



NSW DEPARTMENT OF
PRIMARY INDUSTRIES

Mine Safety Management Plan Assessment

IGA-011

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|-----------------|-----------------------------|
| Mine: | Date of assessment: |
| Operator: | Comet ID: (Office use only) |
| Assessor Name: | |
| Participant(s): | |
| | |



Mine Safety Management Plan Assessment

What is a Mine Safety Management Plan?

A Mine Safety Management Plan (MSMP) is a system that helps you manage the occupational health and safety of people who work at your mine. It includes the activities that assist you to manage health and safety risks and ensures that hazards at the mine are dealt with in a systematic way, rather than in response to an accident or incident.

The Mine Safety Management Plan helps to protect your mine, employees, contractors, visitors and customers and your personal liability as an owner, employer, manager or supervisor. It enables you to demonstrate your “due diligence” in maintaining “duty of care” requirements of OHS legislation and can, when implemented, reduce the impact and costs associated with work-related injury and illness.

Do I need to use the MSMP Assessment?

You may have prepared a Mine Safety Management Plan for your mine using one of the Department’s helpful publications, such as:

- [Small Mines Safety Management Kit](#)
- [GNM-003 Preparing a Mine Safety Management Plan](#)
- [Safety Management Plan – Workbook](#) or
- *prepared one using your own expertise and in consultation with the people who work at the mine or*
- *used as a consultant to prepare the plan; or*
- *you are continuing to prepare the plan.*

Would you like to see how well you are progressing, how much more needs to be prepared or what is missing? This MSMP Assessment can help to identify gaps or deficiencies in your preparation and what other programs or procedures you may require.

How do I use it?

This assessment asks questions about typical programs and procedures you may have in your MSMP. Do not worry if your MSMP does not have the same number or name of a program, find where this question fits best relative to your MSMP and continue.

The Assessment is easy to use, follow these steps.

1. *Be honest! This is not a test but a guide to assess where the preparation of your MSMP has reached.*
2. *Pick a definition that says how you have done with each of the question (top of each page) and give it a rating from the range (1-5) that you consider matches the definition selected.*



3. When you have answered all questions, add up your ratings. Compare your result with the MSMP ratings table at the end of the assessment.
4. You may wish to send a copy of your completed MSMP assessment to the safety operations staff that you regularly contact.
5. Please note that NSW Mine Safety Operations may use this document to assess the implementation of your Mine Safety Management Plan.
6. NSW Mine Safety Operations staff are keen to receive feedback on this assessment so it can be improved. Please use the feedback sheet on the last page for your comments/feedback.



Please rate the following questions in terms of where you think you are in regard to preparing the policies, programs and procedures that make up your Mine Safety Management Plan (MSMP). That is, what you feel you have achieved with each of the questions. Remember, consult your workforce when preparing your MSMP.

Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

1 PLAN DEVELOPMENT

- 1.1 Have you established a timetable or schedule for preparing the MSMP?
- 1.2 Have you decided on which program or programs you will start with?
- 1.3 Have you decided who will do what?
- 1.4 Have you identified additional information you might require when preparing the MSMP?

HINT
 Additional information can be standards, guidelines, legislation and reference publications.

2 SAFETY AND HEALTH POLICY

- 2.1 Have you written a safety and health policy for the mine?
- 2.2 Have your employee representative and the mine's most senior manager both signed the policy?
- 2.3 Does the policy set goals for the safety and health of all people who work at the mine?

3 MANAGEMENT STRUCTURE

- 3.1 Have you prepared a management structure?

HINT
 This can be written or in table form such as a chart and will be part of your management structure.



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

- 3.2 Does your management structure include a production manager?
- 3.3 Does your management structure show positions, persons occupying their positions and outline their responsibilities and accountabilities?
- 3.4 Does your management structure include persons to fill/act in vacant positions?

HINT
 Responsibilities for OHS management should be included

4 OH&S DOCUMENTATION

- 4.1 Is there a written procedure or system for document control?
- 4.2 Do you keep the procedure up-to-date?
- 4.3 Are obsolete documents removed from your document control system?

HINT
 Obsolete documents are those that are old copy, out-of date, or no longer required such as old equipment manuals.

5 CONSULTATION & COMMUNICATION

- 5.1 Did you consult with your employees when preparing the mine's safety and health policy?
- 5.2 Have you explained the Mine Safety Management Plan and what it is about to your employees?
- 5.3 Is there a procedure for communicating changes in the operation of the mine to supervisors and employees?

6 IDENTIFYING HAZARDS

- 6.1 Have you identified and listed the major hazards at the mine?
- 6.2 Are signs displayed warning people of the risks from these hazards?
- 6.3 Do you access and use occupational health and safety information when identifying hazards?

HINT
 Identify hazards by:
 • Taking a look at OHS records such as accident reports
 • talk to workers
 • review MSDS and manuals
 • review identified hazards in OHS legislation.



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

7 ASSESSING RISKS

- 7.1 Do you assess the risk for each of the hazards identified?
- 7.2 Have the 'prescribed hazards' stated in legislation been assessed?
 •Ground instability •Inrush •Shaft design, construction & use •Use of conveyors & earth moving machinery •Fire & explosion
 •Handling of explosives •Electricity •Mine road design & construction •Ventilation
- 7.3 Are employees involved in assessing the risk of the hazards in their workplace?
- 7.4 Are the risks prioritised?
- 7.5 Do you eliminate or control risk by applying the *hierarchy of controls*?

HINT

Prioritise Risk

A recognised tool for assessing risk(s) associated with each hazard should be used to identify what risk requires the highest or immediate level of action.

8 REPORTING OF HAZARDS AND WORKPLACE INSPECTIONS

- 8.1 Do you regularly inspect the workplace?
- 8.2 Do you have written checklists for these inspections?
- 8.3 Is there a corrective action plan (a "to-do" list) prepared from the inspections?
- 8.4 Does the mine have a hazard reporting procedure?

9 JOB SAFETY ANALYSIS (JSA)

- 9.1 Do you have a procedure for breaking a job into parts and identifying hazards in each part of that job?
- 9.2 Is the workforce involved in these procedures?

HINT

The procedure for breaking a job into parts is called job safety analysis(JSA). JSA is a risk assessment tool used to develop safe work method statements (SWMS)



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

9.3 Do you record the results of using this procedure?

10 SAFE WORK METHOD STATEMENT (SWMS)

10.1 Have SWMS been prepared for the tasks that involve the major risks at the mine?

10.2 Was risk assessment used in preparing the SWMS?

10.3 Are persons trained in the use of the SWMS?

10.4 Do the SWMS meet the requirements of OH&S legislation, industry codes of practice, standards and guidance material?

10.5 Are there work permits for the "high risk" activities at the mine?

HINT
 SWMS are used to train persons in the task to be undertaken and as a standard when monitoring this task.

HINT
 You should have high-risk work permits for activities such as confined space entry, hot work, high voltage work etc.

11 EMERGENCY PREPAREDNESS

11.1 Have you identified all foreseeable events that could injure people at the mine or in the vicinity of the mine?

11.2 Do you have emergency response procedures at the mine for these identified emergencies?

11.3 Have you integrated these procedures with the emergency response of emergency services in your area?

11.4 For these emergency events have you identified what training your employees may require?

11.5 Do you conduct regular emergency drills?

HINT
 Emergency events are unplanned incidents that could happen such as fire, explosion and natural disasters.

HINT
 Emergency services such as ambulance, fire, volunteer rescue or state emergency services.



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

12 MAINTENANCE PROGRAMS (MECHANICAL & ELECTRICAL)

- 12.1 Do you have a program or system for maintenance and testing of plant and equipment at the mine?
- 12.2 Does the program have a written list of all plant and equipment at the mine?
- 12.3 Are maintenance/testing activities recorded?
- 12.4 Does your program include planned and preventative maintenance for the plant and equipment at the mine?

HINT
 List all the items of plant and equipment and then document a program of routine inspections. Seek help by a qualified electrician.

13 WORK ENVIRONMENT

- 13.1 Have you identified work environment hazards and assessed the risks from these hazards?
- 13.2 Have you included all possible work environment hazards at the mine?
- 13.3 Are there corrective actions for these work environment hazards?
- 13.4 Are there records of the work environment monitoring?

HINT
 Work environment hazards include noise, dusts, heat and cold, biological and chemical substances.

HINT
 Corrective actions include employee health surveillance such as personal dust monitoring, lung capacity testing and hearing tests.

14 REPORTING OF ACCIDENTS AND INCIDENTS

- 14.1 Is there a written procedure for the reporting of accidents and incidents at the mine?
- 14.2 Do you inform your employees of the details from these reports monthly?
- 14.3 Do you have a written procedure for the investigation of reported accidents and incidents?
- 14.4 Are employees involved in the investigation of accidents and incidents?

HINT
 Procedures for the timely reporting of accidents, incidents and "near-misses" will ensure that the MSMP is monitored.

HINT
 Accident and incident investigation examines the operation of the MSMP.



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

14.5 Are people who work at the mine informed as to the findings and corrective actions taken from the investigation?

15 CONTRACTOR MANAGEMENT

15.1 Is there an up-to-date register of contractors who work at the mine?

15.2 Have all contractors received OH&S induction training for the mine?

15.3 Does the Mine Safety Management Plan have a procedure to manage contractors working at the mine?

15.4 Has a safe work method statement (SWMS) been developed for all work carried out by the contractor?.

HINT
Contractor inductions include training in health and safety as specified in the contractors and parts of mine safety management plan that applies.

HINT
Contractor competency, supervision and mine person responsible for the contractor should be included in the contractor management procedure.

16 TRAINING AND DEVELOPMENT

16.1 Do you have training records for your employees?

16.2 Are all employees included in training programs?

16.3 Have all employees received induction training?

16.4 Have all employees received training in the use of equipment for fire fighting?

16.5 Have all employees received training in the emergency response procedures?

16.6 Are persons trained to offer first aid treatment?

16.7 Is training given in regard to the health and safety responsibilities for supervisors and employees at the mine? This training should include the structure and use of the MSMP.

HINT
Training records include training needs, who and what training has occurred, issue and valid-to date, training provider and qualifications obtained.

HINT
An adequate number of persons should be trained and qualified in first aid to treat injury and illness.



Rating: Just Starting Progressing Done
 1 2 3 4 5 N/A

Question

Rating

17 FITNESS FOR WORK

17.1 Do you have a program that includes policies and procedures for fitness for work?

17.2 Do these policies include alcohol and other drugs, and fatigue?

17.3 Are there procedures that include scheduled toolbox or safety sessions for employee welfare?

Total :

HINT
Fitness for work includes alcohol and other drugs, shift work and fatigue from the work environment and other occupational issues.

HINT
 Employee welfare includes such health and safety issues as manual handling, alcohol and other drugs, and other information that promotes employee well being.

Well done!

You can now determine how well you have prepared your Mine Safety Management Plan. Add up all your ratings for each question and compare your total with the range in the MSMP ratings table below. Even if your total is in the lower ranges you are on the way to having a good Mine Safety Management Plan. Just by completing this assessment you can see where you need further preparation and continued improvement. It is important that you have an action plan to complete the parts of your MSMP that require further work.

MSMP Ratings Table

| | | | |
|----------------|----------------------------|-----------------------|------------------|
| Total: | 1 - 115 | 116 - 230 | 231 - 345 |
| Rating: | Some procedures No MSMP | Part prepared MSMP | Prepared MSMP |

Disclaimer

This assessment is designed to assist you in continuing to prepare and improve the Mine Safety Management Plan. It is not an absolute measure of legislation compliance. The principles stated in this document are intended as general guidance only. Owners and managers of mines should rely upon their own advice, skills and experience in preparing Mine Safety Management Plans for their mine.

The State of New South Wales and its officers or agents including individual authors or editors will not be held liable for any loss or damage whatsoever (including liability for negligence or consequential losses) suffered by any person acting in reliance or purported reliance upon this Assessment.



Feedback sheet

Your comments will be very helpful in reviewing and improving this Mine Safety Management Plan Assessment document.

Please copy and complete the Feedback Sheet and return it to:

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Mine Safety Operations
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800
Fax: (02) 6360 5363
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How did you use, or intend to use, this document?

What do you find most useful about this document?

What do you find least useful?

Do you have any suggested changes to the document?

Thank you for completing and returning this Feedback Sheet