**February 2021**

This self-assessment checklist has been designed to assist mine operators to comply with minimum standards for mine shafts, auger holes and ladder safety on registered claims. For more information, visit our [website](https://www.resourcesregulator.nsw.gov.au/).

### Checklist

**Surface layout**

Is plant and equipment placed correctly, leaving clear access to the shaft?

Have all possible trip hazards near the shaft entrance been removed or controlled?

Are all shafts identified and visible (i.e. the mesh or fence can be clearly seen, or backfilled shaft cones are maintained)?

**Other shafts and auger holes**

Is an earth bank installed to prevent the ingress of water into underground workings?

Are all open auger holes secured with a pipe that protrudes above the ground at least 1 metre?

Are all other shafts secured to control the risk of a fall from heights?

Are all backfilled auger holes maintained (coned to minimum 300 millimetres) to prevent subsidence and the entry of water?

**Access shafts**

Is the shaft secured against unauthorized entry when in use (i.e. when the shaft cover has been removed for access or for hoist bucket traveling up and down)?

If the shaft is fenced, is there sufficient area between the shaft and fence (1 metre) to walk around without being too close to the shaft edge?

**Shaft collar**

Is the collar raised above natural ground level, to prevent the entry of water into the shaft and workings?

Will the shaft collar prevent objects being accidently dropped or knocked over the edge into the shaft (i.e. objects kicked or bumped into the shaft including loose material and rocks)?

Is the collar installed at an appropriate height to allow workers to access/egress the shaft safely?

**Access system at entry to shaft (ladders)**

Do the ladders protrude at least 900 millimetres above the collar?

Are the ladders secured at the surface to a steel crossmember (i.e. 50 millimetres x 50 millimetres pipe that extends at least 20% either side of the shaft opening and secured in place)?

Is the ladder structurally sound (i.e. check for corrosion, damage)?

Is the top of the ladder secured to the surface, preventing bending/moving during access/ egress?

Is there a safe and accessible area out of the shaft for easy ladder entry/exit?

**Shaft condition and access system in the shaft (descending)**

Is the shaft and shaft collar free from any loose rocks/debris that could fall in?

Does the collar extend far enough down the shaft to prevent dislodgement of topsoil/rocks?

Is the shaft free of signs of delamination of the bedding plains (i.e. are cracks starting to appear)?

Are the ladders secured to the shaft wall at regular intervals to keep them stabilised (i.e. minimum 200 millimetres clearance between the ladder rungs and shaft wall)?

Are the ladders still in fit for purpose condition (i.e. free from corrosion, no cracked welds)?

Are the bolts that connect each section of ladder still tight and fit for purpose?

If the ladders have hooks joining them, are they still in position and are they hooked to the second rung from the bottom of the adjoining ladder?

Are any nip/catch points protected?

**Base of the shaft**

Is the ladder easy to exit from to a safe area out of the shaft?

Does your hoist bucket have a suitable place to step when entering or exiting the ladder?

Does the ladder reach all the way to the floor?

**Shaft brow**

Is the shaft brow free from cracks?

Have any loose ends at the entrance to the workings been removed or controlled?

**Shaft pillar (support)**

Is the brow supported (i.e. is the shaft located in a pillar)?

If not, is there secondary support in place to provide support?

Is the pillar free of fretting?

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