

Small Mines Safety Management System Kit

Small Mines Roadshow 2023

February to March 2023





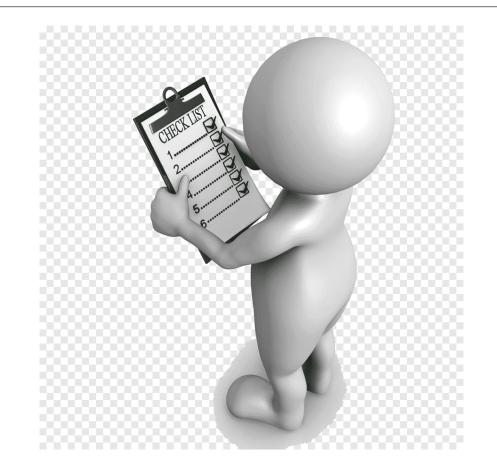
What will we cover?

- Safety Management System requirements.
- What is consultation and why is it important?
- Resources available to operators of small mines.
- The Small Mines Safety Management System Kit.





Safety Management System Requirements



- WH&S(M&Ps)R 2022 Section 19 Contents of safety management system.
- WH&S(M&Ps)R 2022 Schedule 1- Contents of PHMP's
- WH&S(M&Ps)R 2022 Schedule 2- Contents of PCP's

We have spoken about how to access the legislation, now lets talk about how an operator of a small mine can put all of this together!



What's Consultation?

- Consultation with workers at the mine is a requirement.
- Consultation with workers is key to the effective implementation of your safety management system.
- Involve your workers and encourage them to participate in risk assessments letting them have a say in the controls to be used and how they may be applied.
- Involve your workers in any reviews regarding control measures for example, following an incident or a test run of emergency procedures.
- Record who from your team has been involved.
- Keep your workers engaged by encouraging feedback and the reporting of hazards.





Available Resources to help you build your safety management system.



- The Resources Regulator has a number of publications including guides, factsheets and fillable templates.
- All of these can be found on our website.
- Industry bodies such as the IQA can also provide training opportunities and guidance materials.
- Consultants can also be an option for some operators; however, you must be specific about what you want and need in a system. Remember your SMS must be site specific and reflect how you will manage health and safety at your mine.
- Don't fall into the trap of purchasing an off the shelf prefabricated system.



Safety Management Kit for Small Scale Mines (SMSMSK)



The kit is designed to assist operators of small mines such as tier 3 and small tier 2 quarries.

It is not intended for larger tier 2 operations.

The kit has an accompanying guide which explains how to use the kit and build your system.

The kit contains fillable forms for you to populate with your site specific information.



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How to access the SMSMSK.

- Go to the Resources Regulators website.
- On the home page you will find a tab for small mines and quarries.
- From there you can access all available resources including:
- The introduction to safety management system kit.
- Reference material Guidance.
- The fillable forms to build your system.
- The guide to health and safety at quarries.

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Screenshot of how the menu Looks on the website.

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Home

Safety 🗸

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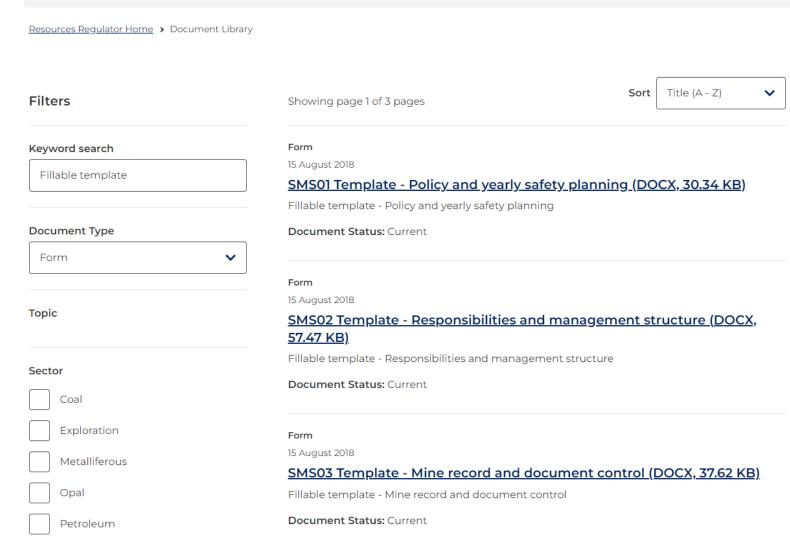
Events 🗸

Contact us 🗸

Document library

Each section of the SMS Has its own template.

Use the introduction guidance And the guide to health and Safety at quarries to assist you.





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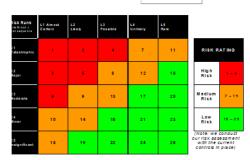
Tier 3 requirements

Tier 3 mines may be exempt from the requirement to prepare PHMP's and PCP's, however you must still document the way you will control these hazards.

- This could be undertaken by completing the fillable forms in the tool kit
- or
- Undertaking a risk assessment such as a SWMS or JSA for each.

Form 8A - Safe work method statement

| Mine name: | Signed off: |
|-------------------|-------------|
| Project/task/job: | Date: |
| SWMS ID: | Accepted: |
| | |



| Step | Procedure (in steps) | Hazards | Risk ranking | Controls |
|------|----------------------|---------|-----------------|----------|
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| 8 Safe work method statements | Approver: | Date: | Program 8 |
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Developing a safety management plan

A safety management plan provides a structured way for a mining operation to identify all its health and safety hazards, then develop the most effective ways to remove or reduce the risks. It must be both realistic and dynamic. This will ensure the safety management plan relates to the specific mine and its specific risks and adapts to any changes in operation.

Below is an outline of the process for developing a safety management plan.





Prepare

| Understand your obligations under legislation | |
|--|-------------------------------------|
| Develop a mine safety policy and planning schedule | Program 1 |
| Outline the management structure and define responsibilities | Program 2 |
| Describe document control | Program 3 |
| Undertake consultation | Program 4 |
| Assess | |
| Identify and rank risks | Program 5 & 6 |
| Plan | |
| Principal hazard management plans | Program 19 |
| Control plans | Programs 7, 10, 11, 13, 15 – 18, 20 |
| Safe work method statements | Program 8 |
| Emergency plan | Program 9 |
| Create a training program | Program 14 |
| Implement | |
| Put all plans into action to remove or control the risks | All programs |
| Review | |
| Conduct workplace inspections and manage hazard reporting | Program 6 |
| Accident and incident reporting | Program 12 |
| Prepare a program of audits and reviews | Program 21 |

Example of SMSMK Program

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Double click in this space to add the name of your mine and/or logo here

Safe work method statements

1. AIM: The aim of this program is to establish a systematic format that will be used when tasks require the development of a safe work method statement (SWMS) and or the use of an informal risk assessment. The development of safe work method statements will enable all people on site to carry out jobs in the same, safe, efficient manner and informal risk assessments will be used to manage change when activities vary from the agreed SWMS. SWMS will be developed by identifying the hazards, assessing the risks. documenting and implementing the controls and providing supervision to ensure people comply with the procedures.

2 WHAT: We intend to develop SWMS for the following activities.

| Activities on site requiring a SWMS | H/M/L | SWMS number |
|-------------------------------------|-------|----------------|
| | | |
| | | |
| | | |
| | | |
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| | | |
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| | | |

task is found to be high or medium.

Informal risk assessments

When an activity is being performed and the worker establishes that the activity has changed or that the workplace differs from what is covered in the SWMS, the worker will be required to complete an informal risk assessment using Form 8D. The informal risk assessment can also be used when commencing a new task to establish whether a full SWMS is required.

If the controls implemented via the informal risk assessment cannot control the hazards adequately then the worker's supervisor will be consulted for further action

| 8 Safe work method statements | Approver: | Date: | Program 8 | |
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of the SWMS. Wherever possible at least two people will be involved in the development process HOW: We have chosen to use the format in Form 8A to complete our SWMS. This combines the process of identifying nazards, assessmented and implementing

WHO: The person nominated to organise the development of SVMS is:

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controls into one document After a task has been selected for a SWMS, the person responsible for organising the

of Form 8A and will as mble the team at the place of t n will obtain Once all steps have been identified, the process of highlighting hazards will be completed, with an assessment of risk noted. In each case a control method will be

chosen, remembering that we will always attempt to apply the hierarchy of controls The person nominated to be responsible for documenting the SWMS and ensuring it is included in the training program and discussed at the next site safety meeting is:

Where an activity is classified as 'hot work', 'working at height' or a 'confined space entry' (Form 8B) will be used in addition to any existing SWMS. This form outlines key controls that must be in place before a task is undertaken.

When using permits a supervisor must sign off confirming that all controls are in place.

- 5. WHEN: SWMS will be developed as a method to control risks associated with hazards found at the mine. We will also continue to develop SWMS at a rate of per month, until we have covered all high and medium risk activities at the mine.
- 6. ACTION: Where the process of developing a SWMS highlights a hazard that is high or medium and cannot be immediately controlled it will be recorded in the daily diary or action p

7. DOCUMENT CONTROL: All SWMS will be filed in the SWMS register located:

front

All informal risk assessments will be provided to the manager at the end of the shift for review and to confirm that the document has Informal risk assessments will be kept on sit months before being disposed of

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| 8 Safe work method Approver: Date: Program 8 |
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Form 8A - Safe work method statement

Form 8B - High risk permits

| Permit #: | Date: | Completed by: |
|---|------------------|-----------------------|
| Type (please tick) Hot | work Working at | height Confined space |
| | | |
| Task being performed (describe) | : | |
| | i. | |
| Task being performed (describe) Period of permit | c | |
| | : Start time: | End time: |

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| | Yes | No |
|--|-----|----|
| Has a risk assessment been completed for the specific task? Risk Rating (HML) | | |
| Did the risk assessment highlight a need for a safe work method statement? (If a SWMS already exists please reference that document and complete the relevant section of this form, if not a SWMS should be developed) | | |
| Have all persons that will be affected by this work been notified? | | |
| Are you required to isolate before starting? | | |

| Permit approved by supervisor | |
|-------------------------------|-------|
| Signed: | Date: |



Form 8D – Informal risk assessment







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Important points to consider

- There is no need to over complicate it, your system should reflect how you actually intend to manage safety on site.
- Must be site specific and proportionate to the scope of operations.
- Must meet the requirements of section 19 (WH&S(M&Ps)R 2022.
- Consult with workers and empower.
- Build an induction that covers off on your objectives.
- Implement and test for effectiveness.
- Review as required.



Any questions?