

Mine record and document control

The safety management system (SMS) is a document required by legislation and must be kept up to date and available at all times. The SMS describes the way health and safety is managed at your operation. So that you always use the most up-to-date programs and procedures, you need to be able to know which document is the current version. This can be done by setting controls for the development and issue of any documents.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** As you develop documents that are part of the SMS, place them in a central location. You will need a filing cabinet or suitable folder to place your documents.
 - In addition to a mine's overall document control system there is a special requirement to keep a mine record. The mine record must contain certain documents as stipulated by legislation and must be made available upon request to an inspector or government official. A folder (hard copy or electronic) needs to be created to contain the specific documents as stipulated in the legislation and labelled as the mine record.
3. **WHO:** Nominate the person who will be responsible for the maintenance of the *Document control master list* (Form 3A), Mine record and the document control system (e.g. filing cabinet).
 - In most cases this does not have to be the site manager. It can be office staff or family that have the resources to keep the system up to date. It is essential that site management reviews and approves all documents before sign off and distribution.
4. **HOW:** Review all documents and ensure they have the required information.
 - A system to file and record documents (hard copy and electronic) has to be devised in recorded in the SMS.
5. **ACTION:** Record all documents on the document control master List (FORM 3A) and ensure that the footers are current and correct.
 - Develop a filing system for the storage of all documents associated with the SMS and ensure that the system is easy to use and access.
6. **WHEN:** Ensure all old documents are removed from the SMS and from circulation (i.e. noticeboard). Archived documents that are required to be kept for a set period of time should be securely stored. As procedures are reviewed or new ones are added to the SMS, ensure the *Document control master list* (Form 3A) is updated.
7. **DOCUMENT CONTROL:** Record where the master list will be secured.

References:

Work Health & Safety Regulation 2017 Clause 162, 378, 418

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 Clause 14(1)(r), clause 134

Health and Safety in Quarries