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| **Assessment No:** |  | **Date & Time:** |  |
| **Mine:** |  | | |
| **Location:** |  | | |
| **RR Participants:** | | | |
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| **Mine Participant:** | | **Role Description:** | |
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| **Inspectors Comments:** | | | |
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| 1= Not documented/not available to workers and not implemented 2 = documented/available to workers but not implemented 3 = implemented but not available/documented 4 = documented, available and implemented | | | |
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| WHS (M&P) R Assessed criteria | Assessment Question |
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| *Cl 14(1) The safety management system document for a mine or petroleum site must set out the following:*  *(d) the management structure for the management of work health and safety at the mine or petroleum site, including:*  *(i) arrangements for filling temporary and permanent vacancies,*  *Cl137 (2) The mine operator of a mine must ensure that any individual who is nominated to exercise a statutory function at the mine is readily available to exercise, and is capable of exercising, the statutory function.*  *(4) The mine operator of a mine must ensure that mining activities (except exploring for minerals by means other than mechanical means that disturb the ground) do not take place at the mine if:*  *(c) there has not been an individual nominated to exercise that key statutory function at the mine for more than 7 days.* | Q1. The operation has an up to date organisational chart  ***Evidence supporting assessment***  ***Comments*** |
| Q2. The operation has Statutory Position on leave arrangements (e.g. Mine Manager, mechanical engineer, electrical engineer, ventilation officer)  Is there any normal statutory position holder not at work at present and is there a replacement for them?  ***Evidence supporting assessment***  ***Comments*** |
| Q3. Has a risk assessment been completed to determine the controls required?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19. | Q4. What controls has the mine implemented regarding COVID-19?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  *E.g.:*  *Stagger shift start times.*  *Separation distance between workers when transporting workers to the unit/working environment.*  *Separation distance in the office areas.*  *Temperature monitoring for workers before work.*  *Additional health checks.* | Q5. Does the mine monitor transportation to and from work?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  *E.g.:*  *Car-pooling.*  *Bus transport.*  *FIFO workers.*  *Drive in and out workers.*  *Contractors.* | Q6. Do you have any workers affected by the COVID-19 virus or in self-isolation?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  Confirmed cases.  Self-isolation by workers.  Isolated. | Q7. Have any changes been made to the start of shift or tool-box talks to limit exposure to workers?  Q7a. Are all workers including contractors required to be present at the start of shift address? (how is this managed)  ***Evidence supporting assessment***  ***Comments*** |
| ***cl27******Communication between outgoing and incoming shifts***  *The operator of a mine or petroleum site at which more than one shift is worked each day must implement a system that ensures that, as soon as is reasonably practicable at the commencement of each shift:*  *(a)  the supervisor of each outgoing shift provides a written report to the supervisor of the incoming shift, in relation to the state of the workings at the mine, plant and any other matters that relate to work health or safety, and*  *(b)  the supervisor of the outgoing shift acknowledges in writing to the supervisor of the incoming shift the accuracy of the report and signs (or electronically signs) the acknowledgment, and*  *(c****)  the supervisor of the incoming shift communicates the content of the report to the workers on the incoming shift,*** *and*  *(d)  the supervisor of the incoming shift acknowledges in writing to the supervisor of the outgoing shift*  View the last two start of shift start meetings / presentations.  Discuss with workers. | Q8. How does the mine manage/ monitor/ measure the inspection compliance?  Q8a. What system is used to managed identified defects?  Q8b. Is there a report to detail compliance of inspections require?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  *E.g.:*  *Inspection of pre-use / daily inspections.*  *Equipment mechanical/electrical planned maintenance inspections.*  *E.g.:*  *Main ventilation fans, man transport, light vehicles, loaders dump trucks, face cutting and drilling equipment.*  *%actual/target/current*  *View the process of defect rectification.* |  |

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| *Please mark each of the following questions as (y) yes or (n) no.*  *For the purposes of data entry in aces Y = 4 N = 1* | |
| Operational changes are in place due to the COVID-19.  Currently does the mine have adequate tradesman to effectively complete the planned inspections on equipment i.e. main fans, man transport, Loaders, face cutting and drilling equipment.  Maintenance of lights, gas detectors current. | Q9. Currently does the mine have adequate tradesman to effectively complete the planned inspections on equipment i.e. main fans, man transport, Loaders, face cutting and drilling equipment?  Q9b. Maintenance of lights, gas detectors current?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19. | Q10. Does the mine have a surface control room?  If yes is it operation 24/7.  Q10a. Is the mines surface control room manned?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  *E.g.*  *Training / retraining in the current environment, how does the mine manage*  *CABA training.*  *Self-rescuer training.*  *Emergency management.*  *Induction.*  *Machine specific training for tradesman / contractors.* | Q11. How does the mine manage training / retraining in the current environment?  ***Evidence supporting assessment***  ***Comments*** |
| Operational changes are in place due to the COVID-19.  Currently what % of workers of all workers are on site this week.  Is production normal or reduced. | Q12.Currently what % of workers of all workers are on site this week.  Q12b. Is production normal or reduced?  ***Evidence supporting assessment***  ***Comments*** |
| Questions for mine supervisor in field (e.g., undermanager, foreman)  Supervisor Name……………………………….  Location …………………………………….  Task/Position ……………………………………. | Is the pre-use / daily inspection being completed?  What changes have been made to the shift start up meetings?  What changes have been implemented with social distancing and transportation of workers?  Are all contractors included in the shift start up meetings?  Are the maintenance inspections on equipment being completed as normal?  Do you have your normal crew?  Numbers, compliment of different tradesman.  ***Comments*** |
| Questions for workers in field  Worker Name……………………………  Location …………………………………….  Task/Position ……………………………… | What changes have been made to the shift start up meetings?  What changes have been implemented with social distancing and transportation of workers?  Is training still being conducted when required?  Have you been informed of any cases of COVID19 while at work?  What have you been instructed to do if you think you have symptoms of COVID19?  Are the maintenance inspections on equipment being completed as normal?  Is the pre-use / daily inspection being completed?  Are the maintenance inspections on equipment being completed as normal?  Do you have your normal crew?  Numbers, compliment of different tradesman.  ***Comments*** |
| Questions for workers in field  Worker Name……………………………  Location …………………………………….  Task/Position ……………………………… | What changes have been made to the shift start up meetings?  What changes have been implemented with social distancing and transportation of workers?  Is training still being conducted when required?  Have you been informed of any cases of COVID19 while at work?  What have you been instructed to do if you think you have symptoms of COVID19 ?  Are the maintenance inspections on equipment being completed as normal?  Is the pre-use / daily inspection being completed?  Are the maintenance inspections on equipment being completed as normal?  Do you have your normal crew?  Numbers, compliment of different tradesman.  ***Comments*** |