Self-assessment tool instructions

Purpose and objectives

The purpose of the self-assessment tool is to promote consultation with managers, supervisors, and workers about health issues and how well they are managed at the mine.

The objectives are to:

→ rate the current health risk management system

→ identify system strengths, weaknesses, and opportunities for improvement

→ assist in health management planning.

Process

→ Select a representative group of managers, supervisors, workers, and contractors to participate in the self-assessment.

→ Agree on a consensus rating for each question. If 'not started' is ticked assign 0 points, if 'just starting' is ticked assign 1 point, if 'progressing' is ticked assign 3 points and if 'done' is ticked assign 5 points.

→ Assign an average rating out of 5 for each element by totalling the points for each element and dividing by the number of questions.

→ Compare your results for each element against the Health Management Culture Maturity Ladder.

- **Vulnerable** to reactive (just started) - the mine health and safety management system isn't managing health risks.

- **Compliant** to proactive (progressing) - the system manages health risks, but health management is not well understood.

- **Resilient** (done) - the system is working well, and continuous improvement is built in to the health management system.

→ Discuss what is being done well and decide where opportunities exist to improve the health management system at the mine.

→ Communicate the outcomes to the management team with recommendations for actions that need to be undertaken to improve or develop the health management plan.
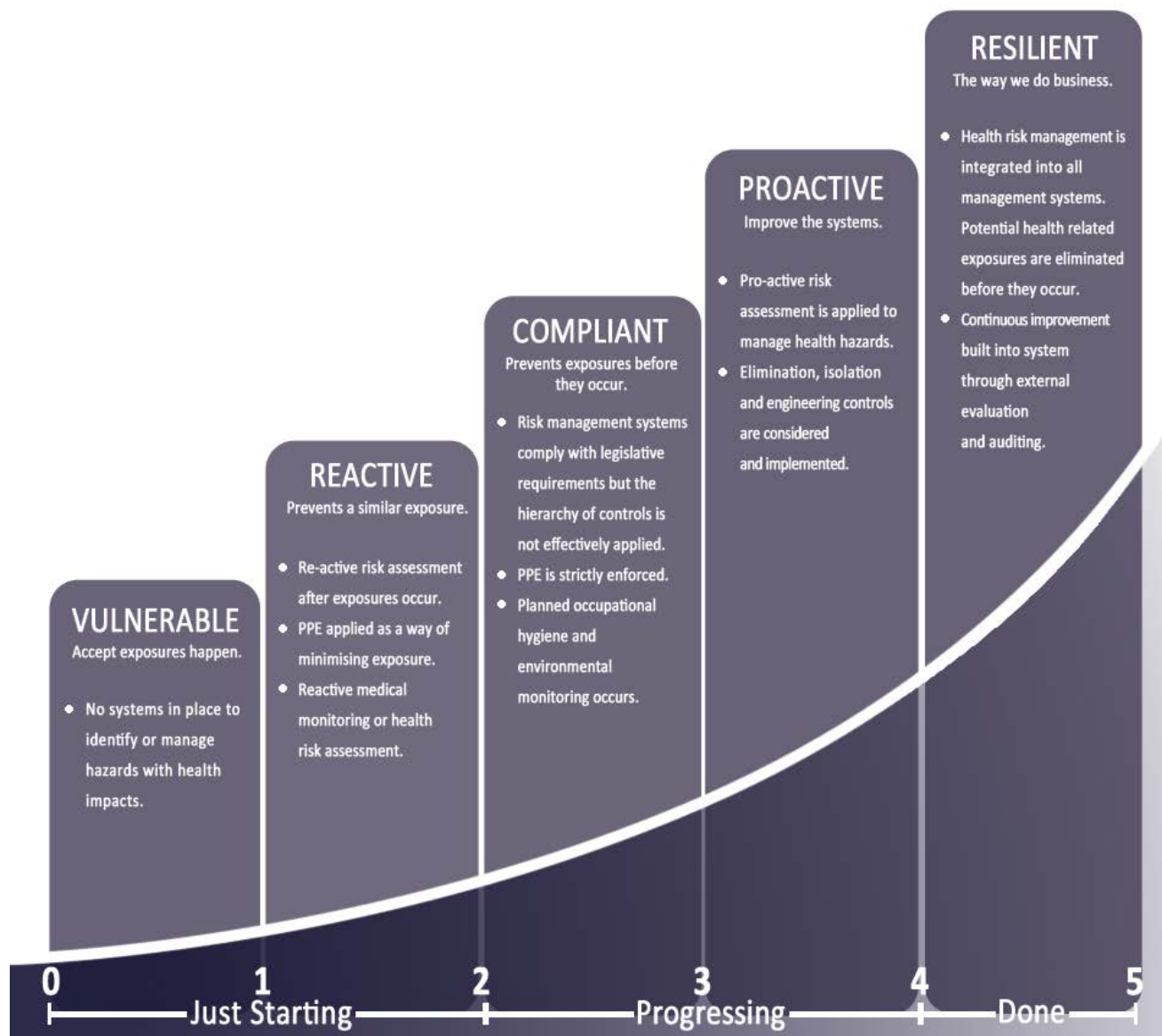
Health management culture maturity scale

The self-assessment rating tool applies the Minerals Industry Risk Management Maturity Chart as a standard for mines to measure and assess their performance. The self-assessment rating tool and maturity chart together provide a simple plan for implementing and monitoring the improvement process.

The advice provided in the health control plan tool kit is based on the idea that a mature risk management system is dependent on a mature occupational health and safety culture. A mature culture is built by consulting broadly, committing resources, communicating responsibilities, promoting

participation and following through with actions. A pro-active and resilient culture supports a pro-active approach to risk management and the development of a system which anticipates risks before they occur and seeks to eliminate or control exposures at their source.

RESILIENT
The way we do business.

- Health risk management is integrated into all management systems. Potential health related exposures are eliminated before they occur.
- Continuous improvement built into system through external evaluation and auditing.

PROACTIVE
Improve the systems.

- Pro-active risk assessment is applied to manage health hazards.
- Elimination, isolation and engineering controls are considered and implemented.

COMPLIANT
Prevents exposures before they occur.

- Risk management systems comply with legislative requirements but the hierarchy of controls is not effectively applied.
- PPE is strictly enforced.
- Planned occupational hygiene and environmental monitoring occurs.

REACTIVE
Prevents a similar exposure.

- Re-active risk assessment after exposures occur.
- PPE applied as a way of minimising exposure.
- Reactive medical monitoring or health risk assessment.

VULNERABLE
Accept exposures happen.

- No systems in place to identify or manage hazards with health impacts.

0 — Just Starting — 1 — 2 — Progressing — 3 — 4 — Done — 5

Health management culture maturity scale

Consult

**NSW
GOVERNMENT**