# Mineral exploration: Site operations audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| 1 Safety management |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 1.1 | There is a system in place to identify and address hazards associated with site-specific exploration activities (e.g. mapping, sampling, surveying, gridline preparation, costeaning, drilling, downhole logging), and the hazard register is reviewed and amended as required. |  |  |
| 1.2 | Safe systems of work have been implemented for specific items identified in the hazard register. |  |  |
| 1.3 | The hierarchy of control has been applied to eliminate exploration hazards or reduce the exposure, and reduce reliance on administrative and personal protective clothing and equipment (PPE) controls. |  |  |
| 1.4 | The exploration area has been assessed and hazardous ground conditions delineated and effectively managed. |  |  |
| 1.5 | The camp and associated facilities and amenities should be located to reduce exposure to natural and drilling hazards, and ensure hygienic conditions are maintained. |  |  |
| 1.6 | There is an up-to-date contact list for management, supervisors and other relevant persons available on site. |  |  |
| 1.7 | A competent person regularly checks all storage and handling systems for dangerous goods and hazardous substances. |  |  |
| 1.8 | Where necessary, appropriate PPE is provided and used to reduce exposure to safety and health hazards. |  |  |

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| 2 Personnel |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 2.1 | All personnel have received adequate information, instruction and training relating to the hazards identified for the site and safe systems of work for the tasks required of them. [see Part 1, 3.1] |  |  |
| 2.2 | Before commencing work, all personnel have been assessed as competent to perform the tasks they have been assigned. [see Part 1, 3.2] |  |  |
| 2.3 | All personnel have received adequate information, instruction and training relating to the risk factors affecting fitness-for-work. |  |  |
| 2.4 | All personnel are assessed as fit-for-work before commencing work. |  |  |
| 2.5 | Any personnel undergoing instruction and training are supervised in such a manner that they are not exposed to hazards. |  |  |
| 2.6 | Relevant personnel have been retrained and reassessed whenever systems of work or plant and equipment changed, or new systems of work or plant and equipment were introduced. [see Part 1, 3.3] |  |  |
| 2.7 | Any personnel undertaking high-risk work have been assessed as competent on each item of plant or equipment they are using, and have the required licence, where applicable. [see Part 1, 3.5] |  |  |
| 2.8 | Personnel are adequately supervised to allow them to carry out their tasks safely. [see Part1, 3.6] |  |  |
| 2.9 | Records of instruction, training, retraining, assessment or reassessment given are accessible by site personnel, when required. |  |  |

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| 3 Emergency response |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 3.1 | The emergency response plan is accessible on site to all personnel. |  |  |
| 3.2 | All personnel are familiar with the emergency response plan and their responsibilities. [see Part 1, 4.3] |  |  |
| 3.3 | Emergency communication systems are accessible to all personnel. [see Part1, 4.4] |  |  |
| 3.4 | The communication system is tested and maintained in accordance with the management schedule. [see Part 1, 4.4] |  |  |
| 3.5 | All personnel have been trained in the use of the emergency communication equipment and procedures. |  |  |
| 3.6 | A person qualified in first aid is available at the site at all times when personnel are present. [see Part 1, 4.5] |  |  |
| 3.7 | Where practicable, a person qualified in appropriate advanced first aid is present or available on call. |  |  |
| 3.8 | First aid and emergency equipment provided is adequate to respond to the types of incidents that may occur as identified in the hazard register. |  |  |
| 3.9 | The management plan to transport injured personnel to medical treatment is accessible on site to relevant personnel and can be implemented. [see Part 1, 4.6] |  |  |
| 3.10 | The emergency response contact list, including qualified first aiders, is accessible on site to all personnel. |  |  |
| 3.11 | Fire extinguishers and/or fire suppression systems are provided for all plant and equipment. |  |  |
| 3.12 | Personnel have been trained and assessed in fire prevention and the use of fire-fighting equipment. |  |  |

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| 4 Isolation and tagging |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 4.1 | Isolation and lock-out/tag-out systems are implemented in accordance with the site procedures. [see Part 1, 5.1] |  |  |
| 4.2 | Relevant personnel have been trained and assessed in the use of isolation and the lock-out/tag-out systems. [see Part 1, 5.2] |  |  |
| 4.3 | Completed OUT OF SERVICE tags are used to warn against the use of plant or equipment that is unsafe to use, may be damaged if used, or is being repaired or maintained. |  |  |
| 4.4 | PERSONAL DANGER tags and locks are used on plant or equipment on which work is undertaken. |  |  |
| 4.5 | The effectiveness of the isolation of plant or equipment is tested prior to commencement of work. |  |  |

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| 5 Plant and equipment |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 5.1 | Plant and equipment are inspected and maintained in accordance with the management schedule. [see Part 1, 7.2 and 8.1] |  |  |
| 5.2 | Records are kept for maintenance of plant and equipment. [see Part 1, 8.8] |  |  |
| 5.3 | Electrical equipment and cables are periodically inspected and tagged or removed from service if unsafe. [see Part 1, 6.2] |  |  |
| 5.4 | Electrical welding equipment is maintained in safe condition. [see Part 1, 6.3] |  |  |
| 5.5 | Pre-start checks are conducted for plant and equipment used on site. [see Part 1, 8.4] |  |  |
| 5.6 | Operational faults are reported in accordance with the site procedures. [see Part 1, 8.5] |  |  |
| 5.7 | Operational faults are dealt with in a timely manner, based on the risk they present. |  |  |
| 5.8 | ROPS/FOPS is installed as necessary and maintained. [see Part 1, 7.5] |  |  |

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| 6 Facilities and amenities |
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| **Point** | **Standard** | **Standard met** | **Comments** |
| 6.1 | The facilities provided for maintenance and storage are appropriate for the tasks undertaken. [see Part 1, 9.1] |  |  |
| 6.2 | The facilities provided for sample handling are designed to eliminate or mitigate hazardous manual tasks. |  |  |
| 6.3 | The plant and equipment maintenance and storage facilities are maintained in good condition. |  |  |
| 6.4 | Fire-fighting and suppression equipment appropriate for the facilities is readily accessible. |  |  |
| 6.5 | Signs are displayed to warn of hazards and the required control measures. |  |  |
| 6.6 | Dangerous goods and hazardous substances are clearly identified and properly labelled. |  |  |
| 6.7 | Material safety data sheets are available for substances used at site. |  |  |
| 6.8 | Adequate eating and ablution facilities are provided. |  |  |

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