



Mines Inspection General Rule 2000

COMPLIANCE AUDIT

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PREFACE

Fatalities and injuries on mines and quarries in New South Wales are preventable. To assist in achieving this goal, the *Mines Inspection General Rule 2000* was introduced in September 2000 and includes the following matters:

- a) risk management at mines, including hazard identification;
- b) the safety, health and welfare of persons at mines;
- c) aspects of the working environment at mines, and
- d) matters relating to high risk tasks.

Occupational safety and health has moved away from a minimum standards compliance approach in favour of a planned, consultative approach. This includes the establishment of safety management systems which are appropriately monitored to verify the effectiveness of that system at all levels to ensure the occupation safety and health needs of persons working at the mine.

The Act and the General Rule place a duty of care on employers, employees and contractors to ensure the safety and health of all persons who work at the mine.

The general manager of a mine must ensure that the mining operations are conducted in accordance with the General Rule and other relevant legislation.

The GR2000 Compliance Audit has been produced to assist general managers, supervisors and operators meet the requirements of the General Rule.

It has also been designed to guide general managers to industry best practice as well as provide some insight into what Safety Operations staff is looking for when it conducts reviews.

The GR2000 Compliance Audit is intended as a first step audit tool in reviewing the mine's legislative responsibilities. As the mine safety management plan becomes a comprehensive safety system, other methods will be required to assess the safety management plan.

Successful safety and health management means going beyond the requirements of legislation and adopting a pro-active approach to safety at the mine.



ABOUT THE COMPLIANCE AUDIT

✎ The GR2000 Compliance Audit assesses how a mine meets the requirements of the General Rule.

✎ The GR2000 Compliance Audit is set out in four columns:

- Column 1: Questions on the **GENERAL RULE CLAUSE** requirements, each question has been numbered to correspond to the GR2000;
- Column 2: **QUESTIONS THAT COULD BE ASKED** during the audit;
- Column 3: **WHAT TO LOOK FOR** during the audit; and
- Column 4: **NOTES** where comments are recorded.

✎ The GR2000 Compliance Audit will:

- enable a consistent approach to compliance auditing;
- standardise the type of questions to be asked; and
- assist in reviewing the mine safety management plan.

✎ GR2000 Compliance Audit can be conducted in two ways, that is, either internally or externally.

INTERNAL COMPLIANCE AUDIT

✎ Internal compliance audits can:

- be conducted by personnel within the operation
- identify areas which do not comply with the General Rule
- identify and prioritise areas for improvement
- provide up-to-date information on the development and implementation of the mine safety management plan and
- provide management with information to give feedback (positive and negative) on safety and health performance to persons working at the mine

EXTERNAL COMPLIANCE AUDIT

An audit conducted by an independent organisation, such as Safety Operations staff.

HOW TO USE THE GR2000 COMPLIANCE AUDIT

One of the most difficult decisions in regard to auditing is determining what is the scope or objective of the audit. Will I audit against all compliance questions or will I break the audit into smaller parts?

If you are going to audit your mine against all of the questions, then allow sufficient time.

If you are going to conduct an audit against specific parts, then plan what questions you are going to use that relate to those parts.

TIPS:

- Complete the details on page 7 of the audit. Include the names of all persons conducting the audit.
- Read each question carefully.
- Read the question in conjunction with the corresponding clause from the *Mines Inspection General Rule 2000*.
- Determine if the question applies to your mine. If it doesn't, you should record the fact and why not in NOTES(column 4).
- Ask the questions included in QUESTIONS THAT COULD BE ASKED (column 2).

- Verify what is required is being met. Seek evidence! WHAT TO LOOK FOR (column 3) will help you find evidence.
- When assessing your response, also consider the documentation you have available on site to support your answer.
- Record your evidence in NOTES (column 4). Non compliance can also be recorded here.
- Tick the box with a ✓ if the requirement has been met, a ✘ if not or n/a if it does not apply, in GR2000 CLAUSE (column 1).
- Keep the audit for your own information and to assist in reviewing the mine safety management plan.
- Use a highlighter pen or create a separate record of issues that require further work (that is, where you have marked as ✘ or have noted in column 4). An action plan should be used to prioritise the issue or non compliance that requires improvement.

Note: This GR2000 Compliance Audit is not a comprehensive overview of the requirements to meet legislation.

DEFINITIONS

the **Act** means the *Mines Inspection Act, 1901*

AS means *Australian Standard*

General Rule means *the Mines Inspection General Rule 2000*

GR2000 means *the Mines Inspection General Rule 2000*

MSMP means *Mine Safety Management Plan*

Non compliance means that there is a *gap* or difference between *what is required* and *what you have* at the mine

OS&H means *Occupational Safety and Health*

PPE means *Personal Protective Equipment*

S&H means *Safety and Health*

SOP means *Standard Operating Procedure* (also known as *Safe Working Procedure*).

FURTHER REFERENCE

- **Mines Inspection General Rule 2000** (may be downloaded from the Departments internet site)
- **BE AWARE - BE SAFE; No. 1: Verification 2nd Edition** (publication of the Department of Mineral Resources)
- Australian Standard **AS4801:2001** Occupational health and safety management systems - *Specification with guidance for use*
- Australian Standard **AS4804:2001** Occupational health and safety management systems - *General guidelines on principles, systems and supporting techniques*
- Department of Mineral Resources internet site: www.minerals.nsw.gov.au

The *GR2000 Compliance Audit* was developed in 2002 by Safety Operations staff of the Department of Mineral Resources.

GR2000 COMPLIANCE AUDIT

Complete the following details.

Date of Audit: _____

Name of Auditors: _____

Name of Company: _____

Name of Mine: _____

General Manager: _____

Audit Notes: _____

Use additional sheets for NOTES (column 4) if required.

Part 2: Risk Management at Mines

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division1 Document Control				
CLAUSE 6 KEEPING OF RECORDS				
<p>Are records required under the Act or General Rule kept at the mine :</p> <ul style="list-style-type: none"> • mine safety management plan? <input type="checkbox"/> • OS&H policy? <input type="checkbox"/> • any documents relating to programs? <input type="checkbox"/> • any risk assessments? <input type="checkbox"/> • any written procedures? <input type="checkbox"/> • records of health surveillance? <input type="checkbox"/> • any permits relating to tasks of a potential hazardous nature? <input type="checkbox"/> 		<p>Are there records kept?</p> <p>Are records available at the mine?</p> <p>Are records up to date?</p> <p>Are records kept for at least 3 years?</p>	<p>RECORDS WRITTEN AND AVAILABLE</p> <ul style="list-style-type: none"> • see a copy of the records • examine each record to ensure up to date 	
<p>Is there a system of training persons in the use, distribution and control of documents required?</p>	<input type="checkbox"/>	<p>Have persons been trained?</p> <p>Are documents kept in appropriate place?</p>	<p>DOCUMENT CONTROL</p> <ul style="list-style-type: none"> • evidence of document control system • evidence of person(s) trained • copies required kept at the mine 	
<p>Is there a system to manage the use, distribution and control of documents?</p>	<input type="checkbox"/>	<p>Is there a document control system?</p> <p>Do people know where to find the documents ?</p>		

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division2 Strategic Planning And Policy				
<p>CLAUSE 9 MINE SAFETY MANAGEMENT PLAN</p> <p>Has the MSMP has been prepared for the mine? <input type="checkbox"/></p> <p>Has it been prepared by general manager after consultation with persons working at the mine? <input type="checkbox"/></p> <p>Does it include:</p> <ul style="list-style-type: none"> • summaries of, or references to any rules made under the Act, and <input type="checkbox"/> • any systems, policies, programs, plans and procedures developed and implemented <input type="checkbox"/> • any codes, standards or guidelines that apply? <input type="checkbox"/> <p>Has the general manager:</p> <ul style="list-style-type: none"> • communicated the MSMP or summary to persons working at the mine? <input type="checkbox"/> • regularly reviewed the MSMP through consultation? <input type="checkbox"/> • arranged for at least one copy of MSMP and all documents referred? <input type="checkbox"/> • ensured no contractor starts work at mine without having been provided with a copy of the MSMP? <input type="checkbox"/> 	<p>Has the MSMP been prepared by the general manager within 12 months of GR2000 or within 12 months of mine commencing working?</p> <p>Has the MSMP been prepared through consultation?</p> <p>Has the MSMP been communicated to persons working at the mine?</p> <p>Is the MSMP reviewed?</p> <p>Have all contractors been provided with a copy of the MSMP?</p>	<p>RECORDS OF DEVELOPMENT</p> <ul style="list-style-type: none"> • documentation that demonstrates the inclusion of employees • evidence of a structured format that would be auditable (eg Safety Management Plan-Workbook) • evidence that people employed at the mine have knowledge of the MSMP and its development ie ask! <p>RECORDS OF MSMP COMMUNICATED</p> <p>eg toolbox or safety sessions, MSMP training, induction records.</p> <ul style="list-style-type: none"> • record of contractor being provided with a copy of MSMP • record of MSMP reviews 		

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 10 OCCUPATIONAL SAFETY AND HEALTH POLICY</p> <ul style="list-style-type: none"> • Has an OS&H policy been prepared? <input type="checkbox"/> • Has the policy been prepared by a process of consultation between general manager and persons working at the mine? <input type="checkbox"/> <p>Has the general manager:</p> <ul style="list-style-type: none"> • approved the final OS&H policy? <input type="checkbox"/> • communicated the OS&H policy or a summary to persons working at the mine? <input type="checkbox"/> • regularly reviewed the policy through consultation? <input type="checkbox"/> • implemented programs to give effect to the policy? <input type="checkbox"/> <p>Has the general manager:</p> <ul style="list-style-type: none"> • implemented an occupational safety and health personnel development program? <input type="checkbox"/> • ensured all persons who work at the mine are competent under that program? <input type="checkbox"/> • ensured that all production managers undergo a development program relating to specific mining industry competencies? <input type="checkbox"/> 		<p>Has the OS&H policy been prepared by the general manager within 12 months of GR2000 or within 12 months of mine commencing work?</p> <p>Has the policy been communicated to persons working at the mine?</p> <p>Is the policy reviewed regularly?</p> <p>Does the production manager's development program include risk assessment, emergency preparedness, ground control, ventilation and application of legislation training?</p> <p><i>Note: applies to mines of more than 20 persons employed.</i></p>	<p>OS&H POLICY</p> <ul style="list-style-type: none"> • displayed and signed by general manager • check whether persons have been involved in preparing the OS&H policy <p>PERSONS HAVE KNOWLEDGE OF OS&H POLICY AND DEVELOPMENT</p> <ul style="list-style-type: none"> • check with persons at the mine that they have knowledge of the OS&H policy • check whether persons have been involved in reviews • evidence that all personnel have been involved in the OS&H personnel development program • evidence of assessments conducted under this programs 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 11 CONTRACTOR SAFETY MANAGEMENT PLAN</p> <p>Are all contractors working under:</p> <ul style="list-style-type: none"> • their own safety management plan? or <input type="checkbox"/> • the mine's safety management plan? <input type="checkbox"/> <p>Do contractors conduct an assessment of risks associated with their work? <input type="checkbox"/></p> <p>Does the safety management plan include details of work process, equipment to be used, standards & codes to be complied with, competencies of the personnel and documentation? <input type="checkbox"/></p> <p>If the contractor is providing a safety management plan, has the general manager:</p> <ul style="list-style-type: none"> • assessed it for compatibility with the mine safety management plan? <input type="checkbox"/> • ensured that it contains an equivalent standard of risk assessment? <input type="checkbox"/> • ensured the contractor has inducted their employees? <input type="checkbox"/> • ensured the contractor has maintained and kept the plan up to date and informed the general manager of details of changes to the plan? <input type="checkbox"/> 		<p>Has the contractor been actively involved in the assessment of risks (not just the mine owner)?</p> <p>How did the contractor assess the competencies of the personnel doing the work?</p> <p>How does the mine ensure that the contractor is working in accordance with the safety plan?</p> <p>How are changes to the contractors safety management plan provided to the general manager?</p>	<p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • copies of risk assessments conducted by the contractor <p>CONTRACTORS SAFETY MANAGEMNT PLAN</p> <ul style="list-style-type: none"> • sight a copy of the contractors safety management plan • safety management plan available for inspection on request • a record of the assessment of the contractors safety management plan • records of all induction training undertaken by the employees of the contractor • evidence of safety management plan up to date • evidence of details of change notification. 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 3: Safety Responsibilities				
CLAUSE 12 RESPONSIBILITIES OF GENERAL MANAGER				
Has the general manager installed and maintained an effective communication system at the mine?	<input type="checkbox"/>	How are instructions and directions given to the work force?	COMMUNICATION SYSTEM <ul style="list-style-type: none"> examine records of toolbox meetings, training sessions, OS&H meetings and other systems such as daily/weekly work record sheets 	
Are two exits provided from each underground working place, (where practicable)?	<input type="checkbox"/>	Is there a backup communication system for underground mines?	RESPONSIBILITIES <ul style="list-style-type: none"> evidence that general manager has clear responsibilities records of job descriptions and accountabilities relating to safety matters 	
Is a system in place to enable the general manager to be aware of the name of any person working underground and their likely location?	<input type="checkbox"/>	How does safety information get transferred to the work force?	GENERAL MANAGER AND PERSONS <ul style="list-style-type: none"> question site personnel to obtain a knowledge of their understanding of their duties ask persons what training they have received 	
Has the general manager ensured that any part of the mine that is unsafe is sealed off or closed to entry by persons?	<input type="checkbox"/>	How are competency assessments conducted?	S&H ACTIVITIES <ul style="list-style-type: none"> evidence of persons involved eg S&H meetings, S&H monitoring and review 	
Has the general manager ensured that persons who work at the mine: <ul style="list-style-type: none"> have the necessary skills & competence? been adequately trained? understand their duties? are encouraged to be involved in S&H activities? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	How is the work force made aware of their duties and responsibilities?		
		How are persons encouraged to be involved in S&H activities?		
		How are statutory delegations transferred to other employees (verbal or written)?		

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 13 RESPONSIBILITIES OF SUPERVISORS</p> <p>Do supervisors ensure that work methods and workplaces within his area are safe?</p> <p>Do supervisors communicate operational changes to those persons the changes may effect?</p> <p>Do supervisors ensure hazards are detected and controlled?</p> <p>Do supervisors ensure that persons who work under their charge at the mine:</p> <ul style="list-style-type: none"> • have the necessary skills & competence? • been adequately trained? • understand their duties? • are encouraged to be involved in S&H activities? <p>At a mine where more than one shift a day is being worked, is:</p> <ul style="list-style-type: none"> • a report prepared to indicate the state of the workings within the person" responsibility? • the report brought to the attention of the oncoming supervisor? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>What inspection systems do the supervisors use, (frequencies, checklists)?</p> <p>What actions or incidents ensures supervisors on connecting or in adjoining areas are consulted?</p>	<p>WORKPLACES AND METHODS SAFE</p> <ul style="list-style-type: none"> • evidence that workplaces are inspected • examine the end of shift reports that indicate the state of the workings • evidence that hazards are detected and controlled • copies of safe work procedures for work methods in area <p>SUPERVISOR TRAINED AND COMPETENT</p> <ul style="list-style-type: none"> • view any documentation relating to formal training of the supervisors • evidence of role descriptions to support supervisor's areas of responsibilities 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/>	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 13 Cont/..</p> <p>How does a person working in a supervisory capacity report a matter concerning safety to the general manager or person responsible for that matter?</p>	<input type="checkbox"/>		<p>SAFETY MATTERS</p> <ul style="list-style-type: none"> evidence of how reports are brought to the attention of the general manager evidence of action plans and documented completion of identified hazards 	
<p>CLAUSE 14 RESONSIBILITIES OF WORKERS</p> <p>Do all persons work in accordance with the MSMP and procedures applicable to the mine?</p> <p>Do persons who work at the mine participate in the implementation of the occupational safety and health personnel development program?</p> <p>Are all working places, machinery and systems inspected prior to commencing work and at frequent intervals by persons who work at the mine so as to be satisfied that they are safe?</p> <p>Are dangers found in working areas dealt with by either suspending work, removing, isolating or remedying the danger?</p> <p>Do persons report all dangers to supervisors that do not fall within the scope of the persons duties?</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>How does management assess whether persons are complying with the MSMP and procedures?</p> <p>How are persons involved in the occupational safety and health personnel development program?</p> <p>How do persons inspect their working place?</p> <p>Does the mine have an appropriate isolation procedure?</p> <p>Is there an adequate reporting process to highlight dangers in working areas to supervisors?</p>	<p>MSMP AND PERSONS</p> <ul style="list-style-type: none"> records of training sessions in the MSMP and procedures records of task observations <p>INSPECTIONS OF WORKPLACE</p> <ul style="list-style-type: none"> examine any pre start check lists for work places, machinery and systems <p>DANGERS AT THE MINE</p> <ul style="list-style-type: none"> evidence of a reporting system for reporting of dangers or hazards examine any documentation relating to the reporting of dangers (either to a supervisor or between supervisors areas) 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 15 APPOINTMENT AND FUNCTIONS OF EMPLOYEE REPRESENTATIVES OR CHECK INSPECTORS</p> <p>Have persons employed at the mine elected employee representative(s) or check inspector? <input type="checkbox"/></p> <p>Does the employee representative or check inspector have practical experience and training in the mining industry relevant to the mining operations being conducted at the mine? <input type="checkbox"/></p> <p>After an inspection are any perceived hazards reported to the general manager or the production manager of the mine? <input type="checkbox"/></p> <p>Does the general manager or production manager, upon receiving a report:</p> <ul style="list-style-type: none"> • send a copy to an inspector within 24 hours? <input type="checkbox"/> • take measures to resolve the matter? <input type="checkbox"/> 		<p>Is the term of office two years?</p> <p>What procedures are in place to ensure that persons elected have the required experience and training?</p> <p>Is the election held on a date determined by persons employed at the mine?</p> <p>Is there a procedure to allow the general manager to provide the means for an employee representative or check inspector to make an inspection?</p>	<p>ELECTIONS</p> <ul style="list-style-type: none"> • evidence of elections held • elections conducted every two years or as office becomes vacant <p>EMPLOYEE REPRESENTATIVES INSPECTIONS</p> <ul style="list-style-type: none"> • examine any inspection reports by employee representatives or check inspectors <p>ACTION ON REPORTS</p> <ul style="list-style-type: none"> • check remedial action to ensure corrective measures have been taken 	
<p>CLAUSE 16 CONTROL OF PERSONS AT MINE</p> <p>Have responsibilities for various parts of the mine been allocated? <input type="checkbox"/></p> <p>In the absence of the general manager is a person delegated the functions of the general manager? <input type="checkbox"/></p>		<p>Who is responsible for this part of the mine? (test the understanding of the work force)</p> <p>Has the general manager developed and implemented a system to control persons on the mine site?</p>	<p>AREAS ALLOCATED</p> <ul style="list-style-type: none"> • documented role descriptions that clearly indicate statutory positions, including the hand over of responsibility when statutory officers are away <p><i>Continued next page</i></p>	

GR 2000 CLAUSE <input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
CLAUSE 16 Cont/..	<p>Are there signs for control of persons at the mine (such as where to report on entry, unauthorised entry restrictions)?</p> <p>Is there a visitor control (graduated) system that includes different inductions and access for an area or areas of the mine?</p>	<p>VISITOR CONTROL</p> <ul style="list-style-type: none"> • evidence of a visitor control system • signs to control visitors • visitors book: time in and out, completed for each visitor • adequate security <p>CONTRACTOR CONTROL</p> <ul style="list-style-type: none"> • evidence of a contractor control system (ideally based on a risk approach) • adequate security 	
<p>CLAUSE 18 DAMAGE OR MISUSE OF CERTAIN THINGS PROHIBITED</p> <p>Is a system in place to ensure any thing provided at a mine for an emergency or for safety and health purpose is not wilfully damaged or misused?</p>	<p><input type="checkbox"/></p> <p>Is all or any of the rescue equipment checked to ensure that it is complete and not damaged?</p> <p>Are 1st aid units checked regularly to ensure they are complete?</p>	<p>EMERGENCY EQUIPMENT</p> <ul style="list-style-type: none"> • checklist in the rescue equipment or 1st aid units that describe the units contents • evidence that units are regularly inspected <p>PERSONS AT MINE INFORMED OF RESPONSIBILITY</p> <ul style="list-style-type: none"> • evidence that employees have been informed not to damage or misuse emergency equipment. 	

GR 2000 CLAUSE <input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 4: Safety Management			
<p>CLAUSE 19 RISK MANAGEMENT STRATEGIES</p> <p>Does the general manager identify and assess risks to safety or health? <input type="checkbox"/></p> <p>Is the process in line with the guidelines approved by the Minister? <input type="checkbox"/></p> <p>Is risk dealt with in the following order of priority? <input type="checkbox"/></p> <ul style="list-style-type: none"> ▶ eliminate ▶ control the risk at the source ▶ minimise by way of design of safe work systems ▶ if risk remains, provide PPE <p>Does the general manager ensure that persons working at the, mine who are likely to be affected by any reasonably foreseeable safety or health risk, are:</p> <ul style="list-style-type: none"> • involved in the risk assessment process? <input type="checkbox"/> • provided with details of the outcomes? <input type="checkbox"/> • provided details of the steps taken to manage the risk? <input type="checkbox"/> • is promptly informed with interim information? <input type="checkbox"/> 	<p>What process or type of risk assessment is used?</p> <p>Are risk assessments recorded?</p> <p>How are the work force involved in the risk assessment process?</p> <p>What initiates the conducting of a risk assessment?</p> <p>What triggers a review of a previous risk assessment?</p> <p>Are risk assessment controls monitored for effectiveness?</p>	<p>DOCUMENTATION</p> <ul style="list-style-type: none"> • evidence of completed risk assessments • evidence of risk assessments completed by any contractors <p>APPROVED GUIDELINES</p> <ul style="list-style-type: none"> • copies of MDG1010 and/or MDG1014 <p>HIERARCHY OF CONTROL</p> <ul style="list-style-type: none"> • evidence of documentation (such as risk assessment procedure) that includes, at least, the hierarchy of control from the GR2000 <p>PERSONS WORKING AT THE MINE</p> <ul style="list-style-type: none"> • evidence that persons at the mine are involved and participate in the process of risk assessment • record of reporting outcomes of risk assessment to persons 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 20 MAJOR HAZARD MANAGEMENT PROCEDURES</p> <p>Has the general manager established a hazard management procedure? <input type="checkbox"/></p> <p>Does the procedure include an assessment of risk? <input type="checkbox"/></p> <p>Does the procedure include appropriate controls (including the preparation of appropriate plans and procedures)? <input type="checkbox"/></p> <p>Has the general manager :</p> <ul style="list-style-type: none"> • approved the final procedure? <input type="checkbox"/> • communicated the procedure to the work force? <input type="checkbox"/> • implemented a program to review the procedure? <input type="checkbox"/> • implement programs to give effect to the procedure? <input type="checkbox"/> 		<p>How was the hazard assessment conducted?</p> <p>Was the procedure prepared by a process of consultation with the work force ?</p> <p>Has the procedure been prepared within 12 months after the commencement of this GR2000, or the commencement of working at the mine.</p>	<p>DOCUMENTATION</p> <ul style="list-style-type: none"> • see a copy of the hazard identification process/procedure <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • evidence that the procedure includes a method of assessing risk <p>HAZARD CONTROL</p> <ul style="list-style-type: none"> • evidence of controls that have been put in place and are appropriate for the risk rating <p>COMMUNICATION</p> <ul style="list-style-type: none"> • some record to indicate that the work force is aware of the procedures/controls (training) 	
<p>Division 5: Emergency Response Planning</p>				
<p>CLAUSE 21 PLANNING FOR EMERGENCIES</p> <p>Has the general manager:</p> <ul style="list-style-type: none"> • planned strategies for dealing with dangerous incidents? <input type="checkbox"/> • implemented programs and procedures designed to prevent or minimise risk to persons from dangerous incidents? <input type="checkbox"/> 		<p>How was the process of identifying potential dangerous incidents conducted ?</p> <p>Was the work force involved in the process?</p>	<p>DOCUMENTATION</p> <ul style="list-style-type: none"> • procedures are visible in obvious locations • examine quality of detail in dangerous incident identification • look for records of training and emergency drills 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 21 Cont/..</p> <p>In particular:</p> <ul style="list-style-type: none"> • are likely dangerous incidents identified? <input type="checkbox"/> • are mechanisms for warning of dangerous incidents provided? <input type="checkbox"/> • are adequate resources, personnel and training provided? <input type="checkbox"/> • have evacuation plans and procedures been prepared? <input type="checkbox"/> • are all dangerous incidents investigated and remedial action taken? <input type="checkbox"/> <p>Do the strategies, programs or procedures integrate with emergency response plans prepared by emergency organisations for the area in which the mine is located? <input type="checkbox"/></p>		<p>Has training been provided for the identified dangerous incidents?</p> <p>Have “mock” exercises been conducted to test procedures ?</p> <p>Have the local community services been contacted and are they familiar with the site and its potential emergencies</p> <p>Are investigations conducted in a no blame environment and are the work force involved</p>	<p>INVESTIGATION</p> <ul style="list-style-type: none"> • copies of investigation reports <p>REMEDIAL ACTIONS</p> <ul style="list-style-type: none"> • confirmation of the completion of identified shortcomings 	
<p>CLAUSE 22 FIRST AID</p> <p>Are adequate facilities and personnel available at the mine to provide first aid treatment? <input type="checkbox"/></p>		<p>Does the mine have enough first aid personnel available, ie cover other shifts and leave?</p> <p>Do personnel have current 1st aid qualifications?</p> <p>Does the mine have adequate 1st aid supplies/kits to manage situations ?</p> <p>Are the 1st aid kits regularly maintained?</p>	<p>FACILITIES</p> <ul style="list-style-type: none"> • evidence of facilities ie designated station, 1st aid kits available <p>PERSONNEL</p> <ul style="list-style-type: none"> • evidence of 1st aid qualifications • persons appointed in writing • persons understand their duties <p>TRAINING</p> <ul style="list-style-type: none"> • evidence of any drills conducted to test the site 1st aid capabilities 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 23 REPORTING OF EMERGENCIES</p> <p>Are all dangerous incidents at the mine reported to an inspector?</p> <p>Are the results of any remedial action reported to an inspector?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>What is a dangerous incident ?</p> <p>What has to be reported ?</p> <p>Does the mine keep a register of all reported dangerous incidents ?</p> <p>Who is responsible for notifying the DMR ?</p> <p>Have you had any dangerous incidents in the past 12 months?</p>	<p>INCIDENT REPORTING</p> <ul style="list-style-type: none"> • does the mine have copies of the current statutory accident/incident reporting forms <p>RECORDS KEPT</p> <ul style="list-style-type: none"> • examine the 1st aid records and hazard reports to ensure all notifications have occurred 	
Division 6: Safety Inspections and Checks				
<p>CLAUSE 24 SAFETY INSPECTIONS AND CHECKS</p> <p>Are regular inspections conducted of all areas of the mine to identify hazards?</p> <p>Are these inspections planned?</p> <p>Is there a systematic examination conducted to verify that the mine safety management plan implementation is effective?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Are employees involved in these inspections experienced in the activities for that part of the mine?</p> <p>Are there records of these inspections?</p> <p>Are these records maintained?</p> <p>Is comparison conducted of inspections to identify trends?</p> <p>What is carried out to verify the MSMP effectiveness?</p>	<p>SAFETY INSPECTIONS</p> <ul style="list-style-type: none"> • inspection plan or timetable including persons conducting • inspection record <p>MINE SAFETY MANAGEMENT PLAN</p> <p>evidence of:</p> <ul style="list-style-type: none"> • reviews • internal and/or external audits • task observations 	

GR 2000 CLAUSE <input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 7: Injury, Illness and Incident Reporting			
<p>CLAUSE 26 KEEPING OF RECORDS FOR CERTAIN ACCIDENTS</p> <p>Are details of accidents resulting in lost time injury or medical treatment injury kept by the general manager? <input type="checkbox"/></p>	<p>Has any time been lost to any employee or contractor due to injury while at work at the mine?</p> <p>Has any employee or contractor undergone medical treatment resulting from any work related incident?</p> <p>Are record kept of these lost time and medical treatment injuries?</p>	<p>ACCIDENT RECORDS</p> <ul style="list-style-type: none"> • evidence of the form(s) on which records are kept • evidence of record(s) of lost time accidents • evidence of record(s) of medically treated injury(s) 	
<p>CLAUSE 28 REPORT ON OS&H PERFORMANCE</p> <p>Does the general manager report monthly the mine's occupational safety & health record to persons working at the mine? <input type="checkbox"/></p> <p>Does this report include details of monthly records kept under section 47E(1) of the Act? <input type="checkbox"/></p>	<p>Does the general manager have a system of reporting OS&H issues to persons working at the mine?</p> <p>Does the general manager report details of incidents which have occurred in or about the mine to persons working at the mine, including results of investigation and remedial actions?</p>	<p>REPORTS</p> <ul style="list-style-type: none"> • evidence of a system used by the general manager to report to persons working on the mine • evidence that the report includes details of accidents and incidents which have occurred in or about the mine • monthly record of numbers of persons and hours worked at the mine 	

Part 3: People

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 1: Consultation and Communication				
<p>CLAUSE 29 ATTENTION TO SAFETY & HEALTH MATTERS</p> <p>Does the general manager give proper attention to any safety or health matter brought to his or her attention? <input type="checkbox"/></p> <p>Does the general manager make the results of any consequent investigation known to persons who work at the mine? <input type="checkbox"/></p>		<p>Has any person, group of persons or authorised officer or employee of an industrial organisation brought any safety or health matter to the attention of the general manager?</p> <p>Have any investigations into any safety or health matter been conducted on the mine?</p>	<p>REPORTING OF SAFETY & HEALTH MATTERS</p> <ul style="list-style-type: none"> evidence (verbal) from persons who work at the mine that any safety or health matter has been brought to the attention of the general manager records/diary entries by the general manager of reports of safety or health matters <p>INVESTIGATION INTO SAFETY & HEALTH MATTERS</p> <ul style="list-style-type: none"> evidence of the general manager conducting an investigation into reports evidence of the outcomes of the investigations being communicated to persons who work at the mine 	
<p>CLAUSE 30 EFFECTIVE MEANS OF COMMUNICATION</p> <p>Are persons who work at the mine able to communicate effectively with their supervisors and fellow workers? <input type="checkbox"/></p>		<p>Do all persons who work at the mine understand the English language?</p> <p>Are all persons who work at the mine able to read the English language?</p>	<p>EFFECTIVENESS OF COMMUNICATION</p> <ul style="list-style-type: none"> evidence that persons who work at the mine have an open line of communication to their supervisor evidence of the feedback loop being completed 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
CLAUSE 30 Cont/..	<input type="checkbox"/>	<p>Are all persons who work at the mine able to write the English language?</p> <p>If not, what system has been implemented to ensure those persons receive effective communication?</p>	<p>COMMUNICATION SYSTEMS evidence of systems such as:</p> <ul style="list-style-type: none"> • signs • notice boards • minutes of meetings • manuals available • report forms 	
Division 2: Fitness for Work				
CLAUSE 31 FITNESS FOR WORK PROCEDURE	<input type="checkbox"/>	<p>Does the mine have a fitness for work procedure?</p> <p>How was the procedure developed?</p> <p>Did the procedure development include input from persons who work at the mine?</p> <p>If so, how did this take place?</p> <p>Does the fitness for work procedure include the education of the workforce on the harmful effects of drugs and alcohol?</p>	<p>FITNESS FOR WORK PROCEDURE</p> <ul style="list-style-type: none"> • sight the fitness for work procedure • evidence that the procedure includes: <ul style="list-style-type: none"> – the education of employees in the harmful effects of drugs and alcohol – provision for the mine to test employees for the presence of alcohol or drugs – defined action(s) should excessive levels of alcohol or drugs be detected 	
<p>Does the mine have a procedure which makes appropriate provisions for persons at the mine affected by fatigue, alcohol or drugs?</p>	<input type="checkbox"/>			
<p>Does the procedure include strategies to protect persons working at the mine from the harmful impacts of alcohol and drugs while they are at the mine?</p>	<input type="checkbox"/>			
<p>Does the procedure include controls for the presence and use of alcohol and drugs at the mine during working hours?</p>	<input type="checkbox"/>			
<p>Does the procedure include strategies in regard to working arrangements to reduce the effect of fatigue of persons working at the mine?</p>	<input type="checkbox"/>			

GR 2000 CLAUSE	TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 31 Cont/..</p> <p>Has the procedure been prepared by a process of consultation between the general manager and persons working at the mine?</p> <p>Has the procedure or summary of the procedure been communicated to the persons working at the mine?</p> <p>Has the procedure been regularly reviewed in consultation with persons working at the mine?</p> <p>Have programmes been implemented to give effect to the procedure?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Has the mine implemented a system of testing for the presence of drugs and alcohol?</p> <p>What action results from the detection of excessive drugs or alcohol ?</p> <p>Has the mine identified risks to persons who work at the mine that result from fatigue to persons while at the mine?</p> <p>What strategies in regard to working arrangements have been implemented as a result of the identification of fatigue related risks?</p> <p>Has the procedure been reviewed?</p> <p>If so, how often and by whom?</p>	<p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • sight documented risk assessment on identified arrangements which may cause fatigue • sight evidence of actions taken to reduce the effect of fatigue • sight evidence that the procedure has been reviewed in consultation with persons working at the mine 	
Division 3: Provision of Safety, Health and Welfare Amenities				
<p>CLAUSE 33 PROVISION OF HEALTH SURVEILLANCE</p> <p>Has the general manager made provision for regular health surveillance at the mine?</p>	<p><input type="checkbox"/></p>	<p>Have you identified any hazards or hazardous material at the mine which have the potential to affect the health of any person working at the mine?</p>	<p>HAZARD IDENTIFICATION & RISK ASSESSMENT</p> <ul style="list-style-type: none"> • sight evidence of the identification of hazards or hazardous materials 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 33 Cont/..</p> <p>Has the general manager provided for periodic medical examinations for each person working at the mine who is exposed or likely to be exposed to occupational health hazards at the mine (including hazards due to air pollution, noise and vibration)?</p> <p>Has the general manager provided for health surveillance according to Clause 54 (ref. Clause 54)?</p> <p>Has the general manager been required by the Chief Inspector to arrange for any specified medical examinations for any person working at the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>What hazards have been identified?</p> <p>Has a risk assessment been conducted on any hazards which may affect the health of persons at the mine?</p> <p>Have persons that are exposed to the hazards identified undergone a medical examination?</p> <p>Are these medical examinations carried out periodically?</p> <p>Has the Chief Inspector required the mine to carry out any specific medical examinations?</p>	<ul style="list-style-type: none"> • sight evidence of a risk assessment on any hazards identified <p>MEDICAL EXAMINATIONS Sight evidence that medical examinations:</p> <ul style="list-style-type: none"> • are conducted • target identified hazards to health • are conducted periodically • have been conducted if required to do so by the Chief Inspector 	
<p>CLAUSE 34 PROVISION OF SAFETY APPAREL AND PROTECTIVE DEVICES</p> <p>Has the general manager provided persons who work at the mine with safety apparel and protective devices that are necessary to protect their safety & health?</p> <p>Has the general manager ensured that persons who work at the mine are trained in the use and maintenance of that safety apparel and those protective devices?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have all significant hazards been identified?</p> <p>Has the hierarchy of controls been applied in the provision of protection against those hazards?</p> <p>Have persons who work at the mine been provided with appropriate PPE and protective devices?</p>	<p>HAZARD IDENTIFICATION</p> <ul style="list-style-type: none"> • sight evidence that hazard identification and risk assessments have been conducted at the mine <p>HIERARCHY OF CONTROLS</p> <ul style="list-style-type: none"> • sight evidence that the hierarchy of controls have been applied • safety apparel 	

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<p>CLAUSE 34 Cont/..</p> <p>Has the general manager determined the area or circumstances and the manner in which the safety apparel or protective devices need to be worn or used?</p> <p>Do persons who work at the mine wear or use safety apparel or protective devices in the area or circumstances and manner that has been determined by the general manager?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have persons who work at the mine been provided with appropriate training in the use and maintenance of the PPE and protective devices?</p> <p>Have areas or circumstances been identified at the mine where persons are required to wear safety apparel or protective devices?</p> <p>Do persons who work at the mine wear the safety apparel or safety devices specified by the general manager?</p>	<p>PROVISION OF APPROPRIATE PPE AND SAFETY DEVICES</p> <ul style="list-style-type: none"> • persons who work at the mine have PPE and protective devices provided • if so, appropriate for the hazard <p>TRAINING IN USE AND MAINTENANCE</p> <ul style="list-style-type: none"> • sight evidence that persons who work at the mine have been trained in the use and maintenance of any safety apparel or protective devices that have been provided <p>DESIGNATED AREAS & CIRCUMSTANCES</p> <ul style="list-style-type: none"> • look for areas and circumstances where the wearing of PPE or use of protective devices has been determined (signs) <p>COMPLIANCE</p> <ul style="list-style-type: none"> • look for evidence that persons who work at the mine comply with any procedures, signs or other instructions to wear PPE and use 	

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<p>CLAUSE 35 PROVISION OF TOILET FACILITIES & CHANGE ROOMS</p> <p>Has the general manager ensured that adequate toilet facilities and washing facilities are provided at the mine?</p> <p>Has the general manager ensured that adequate change rooms are provided where working conditions are such that workers need to change their clothes before they leave the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Where are the mine's toilet and washing facilities located?</p> <p>Are the facilities adequate?</p> <p>How has the general manager determined that the facilities are adequate?</p> <p>Do persons who work at the mine need to change their clothes before they go home?</p> <p>If so, are adequate change room facilities provided?</p> <p>Is the run-off from toilet/change facilities effectively controlled?</p>	<p>TOILET & WASHING FACILITIES</p> <ul style="list-style-type: none"> • sight a record of the number of persons working at the mine • inspect the physical existence and condition of the toilet and washing facilities • female facilities provided (if required) <p>CHANGE ROOMS</p> <ul style="list-style-type: none"> • inspect the condition of employee's clothing at work • inspect the physical existence, size and condition of the change rooms, if any • sight the sewerage/septic tank overflow provisions 	
<p>CLAUSE 36 PROVISION OF DRINKING WATER</p> <p>Has the general manager ensured that an adequate supply of drinking water is readily available to persons who work at the mine?</p>	<p><input type="checkbox"/></p>	<p>Do you provide drinking water for persons who work at the mine?</p> <p>How is water made available?</p> <p>How have you ascertained that adequate water is provided?</p> <p>How do you ascertain that the quality water is fit for human consumption?</p>	<p>DRINKING WATER</p> <ul style="list-style-type: none"> • sight evidence of the provision of water • sight evidence of the origin and quality of the water • sight evidence of water test results to ascertain whether it is fit for human consumption 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/>	TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 37 PROVISION OF WEATHER PROTECTION</p> <p>Has the general manager ensured that adequate protection from the weather has been provided for persons waiting to proceed below ground, taking meal breaks or operating plant or equipment at the mine?</p>		<p><input type="checkbox"/></p> <p>What types of weather do you get at this mine?</p> <ul style="list-style-type: none"> • rain • snow • sunshine • wind • storms <p>How do you provide protection from the weather for persons who:</p> <ul style="list-style-type: none"> • are waiting to proceed below ground? • are taking a meal break? • are operating plant? • are operating equipment? <p>How have you determined that the protection available is adequate?</p>	<p>SHELTER FROM THE WEATHER</p> <ul style="list-style-type: none"> • sight evidence of the type and extent of different weather conditions • look at protection provided for persons working at the mine while: <ul style="list-style-type: none"> – waiting to proceed underground – taking a meal – operating plant – operating equipment 		
Division 4: Environmental Monitoring					
<p>CLAUSE 38 GENERAL ENVIRONMENT FOR WORKING</p> <p>Has the general manager ensured, by means of a risk assessment, that the atmosphere at all work places in the mine and at all means of access to and egress from those places of work:</p> <ul style="list-style-type: none"> • are in a fit state for working in or passing through? • are visually clear? 		<p><input type="checkbox"/></p> <p>Have you conducted a risk assessment of the atmosphere at all places in the mine and all access/egress from those places of work?</p> <p><input type="checkbox"/></p> <p>Is the atmosphere and physical environment in all places of work and in the access to and egress from those places of work:</p>	<p>GENERAL WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • sight risk assessment • confirm <u>all</u> working areas and means of access/egress are included in the risk assessment • if appropriate, check that the risk assessment includes visibility, oxygen levels, heat stress, solar radiation, noise and vibration 		

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 38 Cont/..</p> <ul style="list-style-type: none"> • do not endanger the safety or health of any person? <input type="checkbox"/> <p>Is the atmosphere and physical environment:</p> <ul style="list-style-type: none"> • adequately oxygenated? <input type="checkbox"/> • subject to controls which have been established to manage exposure to unsafe levels of contaminants, heat stress and solar radiation? <input type="checkbox"/> • not subject to unsafe levels of noise? <input type="checkbox"/> • not subject to unsafe levels of vibration? <input type="checkbox"/> <p>Has the general manager ensured that:</p> <ul style="list-style-type: none"> • any persons working in the mine or that part of the mine where exposure to risks exist are provided with adequate site specific information and training to deal with the hazards of air pollution, noise and vibration? <input type="checkbox"/> • such persons are provided with appropriate protection from such hazards? <input type="checkbox"/> • precautions are put in place to ensure the safety of all persons working in the mine in regard to such hazards? <input type="checkbox"/> 		<ul style="list-style-type: none"> • in a fit state for working in or passing through? • visually clear? • in a state that does not endanger the safety or health of any person? • adequately oxygenated? • subject to controls which have been established to manage exposure to unsafe levels of contaminants <ul style="list-style-type: none"> – heat stress and solar radiation? – subject to safe levels of noise? – subject to safe levels of vibration? <p>What site specific information has been provided to persons working at the mine where exposure to risks exist?</p> <p>What protection is provided against hazards to persons working at the mine?</p> <p>What precautions are put in place to ensure the safety of all persons working in the mine in regard to hazards of air pollution, noise and vibration?</p>	<p>CONTROLS</p> <ul style="list-style-type: none"> • check any controls which have been introduced for contaminants, noise or vibration • against what standards have controls been introduced? Ask to see them <p>INFORMATION</p> <ul style="list-style-type: none"> • view any posters, notices, training packages, briefing notes, minutes of meetings etc. which confirm that persons working at the mine have been provided with information <p>PRECAUTIONS</p> <ul style="list-style-type: none"> • check on compliance to any procedures, work methods or PPE which are provided as precautions 	

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<p>CLAUSE 39 VENTILATION</p> <p>Has the general manager ensured that the mine's ventilation system is designed, installed and monitored by appropriately qualified and competent people?</p> <p>Has the general manager ensured that:</p> <ul style="list-style-type: none"> • the ventilation circuits at the mine are designed and maintained so that they do not allow airflows to recirculate? • controls for the regulation of airflow are provided and maintained in an operating condition? • ventilating air does not pass through a number of work places if that is likely to result in air becoming unfit for breathing? • dead end openings are not worked unless auxiliary ventilation is provided? • air exhausting from underground workings or contaminated air at the surface is not used for ventilating the underground workings? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Who is engaged to design and monitor the ventilation system?</p> <p>What relevant experience and qualifications does this person(s) have?</p> <p>What are the planned minimum airflows in each working area?</p> <p>On what standard are these minimum airflows based?</p> <p>Does the mine have a ventilation plan that clearly demonstrated that air does not recirculate?</p> <p>How do you ensure that ventilation controls are maintained to the required standard?</p> <p>What standards are available for ventilation controls?</p> <p>What testing of air quality is conducted underground?</p> <p>What is the standard for providing auxiliary ventilation in dead end openings?</p>	<p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • sight certificates of competence or other documented evidence of person(s) responsible for designing and monitoring the ventilation • sight evidence of regular inspections of ventilation controls and ventilation measurements (oxygen level, air flow and potential contaminants) • sight ventilation plans and/or computer package which shows ventilation monitoring stations and results from ventilation tests • sight ventilation standards • inspect position of ventilation exhaust on surface and relative position to intake 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/>	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 40 PLANS OF VENTILATION</p> <p>Has the general manager ensured that all major ventilation fans, air doors, brattices or other ventilation devices or controls in use at the mine are recorded on the plans and sections of the mine?</p> <p>Has the general manager arranged for the measurement of the direction, course and quantity of air currents in the mine at intervals that will enable the air in the mine to be adequately monitored?</p> <p>Has the general manager arranged for the results of these ventilation measurements to be recorded on the plans and sections of the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>What plans and sections does the mine maintain that show all major ventilation fans and ventilation controls?</p> <p>What measurements are conducted at the mine to determine the direction, course and quantity of air flow?</p> <p>At what frequency are the measurements taken?</p> <p>Where and how are the measurements recorded?</p>	<p>VENTILATION PLANS</p> <ul style="list-style-type: none"> • sight ventilation plans and/or computer package which shows ventilation monitoring stations and results from ventilation tests <p>VENTILATION MEASUREMENTS</p> <ul style="list-style-type: none"> • sight sop for taking ventilation measurements • sight schedule for ventilation surveys • sight documented results of ventilation surveys • sight procedures for resultant action should results exceed minimum specifications 	
<p>CLAUSE 41 CHECKING OF VENTILATION</p> <p>Does a person in charge of an area at the mine, before entering the area or allowing other persons to enter the area, make themselves satisfied that:</p> <ul style="list-style-type: none"> • there is adequate ventilation in the area? • if the area is force ventilated, that air in the area is not recirculating? <p>Does a person, before entering an enclosed or underground area at a mine, satisfy themselves that:</p> <ul style="list-style-type: none"> • there is adequate ventilation? • if the area is force ventilated, that air in the area is not recirculating? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>What methods are used by a person in charge of an area to ensure that adequate ventilation is in place prior to entering the area?</p> <p>Is this method to an appropriate industry standard?</p> <p>How does a person ensure adequate ventilation in an enclosed or underground area?</p> <p>Are persons trained in ventilation detection?</p>	<p>PERSON IN CHARGE</p> <ul style="list-style-type: none"> • evidence that ventilation checks are conducted prior to entering an area • sight records of checks <p>PERSONS ENTERING AN AREA</p> <ul style="list-style-type: none"> • ask underground workers how they check ventilation before entering an area 	

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<p>CLAUSE 42 DISUSED WORKINGS</p> <p>If there are any disused underground parts of the mine and they are to be left unventilated:</p> <ul style="list-style-type: none"> • are they isolated from the ventilation system? <input type="checkbox"/> • are they securely barricaded to prevent access? <input type="checkbox"/> • are they indicated on plans and sections of the mine? <input type="checkbox"/> • are proper measurements taken to prevent dangerous accumulations of gas or dangerous contamination of the mine atmosphere? <input type="checkbox"/> <p>Does the general manager ensure that before work is resumed in any workings that have been disused the ventilation is restored so as to comply with this Division? <input type="checkbox"/></p>		<p>Are there any parts of the underground workings which are disused?</p> <p>Are these disused areas:</p> <ul style="list-style-type: none"> • isolated from the ventilation system? • securely barricaded to prevent access? • indicated on mine plans and sections? • subjected to proper measurement to prevent dangerous accumulations of gas or dangerous contamination of the mine atmosphere? <p>What measurements are taken?</p> <p>Where are the measurements taken?</p> <p>How are the measurements taken?</p> <p>Has work been resumed in any area of the mine that has previously been considered disused?</p> <p>Do the ventilation standards in the resumed area now comply with this division of the general rule?</p>	<p>DISUSED WORKINGS</p> <ul style="list-style-type: none"> • sight mine plans and sections which show the position of all disused workings • sight evidence (records of locations of barricades as well as visual inspection against construction standard) that disused workings are isolated from the ventilation system <p>VENTILATION MEASUREMENTS IN DISUSED AREAS</p> <ul style="list-style-type: none"> • sight evidence of location and results of ventilation tests • sight evidence of ventilation measurements (flow and potential contaminants) from any area(s) in which were previously disused but in which work has resumed 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 43 NOISE MANAGEMENT - PARTICULAR RISK CONTROL MEASURES</p> <p>Has the general manager ensured that, as far as practicable, no person is exposed to noise levels that:</p> <ul style="list-style-type: none"> • exceed an 8-hour noise equivalent of 85dB(A)? or <input type="checkbox"/> • peak at more than 140dB(C)? <input type="checkbox"/> <p>If it is not practicable to ensure the above stated noise level are not exceeded, has the general manager ensured that any person exposed to excessive noise levels:</p> <ul style="list-style-type: none"> • has been supplied with appropriate protective devices? <input type="checkbox"/> • receives training in the correct use of these devices and the danger of noise-induced hearing loss? <input type="checkbox"/> 		<p>Have measurements been taken at the mine to determine the levels of noise exposure for all work that has potential to expose persons to noise levels that exceed the stated minimum?</p> <p>Has the risk of exposure to excessive noise levels been minimised by the application of the hierarchy of controls?</p> <p>Is hearing protection (PPE) provided when it is not practical to meet exposure levels?</p> <p>How has it been determined that the hearing protection is appropriate?</p> <p>Have persons wearing the protective equipment been trained in it's correct use?</p> <p>Have persons who may be exposed to excessive levels of noise been trained in the danger of noise-induced hearing loss?</p>	<p>MEASUREMENT OF NOISE LEVELS</p> <ul style="list-style-type: none"> • sight evidence that work areas with the potential for exposure to high noise levels have been identified • sight evidence that noise measurements have been taken at these locations using appropriate and correctly calibrated instruments <p>NOISE REDUCTION</p> <ul style="list-style-type: none"> • ask for examples where noise levels have been minimised by the application of the hierarchy of controls <p>HEARING PROTECTION</p> <ul style="list-style-type: none"> • sight evidence that persons working at the mine have been trained in the correct use of hearing protection devices and the danger of noise-induced hearing loss • identify clearly signed locations around the mine which have potential to be exposed to excessive levels of noise • observe compliance of persons working at the mine in wearing the specified hearing protection devices 	

Part 4: Work Environment

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division1 Safety and Stability of Mine Workings				
<p>CLAUSE 44 MINE SAFETY AND STABILITY</p> <p>Has any machinery, equipment, material or conveyance used at the mine been:</p> <ul style="list-style-type: none"> • designed <input type="checkbox"/> • constructed <input type="checkbox"/> • worked <input type="checkbox"/> • maintained and <input type="checkbox"/> • protected <input type="checkbox"/> <p>so as to ensure the safety and health of persons and reduce any subsidence or dangerous effect at or outside the mine boundaries to the lowest practicable level?</p>		<p>Are risk assessments included in machinery and equipment designs?</p> <p>Are risk assessments or job safety analysis conducted prior to machinery, equipment or materials being initially used?</p> <p>Are machinery, equipment, material or conveyance(s) worked safely at the mine?</p> <p>Are machinery, equipment, and conveyance(s) maintained?</p> <p>Are machinery, equipment or conveyance protected to ensure persons safety and health?</p>	<p>DESIGN</p> <ul style="list-style-type: none"> • evidence of risk management approach in the design and construction of machinery and equipment • examine records of designs, purchase orders and risk assessments <p>WORKED</p> <ul style="list-style-type: none"> • observe machinery and equipment being operated safely • evidence of good practice, such as fuelling arrangements <p>MAINTAINED</p> <ul style="list-style-type: none"> • records of regular maintenance 	

GR 2000 CLAUSE	TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 45 PARTICULAR SAFETY MEASURES</p> <p>Are operations carried on in a manner so as to avoid danger to persons from falls of ore, rock or other substances?</p> <p>Are access points to, or entrances to, excavations, shafts or other vertical openings protected against persons unintentionally entering or falling into those openings?</p> <p>Are suitable sources of artificial light provided in the absence of adequate natural light?</p> <p>Are the means of travelling in or about the mine secure and safe?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Has a job safety analysis been done in regard to the operations with potential for falls?</p> <p>Is there a Safe Work Procedure for these operations?</p> <p>Do you have any entrances, excavations, openings or shafts that are unprotected?</p> <p>How do you know the artificial lighting provided is suitable? What actions have been taken?</p> <p>What have you done to ensure travelling in and about the mine is secure and safe?</p>	<p>RISK ASSESSMENTS WRITTEN AND AVAILABLE</p> <ul style="list-style-type: none"> • see a copy of assessments • task observation records <p>BARRIERS AND SIGNS</p> <ul style="list-style-type: none"> • adequate fall protect for shafts and openings • barriers and signs for access points, entrances or shafts <p>ARTIFICIAL LIGHT</p> <ul style="list-style-type: none"> • survey and monitoring of light intensities 	
<p>CLAUSE 46 ASSESSMENT AND CONTROL OF RISK OF SUBSTANTIAL MOVEMENT OF UNBROKEN GROUND</p> <p>Has the risk been assessed in regard to any possible movement of unbroken ground that could result in harm to the safety and health of persons working in the mine, any other person at the mine or any person outside the mine?</p>	<p><input type="checkbox"/></p>	<p>Have all possible unbroken ground movements been included in the risk assessment?</p> <p>Has experiences of other mines and relevant information (such as safety alerts) been reviewed?</p>	<p>RISK ASSESS</p> <ul style="list-style-type: none"> • likelihood and severity of injury evaluated • relevant safety and health information reviewed • necessary actions identified to eliminate or minimise risk 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 46 Cont/..</p> <p>Has any risk identified arising from the possible substantial movement of unbroken ground been eliminated or minimised to the fullest extent that is reasonably practicable?</p> <p>Do appropriately qualified and skilled persons provide technical advice as to the design of supports for the ground and monitoring of ground condition?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Are catastrophic events (major consequence, low likelihood) included?</p> <p>Do you engage consultants for technical advice for ground support and control?</p>	<p>EVIDENCE OF QUALIFICATIONS</p> <ul style="list-style-type: none"> qualified and skilled persons engaged in ground control <p>RECORDS</p> <ul style="list-style-type: none"> written technical advice 	
<p>CLAUSE 47 ASSESSMENT AND CONTROL RISK OF INRUSH</p> <p>Has the risk been assessed in regard to any possible sudden and unplanned entry of water, gas or other material (such as rock or other substances) into workings of an underground mine resulting in harm to the safety and health of persons working in the mine, any other person at the mine or both?</p> <p>Has any risk identified arising from the possible sudden and unplanned entry of water, gas or other material been eliminated or minimised to the fullest extent that is reasonably practicable?</p> <p>In controlling the risk are:</p> <ul style="list-style-type: none"> competent mine surveyors engaged to prepare plans of the mine and to obtain information as to the location of old workings? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have all possible sudden and unplanned entry of water, gas or other substance been included in the risk assessment?</p> <p>Are catastrophic events (major consequence, low likelihood) included?</p> <p>What records are kept in regard to possible accumulation of water, gas or other material?</p> <p>How long are the records kept?</p> <p>How do you know the mine surveyors are competent?</p> <p>What mine plans do you keep that show old workings?</p>	<p>RISK ASSESS</p> <ul style="list-style-type: none"> likelihood and severity of injury evaluated relevant safety and health information reviewed necessary actions identified to eliminate or minimise risk identify records necessary to keep to ensure risk of harm is eliminated or minimised 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 47 Cont/..</p> <ul style="list-style-type: none"> • exploratory bore holes drilled in advance of work in new areas or some other equivalent method (such as radar) used to check on the location of old workings in the vicinity? <input type="checkbox"/> • monitoring equipment installed to provide a warning of risks associated with close proximity to other adjacent workings? <input type="checkbox"/> • action plan prepared to minimise risk with intersecting or inadvertently holing into old workings? <input type="checkbox"/> • critical factors in risk assessment constantly monitored to detect changes that affect either the probability or probable severity of the consequences of the hazard? <input type="checkbox"/> • personnel employed in the vicinity of these critical factors adequately informed of the critical factors and of appropriate action to take in the event of an inrush or of the appropriate action that must be taken to review the risk assessment in the event of inrush? <input type="checkbox"/> 		<p>What method do you use to check the location of old workings?</p> <p>Is monitoring equipment installed to provide warnings?</p> <p>Is there a system for regular checking of the monitoring equipment?</p> <p>What action is taken in the event of an inrush?</p> <p>Has the risk assessment been reviewed? Why?</p> <p>What are the critical factors in the risk assessment? How are they monitored?</p>	<p>MINE PLANS</p> <ul style="list-style-type: none"> • resulting plans show location of old workings • resulting plans show location of all suspected old workings relative to the current and projected workings <p>RISK CONTROL</p> <ul style="list-style-type: none"> • records of checking for old workings and monitoring • written action plan and available • safe work procedures written and available • records of persons employed in critical areas informed 	

GR 2000 CLAUSE <input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 2 Buildings and Structures			
<p>CLAUSE 48 BUILDINGS AND STRUCTURES - SAFETY AND HEALTH</p> <p>Are all buildings and structures at the mine:</p> <ul style="list-style-type: none"> • designed <input type="checkbox"/> • constructed <input type="checkbox"/> • maintained and <input type="checkbox"/> • repaired <input type="checkbox"/> <p>so as to be structurally sound and protect the safety and health and persons?</p> <p>Has the general manager ensured all new buildings and structures, and any alterations or additions do not include any asbestos-containing material? <input type="checkbox"/></p>	<p>Are all buildings and structures included in safety checks or inspections?</p> <p>What action is taken if a risk exists?</p> <p>Are all repairs carried out by trained and experienced persons?</p> <p>What have you done to ensure asbestos-containing material is not used at the mine?</p> <p>If asbestos was found, who removed it?</p>	<p>SUPERVISION</p> <ul style="list-style-type: none"> • design, construction, maintenance and repair carried out or under supervision of persons with relevant training and experience <p>CHECKS OR INSPECTIONS</p> <ul style="list-style-type: none"> • records available <p>ASBESTOS</p> <ul style="list-style-type: none"> • asbestos identified, removed by licensed asbestos removers 	
Division 3 Waste Materials			
<p>CLAUSE 50 WASTE MATERIALS - SAFETY AND HEALTH</p> <p>Are waste materials produced at the mine used, handled, stored, transported or disposed of in a manner that does not tend to injure or threaten the safety and health of any person? <input type="checkbox"/></p> <p>Do you have equipment to respond to a spillage or other emergency involving waste materials? <input type="checkbox"/></p>	<p>Do you conduct and operations at the mine that produce waste?</p> <p>Is there safe working procedures for the use, handling, storing, transport or disposal of these wastes?</p> <p>Is there emergency equipment conveniently stored at the mine for waste spillage response?</p>	<p>WASTE MATERIALS</p> <ul style="list-style-type: none"> • evidence of waste rock, overburden, spoil or tailings • adequate storage and handling of waste materials • safe work procedures written and available 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
CLAUSE 50 Cont/.. Are mine personnel informed and trained in its use?	☐	Have you informed and trained persons at the mine?	<ul style="list-style-type: none"> • personnel informed and trained 	
Division 4 Hazardous Substances				
CLAUSE 52 CHEMICALS - GENERAL Have any chemicals at the mine been marked so as to identify any hazard associated with their use and any safety precautions to be observed in their use or storage? Are exposure controls sufficient to ensure workers are not harmed by any chemical? Has there been information and training on any hazards associated with any chemical use?	☐ ☐ ☐	Do you use any chemicals at the mine (include contractors)? Are they stored in approved containers and correctly labelled? Are MSDS available for all chemicals? Have workers been informed and trained in chemical hazards?	CHEMICAL LIST <ul style="list-style-type: none"> • list of any chemicals on the mine • check list during inspection • identify storage • chemicals labelled • MSDS available to all users and current SAFE WORK PROCEDURES <ul style="list-style-type: none"> • available RECORDS OF TRAINING <ul style="list-style-type: none"> • available 	
CLAUSE 53 HAZARDOUS SUBSTANCES - SAFETY AND HEALTH Do persons at the mine use, handle, store, transport or dispose of hazardous substances in a manner that does not tend to injure or threaten the safety and health of any person? Do mine personnel have adequate information and training in dealing with hazardous substances?	☐ ☐	Are hazardous substances used in the mine? What controls are in place to minimise expose? What equipment is available for: <ul style="list-style-type: none"> • spillage? • poisoning? • other emergency? 	RISK ASSESSMENTS <ul style="list-style-type: none"> • written and available • see a copy of assessments SAFE WORK PROCEDURES <ul style="list-style-type: none"> • available 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 53 Cont/..</p> <p>Do you have equipment to respond to a spillage, poisoning or other emergency involving hazardous substances?</p> <p>Have risk assessments been carried out for all hazardous substances used in the mine?</p> <p>Have adequate controls been put in place to minimise exposure of persons to hazardous substances used in the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have you informed and trained personnel in dealing with hazardous substances?</p>	<p>RECORDS OF TRAINING</p> <ul style="list-style-type: none"> • available • kept up to date 	
<p>CLAUSE 54 HAZARDOUS SUBSTANCES - HEALTH SURVEILLANCE</p> <p>Is health surveillance provided for each person working at the mine who is exposed to, or likely to be exposed to, hazardous substance if a risk assessment indicates a risk to the health of the person, or the exposure is such that an identifiable disease or other health effect may occur?</p> <p>Are health surveillance performed under the supervision of a registered medical practitioner, selected by the general manager after consultation with the relevant workers?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Has risk assessment indicated a need for health surveillance?</p> <p>Are there any hazardous substances that have a reasonable likelihood of biological effect?</p> <p>Are regular medicals carried out for people who work with hazardous substances?</p> <p>If any deterioration is discovered - what action is taken?</p>	<p>HEALTH SURVEILLANCE</p> <p>Conducted if:</p> <ul style="list-style-type: none"> • exposure to substance in Schedule 1 or 2 and risk exists • other than substance in Schedule 1 or 2 may occur in particular conditions of work • available effective technique for detecting indications of disease <p>REGULAR SURVEILLANCE</p> <ul style="list-style-type: none"> • carried out • records kept 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 54 Cont/..</p> <p>After a person undergoes health surveillance, has the medical practitioner who carried it out notified:</p> <ul style="list-style-type: none"> • the general manager of the outcome if the person give permission for the release of the results and advised of any necessary preventative or remedial action?, and <input type="checkbox"/> • the Chief Inspector of any adverse result consistent with exposure to a hazardous substance referred to in Schedule 1? <input type="checkbox"/> 			<p>CONFIDENTIAL</p> <ul style="list-style-type: none"> • general manager has kept results obtained confidential 	
<p>CLAUSE 55 HAZARDOUS SUBSTANCES - DOCUMENTATION</p> <p>Does a person who supplies a hazardous substance:</p> <ul style="list-style-type: none"> • provide a material safety data sheet for the substance? <input type="checkbox"/> • ensure the substance is marked and labelled? <input type="checkbox"/> <p>Is an accessible and up-to-date register of all hazardous substances kept at the mine? <input type="checkbox"/></p>		<p>Are hazardous substances checked for MSDS and labelling prior to accepting delivery?</p> <p>Does the register comply with approved codes of practice?</p> <p>Is there an emergency or response plan for each hazardous substance?</p>	<p>REGISTER OF HAZARDOUS SUBSTANCES</p> <p>Must include:</p> <ul style="list-style-type: none"> • MSDS • common or trade name • formal chemical names of components • copies of risk assessment • toxicological information • safe handling information • health effects • first aid • response plan 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/>	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 56 ASBESTOS</p> <p>Is asbestos-containing material used or supplied for use at the mine?</p>	<input type="checkbox"/>	<p>What have you done to ensure a person is not supplying asbestos- containing materials?</p> <p>Have you determined if the material is used in a manner consistent with procedures set out in codes of practice?</p>	<p>ASBESTOS</p> <ul style="list-style-type: none"> • necessary component of equipment for S&H • no other material available • is not crocidolite or product containing this fibre • not used for any form of spraying • used in a manner consistent with codes of practice 	
<p>CLAUSE 57 CARCINOGENIC SUBSTANCES</p> <p>Are carcinogenic substance at the mine:</p> <ul style="list-style-type: none"> • manufactured? • used? or • supplied to any other person for use? <p>Has the Chief Inspector authorised the proposed manufacture, use or supply of that particular carcinogenic substance?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Have you identified if carcinogenic substances are present on site?</p> <p>What action was taken?</p> <p>Do you have written authorisation from the Chief Inspector?</p>	<p>CARCINOGENIC SUBSTANCES</p> <ul style="list-style-type: none"> • replaced with non-carcinogenic or less harmful substance • number of persons exposed reduced to the minimum compatible with safety • degree of exposure of those persons is reduced to safe minimum 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 58 HAZARDOUS CHEMICALS</p> <p>Are hazardous chemicals:</p> <ul style="list-style-type: none"> • manufactured <input type="checkbox"/> • used, or <input type="checkbox"/> • supplied to any other person for use at the mine? <input type="checkbox"/> <p>Is the proposed manufacture, use or supply of that particular chemical consistent with any procedure set out for that chemical in a code of practise? <input type="checkbox"/></p>		<p>Have you identified if hazardous chemicals are present on site?</p> <p>What action was taken?</p> <p>Do you have a copy of the relevant code of practice?</p>	<p>HAZARDOUS CHEMICALS</p> <ul style="list-style-type: none"> • handled and transported safely • persons exposed and the working environment monitored • records of such exposures and monitoring • degree of exposure of those persons is reduced to safe minimum 	
Division 5 Explosives				
<p>CLAUSE 59 DEALING WITH EXPLOSIVES</p> <p>Do persons who manufacture, handle, store, convey or use explosives at the mine:</p> <ul style="list-style-type: none"> • do so in a manner that is safe? <input type="checkbox"/> • in accordance with AS2187.1 and AS2187.2? <input type="checkbox"/> <p>Has the general manager given approval to persons to remove or dispose of explosives at the mine? <input type="checkbox"/></p>		<p>Does the mine have a procedure for manufacture, handling, storage, conveying or usage of explosives at the mine?</p> <p>Does the mine dispose of explosives? Where is the disposal site?</p>	<p>EXPLOSIVES</p> <ul style="list-style-type: none"> • check on storage, handling, usage and disposal of explosives • copies of standards available • do they comply with the relevant Australian Standard 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 60 MANUFACTURE OF EXPLOSIVES</p> <p>Has written notice of the proposed manufacture of explosive been given to an inspector or mine safety officer?</p> <p>Has a licence been obtained for manufacture of explosives on the surface under the <i>Dangerous Goods Act 1975</i>?</p> <p>For manufacture of explosives below ground, has a process that includes precautions determined in accordance with a risk assessment procedure been used to enable safe production?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Do you have a written procedure for manufacture of explosives below ground?</p> <p>Does the licence cover current manufacture operations?</p> <p>What are the high risks in your u/g risk assessment? What actions have you taken for these risks?</p>	<p>WRITTEN NOTICE</p> <ul style="list-style-type: none"> • sight a copy of the notice <p>LICENCE</p> <ul style="list-style-type: none"> • sight the licence <p>ASSESSMENT</p> <ul style="list-style-type: none"> • written record of risk assessment • written procedure and available 	
<p>CLAUSE 61 STORAGE OF EXPLOSIVES</p> <p>Are explosives at the mine stored in a surface magazine licensed under the <i>Dangerous Goods Act 1975</i>?</p> <p>In an underground magazine, are explosives stored in a magazine of a construction and location that ensures the safe storage of the explosives?</p> <p>Has prior notice of the establishment of an underground magazine been given to an inspector or mine safety officer?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Do you store explosives at the mine?</p> <p>How do you know the underground magazine ensures safe storage?</p> <p>Do you have a copy of the notice for establishing the underground magazine?</p>	<p>MAGAZINE</p> <p>Prescribed quantity of explosives that may be kept in or on the same unlicensed premises:</p> <ul style="list-style-type: none"> • <2.5kg of blasting explosives • <110 detonators • <250m of detonating fuse, otherwise: • surface magazine licensed • appointed person responsible for magazine 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 61 Cont/..</p> <p>Is the general manager, or a competent person appointed in writing, the custody of the magazine?</p> <p>Are adequate written records of receipt or issue of explosives maintained at the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Who has custody of the magazine?</p> <p>Do you use an approved magazine log book or other record?</p> <p>Are sufficient fire extinguisher(s) provide for protection of the magazine (at least 60B rating)?</p>	<ul style="list-style-type: none"> • magazine log book available and up-to-date • fire extinguishers and signs 	
<p>CLAUSE 62 BLASTING OPERATIONS BY SHOTFIRERS</p> <p>Has the necessary number of trained and competent persons (<i>shotfirers</i>) been appointed to undertake blasting operations at the mine?</p>	<p><input type="checkbox"/></p>	<p>Have shotfirers been appointed in writing?</p> <p>Are there sufficient shotfirers (covering other shifts or weekends)?</p> <p>Is the shotfirer trained and competent?</p> <p>Do you have a copy of their certificate or permit?</p>	<p>SHOTFIRERS</p> <ul style="list-style-type: none"> • general manager appointed shotfirers in writing, available and current • production manager consulted on appointment 	
<p>CLAUSE 64 DANGER FROM BLASTING</p> <p>Is blasting carried out on the mine site or its vicinity?</p> <p>Has risk assessment been carried out to identify and control hazards associated with explosives?</p> <p>Have blasting procedures been developed for all blasting operations carried out at the mine?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have risk assessments been carried out to identify and control hazards associated with blasting activities?</p> <p>What hazards have been identified?</p>	<p>IDENTIFICATION OF BLASTING ACTIVITIES AT THE MINE</p> <ul style="list-style-type: none"> • records of blasting • mine profile • hazard identification/risk assessment • risk assessment forms 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 64 Cont/..</p> <p>Are people who undertake blasting operations competent?</p> <p>Does the mine report any flyrock (produced by the blasting), that is projected outside mine boundaries, to the inspector or mine safety officer?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Have procedures been developed to cover blasting activities (preparation, charging, firing, checking, misfire identification and treatment, misfire notification, flyrock notification)?</p> <p>Are the people involved in blasting activities certificated and/or adequately trained?</p> <p>If a contractor carries out blasting activities, does the mine have a system in place to verify the contractor's safe blasting procedure, contractor's competency, contractor's equipment and machinery?</p> <p>Has a procedure been developed for working close to high faces?</p>	<p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> sight evidence that hazard identification and risk assessments have been conducted at the mine and control measures have been applied in hierarchical manner. <p>BLASTING PROCEDURES</p> <ul style="list-style-type: none"> communication/control system used by the mine to inform its employees and other stakeholders about blasting activities to be carried out on its site (procedure, signs, written correspondence, training, checks, sentries) 	
<p>CLAUSE 65 MISFIRE REPORTING</p> <p>Is there a procedure in place, which ensures that all significant misfires (including their causes, extent, risks) are reported to an inspector or mine safety officer within 24 hours of their occurrence?</p>	<p><input type="checkbox"/></p>	<p>Does the procedure define 'significant misfire'?</p> <p>Is there a system to report significant misfires?</p>	<p>MISFIRING PROCEDURE</p> <ul style="list-style-type: none"> written procedure for misfire identification, handling and notification 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
CLAUSE 65 Cont/.. Has a procedure been developed to safely correct the misfires?	☐	Have the employees been trained in the identification and handling of misfires?	<ul style="list-style-type: none"> • records of misfires (check written records) • history of mine misfires (discussion with employees) 	
CLAUSE 66 FAULTY EXPLOSIVE PRODUCT NOTIFICATION Is there a process in place for when faults/problems in explosive products are discovered or suspected to be reported to the supervisor? Does the mine have a procedure to notify the mine inspector within 24 hours of the discovered/suspected fault?	☐ ☐	Has the mine developed a procedure to deal with suspected or faulty explosive products? Is the problem reported both internally and the inspector or mine safety officer, in a timely manner?	NOTIFICATION PROCEDURE <ul style="list-style-type: none"> • sight procedure • look for hierarchical reporting system and timeframe, internal and external • discuss with employees • evidence of hazard reporting 	
Division 6 Energy				
CLAUSE 67 ENERGY Has the mine developed procedures to ensure the safe delivery, generation, storage, reticulation and/or use of energy at the site?	☐	What energy types were identified during the risk assessment process? Has the mine got a copy of "Guidelines for Safe Use of Electricity in NSW Mines MDG 2004 - Feb 2001"? Does the mine have an isolation procedure in place?	ENERGY MANAGEMENT <ul style="list-style-type: none"> • evidence of energy identification (electrical, chemical, mechanical, radioactive, hydraulic, thermic, etc.) • evidence of written procedures for energy management • evidence of copy of MDG 2004 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 68 ELECTRICAL ENERGY</p> <p>1. INSTALLATIONS</p> <p>Has the general manager developed procedures for:</p> <ul style="list-style-type: none"> • the safe design, installation and maintenance of electrical installations? <input type="checkbox"/> • the safe inspection and testing of electrical installations? <input type="checkbox"/> • electrical installations compliance with the requirements of Australian Standards AS3007.1-3007.5(1987), AS3000(2000)? <input type="checkbox"/> <p>2. SUPPLY</p> <p>Does the general manager have a procedure in place for notifying an inspector or mine safety officer of any intention to:</p> <ul style="list-style-type: none"> • introduce an electricity supply to the mine? <input type="checkbox"/> • introduce an electricity supply to underground workings at the mine? <input type="checkbox"/> • cease using electricity at the mine? <input type="checkbox"/> • make major additions or alterations to the electricity supply at the mine? <input type="checkbox"/> • make major additions or alterations to fixed generating equipment or reticulation at the mine? <input type="checkbox"/> • install or extend fixed electrical generating capacity at the mine? <input type="checkbox"/> 		<p>Do the installation, commissioning, operation, maintenance and disposal of electrically powered equipment occur in a management system framework?</p> <p>Is the electrical equipment used, fit for purpose?</p> <p>If inability to comply with the AS did the mine developed a risk management strategy?</p> <p>Do electrical installations at the mine comply with the requirements of relevant Australian Standards?</p> <p>Are people installing, commissioning, operating, maintaining and disposing of electrically powered equipment and electrical reticulation systems competent to do the work?</p> <p>Does the mine have a plan for inspection/testing of electrical installations?</p>	<p>ENERGY SAFETY MANAGEMENT</p> <ul style="list-style-type: none"> • evidence of procedures to ensure that the installation, commissioning, operation, maintenance and disposal of electrically powered equipment occur in a management system framework • evidence of fault level and protection study • evidence of use of MDG 2004 • evidence of inspecting, testing of the equipment, machinery, plant (reports, tags, etc.) • evidence of employees/contractors competency 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 68 Cont/..</p> <p>3. PLANS</p> <p>Are records (reports, plans, etc.) related to the use of electrical energy kept by the mine?</p> <p>Are these plans available to inspectors and mine safety officers?</p> <p>4. COMMUNICATION</p> <p>Has the general manager ensured that means of communication between major supply points and between surface and underground supply points are provided?</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Has the mine developed and implements isolation procedure?</p> <p>Are safe working procedures provided?</p> <p>Are employees/contractors trained in site-specific procedures?</p> <p>Is appropriate/competent supervision provided?</p> <p>Is the work environment managed?</p> <p>Are notification procedures in place for electrical energy equipment/supply/reticulation modification at the mine?</p> <p>How do the employees communicate with the surface if a problem associated with electrical supply arises underground?</p>	<ul style="list-style-type: none"> evidence of visible /touchable live conductors demonstrates non compliance with relevant AS and questions the competency of employees/contractors carrying out electrical work <p>ISOLATION PROCEDURE</p> <ul style="list-style-type: none"> check the isolation procedure and its implementation check availability of tags <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> evidence of risk assessment/job safety analyses that had been carried out. <p>STANDARDS</p> <ul style="list-style-type: none"> evidence of AS used by the mine 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 68 Cont/..</p> <p>5. INCIDENT REPORTING</p> <p>Has the general manager developed procedures to report any of the following incidents to an inspector or mine safety officer:</p> <ul style="list-style-type: none"> • electric shock sustained by a person from an electricity source above extra low voltage? <input type="checkbox"/> • burns requiring first aid treatment, where the heat source that caused the burn was electrical equipment? <input type="checkbox"/> • fire caused by the malfunction of electrical equipment? <input type="checkbox"/> • unintended movement of electrically powered or controlled equipment (including any failure of that equipment to stop) that endangered persons or caused serious property damage? <input type="checkbox"/> 		<p>Is there a procedure to notify electrical accidents/incidents to Safety Operations staff?</p>	<p>PLANS</p> <ul style="list-style-type: none"> • evidence of plans kept by the mine <p>NOTIFICATIONS</p> <ul style="list-style-type: none"> • evidence of mine records/ notifications of electrical work carried out on mine site • evidence of supply/modify notification • check notification procedure for electrical incidents • check implementation of the notification procedure if electrical accidents/incidents occurred <p>Communication means between surface and underground remote areas</p> <p>ELECTRICAL ACCIDENTS</p> <ul style="list-style-type: none"> • history of electrical accidents/incidents at the mine. • evidence of electric shock protocols 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 69 REQUIREMENTS AS TO COMPRESSED AIR, HYDRAULIC PRESSURE AND STEAM</p> <p>Do persons who generate, supply, use, repair or maintain machinery or equipment that uses compressed air, hydraulic pressure or steam at a mine do so in a manner that safeguards persons from danger arising from the release of pressure or the failure of vessels, pipes, couplings or hoses?</p>	<input type="checkbox"/>	<p>Are the pressure vessels inspected/tested on a regular basis as required by Australian Standard or manufacturer recommendations?</p> <p>Are records kept?</p> <p>Is there a well-known isolation procedure, based on risk assessment approach, adopted at the site?</p> <p>Do competent persons make the inspection/testing/repair/maintenance modification?</p>	<p>RECORDS OF INSPECTION/ TESTING</p> <ul style="list-style-type: none"> evidence of records for inspection/testing evidence operating pressure rating of hoses <p>ISOLATION</p> <ul style="list-style-type: none"> identification of isolation points specifically (compressed air, hydraulic pressure, steam etc.) evidence that isolation is installed at reasonable distance <p>INSPECTIONS</p> <p>Documented checklist to ensure competency adequacy</p>	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 70 LIQUEFIED PETROLEUM GAS OR NATURAL GAS</p> <p>Does the mine store, supply, use liquefied petroleum gas or natural gas in accordance with the <i>Dangerous Goods Act 1975</i>?</p> <p>Do people using liquefied petroleum gas or natural gas at the mine recognise the risks involved in their use below ground and ensure that the risks to safety and health that arise from their use below ground are eliminated?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Has the mine got a procedure to store, supply and use liquefied petroleum gas or natural gas in accordance with the <i>Dangerous Goods Act 1975</i>?</p> <p>Have contractor/employees been trained in the above procedure?</p>	<p>SUPPLY & USE</p> <ul style="list-style-type: none"> • using liquefied petroleum gas or natural gas <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • evidence of risk assessment <p>PROCEDURES</p> <ul style="list-style-type: none"> • evidence of procedure • evidence of emergency procedure <p>TRAINING</p> <ul style="list-style-type: none"> • records of training in procedure • included in inductions <p>COMPLIANCE & TESTING</p> <ul style="list-style-type: none"> • evidence that cylinders are tested • records and compliance. 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
Division 7 Equipment and Machinery				
<p>CLAUSE 71 EQUIPMENT AND MACHNIERY</p> <p>Does the general manager ensure that all equipment and machinery at the mine is:</p> <ul style="list-style-type: none"> • designed; • used; • maintained; • repaired; and • replaced <p>so as to protect the safety and health of persons at the mine?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Is there a safety system in place to ensure that all equipment and machinery at the mine are designed, used, maintained, repaired and replaced so as to protect the safety and health of persons at the mine?</p> <p>Are there any risk management systems that the mine uses during the design, use, maintenance, repair and replacement being carried out?</p> <p>Do competent and adequately trained people carry out these activities?</p> <p>Are these activities carried out in conformance with AS and manufacturer recommendations?</p>	<p>MAINTENANCE PROGRAM</p> <ul style="list-style-type: none"> • evidence of a record book of all equipment and machinery • evidence of maintenance schedule • evidence of repair records • evidence of AS and manufacturers instructions used by the mine • competent people carrying out maintenance/repairs <p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> • evidence of risk management systems <p>INSPECTIONS & HAZARDS</p> <ul style="list-style-type: none"> • check evidence of inspection reports, forms, frequency • check the hazard reporting book if used to communicate any problems/issues with equipment 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 72 MAINTENANCE AND GUARDING OF, AND ACCESS TO, EQUIPMENT AND MACHINERY</p> <p>Is all equipment and machinery at the mine:</p> <ul style="list-style-type: none"> • kept in a fit state and condition for work? <input type="checkbox"/> • appropriately guarded and protected to preclude the opportunity for persons to become entangled, struck or otherwise harmed by its movement or operation? <input type="checkbox"/> • provided with adequate access facilities to all parts of equipment or machinery that persons may be required to operate, lubricate, maintain or inspect? <input type="checkbox"/> 		<p>Are all plant, equipment and machinery at the mine 'fit for purpose'?</p> <p>Do fixed platforms, walkways, stairways and ladders conform with AS1657?</p> <p>Do conveyor belts at the mine meet AS1755: 2000?</p> <p>Has the mine developed a register of all plant and equipment that may undergo maintenance activities?</p> <p>Are maintenance activities planned?</p> <p>Are records of maintenance activities kept?</p>	<p>'FIT FOR WORK' EQUIPMENT/ MACHINERY/ PLANT</p> <ul style="list-style-type: none"> • sight maintenance records • evidence of safe plant • conformance with AS1657 and AS1755: 2000 • all nip points are guarded • existence of lanyards, emergency stops, isolation points • evidence of adequate access facilities to all parts of equipment/ machinery 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 73 ISOLATION OF EQUIPMENT OR MACHNIERY UNDER REPAIR</p> <p>Does the mine have isolation procedures for the carrying out of repairs or adjustments to equipment and machinery?</p>	☐	<p>Is there a system of isolation or lockout in place when carrying out maintenance work?</p> <p>Is there a risk assessment carried out to identify all forms of energy that can be present during the maintenance/repair process?</p> <p>Are all contained potential energy that may be of danger to persons if released dissipated or adequately restrained so that these cannot be released accidentally or before it is safe to do so?</p> <p>Is the system implemented correctly?</p> <p>Are isolation and lockout procedures included in the mine safety management plan?</p>	<p>ISOLATION PROCEDURE</p> <ul style="list-style-type: none"> • evidence of isolation procedure included in the mine safety management plan • evidence of employees training in the procedure • check the implementation of the isolation procedure • check the reviews of the isolation procedure <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • evidence of risk assessment carried out to assess all potential forms of energy 	

GR 2000 CLAUSE	<input checked="" type="checkbox"/> TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 74 MODIFICATIONS, ALTERATIONS OR REPAIR</p> <p>Have risk assessments been carried out to indicate that modification, alteration or repair to equipment or machinery is safe and is able to be done without reduction in safety?</p>	<input type="checkbox"/>	<p>Are risk assessments carried out prior to modification, alteration or repair to systematically identify and control all hazards and ensure that this work does not result in a reduction in safety?</p> <p>Are alterations to equipment and machinery designed and implemented by competent persons?</p> <p>Does the mine have a system in place that ensures that the equipment or machinery repaired is at least as functionally efficient and strong as they were before the failure or damage?</p>	<p>RISK ASSESSMENTS</p> <ul style="list-style-type: none"> evidence of risk assessments carried out prior to modification, alteration or repairs check evidence of how appropriate are the spare parts that are used in repairs <p>COMPETENT PERSONS</p> <ul style="list-style-type: none"> check the competency of people carrying out the work 	

Part 5: Shafts And Winding

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 75 SHAFTS AND WINDING</p> <p>Has a system been developed to ensure that all shafts and associated winding facilities at the mine are designed, constructed, installed, maintained, repaired and used so as to ensure the safety and health of persons at the mine?</p> <p>Has the general manager ensured that:</p> <ul style="list-style-type: none"> • gear or equipment carried in the same shaft conveyance as persons does not pose a hazard for those persons? • gear or equipment does not protrude out of or leave shaft conveyances unintentionally? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Is the developed system to industry standard?</p> <p>What inspections or checks are conducted to control hazards?</p> <p>Are persons who operate the winder (the shaft attendant) over the age of eighteen years?</p> <p>Is the attendant trained and competent?</p>	<p>PROCEDURES</p> <ul style="list-style-type: none"> • procedures for the safe design, construction, installation, maintenance and repair of shafts and associated winding facilities • procedures for the safe operation of shaft conveyances used to carry both persons and equipment 	
<p>CLAUSE 76 SHAFT CONSTRUCTION NOTIFICATION</p> <p>Has the general manager developed a procedure that requires an inspector or a mine safety officer be notified of any proposal to construct a shaft, before the construction commences?</p> <p>Does the procedure require that:</p> <ul style="list-style-type: none"> • the location of the shaft, its equipment, winding facilities and headframe be specified in the notification? • a work method statement, to ensure safe construction, is provided with the notification? 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>How was the work method statement developed?</p> <p>Was a risk assessment conducted in developing the work method statement?</p> <p>Who was involved/consulted in preparing the work method statement?</p>	<p>SHAFT CONSTRUCTION NOTIFICATION PROCEDURE</p> <ul style="list-style-type: none"> • records of procedure and implementation • evidence of notifications eg correspondence from Safety Operations 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 77 PRECAUTIONS DURING CONSTRUCTION AND USE</p> <p>Do work method statements for the construction, equipping, stripping, repair of or maintenance of a shaft, include precautions so as to:</p> <ul style="list-style-type: none"> • prevent a person falling down the shaft? <input type="checkbox"/> • prevent injury to a person by way of any equipment, material or object falling down the shaft? <input type="checkbox"/> • prevent injury to a person by way of unintentional movement of any shaft conveyance, machinery or equipment? <input type="checkbox"/> • prevent shaft fires? <input type="checkbox"/> 		<p>Have work method statements been put in place?</p> <p>Are persons working on shafts have a copy of the work method statement(s)?</p> <p>Are all persons who work at/on the shaft trained in the work methods?</p> <p>Are task observations undertaken to ensure implemented?</p>	<p>PROCEDURES</p> <ul style="list-style-type: none"> • safety procedures related to the construction, equipping, stripping, repair or maintenance of a shaft <p>CONTROLS</p> <ul style="list-style-type: none"> • evidence of physical controls/barriers to prevent persons from falling into shaft • fire equipment 	
<p>CLAUSE 78 WINDING SYSTEM CONSTRUCTION</p> <p>Has the general manager ensured that every winding system for a shaft at the mine includes:</p> <ul style="list-style-type: none"> • winding engine brakes of adequate type? <input type="checkbox"/> • ropes with appropriate safety factor and regularly tested? <input type="checkbox"/> • adequate limiting devices to prevent shafts overwound or overrun or to prevent them from travelling at excess speed? <input type="checkbox"/> • evidences that detect slack rope or drum slip conditions or tail rope malfunctions? <input type="checkbox"/> • adequate means of signalling between stopping points in the shaft and the winder control point? <input type="checkbox"/> • adequate second means of signalling between any point in shaft and winder control point? <input type="checkbox"/> 		<p>Have the ropes been regularly tested to ensure their safe performance?</p> <p>Who conducts the tests?</p> <p>Are those persons trained and competent?</p> <p>Is the short length (6 monthly) sent to a recognised testing station for destructive testing?</p> <p>Are the tests conducted to industry standards?</p>	<p>PROCEDURES</p> <ul style="list-style-type: none"> • winding system construction procedure • includes brake type and capacity • rope testing schedule • rope history recorded 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 79 AUTOMATED WINDING SYSTEMS</p> <p>Has the general manager ensured that, in respect of every automatic winding system for a shaft at the mine:</p> <ul style="list-style-type: none"> • the functions of the winder can be monitored outside the winder house? <input type="checkbox"/> • persons trained with winder malfunctions or shaft emergencies are readily available to operate the winder? <input type="checkbox"/> • adequate warning systems are installed, which alert people of shaft emergencies? <input type="checkbox"/> • radio communication between any shaft conveyance carrying persons and the surface is provided and maintained? <input type="checkbox"/> • people using shaft conveyances are adequately trained to operate them? <input type="checkbox"/> 		<p>Are people using shaft conveyances adequately trained in their operation?</p> <p>Are conveyances carrying persons and conveyances carrying material operate in the same mine shaft?</p> <p>Are cage and skip combinations used at the mine?</p>	<p>MONITORING</p> <ul style="list-style-type: none"> • monitoring system outside of winder house <p>EMERGENCIES</p> <ul style="list-style-type: none"> • evidence of emergency persons trained in shaft specific rescue techniques • evidence of warning systems • radio communications available and operating 	
<p>CLAUSE 80 SHAFT CONVEYANCES</p> <p>Has the general manager ensured that shaft conveyances used for the conveyance of persons at the mine are equipped with:</p> <ul style="list-style-type: none"> • appropriate safety devices? or <input type="checkbox"/> • adequate protection systems for persons travelling in the conveyances? <input type="checkbox"/> <p>Has the general manager ensured, by way of risk assessment, the appropriate safety devices to protect persons travelling in conveyances? <input type="checkbox"/></p>		<p>Has the design and construction of the shaft conveyances been reviewed against AS3785.4?</p> <p>Has the general manager set the maximum number of persons allowed to ride in the cage?</p> <p>Is this number posted at the brace and each stopping place?</p>	<p>SAFETY DEVICES & PROTECTION</p> <ul style="list-style-type: none"> • conveyance confirms with AS3785.4 • signs in place at each brace and stopping place <p>RISK ASSESSMENT</p> <ul style="list-style-type: none"> • record of assessment 	

GR 2000 CLAUSE	☑ TICK	QUESTIONS THAT COULD BE ASKED	WHAT TO LOOK FOR	NOTES
<p>CLAUSE 80 Cont/..</p> <p>Do these devices ensure protection from:</p> <ul style="list-style-type: none"> • falling objects? <input type="checkbox"/> • contact with objects in the shaft? <input type="checkbox"/> • people being thrown out of conveyances? <input type="checkbox"/> • people being injured by gear and equipment, where these are travelling in the same conveyance? <input type="checkbox"/> <p>Do these devices facilitate:</p> <ul style="list-style-type: none"> • escape from cages through either the roof or the floor? <input type="checkbox"/> • facilitate safe shaft inspections? <input type="checkbox"/> <p>Has the general manager ensured that people are protected from conveyances carrying material and from any material likely to be ejected or fall from them, if conveyances carrying persons and those carrying material operate in the same shaft? <input type="checkbox"/></p> <p>Has the general manager ensured that cage and skip combinations are designed, used and maintained so as to protect persons being conveyed in the cage? Has he also ensured that material is not carried in the skip while persons are in the cage? <input type="checkbox"/></p> <p>Has the general manager ensured, by way of risk assessment, that a safe distance is established between a stopping point of a shaft conveyance and the next point in the shaft or headframe providing a physical barrier to the conveyance? <input type="checkbox"/></p>		<p>What safety devices are installed?</p> <p>Are these devices inspected regularly?</p> <p>Do people travel with equipment?</p> <p>If so, what conditions apply?</p> <p>Do you have a multi-deck cage?</p> <p>Do you ensure no-one rides in a deck or multi-deck whilst a load other than passengers is in the higher deck?</p> <p>Do you sling loads under the cage?</p> <p>Do you ensure (except for the watcher) that no-one rides in the cage when a load is slung below?</p> <p>Do you transport explosives in the cage?</p> <p>Does a shaft attendant travel with these explosives?</p>	<p>CAGES OR CONVEYANCE</p> <ul style="list-style-type: none"> • cages or conveyances suspended on a single rope should not be used for transporting people unless the cage and shaft is equipped to prevent free fall in event of rope failure • evidence of protection from falls of rock or materials for everyone working or travelling in a conveyance • evidence (records) of safety appliances on cages tested regularly by a drop test • evidence (records) of new or repaired cages being tested prior to returning to service 	