



PROCEDURE

MINE SAFETY MANAGEMENT PLAN

PROCEDURE ADOPTED: 1 January 2012

Version 1

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1. INTRODUCTION

This plan was developed in accordance with the requirements of the Work Health Safety Act and Regulations 2011, particularly section Chapter 9 – Mines and the associated SafeWork Australia “Work Health and Safety Management Systems in Mining” codes of practice.

Bland Shire Council has 136 quarries spread around the Shire and at all of these sites we “extract minerals from the ground” so therefore they are classed as a mining operation under the definition in the WHS Regulations 2011.

Many of the Bland Shire Council quarries are currently decommissioned (not in current use) and many are used very infrequently. Generally only 1-4 are in use at any one time in any given month, with some not used for several months during a calendar year.

The Bland Shire Council has developed a Mine Site Register within MapInfo that indicates the type, location, boundaries and land owner of all the quarries in the shire. This register also highlights the mines that are “Active” and those that have been “Decommissioned”.

This Plan only covers those mines that are deemed as being “ACTIVE” and annual site inspections will only be conducted for quarries that have been active in that calendar year. Decommissioned sites will be inspected only if they are to be recommissioned as Active. This inspection will occur prior to operations recommencing at the site.

It should be noted that currently all ‘quarries’ for the Bland Shire Council are gravel pits used for the extraction of gravel to be used in road construction.

2. OCCUPATIONAL HEALTH & SAFETY POLICY



POLICY STATEMENT

Occupational Health, Safety & Welfare

POLICY ADOPTED: 1st January 2012

Policy Objective:

The Bland Shire Council, as a 'person conducting a business or undertaking' (PCBU), has a target of achieving the highest attainable level of Work Health Safety (WHS) for all 'workers' (employees, contractors, volunteers) and visitors. The council is committed to taking all 'reasonably practicable' steps to ensure all hazards and risks are eliminated or minimised to ensure that 'workers', visitors and members of the general public are not exposed to injury, illness or property damage. The council's conviction is that no task is so important as to warrant the performance of an unsafe act.

Policy Statement:

The Bland Shire Council will conduct its activities and provide a workplace that:

- Ensures compliance to the Work Health Safety Act and Regulations 2011.
- Provides and maintains a safe workplace, plant, equipment and systems of work.
- Provides information, instruction, training and supervision to ensure a safe system of work
- Consults, communicates and collaborates with all 'workers' regarding safe systems of work
- Continually reviews and improves it's safety performance and safety systems

Responsibilities:

The General Manager and Directors, as 'officers', and the Mayor are responsible for the implementation of this policy and all associated WHS programs. The 'officers' will demonstrate 'due diligence' by taking reasonable steps to:

- Acquire and keep up-to-date knowledge of workplace health and safety matters.
- Understand the operations being carried out and the hazards and risks associated with the operations.
- Ensure the Council has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from the work being done.
- Ensure the council has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks.
- Ensure the council has, and uses, processes for complying with duties or obligations under the WHS Act and Regulations 2011
- Ensure Managers and Supervisors are trained and responsible for the WHS implementation, compliance and supervision of their respective work areas.

Workers have a duty to take reasonable care for their own Health and Safety while at work and to comply with any reasonable instruction, policy and/or procedure concerning workplace health and safety. Workers must report all known hazards, incidents and injuries in a timely manner. Workers are also required to take reasonable care so that their acts or omissions do not adversely affect the health and safety of other persons, plant or equipment at the workplace.

Authorisation:
Mr Ray Smith
General Manager
Date 1/12/11

Cr. Neil Pokoney
Mayor
Date 1/12/11.

References: Work Health Safety Act and Regulation 2011

In support of the above OHS&W Policy Council will also:

- comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes and standards, and provide the resources necessary to meet these requirements;
- involve staff in occupational health & safety matters and consult with them in ways of eliminating or controlling risks in the workplace;
- provide information, training, education and instruction to enable staff and volunteers to perform their duties in a safe and healthy environment;
- adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- encourage the rehabilitation of injured staff through post-injury management and Return to Work procedures;
- promote health & safety awareness by the development and implementation of safe work practices;
- conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards;
- require all staff, contractors, volunteers and visitors to comply with all relevant OHS legislation and subordinate documents and to report all injuries and incidents, and participate and assist in incident investigations to prevent reoccurrence;
- regularly review the Council OHS performance as part of a continuous improvement plan and report to the OHS Consultation Committee.

The Occupational Health & Safety Program consists of the OHS Policy, supported by various Statements of Operation that have been endorsed by Bland Shire Council, and further supported by documented Procedures, Work Instructions and Checklists and any other documentation that may be deemed necessary for the effective implementation, training, operation and monitoring of the OHS Program within Bland Shire Council.

MONITORING AND REVIEW

As a part of the monitoring and review process it is essential that the OHS&W Policy remain a prominent document in the work place. By ensuring it's presence on noticeboards, regular circulars and induction documents for new employees and contractors, this statement of Bland Shire Council's commitment to management of safety will remain prominent in the workplace.

The Hazard Inspections, Audit and Review Program should identify any deficiencies in this policy and through the consultation process it may be changed to better reflect company or legislative requirements.

3. ACCOUNTABILITY AND RESPONSIBILITY

POLICY

The aim of this program is to ensure that each person working at Bland Shire Council quarries are aware of their responsibilities and accountabilities to health and safety.

The program will also manage the assignment of safety responsibilities for all tasks carried out at the quarry. Only appropriately trained and competent people will hold these responsibilities.

SCOPE

As indicated in the above policy, this program will enable each person at Bland Shire Council to have a detailed list of their roles and responsibilities when working at a council quarry.

The appendices of this program contain specific information regarding the responsibilities and accountabilities of people at Bland Shire Council including a *Safety Organisational Chart* that displays the role of everyone working at the quarry. This chart can then be cross-referenced against the Task Responsibility Table that details responsibilities of main tasks to designated people.

These tables will then be used in other programs within the Mine Safety Management Plan including Workplace Inspections, Safe Work Procedures and Training and Development.

Duty of Care, Due Diligence and Delegated Responsibility are all terms that need to be understood by all levels of operation at Bland Shire Council. A brief description of these terms is shown in the table on the next page.

Term	Description
Duty of Care	<p>Duty of Care is a legal responsibility. It relates to doing everything 'reasonably practicable' to be done to protect the health and safety of others at the workplace. The greatest responsibilities lie with the Person Conducting a Business or Undertaking (PCBU); however "Workers" (employees, contractors, volunteers) as well as suppliers and manufacturers all have some legal responsibility to health and safety.</p> <p>Common Law Duty of Care is divided into four distinct areas, those being provision of competent staff, provision of a safe place of work, provision of proper plant and equipment and to provide a safe system of work. Common Law is based on the concept of fault and involves a degree of negligence on behalf of the employer either directly or indirectly.</p> <p>Statutory Law Duty of Care dictates how a person must act and is enforceable by the criminal courts. Statutes are rules of conduct that form legislation to regulate working conditions and provide for the health, safety and welfare of persons in the workplace.</p>
Due Diligence	<p>Due Diligence is a term used as a legal defence often after an offence has occurred. For a company or individual to prove Due Diligence in a court of law, they must be able to prove that they had taken all reasonable steps/precautions to protect the worker. The establishment of Due Diligence is particular to the offence being prosecuted. It will not be sufficient to show that a general health and safety system was in place, but it must be shown that that every reasonable step was taken.</p> <p>It is essential that the Mine Safety Management Plan at Bland Shire Council identifies all hazards and activates steps to prevent the potential for accidents. The MSMP must be able to communicate the management of hazards and assessment of risk to all workers at the quarry.</p>
Legislated Responsibilities	<p>Responsibilities are detailed in legislation (WHS Act 2011) Legislated Responsibility cannot be delegated to someone else – the job or task may be delegated however the responsibility remains.</p>

RESPONSIBILITIES OF MINES GENERAL MANAGER

It is the responsibility of the Mines General Manager to develop and implement the Mine Safety Management Plan for Bland Shire Council they must ensure:

- That an effective communication system is installed so that communications are available at all times.
- That the quarry is worked safely in accordance with the WHS Act and Regulations 2011 and any relevant policies or directions. They should also ensure the appropriate competent supervision of persons working at the quarry and that the health and safety needs of those working at the quarry are appropriately monitored.
- That any part of the quarry that is unsafe is closed to entry by persons until that area is made safe.
- That persons who work at the mine
 - have the skills and demonstrate competence in the tasks they are assigned.
 - have been adequately and appropriately trained.
 - fully understand their duties and responsibilities.
 - are encouraged to participate in health and safety activities.
 - they comply with the requirements of the. WHS Act and Regulations 2011 and any relevant policies or directions.

RESPONSIBILITIES OF PRODUCTION MANAGER

It is the responsibility of the Production Manager at Bland Shire Council to ensure that:

- The work methods and work places within the area of the Production Manager's responsibility are safe.
- That any hazards at the quarry are detected, reported and controlled.
- That any operational changes that may affect the safety and health of persons at the quarry are correctly communicated.
- That other people on connecting shifts or in adjoining areas are consulted as appropriate with regard to the state of the workings and equipment.
- The persons under the Production Manager's control:
 - have the skills and demonstrate competence in the tasks they are assigned.
 - have been adequately and appropriately trained.
 - fully understand their duties and responsibilities.
 - are encouraged to participate in health and safety activities.
 - they comply with the requirements of the. WHS Act and Regulations 2011 and any relevant policies or directions.
- Any matter concerning the safety of the quarry or persons that work at the quarry is reported immediately and take any action that may be necessary in the interest of safety at the quarry.

RESPONSIBILITIES OF WORKERS

It is the responsibility of all workers at Bland Shire Council to ensure that

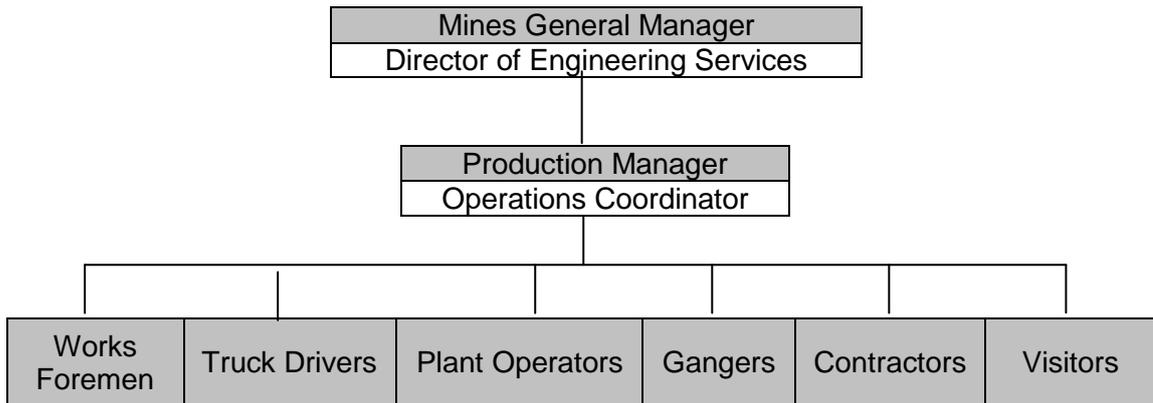
- All work performed is in accordance with MSMP and all other procedures applicable to the quarry.
- They participate in the implementation of the Health and Safety Management System.
- Before commencing work and at frequent intervals during the person's shift they carefully examine the workplace and any machinery or system intended to be used so as to be satisfied it is safe.
- If any danger is found, work in the affected area must be suspended until such time the danger is removed, isolated or remedied.
- If it appears that a danger affecting the safe working of quarry has arisen or is about to arise that person must:
 - if taking measures to render the mine or part of the mine safe or to prevent danger from arising falls within the scope of the person's duties – immediately take those measures and immediately report the matter to a person acting in a supervisory capacity at the mine.
 - If the taking of those measures does not fall within the scope of the person's duties – immediately report the matter to a person acting in a supervisory capacity at the mine.

ACTIONS AND RESPONSIBILITIES

In order to make this program effective the following actions have to take place to identify and assign responsibilities at Bland Shire Council.

Action	By Whom	Position
Conduct meeting and identify all main tasks carried out at Bland Shire Council's quarries, then assign who is responsible for that task in the Task Responsibility Table	Mines General Manager Production Manager Workers	Works Supervisor Foremen
Complete the Individual Responsibility Table	Mines General Manager	Works Supervisor Foremen
Arrange for meeting with individuals, explain the responsibilities which have been assigned and once agreement is reached "sign off" by relevant parties	Mines General Manager Production Manager Workers	Works Supervisor Foremen
Document Chart and Tables and issue to all staff and company records.	Mines General Manager	Works Supervisor Foremen
Review this process 12 monthly or with staffing or operational changes	Mines General Manager	Works Supervisor Foremen

BLAND SHIRE COUNCIL SAFETY ORGANISATIONAL CHART



TASK RESPONSIBILITY TABLES

Mines General Manager / Production Manager
OH&S Responsibilities are to:
Ensure all foreseeable risks to the health and safety of persons working at Bland Shire Council quarries are identified, assessed and either eliminated or minimised.
Immediately notify mines inspector of a serious accident or dangerous incident and ensure that the place of the accident is left undisturbed for investigation.
Provide a copy of the BSC OHS & W Policy and this policy (MSMP) if requested.
Ensure emergency response planning
Conduct safety inspections and checks
Consult and communicate with employees
Ensure fitness for work program
Provide safety health and welfare amenities
Ensure Hazardous Substances are without risk
Ensure appropriate training for all employees
Sign or initial all OH&S Documentation

Works Supervisor / Foremen
OH&S Responsibilities are to:
Ensure document control
Attend and contribute at all safety meetings
Induct all visitors, contractors and new employees
Wear PPE provided
Participate in the implementation of the safety management plan
Work in accordance with the mine safety management plan
Take reasonable care for the health and safety of others
Report on the appropriate form any hazards, accidents or incidents

Truck Drivers
OH&S Responsibilities are to:
Wear PPE provided (including seat belts)
Attend and contribute at all safety meetings
Participate in the implementation of the safety management plan
Work in accordance with the mine safety management plan
Report on the appropriate form any hazards, accidents or incidents
Take reasonable care for the health and safety of others
Maintain machinery and or tools
Participate in general housekeeping

Plant Operators
OH&S Responsibilities are to:
Wear PPE provided (including seat belts)
Attend and contribute at all safety meetings
Participate in the implementation of the safety management plan
Work in accordance with the mine safety management plan
Report on the appropriate form any hazards, accidents or incidents
Take reasonable care for the health and safety of others
Maintain machinery and or tools
Participate in general housekeeping

Contractors
OH&S Responsibilities are to:
Medium Risk
Complete site induction
Conduct assessment of risks associated with the work to be carried out
Report on the appropriate form any hazards, accidents or incidents
Provide evidence of competency and insurances
Wear appropriate PPE
High Risk
Complete site induction
Conduct assessment of risks associated with the work to be carried out
Report on the appropriate form any hazards, accidents or incidents
Provide evidence of competency and insurances
Provide a copy of Safety Management Plan or copy of SWMS's
Wear appropriate PPE

4. DOCUMENT CONTROL

POLICY

The control of all relevant documents will be the key to the management of Health and Safety at Bland Shire Council.

Document control is a system of managing, distributing and controlling information. It is essential that people operating within Bland Shire Council quarries are provided with the most current information and that all out of date documentation is removed from the system.

SCOPE

The Mines General Manager will be responsible for the systematic control of documents that are required for maintaining health and safety at Bland Shire Council quarries.

Legislation now clearly states what is required with the keeping of records through the WHS Regulation 9.7 (Mine Records)

- (1) The Mines General Manager of a mine must ensure that a record required to be kept under the Regulations in respect of the mine is kept:
 - a) for at least seven years after it is made, or
 - b) in accordance with any direction in writing given by the Chief Inspector.
- (2) The Mines General Manager must have and maintain:
 - a) a system of training persons in the use, distribution and control of documents required under this Regulation, and
 - b) a system of managing the use, distribution and control of documents required under this Regulation.
- (3) The systems referred to in subclause (2) must apply to at least the following documents in respect of the mine:
 - a) the Mine Safety Management Plan,
 - b) the Occupational Health, Safety & Welfare Policy,
 - c) any documentation relating to programs that give effect to the occupational health, safety and welfare policy
 - d) any risk assessments and hazard inspections,
 - e) any written procedures for safety and health risks,
 - f) records of health surveillance,
 - g) any permits relating to tasks of a potentially hazardous nature, such as hot work, confined space work and equipment isolation.

Examples of the types of documents that need to be managed include information on risk assessment, safe work procedures, licences and tickets, training and qualification registers, standards, legislation and correspondence.

The Bland Shire Council Mine Safety Management Plan is the primary document in the risk management system. The Bland Shire Council MSMP is made up of a number of individual programs that cover all aspects of health and safety in the workplace. Information that flows to and/or from the MSMP is to be recorded within Councils Electronic Data Records Management System (EDRMS).

There are six key areas that will support the MSMP, these are:

1. Industry Codes and Standards
2. Staff Records and Training Plan
3. Safe Work Method Statements
4. Risk Assessment and Permit Controls
5. Meeting Records
6. Plant Records

The information relating to the above six areas is to be received, issued, and recorded at the Bland Shire Council in the EDRMS.

A master copy of the MSMP for Bland Shire Council quarries is maintained in Data Records and a copy is to be made available on site to all employees within 24 hours of request.

A copy of the MSMP document is kept up to date off site as part of the business continuity plan.

PROCEDURE

Document control is all about distributing information in a formalised and systematic manner.

In order to effectively control documentation as outlined in the program policy, the following responsibilities have been assigned to key personnel at Bland Shire Council.

Responsibility	Person Responsible	Frequency
Review the Document Control Program	Mines General Manager	12 Months
Manage records system including paper and electronic records	Records	Daily
Distribution of new documentation and removal of redundant documents	Works Supervisor	As required
Administration and control of all documents at quarry site	Works Supervisor	As required

The Mines General Manager is responsible for the establishment and maintenance of information and records. All supervisors are to be provided with a copy of the Mine Safety Management Plan.

Records and documents are to be kept in accordance with Bland Shire Councils Records Policy.

The Works Supervisor is responsible for the movement of documents and forms within the quarry site. They should ensure that information is recorded correctly and on time. All documentation is to be signed, dated and appropriately distributed to the correct person.

All employees should be aware of health and safety documentation available to them and if necessary be able to refer to instructions or procedures provided within the MSMP. They will need to submit various forms in their normal course of duties including plant pre-start check forms and incident reports.

REFERENCES – DOCUMENT CONTROL

- WHS Act and Regulations 2011
- AS/NZ 4801:2001
- GA39-General Retention and Disposal Authority-State Records Act 1998.

ACTIONS AND RESPONSIBILITIES

In order to make this program effective the following actions have to take place to identify and assign responsibilities at Bland Shire Council.

Action	By Whom	Action Officer
Assign responsibility to Works Supervisor for the correct maintenance of records for Bland Shire Council quarries.	Mines General Manager	Works Supervisor Records
Review the document management system at 12 monthly intervals to ensure that all information is being handled efficiently and is kept up to date.	Mines General Manager	Works Supervisor Records

5. CONSULTATION AND COMMUNICATION

PURPOSE

The purpose of this procedure is to provide guidelines and information for Occupational Health and Safety consultative arrangements.

SCOPE

This procedure applies to all “workers” of the Bland Shire Council, including contractors, visitors and volunteers.

REFERENCES

WHS Act 2011

WHS Regulation 2011

AS 4801- 2001 Occupational Health and Safety Management Systems

DEFINITIONS

Supervisor – a person in control of a workplace. (Example: overseer, foreman, ganger, leading hand or team leader).

Occupational Health and Safety Representative (HSR) – is a worker at a workplace who is elected as a health and safety representative by the worker’s co-workers at the workplace.

RESPONSIBILITIES

General Manager

The General Manager as an “Officer” is responsible for any outcomes from hazards or risks associated with the organisation.

Department Directors

Department Directors as “Officers” are responsible for ensuring the development and implementation of management systems, policies and procedures.

Supervisors and Managers

Supervisors and Managers are responsible for ensuring that employees, contractors, visitors and volunteers under their control are aware of, and comply with management systems, policies and procedures.

OHS/Risk Management Officer

The OHS/Risk Management Officer is responsible for:
Consulting with managers, supervisors and workers to identify risks and implement practical cost effective control options;
Conducting regular workplace inspections and advising managers and supervisors of the level of compliance with policies, procedures, work practices etc; and
Arranging or conducting ongoing training and educational sessions.

Employees

Employees are responsible for:

- Following any instructions given to them for their workplace health and safety;
- Informing the Supervisor of any concerns or problems;
- Reporting all identified hazards and risks to their Supervisor; and
- Taking reasonable care to ensure that they do not place themselves or others at risk of injury or illness.

OHS CONSULTATION

General

The Work Health Safety Act 2011 mandates consultative arrangements in the workplace between the PCBU and workers. This is partly achieved through the election of OHS Representatives and the establishment of the OHS consultative committee.

Details of the consultation process are outlined in the Bland Shire Council OHS Management System.

Consultation regarding Mine Safety

Part 9.4.1 and 2 of the WHS Regulations 2011 indicates that:

The Mine operator of a mine must implement a safety role for workers at the mine that enables them to contribute to:

- The identification of principal mining hazards
- The consideration of risk control measures for risks associated with principal mining hazards at the mine
- The implementation of the OHS Management System for the mine
- Conducting and being actively involved in the risk assessment process
- Preparation and review of the emergency plan
- Development and implementation of strategies to protect persons at the mine from any risk to health and safety related to:
 - The consumption of alcohol or drugs within the Bland Shire Council Drug and Alcohol Management Plan (DAMP)
 - Worker fatigue

Legislative requirement
Preparation of a Mine Safety Management Plan
Preparation of the OHS&W Policy
Consultation with contractors over their Safety Management Plans
Ensure that an effective communication system is installed and maintained
Ensure adequate communication of operational changes
Develop an employee danger reporting system
Develop a hazard reporting system
Consultation and Communication in Risk Management
Consultation and Communication in Hazard Management
Plan for emergencies
Consult and communicate in regular safety inspections
Report to employees on OH&S performance
Communicate OH&S investigation findings
Ensure that all employees can effectively communicate
Consult and communicate in work fitness procedures

Once in place, the Consultation and Communication program will enable

- People to be aware of what is required of them
- All responsibilities are clearly defined
- Promotion of “ownership” and builds morale
- Resolving of conflicts at an early stage
- Satisfy all legislative requirements

PROCEDURE

The initial development of many of the programs within the Mine Safety Management Plan and the ongoing management of health and safety issues for Bland Shire Council quarries will be the responsibility of an elected group of workers and management of the Bland Shire Council OHS Consultative Committee.

This Committee provides a formal manner in which the organisation can

- Provide a consultation forum for the discussion of health and safety issues
- Provide information on health and safety issues
- Communicate health and safety performance
- Introduce and review workplace OH&S systems and procedures
- Resolve workplace health and safety issues

The role and responsibilities of the OHS Consultative Committee are outlined in the Bland Shire Council OHS Management System and include reference to the MSMP.

A more informal but no less important facility for discussion of health and safety related issues are known as Tool Box talks. They enable all members of the workforce to communicate issues both to and from management that are relevant to their work place.

Guidelines for Tool Box talks
<p>Membership Tool Box talks may be held between managers, supervisors and workers (employees, contractors).</p>
<p>Meetings Toolbox meetings should be held before any operations commence. Tool Box talks are not designed to interrupt the normal day's activity and should be programmed to have little or no impact on production. Issuing of pre-determined agendas are not usually required for the meeting, the topics to be covered should be prepared by the person made responsible for the conduct of the meeting.</p>
<p>Tool Box talk topics Possible topics to be addressed could be</p> <ul style="list-style-type: none"> • Recent workplace injuries or incidents • MSMP development • Safe Work Method Statements • Incident reports outside workplace (Safety Alerts) • Absenteeism • PPE requirements
<p>Tool Box talks - Responsibility A nominated person from within the workplace will be responsible for the coordination of the Tool Box talk. The designation of this duty would normally be assigned to the Production Manager or Supervisor. The person responsible will be required to record the topics discussed and the names of those who attended the meeting. The Minutes of the Tool Box talk form once completed and signed should be appropriately filed as nominated in the Document Control Program (Program 1 of the MSMP)</p>

REFERENCES – CONSULTATION AND COMMUNICATION

- WHS Act and Regulations 2011
- Guidelines for Safe Mining

ACTIONS AND RESPONSIBILITIES

In order to make this program effective the following actions have to take place to identify and assign responsibilities at Bland Shire Council.

Action	By Whom
Form Safety Committee comprising of management and employees. Committee elect Chairperson and Secretary	Safety Committee
Conduct safety committee meetings every quarter as set out in this program	Safety Committee
Designate person to co-ordinate and report on Tool Box talks	Mines General Manager
Conduct Tool Box talks if required in order to communicate with the entire workplace	Production Manager Employees Management Contractors
Review the implementation and management of this program and make revisions to documentation immediately if deficiencies in consultation and communication process become evident.	Mines General Manager

6. WORKPLACE INSPECTIONS

POLICY

The aim of this program is to ensure that regular inspections are carried out at Bland Shire Council quarries. These inspections play a major role in the continual Risk Assessment Process that enables both management and employees to identify and control hazards before they become a factor in a workplace accident.

SCOPE

Documented regular inspections of the workplace are now required by law. These inspections are to be performed by appropriately trained and experienced people who can competently document the workplace inspection.

Because of the changing physical environment at Bland Shire Council quarries and the frequent use of plant, it is inevitable that from time to time new hazards will appear at the worksite. With the Workplace Inspection Program in place at Bland Shire Council these new hazards can be formally identified, assessed, controlled and later reviewed to ensure the safe working environment at the quarries.

A well managed inspection program is the best available method to find problems and assess the risk before the impacts of a resulting workplace accident are felt.

There are two types of inspections that will be performed at Bland Shire Council quarries. The main inspection type that this program deals with is performed at pre-determined dates or frequencies and uses a systematic approach to check both the characteristics of the quarry site along with the activities being conducted within the quarry.

A second type of informal inspection should be encouraged at Bland Shire Council quarries that can be conducted by all employees. It is a simple method of identifying any new hazards that become apparent at the quarry and then taking the initiative to assess and report the problem. All employees will have undergone risk assessment training and should be able to assess the risk before reporting the details to the Production Manager. Hazard Reporting describes the correct method of reporting these hazards.

It is a responsibility of all employees to identify report and assess workplace hazards. A person who works at the mine must do this:

- before commencing work,
- and at frequent intervals during the person's period of duty, carefully examine the workplace and any machinery or system intended to be used so as to be satisfied it is safe.

Note if any danger is found, work in the affected area must be suspended until such time the danger is removed, isolated or remedied.

In other words every employee has the responsibility of performing regular informal inspections of his/her workplace. This promotes a safe working environment and is way of informing management of any potential risk that they may not be aware of.

PROCEDURE

All staff are to follow the Bland Shire Council *“Workplace Inspection Procedure”* located in the Mobile Resource Folders or located in the EDRMS *“Workspace/Human Resources/Procedures/Occupational Health and Safety”*

The General manger will assemble a team to carry out a Worksite Inspection, which may include hazard reports and risk assessments for each ACTIVE mine once per year. The team will consist of:

1. The Director of Engineering (Mines General Manager)
2. The Operations Coordinator (Mines Production Manager)
3. One Staff Member whom regularly works at the quarry
4. The OHS/RM Advisor.

REFERENCES – WORKPLACE INSPECTIONS

- WHS Act and Regulations 2011
- Guidelines for Safe Mining

7. HAZARD MANAGEMENT/RISK ASSESSMENT

PURPOSE

The purpose of this procedure is to provide guidelines to effectively report workplace health and safety risks within Bland Shire Council to minimise potential losses and wastage of the organisation's assets.

SCOPE

This Procedure applies to all workers of Bland Shire Council who in the process of planning or conducting work are required to identify, assess and control a potential risk situation.

REFERENCES

WHS Act and Regulations 2011

Australian Standards AS/NZL 4360-1999 Risk Management

DEFINITIONS

Hazard – A hazard is a source of potential harm or a situation with the potential to cause loss.

Risk – A chance that an event will occur in a workplace, which will result in personal injury or loss to an organisation.

Supervisor - A person in control of a workplace. (Example: Overseer, foreman, ganger, leading hand, team leader).

RESPONSIBILITIES

General Manager

The General Manager as an "Officer" is responsible for any outcomes from risks associated with the organisation.

Department Directors

Department Directors as "Officers" are responsible for ensuring the development and implementation of the hazard reporting and risk assessment systems.

Supervisors and Managers

Supervisors and Managers are responsible to ensure staff and contractors under their control comply with the hazard reporting and risk assessment systems and rectify hazards one reported.

OHS/Risk Management Officer

The OHS/RM Officer is responsible for:

- Consulting with Directors, Managers, supervisors and employees to report hazards, conduct risk assessments and implement practical cost effective control options.
- Recording all documents in the master register; submitting this register together with the Risk Analysis/Control Plan and the Corrective Action Plan to the next OHS Committee meeting.
- Conduct regular workplace inspections and advise managers/ supervisors of the level of compliance with policies, procedures, work practices etc; and
- Conduct ongoing training and educational sessions.

OHS Committee

The OHS Committee is responsible to review the Hazard Report Register containing the Hazard Reporting forms and review and suggest corrective actions when necessary.

Employees

Employees are to report any hazards that cannot be corrected immediately and be encouraged to actively participate and consult in the risk assessment process including the controls that should be used.

PROCEDURES

All staff are to use the Bland Shire Council "Risk Assessment Template" located in the Mobile Resource Folders or located in the EDRMS "Workspace/Human Resources/Procedures/Occupational Health and Safety"

The following Risk Assessment Rating table is part of the Risk Assessment Template and should be used for determining the risk and by using the highest measure of control possible to minimise the risk.

The risk rating is determined by using a (traffic light) table:

Risk Rating Table		Consequence				
		Severe	Major	Moderate - Lost Time Injury	Minor - Med Treatment	Negligible - 1st Aid
Likelihood	Almost Certain	High	High	High	Med	Med
	Likely	High	High	Med	Med	Low
	Possible	High	Med	Med	Low	Low
	Unlikely	Med	Med	Low	Low	Low
	Rare	Med	Low	Low	Low	Low

Likelihood

Almost Certain	Event is almost certain to occur
Likely	Event is likely to occur
Possible	Event could occur
Unlikely	Event is unlikely to occur
Rare	Event has not happened before

Consequence:

Severe	Fatality (death)
Major	Extensive (Serious) injury
Moderate -Lost Time Injury	Temporary to permanent injury
Minor- Medical Treatment	Lost time injury
First Aid	No lost time with first aid treatment

8. HAZARD REPORTING

POLICY

The purpose of the Hazard Reporting program is to provide simple and effective instruction on how to correctly report an identified hazard at Bland Shire Council quarries. The report will enable control measures to be quickly put in place to eliminate any risks to those working at the quarry.

SCOPE

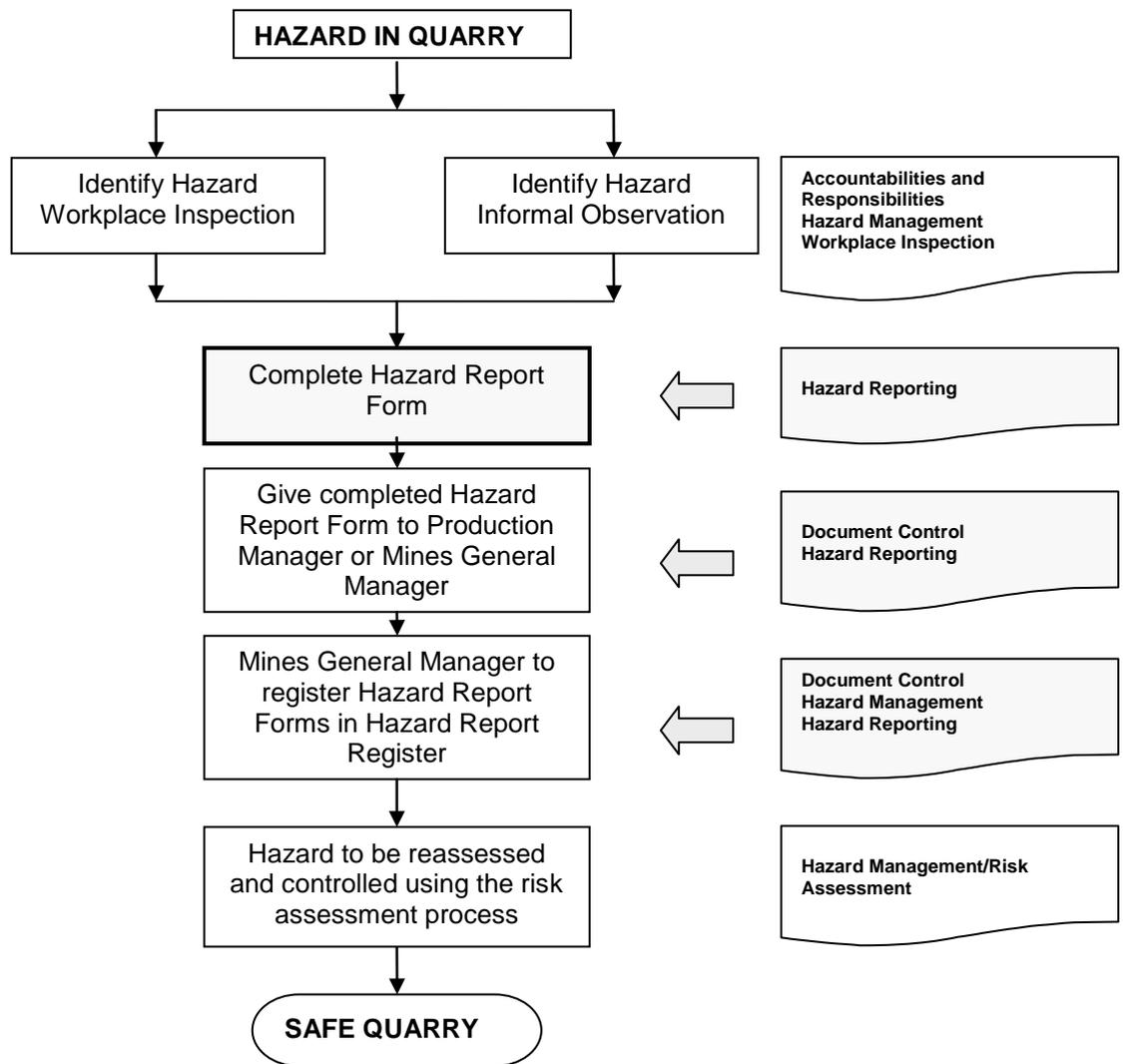
The Hazard Reporting system to be used at Bland Shire Council quarries is designed to encourage all employees to be on the “look out” for new hazards in their place of work. The management of all identified hazards is now required to be documented under General Rule 2000 and an effective reporting method is essential to maintain a high level of safety at the quarry.

Whether the hazard has been identified through a formal pre-determined Workplace Inspection or simply by an employee’s observation on a routine shift, the reporting of the hazard is to be immediate and accurate. This will enable effective management of the hazard and satisfy all legislative requirements under the Mines Inspection Act 1901 and General Rule 2000.

PROCEDURE

All staff are to follow the Bland Shire Council “Hazard Reporting Procedure” located in the Mobile Resource Folders or located in the EDRMS “*Workspace/Human Resources/Procedures/Occupational Health and Safety*”

On top of this procedure the following flow chart should be followed in the event of identifying a Hazard at a Bland Shire Council quarry.



REFERENCES – HAZARD REPORTING

- WHS Act & Regulations 2011
- Guidelines for Safe Mining

9. SAFE WORK METHOD STATEMENTS

PURPOSE

The purpose of this procedure is provide all staff of Bland Shire Council with the necessary information to enable them to prepare Safe Work Method Statements (SWMS) for the tasks they perform in their positions within the Council workforce and set a framework for the monitoring and review of SWMS.

Safe Work Method Statement - A systematic analysis of all the tasks involved in performing a particular function or work activity, identifying the hazards involved, assessing the risks and documenting control measures to eliminate or minimise those risks.

The SWMS does not remove the responsibility of Council to provide training and resources to ensure that staff has the skills necessary to complete the tasks. There is also the need for adequate supervision to ensure that the documented work method is followed.

SCOPE

This procedure applies to all personnel of Bland Shire Council, which includes contractors and volunteers, who in the process of planning or conducting work are required to identify, assess and control a potential risk situation.

INDUCTION FOR NEW STAFF AND INTERNAL APPOINTMENTS

All new staff working in areas where SWMS apply will be inducted into the SWMS relevant to their work by their supervisor and will be required to sign these SWMS as a component on their induction.

The OHS Officer will be responsible for ensuring this takes place and appropriate records are kept.

FALIURE TO ABIDE BY SWMS

Failure to abide by a SWMS will result in disciplinary action in accordance with the relevant industrial instrument.

RECORD KEEPING

The Safe Work Method Statement is a written record of the process to be used to proceed on a task. As it is a record that may be used in court, the parties who have responsibility for the tasks should sign it. All employees involved in the task, not just the supervisor or senior person on site, should sign it.

The OHS/RM Officer shall be responsible for maintaining a register of signed SWMS as well as a register of the SWMS signed off by individual staff members.

REVIEW OF SWMS

All SWMS shall be reviewed every 24-36 months or more frequently when processes change or where a pattern of accidents or incidents results in a need to review practices.

DOCUMENTATION

Hierarchy of Control Options

Safe Work Method Statement Procedure

SWMS 109 Gravel Pits & Quarries

SWMS 110 Bobcat

SWMS 112 Loader

REFERENCES – SAFE WORK PROCEDURES

- WHS Act & Regulations 2011
- Guidelines for writing Work Method Statements in plain English – WorkCover

10. ACCIDENT & INCIDENT REPORTING

PURPOSE

The purpose of this procedure is to provide guidelines and information for reporting and effectively investigating all incidents including notifiable events to Mineral Resources and WorkCover, electrical incidents, damage to services, near-miss incidents or lost time workers' compensation claims.

SCOPE

This procedure applies to all personnel of Bland Shire Council including contractors, visitors and volunteers.

REFERENCES

WHS Act and Regulations 2011

Country Energy "Electrical Hazard Awareness for Operators of High Machinery".

Country Energy "Safety First – Home, workshop & Farm"

WorkCover Incident Notification Brochure

Damage to Underground Services Procedure

DEFINITIONS

Notification of Accidents - In accordance with section 86 (1) (b) of the Act any event or circumstance detailed in that Section, that presents a risk to health or safety and is not immediately threatening to life, declared to be an occurrence that is required to be notified to WorkCover, within nominated time limits.

For the purposes of the definition of **non-disturbance occurrence** in section 87 (1) of the Act, the following occurrences at or in relation to a place of work are prescribed:

- (a) an injury to a person that results in the amputation of a limb,
- (b) the placing of a person on a life support system,
- (c) any event or circumstance listed below that presents an immediate threat to life:
 - the loss of consciousness of a person caused by impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen,
 - major damage to any plant, equipment, building or structure,
 - an uncontrolled explosion or fire,
 - an uncontrolled escape of gas, dangerous goods or steam,
 - imminent risk of explosion or fire,
 - imminent risk of an escape of gas, dangerous goods or steam,
 - a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance.
 - entrapment of a person in a confined space,
 - collapse of an excavation,
 - entrapment of a person in machinery,
 - serious burns to a person.

Electrical Supply Authority – is authorised to supply electricity within the whole or part of the supply area (Country Energy). In addition this body has been authorised by the Electrical Regulator to investigate electrical shock or other personal injuries because of an electrical accident at a place.

Electrical Incident – Any workplace incident involving an electrical power source or supply.

Supervisor -

- (a) a person in control of a workplace. (Example: Overseer, foreman, ganger, leading hand, team leader).
- (b) the person supervising the activity or supervising the person reporting the incident, at the time of the incident.

Work-Caused Illness

an illness that is contracted by a worker in the course of doing work and work was a contributing factor to that illness; or the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness in the course of doing work to which work was a contributing factor.

Work Injury

An injury that arises out of or in the course of employment and that requires first aid or medical treatment; or the recurrence, aggravation, acceleration, exacerbation or deterioration in an employee of any existing injury in the course of doing work - that requires first aid or medical treatment; and to which work was a contributing factor to the recurrences, aggravation, acceleration, exacerbation or deterioration.

Workplace Incident

Any incident that happens at work that results in:

- a person suffering an injury or work caused illness;
- a dangerous event or near miss that does not result in a person suffering an injury or illness; and property damage.

RESPONSIBILITIES

General Manager

The General Manager as an “Officer” is responsible for any outcomes from hazards or risks associated with the organisation.

Department Directors

Department Directors as “Officers” are responsible for ensuring the development and implementation of management systems, policies and procedures.

Supervisors & Managers

Supervisors & Managers are responsible for ensuring that employees, contractors, visitors and volunteers under their control are aware of and comply with management systems, policies and procedures.

OHS/Risk Management Officer

The OHS/RM Officer is responsible for:

- Consulting with managers, supervisors and employees to identify risk and implement practical cost effective control options;
- Conducting regular workplace inspections and advising managers and supervisors on the level of compliance with policies, procedures, work practices etc; and
- Arranging or conducting ongoing training and educational sessions.
- Notifying StateCover Mutual of all accidents.
- Notifying WorkCover of serious incidents.

Employees

Employees are responsible for:

- Following any instructions given to them for their workplace health and safety;
- Informing the supervisor of any concerns or problems;
- Reporting all identified hazards and risks to their supervisor;
- Taking reasonable care to ensure that they do not place themselves or others at risk of injury or illness.
- Reporting all incidents to their Supervisor and completing an Incident Report form for each occasion.

PROCEDURE

All staff are to follow the Bland Shire Council *“Incident Reporting and Investigation Procedure”* located in the Mobile Resource Folders or located in the EDRMS *“Workspace/Human Resources/Procedures/Occupational Health and Safety”*

11. CONTRACTOR MANAGEMENT

POLICY

The purpose of the Contractor Management program is to provide the Mines General Manager of Bland Shire Council with a guide for developing a strategic approach to managing the safety of the contractors that are engaged to carry out operations within Bland Shire Council's quarries.

SCOPE

The Mines General Manager is responsible for the health and safety of all people working at Bland Shire Council quarries. This includes Bland Shire Council employees, visitors and contractors. Their Duty of Care relating to occupational health and safety for all the above cannot be delegated. The Mines General Manager must ensure safe systems of work for their employees and the engagement of contractors is merely seen as part of that system of work.

In other words, the Principal (Mines General Manager of the quarry) who has engaged a contractor to carry out specific tasks in his workplace, has also in essence initiated work practices that will contain some degree of risk, and therefore must assume responsibility for these risks. Principals must accept total responsibility for all workplace activities and facilitate the control of all workplace safety issues through Bland Shire Council's Mine Safety Management Plan; the Contractor's Safety Management System or in some cases a combination of both.

By including a significant weighting for safety in the initial contractor selection process, the Mines General Manager has an excellent opportunity to identify any deficiencies in the contractor's Safety Management System and assess the impacts that may eventuate as a result of introducing the contractor into the workplace for which they are responsible.

There are two broad types of contract services that are required by Bland Shire Council's quarries to carry out works at Bland Shire Council's quarries. The contractor will be classified as either a "**Standard Contract Service**" or a "**Specialised Contract Service**". The table below explains the differences in more detail and outlines what is required by the contractor if he is selected to work at Bland Shire Council's quarries. It will remain the discretion of the Mines General Manager to review each type of work activity according to risk and assign each contractor into one of the two classifications.

PROCEDURE

All staff are to follow the Bland Shire Council "*Contractor Safety Management Procedure*" located in the Mobile Resource Folders or located in the EDRMS "*Workspace/Human Resources/Procedures/Occupational Health and Safety*"

12. REGISTERS

SCOPE

The registers program of Bland Shire Council's MSMP includes a series of documents that are generally used to record inspection results of specific parts of the operation.

PROCEDURE

A folder has been developed in the EDRMS to act as a register for all Mine Safety Operations. The folder is located within Engineering in InfoXpert.

The Bland Shire Council has also developed a Mine Site Register within MapInfo that indicates the type, location, boundaries and land owner of all the quarries in the shire. This register also highlights the mines that are "Active" and those that have been "Decommissioned".

The information that is recorded in these registers will act as a history of Workplace Assessments, Hazard Reports and Risk Assessments with completed and signed off action plans.

The registers will be used as instructed by the Mines General Manager, required by legislation or stated within programs. They are to be reviewed on an as need basis.

All records and documents are to be kept in accordance with Bland Shire Councils records policy.

13. EMERGENCY PLANS

PURPOSE

The purpose of this procedure is to provide guidelines and information for Occupational Health and Safety emergency plans.

SCOPE

The Mines General Manager is responsible for the health and safety of all people working at Bland Shire Council quarries. This includes Bland Shire Council employees, visitors and contractors. Their Duty of Care relating to occupational health and safety for all the above cannot be delegated. The Mines General Manager must develop an emergency plan in consultation with other PCBU's at any of the active sites in the Bland Shire Council.

Emergency plans may be developed in consultation with another PCBU to reflect individual and unique safety requirements at a particular quarry.

PROCEDURE

All workers are to follow the Bland Shire Council "Emergency Response and Evacuation Procedure" located in the Mobile Resource Folders or located in the EDRMS "*Workspace/Human Resources/Procedures/Occupational Health and Safety*"

Individual emergency plans can be developed utilising the Worksite Establishment form located in the EDRMS "Workspace/Human Resources/Forms" or utilising an approved form from the PCBU operating at the site.

14. TRAINING AND COMPETENCE

PURPOSE

The purpose of this procedure is to provide guidelines and information for Occupational Health and Safety Training and Competence for operators and workers at any of the active quarries.

SCOPE

The Mines General Manager is responsible for the health and safety of all people working at Bland Shire Council quarries. This includes Bland Shire Council employees, visitors and contractors. Their Duty of Care relating to occupational health and safety for all the above cannot be delegated. The Mines General Manager must ensure that all workers have the necessary skills, licences and competence, in consultation with other PCBU's at any of the active sites, to ensure that only professional and trained personnel conduct work activities at any of the active quarry sites.

PROCEDURE

All workers have been added and trained as per the Bland Shire Council *“Training and Development Procedure”* located in the EDRMS *“Workspace/Human Resources/Procedures/Human Resources”* and Chris21 Training database.

Periodic on-site checks will be conducted on all workers to ensure that they hold appropriate licences and certificates for the plant/machinery they are operating.

All workers working at a Bland Shire Council active quarry must hold a WorkCover NSW OHS Construction Induction Card (White Card).

Authorisation:

Status	Committee	N/A	
	Manex	6 March 2012	
Owner	Director Corporate Services		
EDRMS Doc. ID	365158		
Superseded Procedure			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
1 January 2012	Version 1		1 January 2015

Related Council Policy / Procedure
OHS Management System Manual
OHS Management System Chart 2012