NSW mining and extractives industry

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| Mine name: |  | | Section: |  | | Date: |  |
| Assessment team leader: | |  | Participants (name/position): | |  | | |

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| Questionnaire | Response | | | | | | | Tools available | | Results |
| CONSULTATION, COMMITMENT AND RESPONSIBILITES:  Everybody is given sufficient opportunity, time and resources to participate in health management and are clear about their health responsibilities. | Not started | Just started | | Progressing | | Done | Average  S c o r e |
| **0** | **1** | **2** | **3** | **4** | **5** | **Tool:** Consult and undertake self-assessment  **Tool:** Health responsibilities. | * Meaningful consultation demonstrated, and workers understand how to include ***health*** risk management in daily work procedures. * Health responsibilities are allocated (if you have just started, allocate responsibilities after completing the risk management step). | | |
| The consultation process is used to report health risks and review and discuss exposure monitoring and other assessment results. |  |  |  |  |  |  |  |
| Workers are provided with necessary information about health hazards and controls to enable meaningful participation in health risk management. |  |  |  |  |  |  |
| Workers are consulted when work procedures are changed or new equipment/substances are to be purchased, and consideration is given to noise, diesel fumes, dust reduction and ergonomics. |  |  |  |  |  |  |
| The health and safety policy includes a commitment to managing hazards with health impacts and identifies health responsibilities. |  |  |  |  |  |  |
| Commitment to health management is demonstrated by allocating time, money and training resources. |  |  |  |  |  |  |
| HEALTH RISK MANAGEMENT:  Everybody works together to identify the health hazards and fix problems at the source before health exposures occur. |
| Information including operating manuals, material safety data sheets (MSDS’s), standards, guides and general information is made available during risk assessments. |  |  |  |  |  |  |  | **Tool:** Identifying health hazards and their sources.  **Tool:** Assessing risks associated with hazards.  **Tool:** Risk control worksheet. | * Health hazards identified. * Hazard register developed. * Risk assessments for identified hazards completed and recorded. * Hierarchy of controls considered. * Control measures for hazards identified. | | |
| Inspections look for health hazards (e.g. noisy equipment, awkward postures, chemical handling, dust and fatigue). |  |  |  |  |  |  |
| Hazards with health impacts are identified and assessed during toolbox talks and job safety analyses and then included in safe work method statements. |  |  |  |  |  |  |
| Risks with health impacts are controlled at the source to prevent or reduce exposure. |  |  |  |  |  |  |
| Exposure monitoring is carried out when required as part of the risk assessment and to evaluate effectiveness of controls. |  |  |  |  |  |  |
| IMPLEMENTING HEALTH CONTROL MEASURES – SUPERVISION, TRAINING FOR COMPETENCE AND RECORD KEEPING:  Everybody is competent to manage health risks within their area of responsibility and supervisors are trusted and decisions are supported. |
| Supervisors talk to workers about health risks, encourage reporting of hazards and ensure hazard reports are acted on and closed out in a timely manner. |  |  |  |  |  |  |  | **Tool:** Health action and review plan. | * Work procedures and training needs identified. * Plan includes support for supervisors. * Plan in place to manage and review health risks. | | |
| Everybody is informed of the health hazards in their workplace and trained in safe work procedures including the fitting of PPE. |  |  |  |  |  |  |
| The maintenance program for plant and roadways etc. takes into consideration the need to manage noise, diesel fumes, dusts and ergonomics etc. |  |  |  |  |  |  |
| Health management records are maintained and filed appropriately. |  |  |  |  |  |  |
| Supervisors are supported by managers in the performance of their role in implementing and enforcing procedures. |  |  |  |  |  |  |
| IMPLEMENTING HEALTH MANAGEMENT - EVALUATION AND REVIEW:  The health management plan includes ongoing monitoring and evaluation for effectiveness. |
| Risk assessments and exposure monitoring is carried out regularly and appropriate control measures are in place to eliminate, isolate or reduce exposures for: |  |  |  |  |  |  |  |  |  | | |
| * + Noise. |  |  |  |  |  |  |  | **Tool:** Health control plan evaluation. | * Health control plan is evaluated in consultation with and reviewed by managers. | | |
| * + Diesel exhaust fumes and other respirable dusts. |  |  |  |  |  |  |
| * + Ergonomic stressors causing musculoskeletal conditions. |  |  |  |  |  |  |
| * + Fatigue and fitness for work |  |  |  |  |  |  |
| The health management plan is monitored and evaluated for continuous improvement. |  |  |  |  |  |  |