# Registers

1. **AIM:** The registers program of this safety management system (SMS) includes a series of documents that are available to record inspection results of specific parts of the operation. These registers may not be referred to in the main programs of the SMS. However, they are an integral part of recording regular inspection and maintenance checks.
2. **WHAT:** Registers will be developed for areas of the operation that require ongoing maintenance and control. The information that is recorded on these documents will act as a service history for each piece of plant or equipment.
3. **WHO:** The person responsible for controlling and maintaining the register system is:
4. **HOW:** Registers will be developed with input from workers and, where available, information supplied from relevant sources (e.g. trades people, suppliers, service manuals, Australian Standards).
5. **WHEN:** These registers will be used as instructed by the senior site person and as agreed upon during the development of the annual planning schedule. They are to be reviewed on an as need basis.
6. **ACTION:** The senior site person will approve and issue registers that are required to maintain a safe system of work. If not stated within a program, each register shall have the following format:

* Title
* Instructions of use
* Person responsible for maintaining the document
* A unique number to identify the document.

1. **DOCUMENT CONTROL:** All master registers published in this program are to remain part of the SMS. This will allow for future use, when and if new plant or equipment is brought onto the mine.

Registers that are used at the mine become controlled documents and must be recorded in the document control master list (Form 3A).

Form X: Lifting gear inspection control and register – chains, slings, shackles, chain blocks, winches etc

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| **Register number:** |  |

A visual inspection of lifting equipment shall be completed before use and recorded ½ yearly by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position). The areas of inspection shall be as stated in the legend box.

Equipment found unsafe shall be removed from service and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position) informed of the findings.

A formal inspection of the site’s lifting chains and devices will be conducted on an annual basis by an external competent person with the results recorded on this register. This formal inspection period will be shortened to 6 months if the equipment is used for lifting more than five times a week on average.

| **ID No** | Location | **1st half year** | | **2nd half year** | |  | | **External (competent person) inspection** | | Legend | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check | Action | Check | Action |  |  | Inspection (date) | Action | Chains | Note |
|  |  |  |  |  |  |  |  |  |  | 1. Twisted, stretched, bent 2. Nicked, gouged, cracked 3. Inter link & side barrel wear 4. Distorted/damaged master links 5. Distorted/damaged coupling links 6. Distorted/damaged attachments  Hooks  1. Spread in throat opening 2. Cracked, nicked, chafed 3. Wear on eye 4. Wear on elevis 5. Wear on saddle 6. Wear on load pin 7. Side bending  Shackles  1. General condition 2. Wear on pin 3. Max. mass load (SWL) marked | Do not “tick”, write OK. If the equipment is defective, it must be tagged ‘defective’ and must be reported to the person responsible for repairing the equipment. If the equipment is beyond repair it should be destroyed and discarded.  New equipment to replace the discarded items must be provided to discourage the use of makeshift equipment. Corrective action (Indicate the action to be taken in the Action column by number as indicated below, specify the exact repairs to be done on a works requisition or job card)   1. None – in good state of repair 2. Replace chain 3. Equipment to be cleaned 4. Fit safety latch on hook 5. Provide proper storage rack 6. Beyond repair – discard 7. Other |
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Form X: Personal protective equipment (PPE) register

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| **Register number:** |  |

Each person shall complete this register on issue of PPE. This register shall be located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| **Name** | **PPE** | **Date issued** | **Date for renewal** | **Signature** | **Training provided** |
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Form X: Health surveillance register

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| **Register number:** |  |

Each person on site required to undergo any form of health surveillance shall be recorded on this register. The areas that this register may cover are pre-employment medicals, work related medicals and worker compensation medicals. This register shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| **Examination / test required** | **Name** | **Date notified** | **Date required** | **Next review date** | **Report review filed** |
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Form X: Preferred contractor register

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| **Register number:** |  |

This register lists the preferred suppliers of plant, equipment, products, labour and service. These suppliers have been chosen because of their management systems, knowledge of the product or service provided and commitment to safety.

This list should be referred to whenever the services of contractors are required. This list is to be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Name of contractor** | **Type of contractor** | **Date selected** | **Inducted** | **SMS obtained or SWMS** |
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Form X: Earth leakage testing register

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| **Register number:** |  |

The testing of earth leakage circuit breaker is to be conducted as required by the Australia Standard (AS/NZS 3760) and the results recorded on this form. The testing of earth leakage is to be conducted by a competent person. This register is to be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(role).

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| **Equipment tested** | **Tested by**  **(competent person’s name)** | **Tripping current (mA)** | **Date** | **Result** |
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Form X: Firefighting equipment testing register

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| **Register number:** |  |

All firefighting equipment on site shall be inspected as required by the Australia Standard (AS 1851-2012). Testing shall take place by a competent person and recorded on this register. This register shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(role).

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| **Equipment** | **Location** | **Test by** | **Test performed** | **Date** | **Result** |
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Form X: Emergency equipment testing register

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| **Register number:** |  |

A competent person shall inspect all emergency equipment at an interval of \_\_\_\_\_\_\_\_\_\_\_\_ per year, with the results of the inspection documented on this register. This register shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(role).

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| **Equipment** | **Location** | **Checked by** | **Date** | **Result** |
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Form X: Electrical tool and extension lead register

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| **Register number:** |  |

All electrical tools and extension leads shall be inspected and tagged by a competent person to ensure they are safe for operation. The results of these inspections shall be recorded in this register or a register supplied by the competent person. Equipment shall be inspected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This register shall be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(role).

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| **Equipment number** | **Location** | **Test by** | **Test results** | **Date** | **Retest date** |
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Form X: Induction register

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| **Register number:** |  |

All workers and contractors that undergo a site induction in accordance with Program 13 shall be recorded on this register.

This register is to be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (role).

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| **Name** | **Employee / contractor** | **Type of induction** | **Date** | **Person completing induction signature** |
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