**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

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**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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**Purpose**

To provide a process and mechanism for the prevention of injury, illness, environmental harm or property damage within ***(insert company name)*** through the identification, assessment and elimination or control of workplace hazards and risks.

The aim of this procedure is to encourage all personnel to have a proactive approach to the identification, assessment, elimination or control of hazards and risks within ***(insert company name)***.

**Scope**

This procedure applies to all visitors, contractors and employees attending ***(insert mine/quarry name)*** site.  
  
**Definitions**

**Hazard Management:** A process where hazards are identified, risk assessed, eliminated or controlled so that injury, illness, property damage or environmental harm is removed or reduced.

**Hazard:** Something that has the potential to cause harm (injury or damage).

**Risk:** The probability and consequences of the level of harm occurring.

**Risk Assessment:** The process of deciding how dangerous or potentially severe a hazard is.

**Control Measures:** The process of eliminating or minimising the risk of harm.

**Hierarchy of Control:** The tool used when determining how risks are to be managed.

**Supervision**: Manager, Supervisor or Team leader.

**Responsibilities**

***Guidance note (delete this later):*** *Below is an example of positions and responsibilities. The positions will need to be modified to suit your operation and organisational structure. This could include Management, Site Administrators, and Work Health and Safety personnel, Supervisors and Health and Safety Representatives.*

All parties involved with work of any nature have responsibilities in regards to workplace health and safety under the *Work Health and Safety Act 2012* (SA) and *Work Health and Safety Regulations 2012* (SA). Sound environmental management is also a legislative requirement.

This includes Officers, Managers, Supervisors, Workers and others.

**Workers:**

* Take immediate actions or start the process to eliminate or control a hazard when identified.
* Report Hazards immediately to their immediate supervision and discuss appropriate control measures.
* Complete **PART A** of the Hazard Report Form **(Appendix A)** and forward form to Supervision.

**Supervision:**

* Ensure all personnel under their control are trained and competent in identifying and reporting hazards by ensuring they have undertaken ongoing adequate training.
* As with all workers, report any Hazard that might impact on the health and safety of workers, plant or the environment.
* Investigate the Hazard and complete the Hazard Investigation found section in **PART B** of the Hazard Report Form **(Appendix A)**.

**Supervision continued:**

* Assess whether Hazards can be eliminated immediately or require appropriate control measures.
* Assess the Hazards severity using the Risk Assessment Matrix **(Appendix B)** to identify the risk level and complete the Hazard risk rating section in **PART B** of the Hazard Report Form.
* Using the “Hierarchy of Control”, engage in consultation with Health and Safety Representatives (HSRs) and workgroups to identify appropriate control measures.
* Complete the action taken to implement controls and Hierarchy of Controls section in **PART B** of the Hazard Report Form.
* Ensure **PART B** of the Hazard Report Form is **fully completed** and signed off only when totally satisfied that the Hazard is either eliminated or adequately controlled.
* Provide feedback to the worker who raised the Hazard Report Form.
* Review and monitor the effectiveness of the control measures by ensuring the implementation of ongoing routine workplace Inspections and the continual use of this procedure within their area of responsibility.

**Health and Safety Representatives: (Only where one has been elected by the workgroup)**

* As with all workers report any Hazard that might well impact on the safety of workers or the environment.
* Assist workers in filling out **PART A** of the Hazard Report Form **(Appendix A)**.
* Assist Supervision in defining appropriate control measures in **PART B** of the Form.
* Ensure all Hazard Reports are raised and discussed at the monthly Work Health and Safety meetings / toolbox or pre-start meetings.

***(insert position title e.g. Work Health and Safety Coordinator)*:**

* Verifies Hazard has been controlled and signs off on the Hazard Report Form.
* Maintains a Hazard Report Register.
* Provides statistical performance indicator of Hazard control closure.
* Retains Hazard Report Forms for a minimum period of 3 years.

**Managers:**

* Ensure all personnel under their control are trained and competent in identifying and reporting Hazards by ensuring they have undertaken ongoing adequate training.
* As with all workers, report any Hazard that might impact on the health and safety of workers, plant or the environment.
* Ensure adequate resources are made available to control hazards which have been identified and assessed, within their own key area of responsibility.
* Regularly review and monitor key performance indicators and risk management strategies related to Hazard management.
* Ensure implementation and continual use of this procedure within their area of responsibility.
* Ensure the Hazard controls are suitable and effective.
* Ensure the Hazard Report Form **(Appendix A)** is **fully completed** and **signed off**, and is forwarded to ***(insert position title)*** for record keeping**.**

***(insert company forum e.g. Work Health and Safety Committee, Management meeting)*:**

* Review Hazard Report completion rates as a key performance indicator.
* Recommend and instigate improvement programs if failures are identified within the system.

**Training and Authorisation**

All new and existing workers shall be instructed on Hazard Identification and the process for Hazard Management as part of their company induction, training modules and refresher training.

**Revision**

This Procedure will be revised as required and at no later than two years from the date of last major revision.  
  
**SUPPORTING DOCUMENTATION***Work Health and Safety Act 2012* (SA), Section 19

*Work Health and Safety Regulations 2012* (SA)

*The Environment Protection Act 1993* (SA), Section 25 – General Environmental Duty

How to Manage Work Health and Safety Risks, Code of Practice (SafeWork SA)

**Appendix A:** Hazard Report Form

**Appendix B:** Risk Matrix and Legend

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Review / Edit Date** | **Reason for Review** | **By whom reviewed** |
| 1 | dd.mm.yyyy | New document | Joe Bloggs |
|  |  |  |  |

|  |  |
| --- | --- |
| **Name:** |  |
|  | ***(insert position title e.g. Managing Director)*** |
| **Signed:** |  |
|  |  |
|  |  |
| **Date:** |
|  |

**Appendix A**

**HAZARD REPORT FORM**

**PART A: HAZARD IDENTIFICATION – TO BE COMPLETED BY WORKER**

|  |
| --- |
| Workers Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Reported: / am / pm Date: / /  Workers Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Exact Location of Hazard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Description of Hazard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Workers Suggested Solution to control the Hazard:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Worker’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PART B: TO BE COMPLETED BY SUPERVISION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Investigation Found**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Can Hazard be Eliminated Immediately?**  **YES** Supervision to eliminate Hazard and signoff Part B then forward to Health and Safety Representative.  Describe Actions Taken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **NO** SupervisiontoAssess Hazard and determine Risklevel (Refer to Risk Assessment Matrix) | | | | |
| **Risk Rating** | **Hierarchy of Control Used:** (one or combination) | | | |
| **Extreme:** Stop work until risk control implemented  **High:**  Implement risk control within 3 days  **Moderate:** Implement risk control within 1 week  **Low:**  Regularly monitor hazard | **Substitution**  **Engineering**  **Administration Safe Operating Procedure / Training**  **Personal Protective Equipment** | | | |
| **Risk Control Measure Action Plan: Supervision (in consultation with worker) determines** **and implements risk controls.** | | | | |
| **Action** | | **Responsibility** | **Target Date** | **Completed** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| Are Controls Completed and Assessed? **YES** **Do Not pass on unless risk has been Satisfactorily Controlled!** | | | | |
| Feedback to Worker who raised Hazard Report Form? **YES** | | | | |
| Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**PART C – TO BE COMPLETED BY *(insert position title e.g. Work Health and Safety Coordinator)***

**Hazard has been Assessed and Controlled**

***(insert position title e.g. Work Health and Safety Coordinator)***

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART D – TO BE COMPLETED BY MANAGER**

**Hazard has been Assessed and Controlled to my satisfaction**

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**

**RISK ASSESSMENT MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK MATRIX** | | | | | |
| **Likelihood** | **Consequences** | | | | |
| **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Catastrophic** |
| **A - Almost   Certain** | **M** | **H** | **E** | **E** | **E** |
| **B - Likely** | **M** | **H** | **H** | **E** | **E** |
| **C - Possible** | **L** | **M** | **H** | **H** | **E** |
| **D - Unlikely** | **L** | **L** | **M** | **H** | **H** |
| **E - Rare** | **L** | **L** | **M** | **H** | **H** |

| **Risk Matrix Legends** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rating** | | | **Safety** | | **Health** | | **Environment** |
| **1**  **Minor** | | | Single minor injury to one person.  First aid or no treatment required. No lost time. | | Reversible health effects of minor concern only requiring minor first aid treatment. | | Issues of non-continuous nature with promptly reversible impact or consequence (e.g. within shift).  Low-level incident, site contained. |
| **2**  **Moderate** | | | Medically treated injury. Reversible injury.  Does not lead to restricted duties. | | Reversible health effects of concern that results in medical treatment but does not lead to restricted duties. | | Issues of a non-continuous nature and minor impact and consequence.  Low-level incident, site contained. Short term reversible (e.g. within days). |
| **3**  **Serious** | | | Reversible injury or moderate irreversible impairment.  Less than 10 days lost time. | | Severe but reversible health effects.  Results in a lost time illness of less than 10 days. | | Issues of a continuous nature - limited impact and consequence Incident resulting in some site contamination.  Medium term recovery impact. |
| **4**  **Major** | | | Severe irreversible damage to one or more persons.  Lost Time Injury greater than 10 days. | | Severe and irreversible health effects or disabling illness. | | Compliance issue with large fine, media attention. Serious harm not immediately recovered. Significant site contamination or off-site impact. Long term recovery. |
| **5**  **Catastrophic** | | | Fatality.  Permanent disabling injuries. | | Life threatening or permanently disabling illness. | | Issues of a continuous nature with major long-term impact and potentially serious consequences |
|  | | | | | | | |
| **Rating** | **Descriptor** | | | **Description** | | **Suggested Frequency** | |
| **A** | Almost certain | | | The event is expected to occur | | Recurring event during the lifetime of a project / operation e.g. More than once per month. | |
| **B** | Likely | | | The event will probably occur | | Event that may occur frequently during the lifetime of a project / operation e.g. At least once per year. | |
| **C** | Possible | | | The event should occur | | Event that may occur during the lifetime of a project / operation e.g. Once in 3 years. | |
| **D** | Unlikely | | | The event could occur | | Event that is unlikely to occur during the lifetime of a project / operation e.g. Once in 10 years. | |
| **E** | Rare | | | The event may occur only in exceptional circumstances | | Event that is very unlikely to occur during the lifetime of a project / operation e.g. Once in 15 years. | |
|  | | | | | | | |
| **Rating** | | **Definition** | | | | **Level of Involvement** | |
| **Extreme** | | Cease work - No works shall be conducted until controls are implemented to reduce the risk level.  Immediate formal risk assessment required. | | | | The most senior person on site (Chief Executive Officer, Managing Director, General Manager) must review and approve risk control measures before allowing work to recommence. | |
| **High** | | Corrective action required.  Normally permits required to perform work.  Safe Work Procedure or Job Hazard Analysis is mandatory. | | | | Mine Operator and / or Quarry Manager review required. | |
| **Moderate** | | Corrective action required. Job Hazard Analysis or Safe Work Procedure required. | | | | Supervisor / Superintendent review required. | |
| **Low** | | Corrective action where practical.  Take 5 risk assessment required. | | | | Supervisor to manage by routine procedures at operational level. | |