



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

Health and hygiene management plan

Levy exempt mines template – guide

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Contents

Introduction 3

Scope 3

Guidance 4

 Step 1 – Site detail 4

 Step 2 – Operations 4

 Step 3 – Hazard and risk identification 4

 Section 1 – Hazard identification 4

 Section 2 – Risk assessment 5

 Section 3 – Implementing controls 5

 Section 4 – Verification 5

 Step 4 – Future actions 5

 Step 5 – Approval and endorsement 5

 Table 1 Risk assessment tool 6

Introduction

This guide and the Health and hygiene management plan – levy exempt mines template are designed to assist operators of mines with a small number of employees to comply with the requirements of section 9 of the Mines Safety and Inspection Act 1994, Division 4 Subdivision B, Part 7 Divisions 1 and 3 (the Act) and Part 9 of the Mines Safety and Inspection Regulations 1995 (the Regulations).

A health and hygiene management plan (HHMP) is a means of documenting the identified health hazards, the methods used to control those hazards and the means by which control effectiveness is verified at the site.

The site's HHMP, if properly implemented, will aid employers in reducing the likelihood of adverse health effects for their employees.

The HHMP should be used by management and site personnel to understand the identified health hazards and controls. Mines inspectors, when they visit a site, can use the HHMP to assist in determining if the controls have been adequately implemented and are sufficient for control of the site's health and hygiene hazards.

Scope

The template only applies to operations that meet *all* of the following criteria:

- only surface operations mining agricultural or construction minerals; e.g. sand, limestone, dolomite, dimension stone, agricultural lime, gravel and rock
- the total hours for all personnel working on a site is less than 5,000 hours per calendar quarter
- the total hours worked for all personnel across all of the principal employer's combined mining operations is less than 5,000 hours in any calendar quarter
- it is a small-scale surface mining operation that has received a written exemption from the requirement to appoint a surface ventilation officer under regulation 9.3(4) of the Regulations
- there are no fibrous minerals in the materials to be mined
- there are no hazardous chemicals liberated from, or used in, the mining or extraction of the minerals.

All other mining operations should follow the general guidance material for preparing the HHMP. A guide for the [Preparation of a health and hygiene plan](#) is available from the Department's website.

Guidance

Like other management plan requests for exemptions and approvals, all HHMPs are to be submitted via the Safety Regulation System (SRS). Information on how to complete and submit an HHMP is available from the [FAQs on the reporting of health and hygiene sampling through the Safety Regulation System](#). If, after following these instructions, further information is required, contact the SRS Manager at SRSManager@dmirs.wa.gov.au

Step 1 – Site detail

All companies conducting mining operations in Western Australia are allocated a unique Combined Operation (CO number) and each site where mining occurs, a Site Group (SG number). For assistance with the SRS Combined Operation (CO) name and number or Site Groups (SG) name(s) and number(s), contact the SRS Manager by phone on (08) 9358 8001 (select option 3).

To accurately identify the company and sites that the company operates, provide the business name, trading name, office and mine site address and the relevant CO Number and the applicable SG number(s).

Step 2 – Operations

Provide a brief (1-2 paragraph) description of the scale, scope and nature of the operation.

The description should include:

- the commodity being mined, the approximate quantity of material mined per annum and the site operation process (e.g. free dig from a 2 to 2.5 metre face with a front end loader, fed directly into the crusher hopper and stockpiled using a stacker conveyer).
- a list of mobile and fixed plant on site
- a list of offices or workshops on site
- the number of personnel that typically work at the site (including the hours and roster)
- confirm that the total hours for all personnel working on a site is less than 5,000 hours per calendar quarter and the total hours worked for all personnel across all of the principal employer's combined mining operations is less than 5,000 hours in any calendar quarter
- if the site is operated on a seasonal or campaign basis.

Step 3 – Hazard and risk identification

Complete the hazard identification, risk assessment, implemented controls and control verification pro forma in the template.

This part of the guide is divided into four sections in line with the sections of the pro forma.

- Section 1 – Hazard identification
- Section 2 – Risk assessment
- Section 3 – Implementing controls
- Section 4 – Verification

Section 1 – Hazard identification

Within the pro forma HHMP, identify the hazards at your mine and the source of those hazards by clicking the mouse pointer in the relevant box in the "Yes" columns. Only click on those hazards and sources present at your mine.

Section 2 – Risk assessment

Using the defined risk assessment tool (Table 1 at the end of this guide) conduct a risk assessment for each hazard present at the mine. The assessment should be based on the “worst case” scenario for that hazard; e.g. if the noise levels in a drill rig are higher than the loader or trucks, then base the risk on the drill rig.

Section 3 – Implementing controls

Identify the controls that you have, or intend to implement, on your mine by clicking the mouse pointer in the relevant box in the “Yes” column.

In general, hazards with a low exposure risk may need only minimal controls. Hazards with high risk will require robust (and often multiple) controls.

Atmospheric contaminants are to be maintained at levels below the exposure standard, and the risks from all hazards are required to be controlled to as low as reasonably practicable.

Section 4 – Verification

Verifying the effectiveness of controls is key to demonstrating compliance with the Regulations; specifically that the employer maintains the workplace and has systems in place to not expose the workforce to hazards, and employees are following health and safety instructions and are correctly using protective equipment.

Verification is required on a regular basis to ensure that controls are adequate and continue to protect the health of employees now and into their retirement.

Verification methods need to be recorded and could include:

- daily inspections
- pre-start checklists
- visual observations
- inspection checklists
- audits
- maintenance records
- sampling and testing
- medical examinations and records
- diary entries.

It is recommended that a number of methods are used.

If you require assistance, contact the OSH/hygiene mines inspector for your region.

Step 4 – Future actions

If, during the risk assessment and control verification process, you identify ways to improve the management of workplace hazards, then develop an action plan that outlines what is planned, by when, how and by whom.

The action plan should be specific and have a timeframe for implementation. For example, a plant operator will check the operation of water sprays at the beginning of each shift, if there is a fault, it must be reported immediately to the maintenance workshop.

Step 5 – Approval and endorsement

The HHMP contains commitments and obligations. The Registered Manager must sign the Registered Manager’s signature block on the last page of the template, using a digital or “wet signature”.

Table 1 Risk assessment tool

Hazard	Exposure risk	Interpretation
Dust	Low	No visible dust.
	Medium	Visible dust which slightly impairs visibility and settles in less than seven minutes.
	Excessive	Visible dust which impairs visibility or takes 15 minutes or longer to settle. Dust build-up on surrounding structures and surfaces.
Noise	Low	Average noise levels less than 80 dB(A) (i.e. not required to raise your voice to have a conversation).
	Medium	Average noise levels less than 90 dB(A) (i.e. required to raise your voice to have a conversation). Mandatory hearing protection required.
	Excessive	Average noise levels of 90 dB(A) (i.e. required to shout to have a conversation). Mandatory hearing protection required.
Vibration	Low	Minimal activities that result in hand-arm or whole body vibration.
	Medium	More than one hour of activities that result in hand-arm vibration (e.g. using power tools).
	Excessive	More than one hour of activities that result in whole body vibration (e.g. standing or sitting on crushing plant), or greater than four hours of activities that result in hand-arm vibration.
Chemical	Low	Chemicals of low toxicity or cause low skin irritation, such as domestic cleaning products, fuels and lubricants.
	Medium	Chemicals of moderate toxicity that may cause effects such as irritation, nausea, or reversible damage to the skin such as solvent based paints, degreasing agents. These chemicals may be labelled "Harmful or fatal if swallowed" or "Causes skin and eye irritation".
	Excessive	Chemicals that are toxic and are usually labelled with the words "Danger-Poison", "Fatal if swallowed", "Poisonous if inhaled", "Extremely hazardous by skin contact", or "Corrosive – causes eye damage and severe skin burns".
Hazardous manual tasks	Low	Tasks that require a person to lift, lower, push, pull, carry, move, hold or restrain anything involving: <ul style="list-style-type: none"> • repetitive or sustained force • repetitive movement • sustained or awkward posture are rarely conducted.
	Medium	Tasks that require a person to lift, lower, push, pull, carry, move, hold or restrain anything involving: <ul style="list-style-type: none"> • repetitive or sustained force • repetitive movement • sustained or awkward posture when the repetitive movement, sustained force or awkward posture occurs more than once per shift.

Hazard	Exposure risk	Interpretation
	Excessive	<p>Tasks that require a person to lift, lower, push, pull, carry, move, hold or restrain anything involving:</p> <ul style="list-style-type: none"> • repetitive or sustained force • repetitive movement • sustained or awkward posture <p>when the repetitive movement or sustained force is performed more than twice per minute, or an awkward posture or sustained force is held for more than 30 seconds, and the task is performed for more than two hours over a shift or continuously for more than 30 minutes at a time.</p>
Welding fume	Low	Welding and metal cutting conducted less than one hour per week in well-ventilated areas. No arc air gouging conducted.
	Medium	Welding and metal cutting conducted less than one hour per shift in well-ventilated areas. No arc air gouging conducted.
	Excessive	Welding and metal cutting conducted more than one hour per shift, often in enclosed spaces. Arc air gouging conducted.
Extremes of heat or cold	Low	Mostly in enclosed air-conditioned cab or office. Rarely exposed to outdoor work during hot or cold periods of the day.
	Medium	Mostly in enclosed air-conditioned cab or office with periods of outdoor work during hot or cold periods of the day.
	Excessive	Mostly work outdoors often during hot or cold periods of the day.
Radiation	Low	Mostly in enclosed cab / rarely exposed to UV radiation / welding.
	Medium	50% of day outside cab / exposed to UV radiation / welding weekly.
	Excessive	Outdoor worker / exposed to UV radiation / welding daily.