

**Work Health and Safety**

**Management Plan Template**

Promoting Work Health and Safety in the Workplace

**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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January 2020

**Forward**

On the 1st January 2014 there were changes to the *Work Health and Safety Regulations 2012* (SA) and Chapter 10 (Mines) was enacted. A major part of the requirements of Chapter 10 is Regulation 621 - Duty to establish and implement a Safety Management System. Regulation 621 states that a mine operator must establish and implement a Safety Management System for the mine and that the Safety Management System must be documented.

Let us examine what is a “Safety Management System” (SMS) and a “Safety Management Plan” (SMP).

Firstly, the Safety Management System is a key element of a comprehensive business management system designed to manage and control health and safety risks in the workplace. A Safety Management System provides a systematic way to identify hazards and control risks while maintaining assurance that these risk controls are effective.

The Safety Management System must be designed to be used by the Mine Operator as the primary means of ensuring:

 The health and safety of workers at the mine; and

 That the health and safety of other persons is not put at risk from the mine or work carried out as part of mining operations.

***Note:*** *It is a requirement of Regulation 621, that the Safety Management System for the mine must form part of any overall Management System that is in place at the mine.*

Secondly, a Safety Management Plan is a document that sets out how your specific business manages its legal obligations to provide a healthy and safe place of work and safe systems of work. This is documenting your Safety Management System.

The key items that (as a minimum) must be included in the Safety Management Plan are:

 Work Health and Safety Policy Statement;

 Roles and Responsibilities in managing health and safety;

 Consultation methods (how the Person Conducting a Business or Undertaking (PCBU) and workers consult on safety issues);

 Hazard management and risk identification and control methods;

 Inspections and monitoring;

 Safe work procedures (sometimes called Job Safety Analysis (JSA), Safe Work Procedure

(SWP), Safe Work Instruction (SWI), or Safe Work Method Statement (SWMS); and

 Accident and return to work processes.

This Work Health and Safety Management Plan template will assist and guide you through developing your site specific Work Health and Safety Management Plan.

**Instructions**

It is important that you completely review this tool prior to use and ensure that where required changes in terminology, titles, etc. are made to ensure that this document will accurately reflect your organisation’s structure.

1. Remove all ***“(insert company name)”*** sections and replace with registered business name

2. Remove all ***“(insert name of quarry/mine)”*** sections and replace with quarry/mine pit name.

3. Remove all ***“(insert senior management position e.g. site manager)”*** and replace with relevant position

4. Remove all ***“(insert location)”*** sections and replace with identified site location

5. Delete cover page, back page, forward and instruction section above once document is completed

6. Delete all MAQOHSC wording on headers and footers and replace with own business name

7. Delete all ***“Note”*** sections from document

8. Ensure that the page numbers in the footer align with the correct page in the document.

**Work Health and Safety**

**Management Plan Template**

***(Insert Company Name and Company***

***Logo or Site Photo)***

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**1. Introduction**

A Work Health and Safety Management System (WHSMS) describes how work health and safety can be maintained and working conditions continually improved. Establishing and observing a Work Health and Safety Management System properly also means effective observance of legislative requirements.

Safety at work is best ensured when it is a natural part of everyday working practices.

**2. Purpose and Scope**

This Work Health and Safety Management Plan (WHSMP) specifically describes ***(insert company name)*** Work Health and Safety Management System for all its operations.

Its purpose is to enable ***(insert company name)*** to provide a workplace in which all of its workers and contractors can work injury and illness free. Its scope includes the ***(insert name of quarry / mine)***, and all operations owned or operated by ***(insert company name)***.

**3. Company Overview**

***(insert an overview of your company)***

*In the first paragraph you will need to detail the company’s trading name, if it is a partnership / joint venture, etc.*

*Paragraph two will detail your quarry / mines location, product/s mined, details of any processing of mined ore / product and details of any other leases held.*

***Note:*** *The description below is an example only.*

MAQOHSC Pty Ltd (MQ) is a mining company focusing on Copper and Gold, based in Fleurieu

Peninsula, South Australia. MQ is a wholly Australian owned company formed in January 1988.

The Company’s prime asset is the ABC Project, located 80km south of Adelaide in the Fleurieu Peninsula region of South Australia. It involves the open cut mining of copper / gold ore located in two separate Mineral Leases and two Exploration Licences. We produce heavy mineral concentrate which is separated to produce copper and gold concentrate. MQ also holds an exploration tenement portfolio covering over 11,000 km² within the Fleurieu Peninsula region in South Australia.

**4. References**

*Work Health and Safety Act 2012* (SA)

*Work Health and Safety Regulations 2012* (SA) *Mines and Works Inspection Act 1920* (SA) *Mining Act 1971* (SA)

*Dangerous Substances Act 1979* (SA)

*Explosives Act 1936* (SA)

*Electrical Act 1996* (SA)

*Training and Skills Development Act 2008* (SA)

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

Hazardous Manual Tasks, Code of Practice (SafeWork SA)

Managing Risks of Hazardous Chemicals in the Workplace, Code of Practice (SafeWork SA) Managing Electrical Risks in the Workplace, Code of Practice (SafeWork SA)

Managing the Risks of Falls at Workplaces, Code of Practice (SafeWork SA) Welding Processes, Code of Practice (SafeWork SA)

Work Health and Safety Consultation, Co-operation and Co-ordination, Code of Practice

(SafeWork SA)

Roads and Other Vehicle Operating Areas, Draft Code of Practice (Safe Work Australia)

AS 2865:2009 - Confined Spaces

AS 2444:2001 - Portable fire extinguishers and blankets – Selection and location (fixed buildings) AS 1851:2012 - Routine service of fire protection systems and equipment

AS 5062:2016 - Fire protection for mobile and transportable equipment

AS 1755 - Conveyors – Safety requirements AS 4024:2014 - Safety of machinery (series) AS 1788:1987 - Abrasive wheels

AS 1418.1:2002 - Cranes, hoists and winches – General requirements

AS 2550.1:2011 - Cranes, hoists and winches – Safe use – General requirements

AS 2550.5:2016 - Cranes, hoists and winches – Safe use – Mobile cranes

AS 1418.17:1996 (R2016) - Cranes (including hoists and winches) – Design and construction of work boxes

AS 1418.14:1996 - Cranes (including hoists and winches) – Requirements for cranes subject to arduous working conditions

AS 1179:1972 - Glossary of terms for rubber hose

AS 1180:1972 - Methods of test for hose made from elastomeric materials

AS 3791:1991 - Hydraulic hose

AS 1657:2013 - Fixed platforms, walkways, stairways and ladders – Design, construction and installation

AS 1892.1:1996 - Portable ladders - Metal

AS 2790:1989 - Electricity generating sets – Transportable (Up to 25kW) AS/NZS 1576 - Scaffolding

AS/NZS 4576:1995 - Guidelines for scaffolding

AS/NZS 1841.1:2007 - Portable fire extinguishers – General requirements

AS/NZS 3000:2007 - Electrical installations (known as the Australian/New Zealand Wiring Rules) AS/NZS 3007:2013 - Electrical equipment in mines and quarries – Surface installations and associated processing plant

AS/NZS 3012:2010 - Electrical installations – Construction and demolition sites

AS/NZS 2554:1998 - Hose and hose assemblies for air

AS/NZS 1869:2012 - Hose and hose assemblies for liquefied petroleum gases (LP Gas), natural gas and town gas

AS/NZS 3760:2010 - In-service safety inspections and testing of electrical equipment

AS/NZS 3010:2005 - Electrical installations – Generating sets

**5. Leadership and Commitment**

All Management shall provide a commitment to address Work Health and Safety issues and shall provide visible proactive leadership to achieve the highest attainable standards in the workplace, natural and local environments.

***Note:*** *The Safety Management System must detail the management structure for management of*

*Work Health and Safety at the mine including:*

 *Arrangements for filling temporary and permanent vacancies; and*

 *Requirements relating to acting positions in the structure; and*

 *The competency requirements for positions in the structure.*

***(insert company name)*** shall ensure a commitment is sought from personnel that they commit to the same Work Health and Safety goals for the Project.

**5.1 Work Health and Safety Policy**

***(insert company name)*** maintains an integrated Work Health and Safety policy that is appropriate to the nature, scale, complexity and location of the mining operations and the safety and health impacts of the Company’s activities, products, services and commitments. The Policy is approved by the ***(insert position and name of most senior person eg: Managing Director, Joe Bloggs)***. The Policy is available to all stakeholders and is on display in ***(insert location)***.

**5.2 Policy Review**

The ***(insert company name)*** Work Health and Safety Policy shall be reviewed at least every two years.

**5.3 Objectives and Targets**

In order to ensure the effectiveness and continual improvement of the ***(insert company name)*** Work Health and Safety Management System, ***(insert company name)*** shall identify and implement measurable objectives and targets.

**6. Legal Requirements**

***(insert company name)*** has a clearly defined ongoing responsibility and commitment to Workplace Health and Safety in accordance with relevant State Acts / Regulations, Mines Work Health and Safety Legislation, Codes of Practice and Guidelines. All ***(insert company name)*** workers / operations will abide / align with the minimum requirements of ***(insert company name)*** Work Health and Safety Management Plan and site Work Health and Safety requirements.

This Management Plan lists the minimum requirements to comply with Work Health and Safety targets and objectives of the projects undertaken so that all stakeholders may achieve a safe and healthy workplace.

The Work Health and Safety performance of ***(insert company name)*** shall be reviewed and audited on a regular basis against the requirements of this plan. Results of these audits shall be used to assess workplace health and safety performance and compliance in accordance with all statutory and ***(insert company name)*** requirements.

Information, consultation and instruction is seen by ***(insert company name)*** as the means of raising awareness of hazards in the workplace and reducing accidents and injuries. This Management Plan has been developed so that it may be used by all our workers.

**7. Roles and Responsibilities**

The areas of accountability and responsibility for all personnel are defined and documented below. These accountabilities and responsibilities define the minimum performance requirements of the specified roles and may be further detailed in position descriptions, appointment letters and individual procedures.

**7.1 Duties**

All parties involved with work of any nature have a responsibility for safety and health at work under Work Health and Safety legislation. Sound environmental management is also a legislative requirement. This includes the Person Conducting the Business or Undertaking (PCBU), Officers, Managers, Supervisors, Workers and others.

The primary duties under the *Work Health and Safety Act 2012* (SA), in broad terms, include:

 A Person Conducting a Business or Undertaking must ensure, so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by the person and workers whose activities in carrying out work are influenced or directed by the person while the workers are at work;

 A Person Conducting a Business or Undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;

 Workers must take reasonable care for his or her own health and safety;

o Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

o Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with the Act.

**7.2 Officers**

Section 27 of the *Work Health and Safety Act 2012* (SA), states that an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Officers of ***(insert company name)*** must demonstrate due diligence by:

 Acquiring and keeping up-to-date knowledge of Work Health and Safety matters;

 Gaining an understanding of the nature of ***(insert company name)*** operations and the hazards and risks associated with those operations;

 Ensuring that ***(insert company name)*** has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of ***(insert company name)*** operations;

 Ensuring that ***(insert company name)*** has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and

 Ensuring that ***(insert company name)*** has, and implements, processes for complying with any duty or obligation ***(insert company name)*** under the *Work Health and Safety Act 2012* (SA). This includes:

o Reporting notifiable incidents;

o Consulting with workers;

o Ensuring compliance with notices issued under the *Work Health and Safety Act*

*2012* (SA);

o Ensuring the provision of training and instruction to workers about Work Health and

Safety; and

o Ensuring that Health and Safety Representatives (HSRs) receive their entitlements to training.

***Note:*** *The term Officer under the Work Health and Safety Act 2012 (SA), means:*

 *A director or secretary of the corporation; or*

 *A person who makes, or participates in making decisions that affect the whole or a substantial part, of the business of the corporation; or*

 *In accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the persons professional capacity or their business relationship with the directors or the corporation); or*

 *A receiver, or receiver and manager, of the property of the corporation; or*

 *An administrator of the corporation; or*

 *An administrator of a deed of company arrangement executed by the corporation; or*

 *A liquidator of the corporation.*

**7.3 Managers / Superintendents / Supervisors / Team Leaders**

Managers, Supervisors, Superintendents and Team Leaders represent the Person Conducting the Business or Undertaking management to ensure that safe systems of work are implemented in the workplace. Managers, Supervisors, Superintendents and Team Leaders are also workers and therefore must comply with the duties of workers.

Managers / Superintendents / Supervisors / Team Leaders must ensure so far as is practicable that a worker:

 Works safely and complies with measures and procedures required by the company in accordance with the *Work Health and Safety Act 2012* (SA) and their Regulations; and

 Wears or uses the personal protection clothing and / or equipment as required by the company.

Managers / Superintendents / Supervisors / Team Leaders must also:

 Instruct a worker about measures and procedures designed and provided to protect them;

 Take action immediately to correct unsafe work practices where appropriate;

 Ensure that adequate information is provided to workers;

 Take every precaution reasonable to protect workers from risks to harm;

 Ensure that health and safety representatives receive their entitlements to training; and

 Maintain and keep up-to-date the requirements of the Mine Record on behalf of the Mine

Operator, including each report by the shift supervisor under Regulation 630. The following activities should be built into the daily operations:

 Know, understand and consistently comply with and enforce ***(insert company name)***

health and safety policies and procedures;

 Instruct and supervise workers to ensure they know and follow safe work practices;

 Encourage and require workers to report hazardous acts and conditions (including near misses), assess and correct these hazards in an appropriate timeframe;

 Ensure that only authorised, competent and adequately trained workers operate vehicles, machines or equipment;

 Ensure workers are assigned the tasks they are competent to perform;

 Encourage workers to report incidents immediately and conduct an investigation as indicated in ***(insert company name)*** policies and procedures;

 Ensure appropriate training is provided to workers;

 Ensure that safety information, relevant to the workplace, is readily available to Health and

Safety Representatives and workers;

 Conduct regular inspections of the area and take corrective action as required to eliminate and or minimise risk associated with identified hazards;

 Ensure equipment is properly supplied and maintained;

 Promote safety awareness to all workers;

 Conduct and record daily prestart meetings;

 Attend and participate in weekly toolbox meetings;

 Consult regularly with Health and Safety Representatives and workers on health and safety matters;

 Communicate to senior management any need for change or remedial action necessary in the Company to ensure a safe working environment;

 Ensure there is clear demarcation of all access ways, walk ways, storage areas and roads;

 Ensure all machine guarding is adequate, maintained and applied prior to energisation of any plant or equipment;

 Ensure that all hard barricading is adequate, maintained and installed around all penetrations;

 Ensure that all workers who are required to work at height are appropriately trained and comply with safe work procedures and applicable codes of practice;

 Ensure all signage is adequate, legible and maintained at all times;

 Participate in formal investigations of incidents that occur in their area of responsibility;

 Undertake weekly formal inspections of the areas within their immediate area of responsibility;

 Undertake daily inspection audits of workplaces under their control;

 Review all Job Safety Analysis’ (JSA’s) on their presentation and in the field;

 Ensure all relevant permits are in place prior to the commencement of work;

 Ensure a high standard of housekeeping is maintained at all times;

 Encourage near miss, and hazard identification reporting by all site personnel;

 Remove or isolate any hazard identified during daily work activities; and

 Immediately stop any “at risk behaviour” identified during daily work activities.

**7.4 Elected Workplace Health and Safety Representatives (if in place)**

Elected Workplace Health and Safety Representatives (HSRs) are responsible for the following:

 Inspect the workplace or any part of it at times agreed with the company, but at least once a month as per the workplace inspection schedule;

 Carry out any appropriate investigation into:

 Accidents, work related injuries and

 Dangerous incidents where there is an immediate or imminent risk of serious injury or serious harm to health of any person and

 High potential incidents where similar risks could have occurred.

 Keep informed of the health and safety information provided by the company and liaise as necessary with the Work Health and Safety Regulators, departments and other private bodies;

 Immediately report to the company any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to his or her notice;

 Report to the Health and Safety Committee for the workplace, any matters that he or she thinks should be considered by the Committee;

 Liaise and cooperate with the company on all matters relating to the health or safety of persons in the workplace; and

 Represent the workers regarding matters concerning the health and safety of persons in the workplace.

**7.5 Work Health and Safety Committee**

The functions and responsibilities of the Work Health and Safety Committee are as follows:

 Facilitate consultation and cooperation between the company and the workers of the company in initiating, developing and implementing measures designed to ensure the health and safety of workers at the workplace;

 Keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the company on the rules and procedures at the workplace relating to the health and safety of workers;

 Recommend to the company and workers, the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the health and safety of the workers;

 To keep in a readily accessible place any such information as is provided under the *Work Health and Safety Act 2012* (SA) by the company regarding the hazards to persons that arise or may arise at the workplace;

 To consider and make recommendations to the company as the Committee sees fit in respect of, any changes or intended changes to or at the workplace that may reasonably be expected to affect the health safety or of workers at the workplace;

 To consider such matters as are referred to the Committee by a Health and Safety

Representative; and

 To perform such other functions prescribed in the *Work Health and safety Regulations*

*2012* (SA) or given to the Committee, with its consent, by the employer.

***Note:*** *These additional functions, as they arise, should be incorporated into this Safety*

*Management Plan.*

**7.6 All Personnel**

All personnel are responsible for actively promoting Work Health and Safety and complying with the ***(insert company name)*** Work Health and Safety Management System. Specific Work Health and Safety activities that all personnel shall participate include, but may not be limited to:

 Attend pre-start meetings;

 Conduct pre-start tasks;

 Attend safety presentations and weekly toolbox meetings;

 Report all hazards and near misses;

 Report all incidents, including injuries;

 Ensure incident sites are preserved;

 Participate in safety initiative programs;

 Participate in fitness for work testing as requested;

 Assist in achieving the Company’s Work Health and Safety Management Systems objectives and targets;

 Participate in the development of work instructions and job safety analysis and comply with these;

 Adhere to all permit requirements;

 Remove or isolate any hazard identified during daily work activities; and

 Immediately stop any “at risk behaviour” identified during daily work activities.

**8. Information, Training and Instruction**

All ***(insert company name)*** workers (including contractors) must participate in ***(insert company name)*** relevant Induction and Training Programs as set out in the ***(insert company name)*** Training and Induction policies, these include, but are not limited to: Site Safety Induction, Environmental Awareness, Emergency Management and Hazard Identification and Risk Management.

**8.1 Site Induction**

The induction process will ensure that all new workers are provided with a thorough induction to ***(insert company name)***, a discussion of relevant policies and procedures that apply to workers and an overview of Work Health and Safety requirements.

It is therefore the responsibility of the ***(insert responsible position eg: Site Manager, Work Health and Safety Advisor, etc.)*** or their delegate representative to ensure that all new workers are provided with the necessary information and guidance so that they can perform in their respective positions safely, effectively, efficiently and in a manner consistent with the mission, vision and character of ***(insert company name)***.

**8.2 Training**

***(insert company name)*** has the capacity through established procedures and allocated sufficient resources, to identify and provide the training needs and assessment of competence of personnel on site.

***(insert company name)*** will:

 Identify training requirements during all stages of employment;

 Meet all training specified in licensing and compliance criteria as per regulatory mining approvals (i.e., the Program for Environment Protection and Rehabilitation (PEPR); *Mining Act 1971* (SA));

 Ensure that where required by legislation or Australian Standards such training is

conducted by a Registered Training Organisation (RTO) e.g. High Risk Work Licences such as forklifts;

 Implement a plan to ensure all workers attend relevant task training;

 Maintain documented records of training and assessment;

 Have approved training relevant to the work being performed; i.e. Working at Heights, Isolations and Confined Space,

 Ensure Work Health and Safety information is regularly circulated on site via pre-start and toolbox meetings, notice boards, etc; and

 Provide documented evidence that all personnel have been assessed by ***(insert company name)*** or the ***(insert company name)*** representative as competent to safely carry out their assigned tasks.

**8.3 Competency Assessment**

No person shall be granted approval to work on site until evidence of relevant licences, and qualifications have been provided to ***(insert company name)*** where requested. Evidence of the relevant information shall be held in the ***(insert company name)*** site files linked to the Safety Management System.

The exception to the above rule is where an operator or other worker is undergoing authorised training in preparation for competency assessment, such as training for new plant. Training will be authorised by ***(insert company name)*** management personnel, and be subject to ***(insert company name)*** training and assessment procedures.

***(insert company name)*** shall maintain records of pre-employment medical and alcohol and drug screening tests for all ***(insert company name)*** site personnel. Specific medical conditions that

may require notification to local medical services in the event of an emergency shall be supplied to

***(insert company name)***.

***(insert company name)*** shall maintain up-to-date training records and competency assessments of all workers for the duration of the project.

**8.4 Training and Competence Matrices**

The Company maintains a Training and Competency Matrix which specifies the mandatory and recommended training and competence requirements for each individual position.

All Managers, Superintendents and Supervisors must ensure that their personnel are trained and competent in accordance with this matrix, prior to assigning work where such training and competencies are identified pre-requisites. All workers must complete the necessary training in accordance with this matrix.

**9. Communication and Consultation**

***(insert company name)*** utilises a range of communication, consultation and reporting processes which are detailed below.

**9.1 Elected Health and Safety Representatives (if in place)**

In accordance with the *Work Health and Safety Act 2012* (SA), Health and Safety Representatives may be elected at the workplace. These elections must take place in accordance with the applicable Work Health and Safety legislation for that workplace.

For details refer to:

*Work Health and Safety Act 2012* (SA), Part 5, Division 3 – Health and Safety Representatives.

**9.2 Health and Safety Committee (if one is in place)**

In accordance with the *Work Health and Safety Act 2012* (SA), a Health and Safety Committee may be established at the workplace.

For details refer to:

*Work Health and Safety Act 2012* (SA), Part 5, Division 4 - Health and Safety Committees.

**9.3 Pre-Start Safety Meetings**

Pre-start safety meetings shall be held prior to commencement of each shift and as required during the course of a shift where personnel are transferred to a new task or location. All contractors and subcontractors shall attend and participate in the daily pre-start meeting.

***Note:*** *Work Health and Safety Mines Regulation 630 refers to the duty of the mine operator of a mine at which more than 1 shift is worked each day must implement a system that ensures that, as soon as practicable at the commencement of each shift:*

*a) The Supervisor of each outgoing shift provides a written report to the supervisor of the incoming shift, in relation to the state of the mine workings and plant and any other matters that relate to work health or safety; and*

*b) The Supervisor of the incoming shift communicates the content of the report to the workers on the incoming shift.*

The Manager, Superintendent, Supervisor, Team Leader of the work group will discuss the following:

 Incidents, accidents and near misses from the previous shift;

 Safety matters from adjacent work groups / contractors;

 Safety matters relevant to the task, including recent or emerging operational hazards affecting the work group;

 Safety notices received;

 Outline the work task requirements;

 Work instructions for the task;

 Permit requirements; and

 Health and Safety issues raised by the workforce.

A record of the meeting with those who attended shall be maintained on a daily pre-start log sheet with a copy stored on / in the ***(insert company name) (insert location)*** to be made available to the relevant Supervision including any issues raised by the workgroup and the actions that will be taken by management to address those issues.

**9.4 Toolbox Meetings**

Toolbox meetings shall be held ***(insert when eg: weekly, each Friday at 12.00pm, etc.)*** and will be attended by all members of the work group. The tool box meetings will be conducted by the ***(insert responsible position)***, or nominated delegate.

The objectives of toolbox meetings are to:

 Review the safety status in the work areas in particularly and the whole site in general;

 Discuss health and safety items which have not been resolved on a day-to-day basis;

 Discuss health and safety aspects of work planned for the next week;

 Discuss any proposed changes to the Safety Management Plan or procedures; and

 Discuss any topical or promotional health and safety items; Typically such safety agenda items shall include, but are not limited to:

 Health safety or topic;

 Follow up items raised at previous toolbox meetings;

 Review of incidents / near miss reports;

 Items of general Work Health and Safety importance;

 Items of Work Health and Safety interest to the work group;

 Work Health and Safety Policy;

 Work Health and Safety initiatives and review of Job Safety Analysis; and

 Work Health and Safety Performance.

Minutes of toolbox meetings will be kept in a legible format and be available to all workers, with a copy stored on / in the ***(insert company name) (insert location)***.

**9.5 Work Health and Safety Information**

Work Health and Safety information will be issued on an as needs basis and this information will

be discussed at either pre-start meetings and / or toolbox meetings. This information will be issued in the form of:

 Memos on noticeboards or direct to each employee;

 Posters;

 Work Health and Safety bulletins;

 Monthly Work Health and Safety statistics; and

 Work Health and Safety alerts.

All issued Work Health and Safety information together with minutes of Work Health and Safety Committee Meetings *(if committee in place)* will be displayed on all Notice Boards in a timely manner.

All workers will be provided with timely access to an up-to-date copy of the *Work Health and Safety Act 2012* (SA) and *Work Health and Safety Regulations 2012* (SA) and the relevant Australian Standards, Australian / New Zealand Standards and Codes of Practice approved under applicable legislation and other guidelines or forms of guidance referred to in the legislation.

**10. Contractor Management**

Prior to mobilisation, the contractor shall be required to submit a Safety Management Plan which shall set out how the contractor intends to comply with legislative and ***(insert company name)*** requirements and the ***(insert company name)*** *mine operator’s* Safety Management System for the mine The Safety Management Plan shall be completed and endorsed by ***(insert company name)*** before work starts on site.

***Note:*** *The mine Safety Management Plan must incorporate the control measures that will be used to control risks to health and safety associated with the contractor's work at the mine, including:*

 *How the contractor's Work Management System will be integrated with the Safety*

*Management System for the mine;*

 *The process for assessing health and safety policies and procedures (including competency requirements) of the contractor and integrating them into the Safety Management System;*

 *The arrangements for monitoring and evaluating compliance by the contractor with the*

*Work Health and Safety requirements of the Safety Management System;*

If the contractor is unable to provide an acceptable Safety Management Plan, then the contractor shall be required to implement and comply with this Safety Management Plan in consultation with ***(insert company name)*** management.

***Note:*** *Further guidance and tools in relation to contractor management is available from the*

*MAQOHSC website.*

Before work begins ***(insert company name)*** shall ensure all contractor personnel shall be given appropriate:

 Induction training;

 Orientation of the workplace; and

 Emergency procedure information.

It shall be confirmed that all tools and equipment to be used are in a safe condition. Contractors are to be treated in all aspects of Work Health and Safety (excluding workers compensation) as if they were ***(insert company name)*** employees.

Contractors who are engaged by ***(insert company name)*** are accountable to ***(insert company name)*** for carrying out their contracted work safely and in compliance with applicable regulatory requirements. They shall have in place appropriate systems and supervision.

***(insert company name)*** accountability is to ensure that the contractor’s Work Health and Safety duties are embedded in the contract and to use an audit process to ensure that the contractor carries out its Work Health and Safety duties in accordance with the contract and in line with applicable regulatory requirements.

**11. Work Health and Safety Issue Resolution**

All hazards, Work Health and Safety issues and complaints are to be reported as soon as practicable or by the end of the shift in which they occurred, to their direct Supervisor or the ***(insert responsible position, eg: Work Health and Safety Advisor)***.

Should the matter remain unresolved, it will then be addressed between the workers’ Health and

Safety Representative *(if in place)*, and their direct Supervisor.

If still unresolved, it will then be referred to the ***(insert senior management position e.g. Site***

***Manager)***.

If the issue is still unresolved, the Health and Safety Committee will be convened to assist in resolution.

If still unresolved, it will then be referred to ***(insert senior most position)***.

All workers will be encouraged to discuss all Work Health and Safety matters with their direct Supervisor and any worker at any time in an informal manner; however Work Health and Safety issues must first be directed through the individual’s direct Supervisor as per the steps set out in the above procedure which shall be communicated to workers in writing.

Where attempts to resolve a Work Health and Safety issue in the workplace are unsuccessful and the steps of the resolution procedure have been followed a worker may notify the Regulator, SafeWork SA for resolution by an Inspector.

**11.1 Refusal to Work in Certain Circumstances**

It is acknowledged that workers have a legal right to refuse work where he or she has reasonable grounds to believe that to continue to work where an immediate or imminent hazard would expose him or her or any other person to the risk of serious injury or serious harm to health.

Under these circumstances, the worker must also take the following immediate action:

 Immediately notify his or her Supervisor and any Health and Safety Representative for the workplace;

 Remain at the workplace until management has been notified and only leave the workplace if authorised by management (unless the hazard would expose the individual to the risk); and

 Carry out other work as prescribed by the employer whilst unable to perform their usual duties due to these circumstances.

**11.2 Disciplinary Actions and Penalties**

Non-compliance of Work Health and Safety requirements will result in disciplinary action. In the event of disciplinary action being taken, the following rules shall be followed with infringement documentation included on the individual’s personnel file:

 First infringement – verbal warning given by the Manager, Superintendent, Supervisor;

 Second infringement – written warning given by the Manager, Superintendent, Supervisor;

and

 Third infringement – Removal from the workplace by the Mining Manager and case referred to the General Manager.

Incidents involving but not limited to the following issues shall warrant escalation of the disciplinary procedure:

 Drug and alcohol abuse at the work site;

 Breaches of tagging and isolation procedures;

 Tampering with, misusing or damaging safety equipment;

 Theft;

 Any Work Health and Safety breach where blatant disregard, misconduct or neglect of duty of safety, health and welfare requirements is demonstrated;

 Bullying;

 Harassment; and

 Racial vilification.

***Note:*** *For this section reference will need to be made to your discipline procedure. Changes will need to be made to suit your particular discipline process.*

**12. Work Health and Safety Reporting (including Incident**

**Reporting)**

All ***(insert company name)*** workers and contractors shall ensure all hazards and incidents are reported at the earliest possible time, but at least within the shift in which the incident occurred. All incidents shall be reported to their direct Supervisor or the ***(insert responsible role)*** and then assessed to determine the level of the incident and hence the level of investigation that is required.

The investigation shall determine what happened and what needs to be done to prevent reoccurrence. The level of investigation each incident requires shall vary according to the severity and complexity of the incident.

***Note:*** *Where a Notifiable Incident occurs the person with management or control of the workplace has a duty to preserve the site until directed otherwise by an Inspector.*

**12.1 Notifiable Incidents - General**

Under the *Work Health and Safety Act 2012* (SA), certain incidents are notifiable to the Regulator. The *Work Health and Safety Act 2012* (SA) describes a notifiable incident as:

a) the death of a person; or

b) a serious injury or illness of a person; or c) a dangerous incident.

A serious injury or illness is any injury or illness that requires a person to have:

a) Immediate treatment as an in-patient in a hospital; or b) Immediate treatment for—

i. the amputation of any part of his or her body; or ii. a serious head injury; or

iii. a serious eye injury; or iv. a serious burn; or

v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or

vi. a spinal injury; or

vii. the loss of a bodily function; or

viii. serious lacerations; or

c) Medical treatment within 48 hours of exposure to a substance,

A dangerous incident is an incident that exposes a worker or any other person to a serious risk to their health and safety resulting from immediate or imminent exposure to:

a) an uncontrolled escape, spillage or leakage of a substance; or b) an uncontrolled implosion, explosion or fire; or

c) an uncontrolled escape of gas or steam; or

d) an uncontrolled escape of a pressurised substance; or e) electric shock; or

f) the fall or release from a height of any plant, substance or thing; or

g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or

h) the collapse or partial collapse of a structure; or

i) the collapse or failure of an excavation or of any shoring supporting an excavation; or

j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or

k) the interruption of the main system of ventilation in an underground excavation or tunnel. As detailed in Section 38 of the *Work Health and Safety Act 2012* (SA), should a notifiable incident

occur the ***(insert senior management position e.g. Site Manager)*** or designated person shall ensure the regulator is notified immediately after being made aware of the incident.

The initial notification shall be made to the SafeWork SA 24 hour Emergency Telephone number

1800 777 209.

Should the Regulator require written notification of the incident, the notification shall be made using the SafeWork SA Notifiable Incident Report Form, which is available from the SafeWork SA

website at the following location: <http://www.safework.sa.gov.au/uploaded_files/notification.pdf>

**12.2 Notifiable Incidents – Mine Specific**

In addition to the above requirements, Regulation 675V and 699A of the *Work Health and Safety*

*Regulations 2012* (SA) requires certain mining incidents to be reported to the Regulator.

Regulation 675V describes a mining incident as an incident (other than a notifiable incident described above) that:

a) results in illness or injury that requires medical treatment; or

b) is a high potential incident.

Medical treatment is the management or care of a patient including:

 the suturing of a wound; or

 the treatment of fractures; or

 the treatment of bruises by drainage of blood; or

 the treatment of second and third degree burns.

A high potential incident is an incident or event that would have been a dangerous incident under the *Work Health and Safety Act 2012* (SA), if a person were in the vicinity at the time when the incident or event occurred and in usual circumstances a person could have been in that vicinity at that time.

Regulation 699A requires the notification to the Regulator of the unplanned loss of control of heavy earthmoving machinery (including failure of braking or steering) at a mine. This type of incident is a dangerous incident.

Should a mine notifiable incident occur the ***(insert senior management position e.g. Site Manager)*** or designated person shall ensure the Regulator is notified immediately after being made aware of the incident.

The notification to SafeWork SA must be by the fastest means available and can be made by telephone, fax, email or other electronic means. If the notification is by telephone SafeWork SA may request that this is followed up in writing within 48 hours. Contact details for the notification of mining notifiable incidents are available on the Notifiable Incident and Mining Incident Report Form, which is available from the SafeWork SA website at the following location: <http://www.safework.sa.gov.au/uploaded_files/notificationMines.pdf>

**12.3 Notifiable Incidents – Electrical**

All incidents resulting in the electric shock of a person are required to be reported to the Office of the Technical Regulator on 1800 558 811.

**12.4 Quarterly Reporting**

***(insert company name)*** in accordance with Regulation 675W of the *Work Health and Safety Regulations 2012* (SA), shall report certain Work Health and Safety information (as detailed in schedule 24 of the *Work Health and Safety Regulations 2012* (SA) to the National Mine Safety Database.

**13. Document and Data Control**

The ***(insert responsible role)*** is responsible for establishing, implementing and maintaining the procedures for controlling all relevant documents and data required by this Work Health and Safety Management Plan to ensure that:

 They can be readily located;

 They are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;

 Obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and

 Archival documents and data retained for legal or knowledge preservation purposes or both are suitably identified.

All documentation and data shall be legible, dated (with dates of revision) and readily identifiable and be maintained in an orderly manner for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of documents and data.

Work Health and Safety Management System documents referred to throughout this Management

Plan are kept in the following locations:

***(insert location of document storage, eg: electronic server, office files, etc.)***

Personnel shall not use documents once they become obsolete and shall instead follow the revised or replacement documents.

**14. Hazard identification**

The identification of hazards in the workplace shall take into account:

 The situation or events or combination of circumstances that have the potential to give rise to injury or illness;

 The nature of potential injury or illness relevant to the activity, product or service; and

 Past injuries, incidents and illnesses.

The identification process shall also include consideration of:

 The way work is organised, managed, carried out and any changes that occur in this;

 The design of workplaces, work processes, materials, plant and equipment;

 The fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);

 The purchasing of goods and services;

 The contracting and subcontracting of plant, equipment, services and labour, including contract specification and responsibilities to and by contractors; and

 The inspection, maintenance, testing, repair and replacement (of plant and equipment).

**14.1 Corrective action**

***(insert company name)*** encourages and empowers all our workers and contractors to correct identified hazards and risks wherever possible, as soon as the hazard has been identified. If personnel identify a hazard in the workplace, and are able to correct the situation, they have an obligation to prevent potential harm where it is within their capacity to fix the hazard or risk of harm to others or the environment.

***(insert company name)*** shall:

 Ensure all hazards, incidents and accidents, including near misses, are investigated fully and documented;

 Take corrective action to eliminate the cause of the incident or accident to prevent recurrence; and

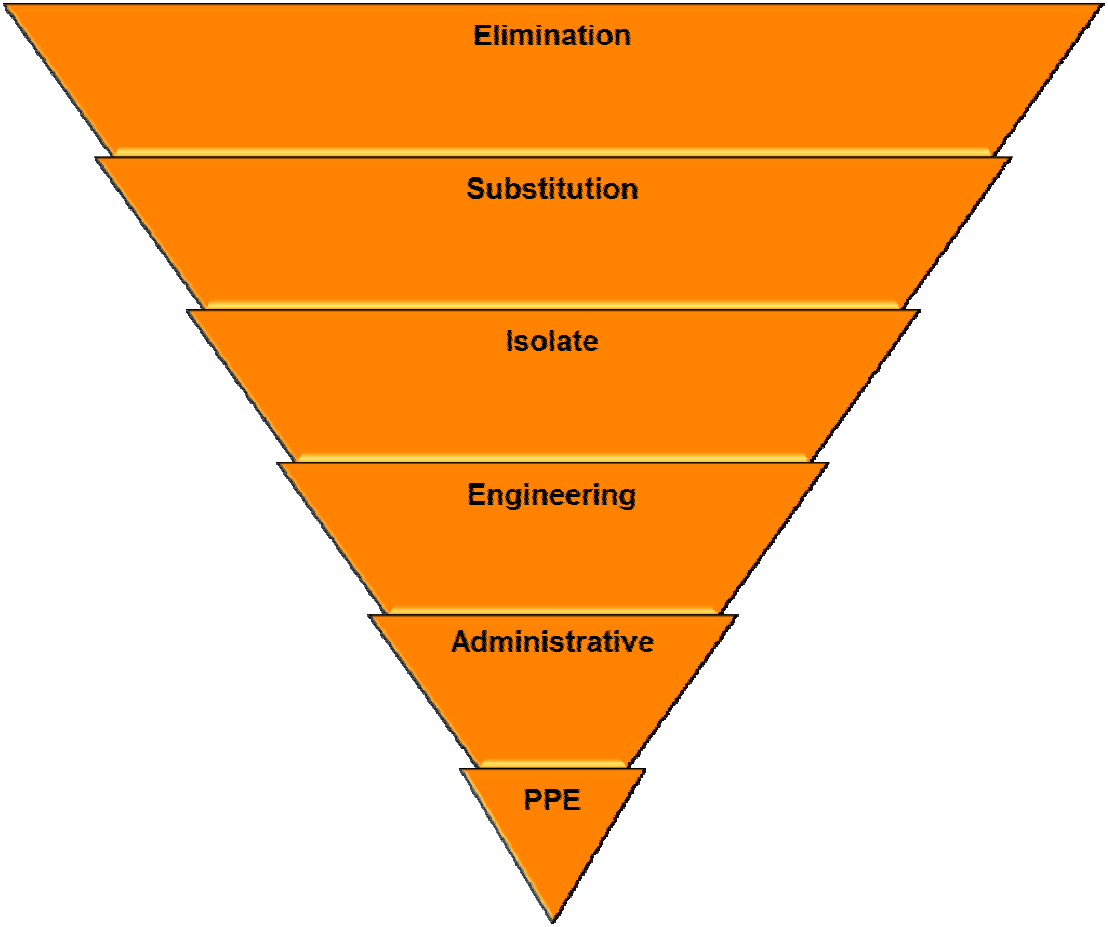
 Review inspection and audit reports to identify areas of improvement.

For the purposes of this Safety Management Plan, an incident shall be taken as an incident involving harm or potential harm to any workers of ***(insert company name)***, the contractor, community and / or the work environment, or where the physical wellbeing of a person, the community or the work environment has been placed at risk, e.g. a near miss.

**14.2 Risk Assessment and Control**

A Job Safety Analysis shall be developed by work teams prior to commencing any task that is not already covered by a procedure, or where a task varies from the standard safe work instruction. The Job Safety Analysis shall be used to list the specific job steps, identify potential hazards or risks associated with job step (including the immediate work environment). The Job Safety Analysis shall apply control measures that mitigate the identified risks (using the “Hierarchy of Controls” methodology) ensuring they are as low as reasonably practicable (ALARP), if the risks cannot be eliminated.

*(Hierarchy of Controls)*



Job Safety Analysis’ shall be developed by the personnel conducting the task, signed by the work group and reviewed prior to commencing the task. The completed Job Safety Analysis shall be submitted to the work group’s direct Supervisor, ***(insert responsible role)*** for review and approval.

**14.3 On-The-Job Hazard Identification and Risk Assessment**

**Techniques**

 Safe Work instructions;

 Job Safety Analyses (JSAs);

 Take 2 / Hazard Identification Process;

 Daily Pre-Start Meetings;

 Pre-Task work place inspections; and

 Monthly workplace inspections.

***Note:*** *The above are suggestions only. This section will be required to be modified to reflect the systems used within your organisation.*

**15. Principal Mining Hazards (PMH)**

***(insert company name)*** shall identify Principal Mining Hazards associated with their mining operations.

In relation to each Principal Mining Hazard, ***(insert company name)*** must develop a Principal Mining Hazard Management Plan documenting how the risks to the health and safety of a person arising from the Principal Mining Hazard will be eliminated or minimised so far as is reasonably practicable.

***(insert company name)*** must implement and maintain Principal Mining Hazard Management

Plans.

The development, implementation and maintenance of each Principal Mining Hazard Management Plan must include the assessment and control of both the individual and cumulative effects of the Principal Mining Hazards.

***(insert company name)*** must provide the relevant Principal Mining Hazard Management Plans to workers prior to them undertaking any work to which the Principal Mining Hazard Management Plan relates.

***(insert company name)*** must provide the Principal Mining Hazard Management Plans to workers in plain, simple and understandable language.

Principal Mining Hazard Management Plans are available at / in ***(insert location)***.

**16. Mine Survey Plans**

***(insert company name)*** must ensure that an up to date Mine Survey Plan exists and that it is available for inspection.

The Plan shall be prepared by the ***(insert responsible role, eg: Mine Manager, Surveyor, etc.)***

and shall include, but is not limited to, the following:

 Mine workings;

 Location of electrical installations;

 Telecommunications;

 Dams;

 Natural features;

 Hydrocarbon storage; and

 Entry / Exit points, including Emergency Exits.

**17. Inspections, Auditing, Monitoring and Review**

***(insert company name)*** shall conduct regular workplace inspections and maintain a schedule of the workplace inspections to be conducted and who is responsible for carrying them out.

The inspections shall be carried out using relevant standard workplace safety inspection checklist

of ***(insert company name)***, which shall be amended as required to address specific aspects of the mine site.

The corrective actions proposed shall be entered into the hazard register with responsible person named and due dates assigned.

**17.1 Management and Supervision, Workplace Inspections**

Managers / Supervisors shall ensure monthly inspections of the workplace are conducted by each of their respective work groups.

***(insert company name)*** shall schedule and conduct regular inspections and compliance audits of:

 Work site Work Health and Safety conditions on a daily, weekly and monthly basis;

 Work methods;

 Individual daily tasks and behaviours; and

 Work Health and Safety Management System and Procedures.

**17.2 Inspection and Testing**

***(insert company name)*** shall establish procedures for planning and conducting inspections of plant, equipment and processes including incoming plant, materials and products and use only suitably qualified and competent workers to carry out inspection and testing.

Site records shall be maintained of inspections and testing.

***(insert company name)*** shall schedule regular inspections, as per Work Health and Safety Regulations, Codes of Practice, original equipment manufacturer (OEM) specification and industry standards on:

 Safety of materials and products;

 Temporary electrical installations and electrical equipment;

 Stationary plant and equipment;

 Rigging and lifting equipment;

 Scaffolding; and

 Cranes, light vehicles, elevating work platforms and mobile plant.

**18. Work Health and Safety Hazard / Risk Management Programs and Strategies**

**18.1 Access and Egress from the Workplace**

***(insert company name)*** shall ensure that, where practicable, the means of access to and egress from the workplace enable persons to move safely to and from the workplace and are at all times kept free of obstruction.

**18.2 Air Temperature**

***(insert company name)*** must ensure that work practices are arranged so that workers are protected from extremes of heat and cold and that if the workplace is in a building or structure that, as far as reasonably practicable, heating and cooling are provided to enable workers to work in a comfortable environment.

***Note:*** *Due to the nature of mining and quarrying operations this may not always be practical. If your workers are exposed to the extremes of weather you will need to develop a system to manage risks like heat stress or hypothermia and a relevant procedure stating different working arrangements during extreme weather events.*

**18.3 Alcohol and Other Drugs**

***(insert company name)*** has a zero tolerance to alcohol and other drugs. The following prohibitions apply at all ***(insert company name)*** work sites:

 A person must not be in or on any ***(insert company name)*** premises while adversely affected by intoxicating liquor or drugs.

 Individuals may be directed to immediately leave the workplace if it is the opinion of the ***(insert responsible role)*** that an individual is adversely affected by intoxicating liquor or drugs. It is mandatory for an employee, contractor or visitor to comply with these instructions.

Should persons be taking prescribed medication that may affect their ability to operate equipment, it is a requirement of ***(insert company name)*** that the ***(insert responsible role)*** be notified.

**18.4 Health Monitoring**

***(insert company name)*** will ensure regular monitoring of the health of persons working at the mine.

The monitoring may include the periodic provision of medical examinations for each worker working at the mine that is exposed or likely to be exposed to work health risks at the mine including risks due to air pollution, noise and vibration.

Any record of health monitoring will be retained for at least 7 years or until the worker leaves employment at the mine.

***(insert company name)*** will arrange, if required, at the contractors expense any of the following medical examinations:

 The medical examination of persons who propose to work at the mine to establish their level of health before commencing work;

 The medical examination of persons who work at the mine to establish whether working at the mine is affecting their health; and

 The medical examination of persons ceasing to work at the mine to establish their level of health at that time.

**18.5 Communication with Isolated Employees**

If a worker is isolated from other persons because of the time, location or nature of work then the direct supervisor of that worker must ensure that there is a means of communication available which will enable the worker to call for help in the event of an emergency, and there is a procedure in place for regular contact to be made with the worker and the worker is trained in that procedure.

**18.6 Fatigue Management**

Fatigue can be the result from long work hours, shift work, travel, hot working conditions, overwork, insufficient sleep, insufficient relaxation time or stress (from work or home). ***(insert company name)*** understands that fatigue can be a significant risk to workers.

***(insert company name)*** shall establish a Fitness For Work Policy that details the guidelines for managing the risks associated with fatigue.

Workers must advise their direct Supervisor before commencing work if fatigue may influence their ability to carry out their work safely. Workers shall be made aware of the symptoms and causes of fatigue and their responsibilities with respect to fatigue management through relevant training.

**18.7 Psychosocial Hazards**

Psychosocial hazards are interactions among job content, work organization, management, and other environmental and organisational conditions that may interact with the workers competencies and needs. Interactions that are ‘hazardous’ can influence a workers health through their perceptions and experience.

Below are possible psychosocial hazards:

 Job content;

 Workload and work pace;

 Work schedules;

 Control;

 Environment and equipment;

 Organisational culture and function;

 Interpersonal relationships at work;

 Role in the organisation;

 Career development;

 Home and work interface;

 Poor feedback, inadequate appraisal and communication processes;

 Performance visibility; and or

 Job insecurity, excessive work hours, bullying and managerial style.

***(insert company name)*** shall establish policies and procedures that shall address psychosocial hazards.

**19. Safety Standards – Work Area**

***(insert company name)*** shall maintain the following work area health and safety standards as a minimum requirement for work on site.

**19.1 Compressed Air**

The inappropriate use of compressed air may result in injury, when high pressure air is contacted with skin, eyes, or body (cavities, orifices); and exposure to dust and noise (particularly on mine sites).

The following prohibitions apply at ***(insert company name)***:

 Before using a hose to transfer any compressed air, the person using that hose must ensure that all connections in the hose length are coupled and secured so as to prevent accidental disconnection.

 Compressed air must not be used for the purpose of cleaning a person’s body or clothing.

 Compressed air must not be used for cleaning purposes in a workplace unless the appropriate personal protective equipment (PPE) is used as the compressed air is likely to generate dust.

The following safe work practices for use of compressed air in cleaning applications shall also be considered:

 An in-line pressure regulator complete with gauge should be installed to reduce a high mains supply pressure to a secondary working pressure of 210 kpa, when a single jet nozzle is used.

 Use alternative nozzles such as a multi-cut (star-tip) type nozzle capable of reducing contact pressure to 210 kpa, or those nozzles with an in-built pressure regulator which acts to prevent the outlet pressure from exceeding a maximum of 50 kpa. Note that the above nozzles are generally currently operated with supply pressure between 500 and 600 kpa.

 Work stations where compressed air nozzles are used require a dust extraction system to remove any dust generated during cleaning operations from the workplace atmosphere.

 Compressed air nozzles should not be used for removal of dust from a machine or clothing.

A brush or vacuum cleaner should be used instead.

 Air nozzles should not be applied to generate mist or solvent droplets when used at a degreasing bath. Equipment being cleaned should not be hand held, and air jets are not to be deflected back to the operator.

Workers may not be aware of the potential hazards of compressed air. Clear and definite instruction regarding its safe use shall be included in training programs and signs warning of hazards and controls on use shall be displayed in each workplace where compressed air is used in the above applications.

**19.2 Confined Space**

***(insert company name)*** must ensure confined space entry is conducted in accordance with the *Work Health and Safety Regulations 2012* (SA), *AS 2865:2009 - Confined Spaces* and the Approved Code of Practice – Confined Spaces.

***(insert company name)*** shall ensure all persons undertaking confined space entry have received the appropriate training in accordance with the above requirements.

***(insert company name)*** shall maintain a register of identified confined spaces in accordance with the above requirements. The confined space register is available at / in ***(insert location)***.

**19.3 Handling, Storage, Packaging and Delivery**

***(insert company name)*** shall establish procedures to ensure compliance with legislative requirements for handling, storage, packaging and delivery of products and materials.

***(insert company name)*** shall:

 Establish a manual handling program to control manual handling hazards;

 Implement a procedure for the storage, labelling and use of hazardous substances which shall include a register, Safety Data Sheet (SDS) file;

 Screen new products and plant prior to entry onto site for Work Health Safety and

Environment hazards; and

 All vehicle, plant and equipment operators are correctly instructed, trained and certified /

licensed.

**19.4 Hazardous Manual Tasks**

***(insert company name)*** must ensure that Hazardous Manual Tasks are identified and managed in accordance with the *Work Health and Safety Regulations 2012* (SA) and the Approved Code of Practice for Hazardous Manual Tasks. All workers shall be encouraged to report Hazardous

Manual Tasks.

***(insert company name)*** shall implement a Hazardous Manual Tasks Awareness and Control Program and ensure so far as practicable that mechanical means are substituted for all manual handling tasks.

**19.5 Hazardous Chemicals**

***(insert company name)*** must set out its policy for the use, transportation, handling and storage of fuel and hazardous chemicals in accordance with the *Work Health and Safety Regulations 2012* (SA) and the Code of Practice for Managing Risks of Hazardous Chemicals in the Workplace.

***(insert company name)*** shall ensure that all hazardous chemicals and waste products are disposed of in accordance with applicable laws and regulations, or in the absence of any relevant law, regulation, code of practice or guidance note, in accordance with sound industry accepted safe practice.

**19.6 Housekeeping**

***(insert company name)*** shall incorporate the housekeeping function into all processes, operations and tasks to ensure housekeeping is an integral part of these processes.

Material stored in open areas shall be stored in a tidy manner and in appropriate containers. Aisles, walkways, corridors, doorways, entrances, exits, etc., shall be unobstructed, free from

slippery hazards and the accumulation of combustible materials. Waste material and rubbish shall

be removed from job site areas, on a continuous basis so as to prevent a build-up of rubbish and construction waste.

Objects such as sheeting shall be secured against movement from strong wind conditions.

**19.7 Rubbish Collection**

***(insert company name)*** shall ensure suitable and adequate rubbish receptacles are supplied and strategically located throughout the workplace.

All bins used for food scraps shall have plastic liners, fitted lids, cleaned on a regular basis and shall be emptied daily.

**19.8 Roads, Footpaths and Access Ways**

***(insert company name)*** shall:

 Be aware of vehicle / pedestrian interface issues and put systems in place to eliminate the potential for injury, particularly where it is necessary for vehicles and plant to reverse; and

 Ensure all restricted access areas are clearly identified and barricaded as required for both day and night conditions.

***Note:*** *Further information on roads, footpaths and walkways is available in the MAQOHSC Traffic*

*Management Guide, available from the MAQOHSC website.*

**19.9 Access and Egress**

***(insert company name)*** shall ensure a safe means of access to and egress is provided in every workplace.

Ladders shall be secured and extend to at least one metre above the landing at an angle of 4:1.

**19.10 Working at Heights**

Where personnel are at risk of falling from height or being at risk from falling objects, ***(insert company name)*** must ensure effective measures are taken to prevent the potential of injury or damage.

All work at heights must comply with the *Work Health and Safety Regulations 2012* (SA), the Code of Practice for Managing the Risks of Falls at Workplaces and relevant Australian Standards.

Persons who are exposed to the risk of falling shall:

 Participate in the risk assessment of the work;

 Know and understand the control measures for fall and falling objects prevention;

 Be trained, competent and authorised in the correct use and application of control measures;

 Be medically fit to work at heights;

 Inform their supervisor if they have any medical condition (permanent or temporary) that may adversely affect their performance to work safely at height.

Effective control measures include:

 Eliminating the need for working at height by conducting the task on the ground if possible:

 The provision of edge protection (guardrails) systems;

 Fall prevention systems;

 The use of scaffolding and / or elevated work platforms to access work areas;

 A working at height’s permit system;

 Training personnel who work at heights in the site requirements of safe working at height practices;

 Providing personnel with appropriate equipment and personal protective equipment for the task to be conducted.

The “Hierarchy of Controls” shall be used when considering any work methods and controls for working at height.

In all cases where the use of personal protective equipment is considered appropriate, fall restraint shall be considered as the preferred option rather than fall arrest.

**19.11 Scaffolds and Scaffolding**

***(insert company name)*** shall ensure that all Scaffolding erection and dismantling complies with the requirements of *AS 1576 - Scaffolding* and *AS 4576 - Guidelines for Scaffolding*.

Scaffolding shall be controlled using the scaff-tag system and shall be inspected by a competent person and recorded in a scaffold register.

During erection scaffolders shall work from fully planked decks.

Scaffold erection and dismantling shall only be carried out by, or under the direct supervision of, certified competent scaffolders.

**19.12 Fire Protection**

***(insert company name)*** shall supply, install, and maintain adequate portable fire extinguishers in workshops, site offices, plant, equipment, vehicles, construction areas and flammable storage areas.

***(insert company name)*** shall ensure that all workers are instructed and trained in the basic inspection, safe use and operation of all relevant fire extinguishers types.

***(insert company name)*** shall maintain records of inspection and maintenance of fire extinguishers for audit purposes.

***(insert company name)*** shall ensure sufficient supply and regular maintenance of fire extinguishers is carried out in accordance with the Australian Standards listed in the table below.

|  |  |
| --- | --- |
| **Extinguisher Type** | **Australian Standard** |
| Water Type | AS/NZS 1841 - Portable Fire Extinguisher – General  Requirements  AS 2444 - Portable Fire Equipment and blankets: Selection and Location ( for fixed buildings)  AS/NZS 1851 - Maintenance of portable fire extinguishers |
| Foam Type |
| Dry Chemical Type |
| Carbon Dioxide Type |
| Mobile Equipment Fire  Protection Systems | AS 5062 - Fire protection for mobile and transportable equipment |

**19.13 Radiation**

***Note:*** *Delete this section if it is not relevant to your operation. The below content is an example only.*

***(insert company name)*** has been granted a Mining and Mineral Processing Licence (LM9) under

Section 24 of the *Radiation Protection and Control Act 1982*.

The primary condition of this licence is compliance with the Commonwealth Code of Practice on Radiation Protection and Radioactive Waste Management in Mining and Mineral Processing (2005).

A Radiation Management Plan has been prepared to comply with this Code and addresses the radiological health and safety issues presented by the production, handling, storage and transport of products and waste materials that are classified as radioactive under the Radiation Protection and Control (Ionising Radiation) Regulations 2000 for activities conducted on site.

The Radiation Management Plan also includes plans for the management of sealed sources held on site and for the conduct of Type C laboratory operations. The Radiation Safety Officer is responsible for the implementation of the Radiation Management Plan.

**19.14 Smoking**

Workplace exposure to passive smoking is a significant Work Health and Safety hazard. Smoking is banned in enclosed public places, workplaces or shared areas - *Tobacco Products Regulation Act 1997.*

Smoking is only permitted in designated areas and will not be tolerated outside of normal break times.

***Note:*** *It is your right as the Person Conduction a Business of Undertaking to introduce a smoke free policy, banning smoking on-site, should you wish.*

It is ***(insert company name)*** policy that workers do not smoke at work in the interests of their own health.

**20. Safety Standards – Plant and Equipment**

**20.1 Equipment Safeguarding**

***(insert company name)*** shall ensure that the risks associated with hazards arising from contact with plant and equipment are controlled in accordance with *AS 4204 - Safety of Machinery (series)* and *AS 1755 - Conveyors – Safety Requirements*.

The following general rules shall be implemented and followed by all personnel at ***(insert company name)***:

 Access to equipment shall be controlled and monitored where safeguarding and interlock systems are insufficient to protect persons from moving plant and equipment;

 Fail-safe switches or devices shall be installed on all rotating fixed plant and hand tools

(e.g. saws, lathes, drill presses, etc.) wherever practicable;

 Guarding shall be installed on all moving parts that pose a risk to health and safety, in accordance with *AS 4024 - Safety of Machinery* and *AS 1755 - Conveyors*;

 Guards shall only be removed for maintenance and repair, and only once equipment is isolated and locked out. Guards shall be replaced prior to equipment being put back into service;

 Procedures shall be in place for situations when safeguards on operating plant and equipment need to be removed temporarily for any purpose;

 A system shall be in place for the management of change to equipment and / or processes to ensure the integrity of safeguarding is maintained and to determine requirements for additional safeguarding; and

 No guarding shall be modified or altered in any way except through the application of a detailed risk assessment and management of change process.

**20.2 Drills, Grinders and Buffers**

Electric drills, grinders and buffers shall be in accordance with Australian Standards *AS 3000 - Wiring Rules, AS 3007 - Electrical Installations* and *AS 3012 - Electrical installations - Construction and Demolition Sites.* The selection, installation, construction, safe guarding, care and use of grinding wheels and buffers shall be in accordance with Australian Standard *AS 1788 - Abrasive Wheels*.

No person shall remove any safety guard device from a grinding or drilling machine unless the equipment is isolated in accordance with the isolation procedures.

Buffing, grinding and drilling operations produce airborne projectiles. Operators of such equipment shall protect themselves and others in the work vicinity by the use of personal protective equipment, the minimum being hearing and double eye protection.

No person shall operate grinder or buffer in a temporary work situation until the equipment has been levelled and securely anchored.

No grinder or buffer shall be fitted with any other cutting wheel, e.g. saw blade, polishing disc or pad, etc. than those recommended by the manufacturer.

**20.3 Lifting Equipment and Winches.**

The use of lifting gear and winches are governed by current safety legislation and Australian

Standards:

*AS 1418.1 Cranes, hoists and winches – General requirements*

*AS 2550.1 Cranes, hoists and winches – Safe use – General requirements*

*AS 2550.5 Cranes, hoists and winches – Safe use – Mobile cranes*

*AS 1418.17 Cranes (including hoists and winches) – Design and construction of workboxes*

*AS 1418.14 Cranes (including hoists and winches) – Requirements for cranes subject to arduous working conditions.*

Lifting gear includes, chain, rope, fastening, coupling, fitting, hoist block, stay, pulley, hanger, sling, brace, or movable contrivance of a similar kind, used or intended for use on or in connection with construction work.

Lifting gear shall be visibly marked in accordance with the relevant Australian Standards. Such markings shall be legible throughout the working life of the equipment.

Rigging and lifting equipment shall be inspected regularly by a competent person for the purposes of determining their suitability for safe use; this inspection shall be recorded in a rigging and lifting equipment register.

A qualified engineer shall approve non-standard manufactured lifting attachments. Non Destructive Testing (NDT) shall be carried out as required. All lifting attachments shall be included in all Lifting Equipment inspections.

All lifting gear shall be tagged, or otherwise identified as having undergone a 3 monthly inspection. The colour of lifting gear tags and / or identification will be in accordance with the Site electrical tagging colour codes listed in this Standard Specification.

Rigging and slinging must only be performed by qualified persons being a dogman or a rigger. Fibre ropes shall not be used for crane lifting activities and when used for the temporary

suspension of pipe work etc. shall be restricted. Consideration shall be given to hot work and plant

processes and its effects on the rope.

The use of synthetic fibre slings is restricted and must be inspected by a competent person for defects each time before use.

All rigging gear shall be stored off floor level and away from hazardous substances.

**20.4 Welding and Gas Cutting**

When carrying out welding, cutting and grinding tasks ***(insert company name)*** is responsible for ensuring that when working in elevated areas, hot material is prevented from falling or entering any areas below or adjacent to the operation.

The minimum eye protection when carrying out the above operations shall be:

 All tasks - safely glasses fitted with side shields;

 Full welding face shield or approved welding shield which attaches to a safety helmet in areas where a risk of falling objects exists;

 Oxy cutting - oxy goggles with suitable lenses; and

 The use of double eye protection is required for all specified tasks.

**20.4.1 Special Conditions for Welding, Cutting and Grinding**

The following special conditions shall apply at ***(insert company name)***, as may be relevant, for all welding, cutting and grinding tasks:

 Prior to the commencement of hot works outside of the workshop area, a permit must be obtained ***(insert responsible role)***;

 Electric welding cables and gas welding / cutting lines in work areas, walkways and access ways shall be protected against physical damage at all times. Where possible, they shall be routed overhead or under elevated walkways, but in all cases routed in such a manner as

to eliminate tripping or other hazards;

 Electrical welding and gas welding / cutting units are inspected and maintained in accordance with the relevant Australian Standards;

 Flashback arrestors to be fitted on the hand piece and cylinder end of oxy / acetylene hoses;

 Display appropriate signage when transporting or storing compressed or flammable gas;

 Keep electric welding cables and gas welding / cutting apparatus free from grease and oil.

 Worn or damaged electrical welding cables with exposed wire or bare conductors shall be replaced or discarded immediately;

 Suitable fire resistant screens are required when electric arc welding to ensure that adjacent workers are not adversely affected by the process;

 Locate fire extinguishers at all work locations where hot work is being undertaken, flammable gases are stored or on vehicles transporting flammable gas;

 Prior to the commencement of hot works, all combustible / flammable material shall be removed or adequately protected;

 Gas cylinders shall not be transported, raised or lowered to another work level unless an approved holder or carrier designed for the transport of gas cylinders is used;

 Cylinders shall be kept at a safe distance and shielded from welding at cutting operations and not be exposed to electrical circuits or heat;

 Opening keys shall not be modified nor extended and the key shall remain connected to the cylinder when in use;

 Acetylene and other fuel gases shall not be stored in enclosed spaces even overnight, e.g. vans, vessels or containers; and

 Voltage reduction devices (VRD) used with all electric welding machines.

**20.5 High Pressure Water Equipment**

***(insert company name)*** shall ensure that only competent personnel experienced in the handling of the equipment being used shall carry out high-pressure water jetting operations.

The term ‘high pressure water jetting’ covers all water jetting systems including the use of additives or abrasives with an output capability greater than 800 bar per minute.

High pressure blasting areas shall be barricaded (red and white) and danger tape with information tags shall be erected.

Personal protection equipment suitable to the work being done shall be worn and shall include:

 Double eye protection - combination of visor and safety glasses;

 Foot protection - Wellington or safety boots with steel toecap;

 Head protection - safety helmet;

 Body protection - gloves and waterproof clothing having regard to the nature of work being done; and

 Hearing protection - ear plugs and / or ear muffs.

**20.6 Compressed Air Equipment**

***(insert company name)*** shall ensure that only competent personnel experienced in the handling of the equipment being used shall carry out compressed air operations.

Personal protection equipment suitable to the work being done shall be worn and shall include:

 Eye protection - face shield and safety glasses with side shields or Mono-goggles;

 Foot protection - safety boots with steel toecap;

 Head protection - safety helmet;

 Body protection - gloves and clothing having regard to the nature of work being done; and

 Hearing protection - ear plugs and / or ear muffs.

**20.7 Hoses – Air, Water, Hydraulic and Gas**

All hoses shall comply with the relevant Australian Standards for Air *(AS 2554)*, Rubber *(AS 1179 and AS 1180)*, Hydraulic *(AS 3791)*, Gas *(AS 1869)* and Welding and Cutting *(AS 1335)*.

All hose connections shall be installed in such a manner to reduce the risk of a hose parting from the coupling or connections as follows:

 Safety clips and retainers shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled;

 Where two or more air hoses are joined, they shall not be used unless couplings /

connections are fitted with approved safety pins / clips and hose clamps;

 Liquefied Petroleum Gas, butane, acetylene and oxygen, hoses shall be of an approved type, complying with *AS 1335:1995 - Hose and Hose Assemblies for Welding, Cutting and Allied Processes* and *AS 1869:2012 – Hose and Hose Assemblies for Liquefied Petroleum Gases (LPG*), be easily distinguishable and shall not be interchangeable;

 High pressure service hoses shall be fitted with approved ‘whip checks’; and

 All hoses to be inspected, repaired or replaced as required prior to each use.

**20.8 Ladders fixed and portable**

***(insert company name)*** shall ensure all ladders comply with the relevant Australian Standards.

Fixed ladders shall comply with the requirements of Australian Standard *AS 1657:2013 - Fixed*

*Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation.*

Portable ladders (metal) shall comply with Australian Standard *AS 1892.1:1996 - Portable Ladders*

*- Metal* ***(insert company name)*** shall ensure portable ladders are regularly inspected by a competent person and a register of such inspection is maintained and available at / in ***(insert location)***. Ladders are required to be inspected for damage and integrity prior to use on any task. ***(insert company name)*** shall ensure that safe systems of work are developed and implemented for all ladder use.

Working from ladders shall comply with the following as a minimum acceptable standard:

 Personnel are not to be exposed to the risk of a fall from working on / off ladders;

 Personnel working from ladders must maintain three (3) points of contact at all times and / or be physically restrained from the risk of a fall (i.e. fall restraint personal protective equipment);

 Portable ladders when in use shall be secured, with rope or ladder clamps to prevent slipping or overbalancing;

 Ladders shall always be placed on a firm, stable footing to prevent the ladder feet from moving unexpectedly;

 Portable ladders shall be placed on a substantial base at a 1:4 pitch, have a clear access top and bottom and extend a minimum of one (1) metre above the egress landing; and

 Portable metal ladders and wire-reinforced ladders shall not be used for any electrical work or where contact with electrical conductors is foreseeable.

**20.9 Portable Tools**

***(insert company name)*** shall ensure all portable tools conform to appropriate Australian

Standards.

A portable tool is defined as any power tool (electric, pneumatic, hydraulic or fuel driven) that can be manually transported by one person.

Excessively worn tools and tools requiring maintenance shall be tagged and removed from the job site.

Electric power operated tools shall conform to relevant Australian Standards and in accordance with the manufacturer’s instructions.

All portable tools shall be in good state of repair and safe for the user and other persons in the same area. They shall be used only for the task they were designed, and maintained in accordance with the manufacturer’s instructions.

Guarding shall be used and maintained in accordance with manufacturer instructions.

**21. Safety Standards – Electrical**

***(insert company name)*** shall ensure all electrical equipment selected for use complies with Australian Standards and is used, inspected and maintained in accordance with this Standard Specification.

***(insert company name)*** shall ensure installation and testing of electrical equipment complies with *AS/NZS 3000:2007 - Electrical installations (known as the Australian/New Zealand Wiring Rules)* and *AS/NZS 3760:2010 - In-service Safety Inspection and Testing of Electrical Equipment.*

A portable and / or fixed Residual Current Device (RCD) shall be used to protect all electrical equipment. No portable generators are to be used on site without an inbuilt Residual Current Device.

***(insert company name)*** shall ensure that only approved licensed electrical personnel carry out electrical installation, maintenance and testing on site. ***(insert company name)*** shall ensure all industrial electrical equipment, including office and crib appliances, are tested and inspected in accordance with *AS/NZS 3760:2010 - In-service Safety Inspection and Testing of Electrical Equipment* prior to use on Site. Records of such testing and inspection are maintained in / at ***(insert location)***.

**21.1 Testing**

***(insert company name)*** shall ensure inspection, testing and tagging of electrical equipment is carried out as follows:

 Daily Prestart (Users of any electrical equipment);

 Quarterly (all portable electrical equipment, portable tools, extension leads, generators, welders, fixed electrical plant and equipment as well as installations such as crib huts and workshops); and

 Yearly (Fixed and portable electrical equipment and appliances used in offices).

**21.2 Tagging**

Tag colours for quarterly testing are as per below:

|  |  |  |  |
| --- | --- | --- | --- |
| **January to March**  **(red)** | **April to June**  **(green)** | **July to September**  **(blue)** | **October to December**  **(yellow)** |

Annual tagging: BLACK or WHITE *(AS/NZS 3012:2010 – Electrical Installations; AS/NZS*

*3760:2010 - In-service Safety Inspection and Testing of Electrical Equipment*).

**21.3 Generators and Welding Machines**

***(insert company name)*** shall ensure all generators and welding machines used on site comply with the requirements of this Work Health and Safety Management Plan and are fitted with Australian Standard compliant Voltage Reduction Devices (VRD).

No exemption shall be granted from the requirement to use Voltage Reduction Devices on site, except in exceptional circumstances where the technical nature of the welding may indicate this as impractical. Exemption shall be requested in writing to ***(insert responsible role)***.

**21.3.1 Generators**

This section covers portable, transportable or mobile generators including welding machines with auxiliary power outlets or terminals.

Self-contained transportable generating sets driven by internal combustion engines which are intended to provide an independent 50 Hz ac supply at above 32V ac, single phase or three phases, shall meet the following requirements:

 Comply with *AS 2790:1989 - Electricity Generating Sets – Transportable (Up to 25 kW),* and *AS 3010:2005 - Electrical Installations –Generating Sets* with the additional features, as varied below. All live parts, including ‘neutral’ parts shall be guarded and insulated, including terminals at the back of the outlet;

 Single-phase windings shall have the neutral terminal connected to the earth terminal of the device as per Clause 6.19(b) and Figure 1 of Amendment No.1 of *AS 2790:1989 – Electricity Generating Sets – Transportable (Up to 25 kW)*. Three phase units shall have

the star point of neutral connected similarly;

 All socket outlets providing non-welding power shall be weatherproof hi-impact polycarbonate or similar construction, with an isolating switch that operates in all live conductors;

 The single-phase outlets indicated above shall be protected by a residual current operated circuit breaker set to trip at a maximum earth leakage of 30 mA;

 Generators shall be inspected and tested by a licensed electrical worker and tagged in accordance with the tagging procedure and be protected from wet weather conditions at all times; and

 Earthing of generators must comply with manufacturer instructions and the requirements of *AS/NZS 3000:2000 – Electrical Installations (Wiring Rules)*. As required this shall include earth stakes buried to a depth of at least 600mm and sized in accordance with *AS/NZS*

*3000:2000 - Electrical Installations,* Section 5.5.1, unless specifically stated otherwise for safe operation of the generator.

**21.3.2 Welding Machines**

***(insert company name)*** shall ensure all welding machines used on site are fitted with Australian

Standard compliant Voltage Reduction Devices (VRD).

The location of welding machines shall be as close as possible to the work area, with the earth returns securely clamped as close as practicable directly to the area of the task or at minimum at a distance not exceeding 3 metres.

Welding machines shall be stopped or switched off before the connection or disconnection of leads to the machine terminals. All exposed terminals and wiring shall be insulated or covered.

**21.4 Overhead Power Lines**

***(insert company name)*** shall ensure that any work required to be performed on or adjacent to overhead power lines is controlled.

The term ‘adjacent to overhead power lines’ shall be interpreted as Cranes, Plant and / or equipment entering within the ‘Power Line Corridor’ being a distance of 10 metres horizontal to the furthermost exterior power line cable. Particular note shall be taken with crane booms or hooks which may luff or slew into the ‘Power Line Corridor’ area.

***(insert company name) (insert responsible role)*** will issue a permit to work to allow access within the ‘Power Line Corridor’ area, within the limitations indicated in *AS/NZS 3000:2000 – Electrical Installations (Wiring Rules)*.

**22. Environment**

***(insert company name)*** shall take note of and implement the controls detailed in relevant legislation and in line with ***(insert company name)*** Program for Environment Protection and Rehabilitation (PEPR) and Australian Standard requirements to ensure its activities do not create an adverse impact on the environment.

**22.1 Commitment and Policy**

***(insert company name)*** shall take appropriate actions to protect air, water, animal and plant life from adverse effects of activities, and to minimise any nuisance which may arise from such operations, in accordance with all applicable laws and company environmental requirements.

***(insert company name)*** shall ensure that personnel are trained and / or instructed to understand and comply with the ***(insert company name)*** policy on environmental protection and that personnel act accordingly.

**22.2 General Environment and Conditions**

***(insert company name)*** shall work with all relevant Government bodies and stakeholders to ensure the work is carried out in such a way as to minimise impact upon the natural environment and comply with best principles and practices to:

 Minimise land disturbance in accordance with the Program for Environment Protection and

Rehabilitation (PEPR) requirements;

 Protect native flora and fauna ecosystems and control the importation of weed species;

 Prevent pollution of any surface and ground water of natural origin and include provision of suitable equipment, facilities and precautions to prevent the discharge of contaminants which may pollute the atmosphere, any body of water, or land areas, or which may harm aquatic life or other wildlife;

 Minimise quantities of waste generated and determine its hazard rating and type;

 Recycle, re-use or recover resources from waste, as far as is economically feasible;

 Ensure adequate dust control;

 Minimise the generation of all noise to comply with the Program for Environment Protection and Rehabilitation (PEPR) requirements;

 Minimise land disturbance and restore to pre-disturbed condition wherever practical; and

 Ensure compliance with all laws, regulations and rules pertaining to the environment that are applicable to the Site.

**22.2.1 Dust**

***(insert company name)*** shall implement effective dust control as far as is reasonably practicable to ensure no adverse impact to workers, the environment and the community.

The controls shall be regularly monitored for effectiveness and any rectification works are to be carried out as required.

***(insert company name)*** shall ensure:

 Work practices are conducted in a manner to minimise airborne dust;

 Dust suppression measures are identified and implemented;

 A system for reporting excessive dust generation; and

 Vehicles and plant remain on defined and established roadways and work areas.

**22.2.2 Waste Management**

***(insert company name)*** shall be responsible for ensuring that the handling, storage, treatment, transportation, and disposal of waste is executed in an environmentally acceptable manner and is in accordance with all applicable local government and statutory requirements.

**22.2.3 Spillages**

***(insert company name)*** shall be responsible for providing and maintaining spill control and clean- up equipment. Spillages shall be controlled in the first instance and clean-up implemented as soon as possible.

All spillages shall be reported to the relevant authorities as per the ***(insert company name)***

Program for Environment Protection and Rehabilitation requirements.

**22.2.4 Waste Disposal**

***(insert company name)*** shall be responsible for the removal from work areas of all construction and other debris and waste generated by its activities. ***(insert company name)*** shall provide sufficient rubbish receptacles and industrial disposal bins for collection of waste and ensure that all such bins are emptied on a regular basis to prevent overfilling.

Suitable collection equipment shall be provided by ***(insert company name)*** for the collection of flammable waste. Any hazardous substances shall be disposed of by ***(insert company name)*** in accordance with statutory requirements at licensed facilities.

All other waste shall be disposed of also in accordance with the requirements of any local government and statutory bodies and in according to:

 All rubbish being placed in closed containers – No Littering;

 Disposal and segregation of waste as per the Mining and Rehabilitation Plan; and

 Purchasing in bulk from suppliers to avoid excessive packaging waste.

**22.3 Noise and Vibration**

***(insert company name)*** shall conform to the provisions of statutory requirements relating to noise control, with particular reference to drilling, blasting, abrasive blasting, excavation and earth moving plant, compressors and pumps, fabrication areas, workshops, batching and mixing plants and all other mining equipment, including vehicles.

***(insert company name)*** shall comply with all provisions of the Program for Environment

Protection and Rehabilitation relating to noise and vibration control when carrying out activities that cause noise and vibration.

**22.4 Air Pollution**

***(insert company name)*** shall comply with the statutory requirements concerning air pollution. ***(insert company name)*** shall ensure that all activities on the site and activities undertaken by ***(insert company name)*** are designed and operated to control the emission of smoke, dust and other objectionable matter into the atmosphere and according to:

 Maintaining vehicles to minimise excessive air emissions as per Environmental and Mining

Safety legislation.

**22.5 Discharge of Liquids**

***(insert company name)*** shall take all the necessary precautions to minimise the impact of discharged water containing any matter in solution or suspension which may damage the environment, including, without limitation to, visible suspended matter into waterways and areas adjacent to the site.

***(insert company name)*** shall take all precautions necessary to prevent the discharge into waterways of any oils or similar materials of any foaming or non-biodegradable liquids. All plant and equipment maintenance must be carried out in a suitably contained area, the draining from which shall be provided with approved oil separation traps before discharge. Contractors shall be responsible for regular removal of deleterious matter from such traps and its disposal in accordance with statutory requirements.

All oil or fuel spilt or leaking from any item of plant or equipment shall be cleaned up immediately, if necessary by excavation of impregnated soil and its removal to an approved disposal facility.

**23. Community**

***(insert company name)*** shall ensure the following aspects are considered in the execution of the site activities to minimise the impact on the local community.

**23.1 Concerns of the Local Community**

***(insert company name)*** shall take the following actions to ensure the community is considered throughout the life of the operation. The local community concerns include:

 safe driving and road courtesy by all;

 respect for the community and natural environment; and

 consideration of local people.

***Note:*** *The above are suggestions only. You will need to identify and assess the possible local community concerns that relate to you particular location and operation.*

**23.2 Road Safety**

A major concern is road safety; this includes speed limits, road types (sealed / unsealed), road courtesy, and wet and dry weather conditions, on roads that have increased traffic.

Where Kangaroos and Emus are common in the area, care should be taken when driving particularly at dawn, sunset and at night.

***Note:*** *The above is an example only. You will need to identify and assess road hazards that relate to your location and operation. Refer to the MAQOHSC Traffic Management Guide for further assistance in relation to road safety.*

**23.3 Community Complaints**

***(insert company name)*** shall promptly advise the relevant statutory agency, in line with the requirements of the ***(insert company name)*** Program for Environment Protection and Rehabilitation of any community complaint, community unrest, protest or rumor or other community aspects.

**23.4 Two Way Radio Use**

***(insert company name)*** shall ensure suitable communication systems are implemented to minimise the impact on the UHF two way radio systems used by the local community.

***(insert company name)*** shall ensure that personnel use appropriate non-offensive language and prevent unnecessary general chatter on any two way channel.

The Ultra-high frequency (UHF) channel used at the ***(insert company name)*** site is ***(insert applicable channel)***.

**24. Office Safety**

A proportion of the work undertaken by ***(insert company name)*** workers is conducted in an office environment and with this in mind ***(insert company name)*** staff will consider the following safety issues:

 Incorrectly set up workstations increase the possibility of posture related manual task injuries;

 Frequent or repetitive movements (typing for long periods) or holding uncomfortable postures for prolonged periods can cause Occupational Overuse Syndrome (OOS);

 Visual Display Units (VDUs) emit electromagnetic radiation which may cause tiredness of the eyes;

 All electrical circuits must be fitted with an Residual Current Device (RCD) and extension leads must be clear of access ways; and

 ***(insert company name)*** encourages personnel to report early symptoms of Occupational

Overuse Syndrome and will provide ergonomically designed workstations.

**25. Management Review**

Senior management review of the ***(insert company name)*** Safety Management System will be performed ***(insert time frame)*** or sooner as required, to ensure the systems continued suitability, adequacy and effectiveness.

***Note:*** *The Work Health and Safety Regulations 2012 (SA), Regulation 625, states that the mine operator of a mine must ensure that the Safety Management System for the mine is reviewed at least once every 3 years and as necessary revised to ensure it remains effective” or sooner should a risk control be reviewed, such as in the event of an incident. The Work Health and Safety Regulations2012 (SA) state a minimum requirement for review, ideally a review of the Safety Management System should be conducted annually to ensure its effectiveness.*

**FURTHER ASSISTANCE**

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at [www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au/) or email [maqohsc@sa.gov.au.](mailto:maqohsc@sa.gov.au)

**ADDITIONAL INFORMATION**

Work Health and Safety Legislation, Codes of Practice, fact sheets, Health and Safety

Representatives (HSR) information and guides can be found at the following websites: SafeWork SA – [www.safework.sa.gov.au](http://www.safework.sa.gov.au/) or call 1300 365 255

Safe Work Australia – [www.safeworkaustralia.gov.au,](http://www.safeworkaustralia.gov.au/) or call 1300 551 832

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