April 2023

Licensed activities

# Undertaking a polymeric process

# About this form

This form is to be used to apply for a licence for undertake any polymeric process at, or with respect to, an underground coal mine.

Part 10 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 requires the undertaking of a polymeric process to be licensed at, or with respect to, an underground coal mine (section 153(2) (d) of the Regulation).

Definitions of terms used in this form:

* Polymeric process means the use, injection or application of a polymeric chemical product (section 153(3) of the Regulation).
* Polymeric chemical product means any chemical product that is polymerised at a mine other than polyester resin capsules used for strata support (section 153(3) of the Regulation).
* German permit means a permit, approval or authorisation issued by the District Government Arnsberg, Department of Mining and Energy, North Rhine-Westphalia, Federal Republic of Germany demonstrating suitably and covering requirements for the safe use of the relevant polymer chemical product in a German underground coal mine.

This application form is for one licence and facility location. If you require multiple licences, please submit separate application forms.

1. Instructions
2. A licence is required for each polymeric chemical product. If you intend to use two or more polymeric chemical products, you will need to complete separate licence application forms for each product.
3. To assist the NSW Resources Regulator in assessing your application, provide evidence of the following:
	1. All activities carried out under the licence (if granted) will:
		1. be supervised by a competent person
		2. be carried out by workers who have had training in safe working methods in relation to the activity, and
		3. that each of those workers will have completed a specific course of training if it is requested by the regulator in relation to the activity or will have appropriate experience or training in carrying out the activity
		4. be carried out using procedures, equipment and facilities that are suitable for those activities.
	2. How the polymeric process will be carried out, including:
		1. the suitability of the equipment and the polymeric chemical product for use in an underground coal mine
		2. whether the process will be carried out by competent people who remain competent by frequently injecting or applying the polymeric chemical product
		3. the procedures for injection or application of the polymeric chemical product
	3. What testing has been carried out in relation to the polymeric chemical product
	4. What risk assessments have been carried out in relation to the polymerisation of the polymeric chemical product in an underground coal mine
	5. What quality assurance systems are in place in relation to the polymeric process and the polymeric chemical product
	6. What records will be kept for each use of the polymeric process
	7. What health monitoring will be conducted in association with the polymeric process.

A person must not carry out a polymeric process at, or with respect to, an underground coal mine unless the activity is carried out under, and in accordance with, a licence (section 154 (1) of the Regulation). The mine operator of an underground coal mine must ensure that no person carries out a polymeric process without the appropriate licence (section 154(2) of the Regulation).

The Regulator may grant a licence unconditionally, or subject to conditions (section 158(1) of the Regulation). The Regulator may suspend or cancel a licence in certain circumstances (section 160 of the Regulation).

1. Type of licence application

Tick which applies

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| **Licence application** |
| Type of application | [ ]  New licence (please select if the facility **does not hold an existing licence** for undertaking a polymeric process) |
| [ ]  New licence (please select if the facility **currently holds an existing licence** for undertaking a polymeric process) |
| Note: Amendment of details on an existing licence are to be completed on *Application form – Licensed Activities – Change of information* |
| Existing licence number (if applicable) |       | Existing licence expiry date (if applicable) |       |

1. Applicant details
	1. Body corporate (if applicable)

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| Registered name |
|       |

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| ACN |   |   |   |  |   |   |   |  |   |   |   |

Registered business (trading) name, if applicable. (If the organisation is a trustee for a trust, include the name of the trust. Attach a certificate or other written evidence of the registration of the business name to the application.

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| Registered business (trading) name |
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| ABN |   |   |   |  |   |   |   |  |   |   |   |

* 1. Individual or contact person for body corporate

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| Details |
| First name |       |
| Other given name |       |
| Last name |       |
| Salutation |       |
| Email address\* |       |
| Daytime contact telephone number (contact will primarily be via email) |       |
| Mobile number |       |

\* The primary means of correspondence will be via email. A general email address is preferred so that through organisational changes in your company the department can maintain contact.

* 1. Street address (must NOT be a PO Box)

Body corporate to provide their registered business address. Individuals to provide their residential address.

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| Details |
| Unit/Street/Property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

* + 1. Postal address

[ ]  Same as the street address above

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| Details |
| Unit/Street/Property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

* 1. Facility address

[ ]  Same as the street address above

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| Details |
| Unit/Street/Property |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

1. Proposed activities to be carried out under the licence
	1. What polymeric chemical product will be used in the polymeric process?

Provide the details of the polymeric chemical product to be polymerised. You need to provide the name/identification number of one product only. A separate licence is required for each product.

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* 1. What activities will be carried out under the licence?

Tick all that apply:

[ ]  Polymeric process for ventilation

[ ]  Polymeric process for strata control

[ ]  Other polymeric processes (please outline below):

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Provide further information on the proposed activities:

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* 1. Proposed use and nature of the polymeric chemical product
	2. Provide further information on the proposed use and nature of the polymeric chemical product identified above, including:
		1. particulars of the nature of the product and details of its intended use
		2. evidence of suitability of the product for its intended uses, including adhesion properties, strength and flexibility
		3. Safety data sheets for the product that meets the requirements of the Guide: Licence testing requirements - materials to be polymerised underground ‘Safety data sheet’.

If you require more space, please insert additional rows in the table below. In the spaces below provide the document name(s) or file name(s).

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* 1. Is the polymeric chemical product identified above provided by a supplier that holds a quality assurance system certification for the supply of that product?

[ ]  Yes [ ]  No

Provide details:

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* 1. Do the components of the polymeric chemical product identified above have a formaldehyde content less than 0.1%?

[ ]  Yes [ ]  No

You need to attach a copy of a report on formaldehyde content. List the document name below:

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* 1. Testing of polymeric chemical product

All polymeric chemical products must be tested to the Guide: Licence testing requirements - materials to be polymerised underground ‘Specific test requirements’

All test reports should be carried out by a test facility with NATA accreditation for the tests or a test facility with suitable test equipment, equipment calibration, quality processes, work methods, and past test experience.

Attach copies of test results to your application for all of the following:

* Maximum exothermic temperature
* Electrical resistance
* Fire resistance
* Fire propagation
* Flashpoint
* Oxygen index
* Chemical characterisation of components
1. All polymeric chemical products must undergo a surface trial on the polymerisation of the product and the polymeric process, using the proposed procedures and equipment. Provide details of the surface trial including results of any monitoring that was carried out.

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**Note:** It is preferable for the regulator to have the opportunity to witness the surface trial. The regulator may be contacted on mca@regional.nsw.gov.au.

1. Where applicable the polymeric chemical product must be tested for each item listed below. Provide details of test methods, test standards, test laboratory and test results.
	* 1. **Consistency/self-ignition (for foam products only)**

Provide details of tests that demonstrate the foam has the right consistency and will not self-ignite.

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* + 1. **Effects of fire decomposition on filter self-rescuer**

Is this product intended to be used at mines that use filter self-rescuers? If yes, provide details of tests that demonstrate the foam does not affect the performance of the filter self-rescuer.

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* + 1. **Small scale spread of flame (for pre-packaged pressurised foam products)**

Provide test report on product demonstrating that the spread of flame index is less than 25 when tested to ASTM E-162

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* + 1. **Large scale spread of flame (for other foam products only)**

Provide details of a large-scale test that demonstrates the foam does not propagate fire more than 10 m.

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**Note:** Refer to Attachment A for further guidance. If the product holds a German permit, the tests supplied to the German authority are to be provided.

1. Supervision by a competent person

In this section, provide details of the competent person(s) who will supervise the proposed activities under the licence. If the applicant currently holds an existing licence, you only need to provide details of any changes since the last application.

Attach the following information:

* your organisation’s management structure
* position descriptions for the competent person(s) who will supervise the proposed activities
* responsibilities and reporting arrangements relating to the licence
* the worker’s qualifications, training and experience with the polymeric process(es) set out in this application.

List the attachments below. If you require more space, please insert additional rows in the table below.

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| --- | --- | --- |
| **Title** | **Reference number** | **Date of document** |
|       |       |       |

1. Workers’ training

Provide details of the training of workers who will carry out activities under the licence.

Include the positions of all workers who will carry out an activity under the licence and the training they will have before commencing that work.

If the applicant currently holds an existing licence, you only need to provide details of any changes since your last application.

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1. Procedures
	1. Procedures for the proposed activities
	2. Set out what procedures will be used to carry out activities under the licence and why those procedures are suitable for those activities. You need to attach supporting documents, including a copy of the procedures to this application. List the document name(s) below:

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1. Has a risk assessment been carried out for the proposed activities?

[ ]  Yes [ ]  No

You need to attach a copy of the risk assessment to this application. List the document name(s) below:

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1. Was the risk assessment facilitated by a competent independent facilitator?

[ ]  Yes [ ]  No

Provide details below:

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1. Did the risk assessment team members include:

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| **Team member** | **YES** | **NO** |
| Occupational hygienist? | [ ]  | [ ]  |
| Competent supervisors? | [ ]  | [ ]  |
| Workers applying the polymeric chemical product? | [ ]  | [ ]  |
| Chemist familiar with the chemicals? | [ ]  | [ ]  |
| Mining supervisor? | [ ]  | [ ]  |

1. Did the risk assessment consider the conditions of the German permit, where applicable?

[ ]  Yes [ ]  No

Provide details if applicable:

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1. Are the procedures set out in (a) above consistent with the findings of the risk assessment?

[ ]  Yes [ ]  No

Provide details if required:

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1. Does the applicant have a certified quality assurance system that is relevant to the polymeric process and the polymeric chemical product identified above and that meets the requirements of AS/NZS ISO 9001?

[ ]  Yes [ ]  No

If yes, you need to attach a copy of the certificate to this application. List the document name below.

**Note:** A certified quality assurance system is preferable for all polymeric processes except polymeric products that are delivered directly from pre-packaged syringes or pressurised containers less than 40 kg in total weight and the product is provided by a supplier with a certified quality assurance system.

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1. If you answered no to (g) above, do you have a quality assurance system that is relevant to the polymeric process and the polymeric chemical product identified above, that is consistent with AS/NZS ISO 9001 and has undergone periodic independent audit? Provide details of the system and a copy of the last independent audit and list the document name(s) below.

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* 1. Procedures for subcontracting
	2. Provide details of all proposed activities under the licence that will be sub-contracted.

Note: A sub-contractor must not carry out the polymeric process activity unless that person holds a licence.

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* 1. Provide details on what procedures will be used to manage sub-contracted activities under the licence.

If the applicant currently holds an existing licence, you only need to provide details of any changes since your last application.

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* 1. Record and report keeping procedures
1. What procedures are in place for maintaining records and reports in relation to activities carried out under the licence? Provide a summary of these procedures.

If the applicant currently holds an existing licence, you only need to provide details of any changes since your last application.

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1. Provide an example of a report that will be used to report on activities carried out under the licence after they have been completed.

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* 1. Health monitoring
1. What procedures are in place for the health monitoring of workers in relation to activities carried out under the licence? Provide a summary of these procedures.

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1. Equipment
	1. Equipment used in the polymeric process

 Provide details of all equipment that will be used in the polymeric process.

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1. Attachments

List all attachments to this application. If the attachment is a separate document, list the document title. You will need to complete the whole application before completing this table.

If you require more space, you can insert additional rows using the return key.

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| --- | --- | --- |
| **Title** | **Reference number** | **Date of document** |
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1. Fees

A fee is payable for an application for a licence. The Resources Regulator uses a third-party secure payment service to receive payments. Refer to [our website](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/licensed-activities/schedule-of-fees-for-authorisations) for instructions on how to make payment.

Enter your receipt number below:

|   |   |   |   |   |   |   |   |   |   |
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1. Applicant’s declaration

I declare that:

* the information supplied in this application is true and correct to the best of my knowledge; and
* in making this application, I have not failed to provide material information relating to the matters addressed above; and
* I am authorised to provide this information on behalf of the applicant; and
* I consent to the department making enquiries and exchanging information with SafeWork NSW and other work health and safety regulators in other states regarding any matter relevant to this application.

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| --- |
| Declaration |
| Name |       |
| Position title |       |
| Date |       |
| Signature | 2nd Applications Signature |

Note: Giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and Part 5A of the *Crimes Act 1900.*

1. Checklist

## Applicant details

[ ]  Have you completed all the relevant fields in the applicant details?

[ ]  Have you attached the certificate or other written evidence of the registration of the business name? (if applicable)

## Proposed activities

[ ]  Have you identified the polymeric chemical product?

[ ]  Have you provided details of the proposed activities to be carried out under the licence, if granted?

[ ]  Have you provided details of the nature and proposed use of the product?

[ ]  Have you provided details of product testing?

## Facilities and location

[ ]  Have you provided details of the facilities and location?

## Supervision by competent person

[ ]  Have you provided all supervision details?

## Workers training

[ ]  Have you provided all worker training details?

## Procedures

[ ]  Have you provided details on the procedures for activities to be carried out under the licence? Do the procedures cover:

[ ]  the proposed activity

[ ]  subcontracting

[ ]  Reporting and records

## Equipment

[ ]  Have you provided details of equipment that will be used?

## Attachments

[ ]  Have you included all necessary attachments and listed those attachments?

## Application fee

[ ]  Have you made payment according to the instructions in this form?

## Declaration

[ ]  Has the applicant signed and dated the applicant declaration?

1. Submitting the form

Email this form and all accompanying documentation to the Mining Authorisation Team of Regional NSW - Resources Regulator at:

* Email: mca@regional.nsw.gov.au

**Please note:** applications can only be accepted by email.

If you have any queries or need assistance submitting your supporting documentation, please contact the Resources Regulator on 1300 814 609 or at mca@regional.nsw.gov.au

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