable manner to prevent items falling from height.</p> <p>Personnel: As required</p> <p>Method: Inspect workplace to ensure that shelving units are not overloaded and stacked safely.</p>

6.4	Items stored appropriately, so they are not too heavy for the height they are stored at and the method of retrieval (e.g. manual handling)	<p>Intent:</p> <p>To ensure items are stored and stacked appropriate to their weight and size to minimise the risk of injury from manual handling.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect workplace to ensure that items are stored appropriately e.g. heavy items are not stacked too low or too high for safe storage or retrieval. Refer to Safe Work Australia's Hazardous Manual Tasks Code of Practice</p>
6.5	Safe access and egress from all cool rooms (exit from inside must be possible)	<p>Intent:</p> <p>To ensure village personnel have safe access and egress into and out of cool rooms; this includes the ability to exit when inside a cool room. To ensure equipment such as ramps and trolleys are fit for purpose and are not a hazard themselves.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect cool room areas to ensure access and egress points are free from hazards.</p>
6.6	Loading areas and stores are maintained and free from hazards	<p>Intent:</p> <p>To ensure that hazards have been identified for loading bays/areas and stores and appropriate controls have been implemented to minimise risk to village employees.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Sight risk assessment documentation. Inspect workplace to ensure that adequate controls have been implemented.</p>
6.7	Loading bay maintained in a safe condition (e.g. stops, rails, barricades)	<p>Intent:</p> <p>To ensure that loading bay areas are maintained in a safe condition including the maintenance of hard barricading to prevent traffic and pedestrian interaction.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the workplace to ensure that village employees working in this area are not exposed to hazards. Refer to <i>Building Code of Australia</i>, v. 2, parts 3.9.1 and 3.9.2 AS 1170.1</p>

7 Food preparation areas

Food preparation areas

Point	Standard	Guideline
7.1	Access to work areas should be clear and free of hazards	<p>Intent: To ensure that access and egress from food preparation work areas are clear and free of hazards.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace to ensure that village employees working in this area are not exposed to hazards. Refer to MSIA section 9</p>
7.2	Guarding is in place where appropriate (e.g. rotating and cutting equipment)	<p>Intent: To verify that employees are not exposed to hazards from dangerous parts of machinery during operation, adjustment or maintenance.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace to ensure guards are in place to minimise risk of injury. Refer to MSIR r. 6.2</p>
7.3	Adequate storage is available for all utensils (e.g. frying pans, pots, trays)	<p>Intent: To ensure that adequate storage is provided for all utensils used in the food preparation area so as not to create a hazard of cluttered or over stocked shelves.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace to ensure adequate storage is provided. Refer to MSIA s. 9</p>

7.4	Food storage is compliant with health standards and good manual handling practices.	<p>Intent:</p> <p>To ensure that food is stored to maintain hygiene, and raw foods are not stored above cooked foods. To ensure that heavy items are not stored above waist height. To verify that personnel have been trained in these procedures.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure they have been trained and understand procedures. Sight training matrix and training records. Sight re-training records if appropriate.</p> <p>Refer to Australia New Zealand Food Standards Code – Standard 3.2.2 – Food Safety Practices and General Requirements (Australia only)</p>
7.5	Hygiene and food temperature procedures are appropriately maintained (e.g. handling raw and cooked food, washing-up facilities, floors, containers, bain maries)	<p>Intent:</p> <p>To ensure that there are procedures in place to maintain hygiene, and food storage and preparation standards. To verify that personnel have been trained in these procedures.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to ensure they have been trained and understand the procedures. Sight training matrix and training records. Sight re-training records if appropriate.</p> <p>Refer to Australia New Zealand Food Standards Code – Standard 3.2.2 – Food Safety Practices and General Requirements (Australia only)</p>
7.6	Hot surfaces are protected and appropriately signed	<p>Intent:</p> <p>To ensure that all hot surfaces are protected where possible and signed to minimise the risk of burns to employees.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the workplace for hot surfaces. Interview employees to ensure they know which surfaces are hot and where hot equipment (saucepans, pots etc.) can be safely placed when hot.</p>

7.7	Appropriate personal protective equipment (PPE) for food preparation (e.g. cut resistant gloves, aprons, rubber gloves, hair nets) is supplied and utilised	<p>Intent: To verify that appropriate PPE has been identified and is supplied and used to minimise the risk of injury and/or food contamination.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify they understand the requirements for PPE in the food preparation areas and verify that they are wearing what is required. Refer to MSIA s.10(2)(b) MSIR r. 4.1(1)(a)</p>
7.8	Wet areas have non-slip flooring or mats	<p>Intent: To ensure that flooring in wet areas are non-slip to minimise the risk of injury from slips or trips.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace to ensure that non-slip flooring or equivalent is present in wet areas.</p>

8 Safety and health representatives [SHRep(s)]

Safety and health representatives [SHRep(s)]

Point	Standard	Guideline
8.1	SHRep(s) have been appointed	<p>Intent: To verify that when formally requested, SHReps are elected and appointed to represent workers in managing safety and health in the workplace.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify that SHReps have been appointed. Sight SHRep election and appointment records. Refer to MSIA s. 54</p>
8.2	Election of SHRep(s) was by secret ballot	<p>Intent: To verify that the SHRep election votes are anonymous.</p> <p>Personnel: As required</p> <p>Method: Interview personnel involved in the SHRep election. Sight associated election policies, procedures or documents. Refer to MSIA s. 56(8)</p>
8.3	Notification of election of SHRep(s) given to elected person, employer and to State mining engineer	<p>Intent: To verify that prompt official notice is given to the State mining engineer no later than seven days after the election. To verify that notice is also given to site management and those successfully elected to the position.</p> <p>Personnel: As required</p> <p>Method: Sight notification records. Refer to MSIA s. 56(10)</p>

8.4	SHRep(s) have attended an introductory course within the first 12 months of being elected	<p>Intent:</p> <p>To verify that newly appointed SHReps are fully aware of their roles and functions through attending formal training within 12 months of being elected. To verify that this training is provided by an accredited Registered Training Organisation (RTO). To verify that this training is provided at no cost to SHReps.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to verify SHReps have attended formal training. Sight training records. Refer to MSIR r. 2.6(3)</p>
8.5	Facilities and assistance are provided to SHRep(s)	<p>Intent:</p> <p>To verify that SHReps have access to the appropriate supporting facilities to assist in performing their SHRep duties.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to verify the facilities available to SHReps. Inspect facilities available. Refer to MSIA s. 60(7)</p>
8.6	Managers and SHRep(s) are aware of the functions of a SHRep	<p>Intent:</p> <p>To verify that all levels of management and elected SHReps have been trained in, and understand, the role of a SHRep in the workplace. To verify that communication channels between management and SHReps are effective.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to verify they understand the role and responsibilities for SHReps. Sight SHRep training records. Refer to MSIA s. 53</p>
8.7	SHRep(s) permitted to attend safety committee meetings	<p>Intent:</p> <p>To verify that SHReps are invited to, and are permitted to, attend safety committee meetings.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Interview personnel to verify that SHReps are given the opportunity to attend safety committee meetings. Sight committee meeting minutes and attendance registers. Refer to MSIA s. 53(1)(e)</p>

8.8	SHRep(s) notified without delay of any accident or occurrence in a part of the mine where employees who are represented work.	<p>Intent: To verify that SHReps are promptly informed of accidents, incidents and dangerous occurrences that occur in their work area.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify that this notification is provided promptly. Sight associated documentation such as procedures and policies that requires this notification. Refer to MSIA s. 60(6)</p>
8.9	In the event of an accident or incident SHRep(s) carry out an appropriate investigation	<p>Intent: To verify that SHReps participate in investigations in their work area, contribute to the investigation findings and inform other workers of the incident and outcomes.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify SHReps are involved in investigations for their work area. Sight investigation records. Refer to MSIA s. 53(1)(b)</p>
8.10	There is a process in place to ensure a SHRep(s) or worker is not disadvantaged by any employer for raising a health and safety issue	<p>Intent: To verify that a SHRep is not discriminated against whilst performing the functions of a SHRep. To verify that a worker is not discriminated against for providing assistance, or information to a SHRep or making a complaint in relation to safety or health.</p> <p>Personnel: As required</p> <p>Method: Interview personnel. Sight documentation including anti-discrimination policies. Refer MSIA ss. 68A, 68B, 69</p>
8.11	There is a procedure in place to resolve any conflicting safety and health issues	<p>Intent: To verify that a resolution procedure is in place for dealing with safety and health matters.</p> <p>Personnel: As required</p> <p>Method: Interview personnel. Sight conflict resolution procedures and associated documentation. Refer MSIA s. 70</p>

9 Personal protective equipment (PPE)

Personal protective equipment (PPE)

Point	Standard	Guideline
9.1	Employees are provided with adequate PPE as is practicable, to protect them against hazards, without cost to the employees	<p>Intent: To verify that employees have access to suitable PPE. To verify PPE is provided to the employee at no cost.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify the availability of PPE. Sight available PPE. Refer to MSIA s.9(1)(d)</p>
9.2	Employees wear or use PPE provided to protect them against any hazards	<p>Intent: To verify that employees wear PPE as supplied and directed by the principal employer.</p> <p>Personnel: As required</p> <p>Method: Refer to MSIA s.10(2)(b) MSIR r. 4.1(1)(a)</p>
9.3	Employees are properly fitted with such PPE and are properly instructed in its use by a competent person	<p>Intent: To verify that employees are instructed in the correct use of PPE as supplied by the principal employer. To verify that PPE is adequate and fit for purpose.</p> <p>Personnel: As required</p> <p>Method: Interview personnel to verify they have been trained in the correct use of PPE as supplied by the principal employer. Sight training records. Refer to MSIR r. 4.1(1)(b)</p>
9.4	Employees must ensure that loose clothing, personal adornments and hair are confined so as to prevent entanglement with any machinery, electrical equipment or other device in the workplace	<p>Intent: To verify that employees are dressed and groomed appropriately to reduce the risk of injury or incident from entanglement.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace to verify that employees are dressed and groomed so as to reduce the risk of entanglement. Sight supporting documentation that outlines these requirements. Refer to MSIR r. 4.1(5)</p>

9.5	All personnel wear properly adjusted and securely fastened seatbelts when driving or travelling in vehicles	<p>Intent:</p> <p>To verify that all employees wear a seatbelt when driving or travelling in vehicles around the village. To verify that all seatbelts are properly adjusted and securely fastened.</p> <p>Personnel:</p> <p>As required</p> <p>Method:</p> <p>Inspect the workplace and vehicles to verify that vehicles are fitted with suitable seatbelts that are in good working order. Refer to MSIR r.4.16.(3)</p>
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10 General aspects

General aspects

Point	Standard	Guideline
10.1	Floors are adequately maintained and are kept clear of trip hazards	<p>Intent: To ensure that employees work in a workplace where the risk of trip and fall incidents is reduced.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace. Refer to MSIA s. 9</p>
10.2	Exercise facilities at the village are adequately maintained and there is a procedure for their safe use (e.g. induction and instruction for equipment)	<p>Intent: To ensure that all recreational exercise facilities are maintained in good working order. To ensure that employees who use the facilities are instructed on the correct use of equipment.</p> <p>Personnel: As required</p> <p>Method: Inspect exercise facilities and equipment. Sight training and induction records. Refer to MSIA s. 9</p>
10.3	There is a process for collecting and disposing of rubbish (manual or mechanical), and equipment is adequately maintained (e.g. purpose-built, trailer with cage)	<p>Intent: To verify that a safe system of work is in place to collect and dispose of rubbish in the village areas including both communal and private areas. To verify that mechanical processes for collecting rubbish are completed in a manner that the tasks are free from hazardous conditions. To verify that manual rubbish collection has been risk assessed and procedures are in place to ensure the likelihood of injury or illness due to exposure to manual handling and/or biological hazards is minimised.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace and observe rubbish collection tasks. Sight procedures for rubbish collection. Interview personnel to verify the safe system of work is being adhered to. Refer to MSIR rr. 6.2, 6.20-21, 7.12</p>

10.4	All areas have an acceptable level of housekeeping, so no person is exposed to a hazard	<p>Intent: To verify that workplaces and village areas are kept in a tidy and ordered manner to reduce the risk of harm.</p> <p>Personnel: As required</p> <p>Method: Inspect the village workplaces to verify that acceptable housekeeping standards are in place. Refer to MSIA ss. 9-10</p>
10.5	Fire alarms are installed in all buildings and rooms	<p>Intent: To verify that fire alarms have been fitted to all buildings and all accommodation rooms to alert occupants of a potential outbreak of fire. To verify that there is an adequate and regular maintenance system in place to ensure installations are in safe working order.</p> <p>Personnel: As required</p> <p>Method: Inspect the workplace and accommodation rooms for the presence of fire alarms. Sight maintenance and testing records. Refer to MSIR r. 5.27(1) BCA</p>