# Workplace inspection and hazard reporting

1. **AIM:** The aim of this program is to develop an inspection system to identify and report all hazards found in the workplace. These inspections will be completed regularly and use our risk management process (Program 5) to identify, assess and control hazards. Our system also includes a hazard report form (Form 6E), which can be used at any time by workers to report a hazard.

The site-specific workplace inspection check sheets (Form 6B) will be used to ensure that our agreed controls remain in place and are effective.

1. **WHAT:** To ensure that workplace inspections cover all areas of the work place, the site has been divided into the following inspection areas:

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Mobile plant and all fixed equipment will be inspected prior to operation in accordance with Program 10, (Forms 10B and 10C).

Contractors and sub-contractors will be monitored on a regular basis, as described in the inspection matrix (Form 6A). This will include, as a minimum, their compliance with the safe work method statements (SWMS), inspections of their plant and equipment and competency checks of their operators.

1. **WHO:** Inspections will be conducted as per the inspection matrix (Form 6A).
2. **HOW:** The hazards found during each inspection will be recorded on our workplace inspection (Form 6B or 6D), which requires the following actions to take place:

* inspect the plant/equipment as stated on the form looking for any hazards, defects or missing components, (e.g. guarding)
* record the condition of the plant/equipment in area provided
* record any hazard noticed in area provided
* allocate a risk rating for each hazard found (using the risk assessment program)
* comment on the action taken (short term and long term)
* sign and date the form (remember that high and medium risks are transferred to the daily diary or action plan).

Any hazards found during the course of normal duties, but not as a result of a planned workplace inspection, should be recorded on the hazard reporting form (Form 6E) or written in the daily diary.

1. **WHEN:** Inspections will be conducted as per the inspection matrix (Form 6A).
2. **ACTION:** Completed forms are to be signed off by the person who conducted the inspection and given to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nominated person).

High and medium hazards found during the inspection, along with the actions required to control these hazards, are to be recorded in the daily diary or an action plan. The daily diary or action plan is to be signed off as each action is completed.

1. **DOCUMENT CONTROL:** All inspection forms are to be recorded on the document control master list, (Form 3A). Completed forms are to be filed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Form 6A: Workplace inspection matrix

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| --- | --- | --- | --- |
| **Area:** | **Frequency of inspections:** | **Inspection to be conducted by:** | **Documentation used:** |
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# Form 6B: Workplace inspection

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| --- | --- |
| Inspection area: | Date: |
| Inspection completed by (name): | (position title): |

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| --- | --- | --- | --- | --- | --- | --- |
| **Plant / equipment** | **Item inspected** | **Tick if OK** | **Hazard identified / condition** | **Risk score** | **Comment** | **Recorded in diary** |
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# Form 6C: Workplace inspection areas

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| --- | --- |
| **Inspection areas** | |
| Area 1: | Area 4: |
| Area 2: | Area 5: |
| Area 3: | Area 6: |

# Form 6D: General workplace inspection checklist

|  |  |
| --- | --- |
| Mine inspected: | Date: |
| Inspection completed by (name): | (title): |

|  |  |  |
| --- | --- | --- |
| Legend – records to be made in results column | | |
| ✓ = Standard met  🗶 = Standard not met | H = High risk  M = Medium risk  L = Low risk | N/A = Not applicable to this site |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| **1.0** | **BUILDINGS AND STRUCTURES** | | |
| 1.1 | Buildings and floors   * No building damage * No floors damaged/dirty * Aisles width, safe & free from obstruction * Stairs to approved standard |  |  |
| 1.2 | Lighting   * No lights out/broken * Sufficient lighting * Routine inspection * No glare * Windows clean and undamaged |  |  |
| 1.3 | * Ventilation * Natural air flow and air extraction * Mechanical (include air conditioners, fans etc.) * Filters clean/inspected * No build-up of hazards or flammable material |  |  |
| 1.4 | Amenities   * Hygienic toilets/urinals * Hygienic kitchen/crib room * Cleanliness of fridge and cooking appliances * Hygienic showers/change rooms * Adequate supply of drinking water * Other |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| 1.5 | Emergency   * Exits identified * Exit doors and equipment unobstructed * Evacuation plan in place * Fire extinguishers * Emergency lighting |  |  |
| 1.6 | Storage and stacking   * Adequate shelving * Neat & tidy * Segregated or labelled * SWL on shelving * Heavy items on lower level * Other |  |  |
| **2.0** | **HOUSEKEEPING** | | |
| 2.1 | Pollution (eg oil waste, scrap steel, etc.)   * Adequate disposal/collection * Bunding/storage of container area * Other |  |  |
| 2.2 | Aisles and storage   * Good demarcation/ not worn * Not cluttered/obstructed * Access to emergency equipment and exits |  |  |
| 2.3 | Stacking and storage   * Safe and stable * Doesn’t obstruct flow and services * Sufficient racks/areas for storage * Clear access and egress * Odd shaped items stored safely |  |  |
| 2.4 | Plant and yard   * No redundant plant * No redundant material * Tidy |  |  |
| 2.5 | Scrap removal system   * Sufficient bins * Adequate removal/emptied * Other |  |  |
| 2.6 | Colour coding   * Used * Uniform code (ie to AS or guidelines) * Maintenance |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| **3.0** | **ELECTRICAL SAFEGUARDING – Also refer to FORM 10 E (Electricity Risk Assessment)** | | |
| 3.1 | Portable electrical equipment   * Identified and on register * No damaged cables/plugs * Earthing * Current inspection tag (> 32v) * Appropriate storage * No visible damaged to tools or electrical leads |  |  |
| 3.2 | Earth leakage   * Complete coverage * Max 30mA EL on all GPO circuits * Tested regularly by competent person * Documentation * Inspection tag |  |  |
| 3.3 | Electrical installations safe   * Electrical equipment safe * Wiring safe * Unauthorised access to switch gear/sub-stations restricted * Earthing and polarity correct * No exposed wires * No damage to protective sheath/cable guide or conduit * All welders have hazard reduction devices |  |  |
| 3.4 | High voltage power lines   * Identified by signs on all approach roads * Material not stock-piled under power lines |  |  |
| **4.0** | **MECHANICAL SAFEGUARDING** | | |
| 4.1 | Machine guarding   * Machines comply with appropriate standards * Guards in place * All nip points guarded * Not loose, broken or inadequate |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| 4.2 | Conveyor   * Gears, pulley, shaft and nip points guarded * Drop guards to catch falling material * Emergency stop * Adequate access * Adequate crossovers * Lanyards on all conveyors or equivalent |  |  |
| 4.3 | Lock-out system and usage   * Written procedure * Covers all sources of energy * Switches lockable * Tags/locks available |  |  |
| 4.4 | Switches, isolators, valves & controls   * Labelled * No labels missing * Emergency stop buttons red |  |  |
| 4.5 | Ladders, handrails and walkways   * Comply with standard * Stairways/landings toe-boards fitted * Stairways have handrails * Guardrails on all platforms * Portable ladders inspected/tested * Identified and on register |  |  |
| 4.6 | Lifting gear and machinery   * Identified and on register * No defective items * Safe working load marked * Safety latches in place * Regular inspections |  |  |
| **5.0** | **GAS CYLINDERS AND PRESSURE VESSELS** | | |
| 5.1 | Pressure vessels   * Pressure vessel register * Inspections/tests to standard and labelled * Relief (safety) valve operational * Drained & free of moisture * Red line on pressure gauges * Remote isolation |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| 5.2 | Gas cylinders   * Cylinders correctly stored vertically, secure * Segregation distance between dissimilar gas bottles * Equipment in safe condition * Correct flashback arrestors used * Transported correctly, secure |  |  |
| 5.3 | Connecting pipes fitting and hoses   * In good condition, no leaks * Connecting pipes and lines labelled. * Safety clips used |  |  |
| **6.0** | **HAZARDOUS SUBSTANCES** | | |
| 6.1 | Chemicals and substances   * Chemical register * Manifest and emergency plan * Products labelled * MSDS sheets * Stored appropriately, bunding & containment * Segregation distances |  |  |
| 6.2 | Explosives – see drill & blast section |  |  |
| **7.0** | **MOBILE PLANT AND MACHINES** | | |
| 7.1 | Condition of vehicles/plant   * Daily check/documentation (prestarts) * No defective items – maintenance system okay * Operator competent – documented training * Isolated when unattended * Seat belts * Critical safety items (steering, brakes, loss of power – regularly checked) * ROPs, FOPs, TOPs * Overhead guards where applicable * Guardrails on all platforms * Three points of contact available on all access systems * Fire extinguisher and/or suppression system * Potential for contact with overhead structures * Flashing light/reversing alarm * Maintenance records |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| **8.0** | **HANDTOOLS** | | |
| 8.1 | Hand tools condition and storage   * Routine check * No damaged or defective tools * No sharp edges, mushroomed ends * No split handles * Stored correctly * Clean of oil & grease |  |  |
| **9.0** | **HEALTH HAZARDS** | | |
| 9.1 | Noise   * Areas identified where excessive noise levels exist (noise monitoring conducted) * Operators not being exposed to levels above national standards * Operators are isolated from noise (cabins) * Hearing protection worn * Signs installed for PPE requirements * PPE worn correctly |  |  |
| 9.2 | Dust   * Mineralogy of material being mined is known (petrographic analysis) * Dust generation has been considered in all tasks (activities) * Operators are isolated from dust sources (cabins) * Sprays and chute covers installed * Dust masks worn * Signs installed for PPE requirements * PPE worn correctly |  |  |
| 9.3 | Ergonomics   * Body posture * No lifting and twisting * Standard colour coding * Accessibility (switches, levers, ladders) * Seats/chair/workstations condition * Adequate lighting * Ladders approx. 70-degree angle * Walkway width is adequate |  |  |
| 9.4 | Ultraviolet (UV) and ionising radiation   * Provision of shade covers or canopies * Work performed outside of peak UV exposure times * Barriers are in place for welding tasks * Long sleeve clothing worn * Sun screen provided to workers * Signs installed for PPE requirements * PPE worn correctly |  |  |
| 9.5 | Vibration   * Seat design considered in plant * Low vibration tools for maintenance selected * Road surfaces maintained * Anti-vibration gloves selected |  |  |
| 9.6 | Fitness for work  Fatigue   * People working shifts 8 hrs or less * Pre- shift travelling distances are considered * Fatigue discussed with supervisors * Breaks are regular and available * Climate and operating conditions are considered in work demands   Drugs and alcohol (D&A)   * D&A banned from site * D&A policy exists * D&A education is included in induction * D&A testing on site * Supervisors empowered to act * Prescription medication is declared when used |  |  |
| **10.0** | **PERSONAL PROTECTIVE SAFEGUARDS** | | |
| 10.1 | Head protection   * Area identified – sign * Hard hats provided * Being worn |  |  |
| 10.2 | Footwear   * Provided * Correct for task * Being worn |  |  |
| 10.3 | Protective clothing   * Suitable clothing for task * Provided and maintained |  |  |
| 10.4 | Eye and face protection   * Area identified – signs * Equipment provided * Worn correctly * Prescription glasses to standard |  |  |
| 10.5 | Other PPE   * Safety harness & lanyards * Hand protection (gloves etc.) * Respiratory equipment * Sun protection, sunscreen * Sun hat or attachment * Insect repellent * Welding PPE |  |  |
| **11.0** | **NOTICES AND SIGNS** | | |
| 11.1 | Signs posted   * Appropriate signs displayed * To standard requirements * Visible and correctly located * Good condition |  |  |
| 11.2 | Noticeboards and displays   * Conspicuous position * Up to date |  |  |
| 11.3 | Warning signs   * No unauthorised entry * Procedure in case of fire * Procedure in case of electric shock |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| **12.0** | **FIRE PROTECTION AND PREVENTION** | | |
| 12.1 | Extinguishing equipment   * Adequate number provided * Correct types for fire risks i.e. hydrants and fire extinguishers, sprinkler systems, foam equipment, fire station etc. |  |  |
| 12.2 | Fire equipment locations   * Location accessible * Signs and demarcated areas * Signs indicated type of equipment * Signs to standard * No equipment obstructed |  |  |
| 12.3 | Maintenance of equipment   * All equipment on register * Inspection/service to standard * Tags/seals in place * Condition good |  |  |
| 12.4 | Fire fighting   * Adequate workers trained * Available number of people on all shifts * Training and competency records |  |  |
| **13.0** | **ACCESS ROAD** | | |
| 13.1 | Road condition   * Wide enough for vehicles * Adequate passing areas * Graded surface, no spillage, pot holes * Camber 2–3% |  |  |
| 13.2 | Signs   * Access to site adequately sign posted * Mining/open pit hazard identified * Speed limits |  |  |
| **14.0** | **ROADS, RAMPS, DUMPS** | | |
| 14.1 | Go line   * Graded and free of obstructions * Vehicles parked at safe distance apart |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| 14.2 | Windrows   * Axle height of the largest tyred vehicle * Sufficiently wide enough to stop vehicle * Delineators clearly visible and reflectors clean |  |  |
| 14.3 | Surface   * Adequate width, passing areas * Drainage system is adequate * Well graded and free of spillage and pot holes * Free of standing water * No signs of cracking or collapse of edges * Dust suppression * No oil/diesel spillage * Traffic movement in accordance to procedures * Camber 2–3% * Less than 10:1 gradient |  |  |
| **15.0** | **DRILL AND BLAST** | | |
| 15.1 | Patterns   * Access restricted with signs, windrow or cones * Windrows in place around the face. * No unauthorised vehicles or personnel * Pattern marked * Dust control for drill rig * Drill rig orientation to face (perpendicular) |  |  |
| 15.2 | Explosives - practical   * Storage, transport and use is to standard - (SWMS in place), includes; (loading, stemming & connection of initiation systems) * Misfire procedure (SWMS in place) * Exclusion zones identified and marked * No ignition sources in close proximity * No electrical sources in close proximity |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
| --- | --- | --- | --- |
| 15.3 | Explosives – authorisation   * Only workers authorised under a licence are to handle explosives * A register of workers authorised under a licence to handle explosives is kept at the mine * The security of explosives is controlled * Register of stored items is kept (if applicable) |  |  |
| **16.0** | **OPEN PIT** | | |
| 16.1 | General   * Geological and geotechnical conditions considered in design: * faults * jointing * face height * potential for subsidence/slumping * potential for accumulation of hazardous substances water or rock * monitoring system |  |  |
| 16.2 | Walls   * To designed angle * Scaled down * No cracks or over hangs * No loose material/fretting * Water seepage * Access ramp away from working face |  |  |
| 16.3 | Berms   * Adequate width ratio to wall height * Stable surface, no cracks * Drainage adequate |  |  |
| 16.4 | Pit surrounds   * Drainage away from pit * Windrows adequate size (e.g. 2 m high x 1.3 m base * Security adequate (front entrance and perimeter) |  |  |

| **Item** | **Observation / required controls** | **Result** | **Comments / actions** |
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| **17.0** | **WORKING NEAR BODIES OF WATER** | | |
| 17.1 | General   * Edge is protected with adequate bund * Embankment below water level is not undercut * Edge is straight or alignment is consistent * Mining method considers slumping and angle of repose below the water * Plant rotation considers cabin door proximity to water body * Rescuing people and plant from water bodies has been considered in emergency plan |  |  |
| 17.2 | Dredging   * If your operation is a dredging operation you should contact Australian Maritime Safety Authority (AMSA) |  |  |

# Form 6E:

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| --- | --- |
| Hazard report form | |
| Name: |  |
| Date/time reported: |  |
| Department: |  |
| Supervisor: |  |
| Hazard (details/location) |  |
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| Immediate action taken: |  |
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|  |  |
| Recommended action taken: |  |
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|  |  |
| Risk assessment: |  |
| Likelihood: |  |
| Consequence: |  |
| Risk rank: **HIGH MEDIUM LOW** (circle one) | |
| Follow-up action: |  |
| Reviewed at meeting.toolbox date: |  |
| Feedback to person who gave the report |  |
| Date completed: |  |