



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

Mineral exploration: Management systems audit – guide

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Introduction

This document was reformatted in November 2015. At this time no material changes were made to the content of the guide, which was originally published in February 2014 under the title *Guide to mineral exploration high impact function (HIF) audit 2014 Part 1 – Management systems*.

Note: The Safety Regulation System (SRS) has replaced the AXTAT system and all reporting is done online through SRS.

The scope of the mineral exploration audit documents cover the occupational safety and health standards associated with the management of mineral exploration, including drilling both remotely and on an existing mine site. It does not cover the environmental standards that also apply to exploration operations.

The three mineral exploration audit documents cover:

- overall safety and health management systems (Part 1),
- how these management systems are implemented on site and for operational activities in general (Part 2), and
- drilling and other field activities in particular (Part 3).

These are structured so that operators can select those aspects relevant to the size and complexity of their operations, and the activities undertaken, and tailor the audit accordingly. Not all standards may be applicable. Standards that are not applicable should be ignored as they will not influence audit outcomes. For example, an exploration company might conduct an audit using Parts 1 and 2 and some of Part 3, while its drilling contractors might audit against relevant sections of Part 2 and all of Part 3. Specific personnel may be assigned different sections to audit.

Some audit standards in Part 1 and 2 appear to be duplicated but the intent is that Part 1 covers the development of higher level management systems while Part 2 covers their implementation in the field. Where a Part 2 standard refers to the implementation of a system, a reference is included to the corresponding management standard in Part 1.

This part covers the operator's safety management systems.

Where the term "verify" is used in the guideline intent, it implies there is a regulatory requirement for compliance with the standard. Where the term "ensure" is used, there is no mandatory requirement for compliance but the standard sets out a recommended practice, which, if followed, should minimise the risk of incidents.

The audit should be read and used in conjunction with Resources Safety's code of practice on mineral exploration drilling.

Exploration guidance material, including charts showing statutory appointments for exploration operations under the *Mines Safety and Inspection Act 1994* (MSIA) and Mines Safety and Inspection Regulations 1995 (MSIR), is available from the Department of Mines and Petroleum web site, www.dmp.wa.gov.au.

Other useful references include:

- Australian Emergency Management, em.gov.au
- Bureau of Meteorology, bom.gov.au
- Department of Health, health.wa.gov.au/services
- Department of Fire and Emergency Services (DFES, formerly FESA), dfes.wa.gov.au
- North Australian Fire Information, firenorth.org.au
- Royal Flying Doctor Service, flyingdoctor.org.au
- Safe Work Australia, safeworkaustralia.gov.au
- State Emergency Services, ses-wa.asn.au
- Western Australia Police, police.wa.gov.au

1 Management

Management

Point	Standard	Guideline
1.1	An Exploration Manager has been appointed to have control of exploration activities, and the Senior Inspector of Mines has been notified.	<p>Intent: To verify a person has been appointed to have control of exploration activities.</p> <p>Personnel: Registered Manager and/or Principal Employer and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying appointment. The documentation should detail responsibilities and acknowledgement of appointment. Refer to MSIA ss. 46 and 47.</p>
1.2	A person responsible for exploration activities on-site has been appointed to have control of site activities, and the Senior Inspector of Mines has been notified.	<p>Intent: To verify person/s have been appointed to be in charge of exploration site operations.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying appointment. Documentation should detail responsibilities and acknowledgement of appointment. Refer to MSIA s. 47(2).</p>
1.3	Notifications of exploration activities have been sent to the Senior Inspector of Mines for the Region/s in which the company is conducting exploration activities.	<p>Intent: To verify DMIRS has been informed of all exploration work carried out in Western Australia.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Refer to MSIA s. 47(3) and MSIR rr. 3.3 and 3.4.</p>

1.4	The Exploration Manager and person/s in control of exploration activities and site operations understand their roles and responsibilities.	<p>Intent:</p> <p>To verify the roles and responsibilities of the Exploration Manager and person/s in control of exploration activities and site operations are clearly understood.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View documentation. Sight copy of appointment letter/s and other evidence, and ask about their obligations under Mines Safety and Inspection Act and regulations. Refer to MSIA s. 44.</p>
1.5	The Registered Manager and/or Exploration Manager and person in control of site activities have current copies of the MSIA and MSIR.	<p>Intent:</p> <p>To ensure the personnel have access to a current copy of the relevant Act and regulations.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View hard copies of the Act and regulations at the company's premises.</p>
1.6	The mine and classified plant record books, and accident, electrical and ventilation log books are available at a location within the State.	<p>Intent:</p> <p>To verify mine record books and log books are provided and maintained for record-keeping purposes.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View documentation verifying location of record books, and accident, electrical and ventilation log books. Refer to MSIA s. 89 and MSIR r. 3.2.</p>

1.7	The Principal Employer has a current organisational chart reflecting the management and supervision structure of the company, contractor arrangements, and statutory position holders, including all appointments made under MSIA s. 44.	<p>Intent:</p> <p>To ensure the existence of a chart reflecting the current management structure of the company and a current record of the allocation of responsibilities and accountabilities for key positions such as Electrical Supervisor and Ventilation Officer.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View organisational chart/s. A single chart is not necessary (multiple charts are acceptable). Compliance may be established by viewing a series of individual charts that reflect the overall management structure. Sight records of appointments for MSIA s. 44 and other statutory positions.</p>
1.8	Formal procedures are in place to identify, report, investigate and address occurrences and sub-standard conditions or practices.	<p>Intent:</p> <p>To verify there are formal procedures to manage hazards and occurrences.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. Sight procedural documentation and inspection reports. Refer to MSIA ss. 9, 10, 11 and 11A</p>
1.9	There is a system in place to receive, record and submit statutory accident and incident reports.	<p>Intent:</p> <p>To verify there is a system to receive, record and submit statutory accident and incident reports.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. Sight procedural documentation and inspection reports. Refer to MSIA ss. 76, 77, 78 and 79.</p>

1.10

There is a scheduled system in place for inspecting and auditing exploration activities.

Intent:

To verify exploration sites are regularly inspected to maintain safety standards.

Personnel:

Registered Manager and/or Exploration Manager and/or other relevant employees.

Method:

Interview relevant employees. Sight inspection and audit schedules, and completed inspection and audit reports.

Refer to MSIA s. 43 and MSIR r. 3.22.

2 Safety and health management

Safety and health management

Point	Standard	Guideline
2.1	The Principal Employer has developed a system to manage safety and health for all exploration activities.	<p>Intent: To ensure there is a safety plan for all exploration activities.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation.</p>
2.2	The Principal Employer has a written statement that sets out the safety and health policy of the company, and is accessible to all personnel.	<p>Intent: To ensure company safety standards are documented in a policy statement.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View policy statement. A single copy of the statement should be displayed in a prominent position at the operation and/or in the content of the company's safety induction.</p>
2.3	Contractors' safety and health policies and procedures are assessed by the Principal Employer to ensure consistency with those of the Principal Employer.	<p>Intent: To verify the Principal Employer reviews and assesses contractor safety and health standards.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. Sight procedural documentation and assessment reports. Refer to MSIA ss. 9, 15A, 15B and 15C.</p>
2.4	There is a system in place to assess fitness-for-work.	<p>Intent: To verify employees are assessed as fit-for-work.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documents. Consider fatigue; use of prescription, over-the-counter and illicit drugs; alcohol consumption; and mental wellbeing. Refer to MSIA ss. 9 and 10, and MSIR r. 4.7.</p>

2.5	There is a system in place to ensure actions are taken when personnel do not meet the fit-for-work requirements.	<p>Intent: To verify employers and employees have met their duty of care responsibilities.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documents. Refer to MSIA s. 9 and MSIR r. 4.7(2).</p>
2.6	Hazard identification and risk assessments have been undertaken for all activities, and a hazard register developed.	<p>Intent: To verify person/s in control of exploration activities and site operations have undertaken hazard identification and risk assessments of their operations.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. Sight assessments records and documentation. Refer to MSIA s. 9.</p>
2.7	The safe systems of work are regularly reviewed and the hazard register updated following consultation to reflect improvements in systems of work, changes in plant or equipment, or the introduction of new plant or equipment	<p>Intent: To verify hazard identification and change management processes cover all aspects of exploration activities.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. There should be a familiarity with the code of practice for mineral exploration drilling. View documentation including the hazard register. The hazard register may comprise several documents (e.g. risk assessment, control measures). Refer to MSIA s. 60(4) and MSIR rr. 4.13 and 6.17.</p>
2.8	Applying the hierarchy of control, measures are in place to eliminate or mitigate safety and health hazards.	<p>Intent: To verify measures are implemented to eliminate and/or reduce occupational safety and health hazards.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight records showing “before” and “after” results and gauge their effectiveness. Refer to MSIA ss. 3 and 9.</p>

2.9	Safe systems of work have been developed and documented for all items identified in the hazard register.	<p>Intent: To verify safe systems of work are developed.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. At a minimum there should be safe systems of work for activities associated with the hazards in the above-mentioned standard. The company should be able to demonstrate that it has considered the recommendations contained in Resources Safety's Code of Practice – Mineral exploration drilling. Refer to MSIA s. 9.</p>
2.10	There is a formal program in place to assess, reduce and monitor the exposure of personnel to occupational health hazards.	<p>Intent: To verify employee exposure to occupational health hazards is assessed, monitored and controlled.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight records showing monitoring results and response to potentially hazardous exposures. Refer to MSIR r. 7.27.</p>
2.11	A noise report has been compiled, and a written plan setting out ways of reducing noise at the workplace is prepared and implemented.	<p>Intent: To verify the current noise situations at the workplaces have been assessed and managed effectively.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. View results of monitoring programs or assessments (e.g. noise report), and noise reduction plan. Refer to MSIR rr. 7.8, 7.11 and 7.27.</p>

2.12	There is a system in place to ensure communication is available in all working areas.	<p>Intent: To verify effective means of communication are provided to personnel.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. View communication system and procedures. During inspections, observe and assess if radio or telephonic communication devices are available and operable. Refer to MSIR r. 3.7.</p>
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3 Information, instruction, training and supervision

Information, instruction, training and supervision

Point	Standard	Guideline
3.1	There is a system in place to ensure all personnel receive adequate information, instruction and training relating to the hazards identified and safe systems of work for the tasks required of them.	<p>Intent: To verify personnel are provided with information, instruction and training necessary to manage risks associated with the hazards of exploration operations in remote sites.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight training needs analysis, induction and training records. Refer to MSIA s. 9(1) and MSIR rr. 3.6 and 4.13.</p>
3.2	There is a system in place to ensure that, before work commences, all personnel are assessed as competent to perform the tasks they will be assigned.	<p>Intent: To verify personnel are assessed as competent before commencing work.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight training records. Refer to MSIR r. 4.13.</p>
3.3	There is a system in place to ensure personnel are retrained and reassessed whenever systems of work or plant and equipment change, or new systems of work or plant and equipment are introduced.	<p>Intent: To verify personnel receive retraining and reassessment when there are changes to the systems of work, plant or equipment.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight training, assessment and verification records. Refer to MSIR r. 4.13.</p>

3.4	A record is made of any information, instruction, training, retraining, assessment or reassessment provided, and records are retained for a minimum of two years.	<p>Intent:</p> <p>To verify accurate records are retained for a minimum of two years to demonstrate current employee competency for the work being undertaken.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View documentation. Sight training, assessment and verification records. Records need to be retained for as long as the employee is undertaking the work. Refer to MSIA s. 9(1) and MSIR r. 4.13(2).</p>
3.5	There is a system in place to ensure all personnel who will undertake high-risk work (as defined by r. 6.1 of Occupational Safety and Health Regulations 1996) are assessed as competent on each item of plant or equipment to be used, and have the required licence, where applicable.	<p>Intent:</p> <p>To verify personnel undertaking high-risk work have been verified as competent to perform the work safely and have the required licence.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View documentation. Sight training, assessment, verification and licence records. Refer to MSIR rr. 4.13 and 6.37(1A).</p>
3.6	There is a system in place to ensure all personnel are supervised in such a manner that they are not exposed to hazards.	<p>Intent:</p> <p>To verify personnel are supervised in a manner to reduce exposure to hazards.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees. Interview relevant employees. View documentation relating to supervision practices. Refer to MSIA s. 9 (1).</p> <p>Method:</p> <p>Interview relevant employees. View documentation relating to supervision practices. Refer to MSIA s. 9 (1).</p>

4 Emergency preparedness

Emergency preparedness

Point	Standard	Guideline
4.1	An emergency response plan has been developed and documented for all exploration operations, and resources provided for its implementation.	<p>Intent: To verify sufficient means are available to manage foreseeable emergencies.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation, including mutual aid agreements, memoranda of understanding (MOUs) and third-party agreements. Refer to MSIR r. 4.30(1).</p>
4.2	The emergency response plan addresses the types of incidents that may occur as identified in the hazard register.	<p>Intent: To verify incidents likely to result in an emergency have been identified.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. View the emergency plan documentation. Incidents may include: motor vehicle accidents, outbreaks of fire, falls from height, explosions, caught by moving parts, spinal injuries, broken bones, cuts, lacerations, amputations, head injuries, crush injuries, heat stress and heart attack. Refer to MSIR r. 4.30(2).</p>
4.3	All personnel are familiar with the emergency response plan and their responsibilities.	<p>Intent: To verify personnel are aware of the emergency response plan and their responsibilities in an emergency, including after-hours arrangements.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or person in charge of site and/or other relevant employees.</p> <p>Method: Interview relevant employees. Assess their familiarity with the emergency response plan and their responsibilities in an emergency. View documentation. Sight training records. Refer to MSIA s. 9(1) and MSIR r. 4.30(2).</p>

4.4	There is an effective emergency communication system, and a maintenance and testing schedule is in place.	<p>Intent:</p> <p>To ensure there are effective means of communicating with personnel in remote areas during an emergency.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View communication systems and procedures.</p>
4.5	Sufficient people on site are trained in first aid to a level that enables them to deal with the type of incidents identified in the hazard register.	<p>Intent:</p> <p>To verify first aid treatment can be given at all times.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View emergency plan and training documents. Confirm that at least two trained persons are provided at each exploration site in case one person is injured and/or unavailable. Refer to MSIR r. 3.7.</p>
4.6	There is a system in place to manage the transport of injured personnel to medical treatment if required.	<p>Intent:</p> <p>To verify suitable equipment is available to manage the evacuation or transport of injured personnel.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View emergency plan and confirm that resources are available for its implementation. Refer to MSIR r. 4.27.</p>
4.7	There is a system in place to manage the evacuation of all personnel if required.	<p>Intent:</p> <p>To verify resources are available to manage the evacuation of personnel.</p> <p>Personnel:</p> <p>Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method:</p> <p>Interview relevant employees. View emergency plan for natural disasters (e.g. cyclone, bushfire) and confirm that resources are available for its implementation. Refer to MSIR r. 4.30.</p>

5 Isolation and tagging

Isolation and tagging

Point	Standard	Guideline
5.1	There is a system in place for isolation and lock-out/tag-out.	<p>Intent: To verify plant can be worked on safely.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIR r. 6.21.</p>
5.2	There is a system in place to ensure relevant personnel are trained and assessed in the use of the isolation and lock out/tag out system.	<p>Intent: To verify personnel are trained and assessed in the use of isolation and lock out/tag out systems.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Sight training records. Refer to MSIR rr. 4.13 and 6.27.</p>

6 Electrical tools and equipment

Electrical tools and equipment

Point	Standard	Guideline
6.1	A competent person is formally appointed as the Electrical Supervisor.	<p>Intent: To verify someone is responsible for the oversight of electrical matters.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View appointment documentation which should detail responsibilities and acknowledgement of appointment. Refer to MSIR r. 5.10.</p>

6.2	There is a system in place to periodically inspect and tag electrical equipment and cables.	<p>Intent: To verify electrical equipment and installations are maintained in a safe working condition.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight maintenance records. Refer to MSIR r. 5.27.</p>
6.3	There is a system in place to ensure electrical welding machines are maintained in a safe condition.	<p>Intent: To verify electric welding machines are regularly tested and inspected.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation. Sight maintenance records. Refer to MSIR r. 5.27.</p>

7 Plant and equipment

Plant and equipment

Point	Standard	Guideline
7.1	Plant and equipment provided must be suitable for its intended use.	<p>Intent: To verify plant and equipment are suitable for their intended use.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIA s. 14 and MSIR r. 6.21(a) and (b).</p>
7.2	There is a system in place to ensure new plant or equipment is inspected before being placed into service.	<p>Intent: To verify plant and equipment are safe and fit for purpose prior to use.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system and inspection records. Refer to MSIR r. 6.20.</p>
7.3	There is a system in place to ensure actions are taken when equipment or plant does not conform to the appropriate standard.	<p>Intent: To verify non-compliant plant and equipment are not placed into service until suitable for use.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system and inspection records. Refer to MSIR r. 6.20(e).</p>
7.4	Plant and equipment provided is adequately guarded.	<p>Intent: To verify personnel are protected from moving machinery.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. Review documentation and action plan addressing rotating and moving parts hazard. Refer to MSIR rr. 4.4(3), 6.2 and 6.27.</p>

7.5	Where necessary, roll-over protection (ROP) or fall-on protection (FOP) is provided.	<p>Intent: To verify earth-moving equipment is equipped with operator protective devices to manage rollover and falling object dangers.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. Review documentation and action plan addressing rollover and falling object hazards. Refer to MSIR rr. 4.15 and 6.4(2).</p>
7.6	Where practicable, noise and vibration specifications are incorporated in purchasing procedures.	<p>Intent: To verify the design of mobile plant includes standards for noise exposure and manual handling.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIR r. 7.5.</p>
7.7	Where practicable, ergonomic specifications are incorporated in purchasing procedures.	<p>Intent: To verify the design of mobile plant includes standards for ergonomic design.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIR r. 7.5.</p>

8 Maintenance

Maintenance

Point	Standard	Guideline
8.1	There is a scheduled system in place for maintenance of plant and equipment.	<p>Intent: To verify plant and equipment are maintained in a safe condition.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of maintenance system.</p>
8.2	A competent person is formally appointed to supervise maintenance.	<p>Intent: To ensure a competent person is responsible for supervising maintenance work.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying appointment and acknowledgement (e.g. appointment acknowledgement letters and/or Record Book). View Maintenance Supervisor's CV if available.</p>
8.3	A competent person is formally appointed to conduct statutory inspections of classified plant pursuant to the general exemption issued for MSIR r. 6.40.	<p>Intent: To ensure a competent person is responsible for statutory inspections of classified plant.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying appointment and acknowledgement (e.g. appointment acknowledgement letters, classified plant record book).</p>
8.4	There is a pre-start check system in place for plant and equipment.	<p>Intent: To ensure plant and equipment are checked prior to use.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View pre-start check documentation to verify existence and adherence to system.</p>

8.5	There is a system in place for reporting operational faults on plant and equipment.	<p>Intent: To ensure operational faults on plant and equipment are identified and reported.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of procedure. Sight sample of records of reported faults and remedial action.</p>
8.6	Any modification, repair, inspection or testing of plant and equipment is carried out by a competent person.	<p>Intent: To verify work on plant and equipment is inspected by a competent person.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying proof of inspections. Sight sample of records of reported faults and remedial action. Refer to MSIR rr. 4.13 and 6.20.</p>
8.7	Modifications or repairs to classified plant or equipment are carried out so that the plant or equipment does not exceed its original design limits.	<p>Intent: To verify modifications and repairs to classified plant and equipment are carried out so that the plant or equipment does not exceed its original design limits.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying proof of inspections. Sight sample of records of reported faults and remedial action. Refer to MSIR r. 6.35.</p>
8.8	A record is made of the modification, repair, and inspection or testing of plant and equipment, and retained for the life of the plant or equipment.	<p>Intent: To verify complete records are maintained for modifications, repairs, inspection or testing of plant and equipment.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying records of modification, repair, and inspection or testing of plant and equipment. Refer to MSIR r. 6.25.</p>

9 Facilities and amenities

Facilities and amenities

Point	Standard	Guideline
9.1	There is provision for the maintenance and storage of plant, equipment and consumables that are appropriate for the associated risks.	<p>Intent: To verify safe maintenance and storage facilities are provided for plant, vehicles and supplies.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation addressing risks associated with maintenance and storage facilities. Refer to MSIA s. 9(1)(a).</p>
9.2	Suitable hygiene and sanitation amenities are provided for personnel.	<p>Intent: To verify suitable hygiene and sanitation amenities are provided for personnel.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation determining hygiene and sanitation requirements. Refer to MSIR rr. 7.12, 7.13, 7.17 and 7.19.</p>

10 Consultation

Consultation

Point	Standard	Guideline
10.1	There is a system in place for consulting during change management, and communicating and raising safety and health matters between all personnel, including contractors.	<p>Intent: To verify management consults and communicates with employees on all safety and health matters.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIA s. 9(1).</p>

10.2	There is a system in place for resolving safety and health issues.	<p>Intent: To verify safety and health issues are resolved.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying existence of system. Refer to MSIA s. 70 and MSIR r. 2.5.</p>
10.3	A record is made of any consultation or communication relevant to safety and health matters.	<p>Intent: To ensure records of consultation or communication relevant to safety and health matters are documented.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying record keeping.</p>
10.4	Any elections for safety and health representatives have been properly conducted, and results notified to the State Mining Engineer.	<p>Intent: To verify an election has been conducted for employees who are safety and health representatives and the person who conducted the election has notified the results.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying election results and correspondence with State Mining Engineer. Refer to MSIA ss. 54, 55, 55A, 55B, 55C and 56.</p>
10.5	New safety and health representatives have attended an accredited course as soon as possible when requested, and within 12 months of being elected.	<p>Intent: To verify new safety and health representatives have sufficient expertise to carry out the role effectively.</p> <p>Personnel: Registered Manager and/or Exploration Manager and/or other relevant employees.</p> <p>Method: Interview relevant employees. View documentation verifying training. Refer to MSIR r. 2.6(3).</p>