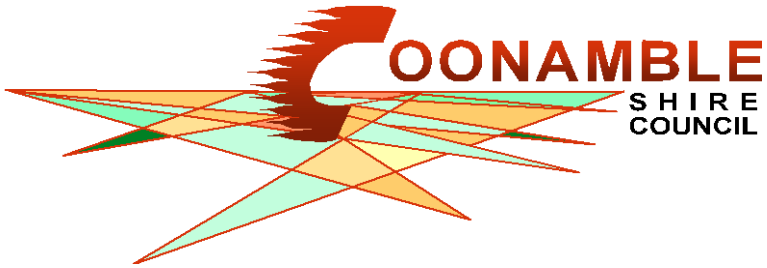
Mt Magometon Quarry



Mine Safety Management Plan

Chapter 9
Hazard Reporting

General Manager: ..... Date: .....

Production Manager: ..... Date: .....

Manual Number: ..... **Issue Date:** .....

HAZARD REPORTING PROCEDURE

Introduction

The system provides forms, which is accessible to all employees, contractors and visitors, which enables easy recording of hazards. There is a copy of the hazard Report form at the end of this procedure together with a Hazard Register form.

The Hazard Report aims to:

- Encourage reporting of any workplace hazards, no matter how minor;
- Provide a controlled system for responding to hazards reported;
- Ensure follow up for the individual reporting a problem; and
- Encourage employee and contractor involvement in safety.

The Hazard Register acts as a consolidating tool and a means of tracking corrective actions. It assists in identifying:

- Recurring substandard conditions and practices; and
- Areas with outstanding corrective actions.

What is a Hazard?

A hazard is anything with the potential to cause damage to people, the environment, property, plant or equipment.

Hazards may include:

- Unsafe Equipment:
  - Broken, damaged or inappropriate;
  - Missing or poor fitting guards;
  - Safety features damaged or missing eg emergency stops or lanyards.
- Unsafe Machines:
  - Faulty brakes, steering;
  - Damaged equipment, seating, fire systems;
  - No seat belts or non-compliance.
- Unsafe work practices.
- Non use of safety equipment.
- Faulty electrical equipment.
- Hazardous work areas, walkways, platforms and stairways:
  - Poor safety related housekeeping;
  - Damaged or missing hand rails/toe rails;
  - Slippery stairs or walkways;
  - Narrow or poor access;
  - Lighting.

There can be many more.

Why Report Hazards

- Because for every serious injury/accident or death there is usually a history of “warning signs” or near misses which were ignored;
- because conditions in the workplace change daily;
- because changes in conditions have the potential to introduce new hazards;
- because the next time might be serious;

These “warning signs” or hazards should be rectified before the accident happens.

How to Spot Hazards

Ask “What if” questions:

- What if that fell, burst or leaked?
- What if someone tripped over that?
- What if someone unauthorised enters the area?
- What if someone does that job when they are tired or rushed?
- What if someone touched/sniffed that?

4 Steps to fixing Hazards

1. Spot the hazard and report it;
2. Assess the risk;
3. Fix the hazard;
4. Check that the hazard is fixed for good.

Hazard Report Procedure

Hazard forms books are available at the quarry office.

Together with the Hazard Report book there are risk assessments forms, which will enables the risk, associated with the reported hazard to be assessed. It allows the originator and supervisor to complete Section 3 of the Hazard Report form. An outline of how to assess the risk is shown on page 5.

Actions and Responsibilities

Originator:

- identifies hazard;
- corrects if possible;
- completes hazard report (section 1 and 2);
- hands report to supervisor;
- in conjunction with supervisor assesses the risk (section 3);
- in conjunction with supervisor negotiate corrective action;
- corrective action carried out;
- if corrective action unacceptable , refer to General Manager (Mine);
- If corrective action acceptable signs off in section 5.

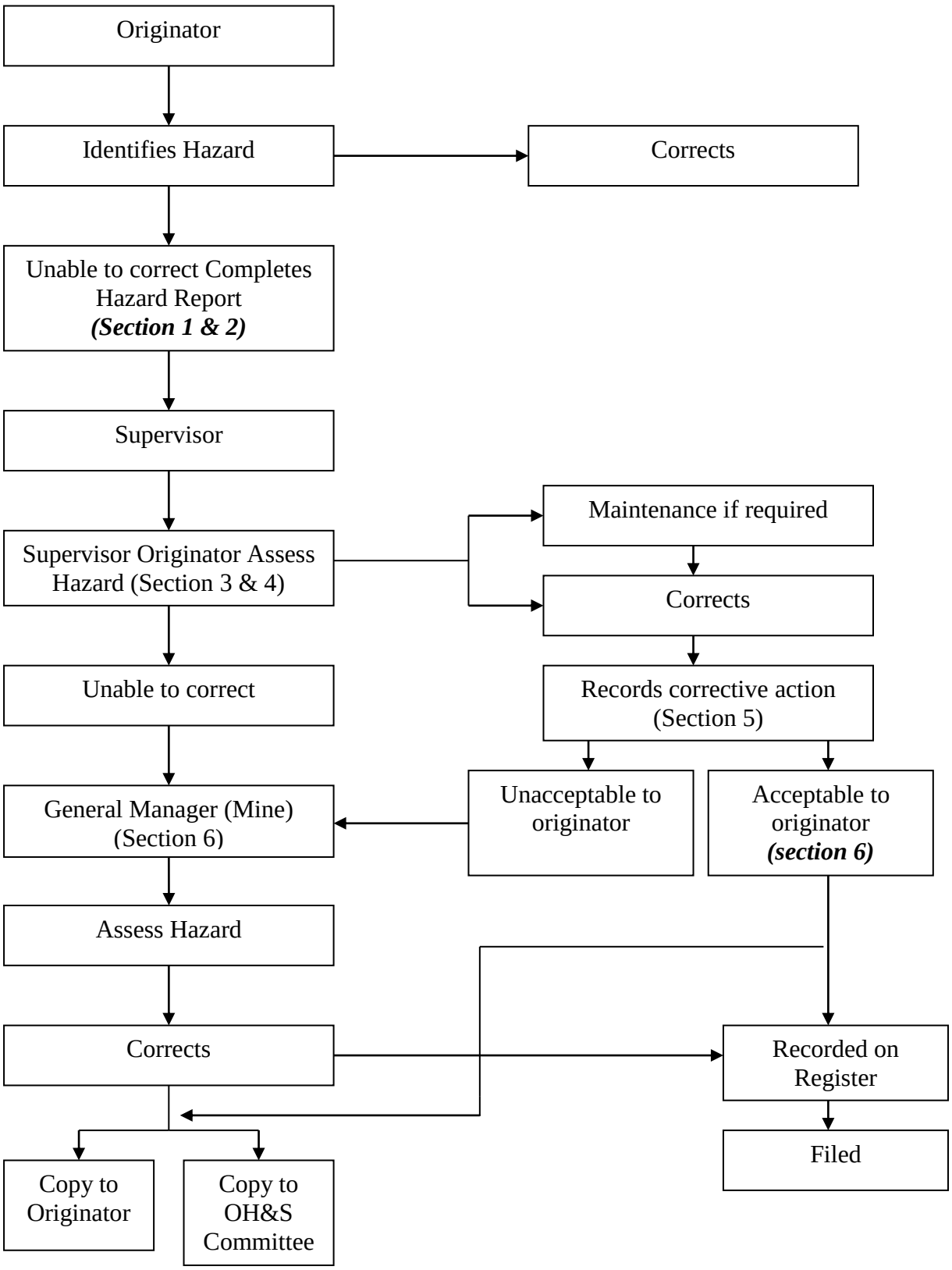
Supervisor:

- receives completed sections 1 and 2 from originator;
- in conjunction with originator carries out risk assessment (section 3);
- in conjunction with originator negotiate corrective action;
- corrective action carried out;
- if corrective action unacceptable to originator report goes to General Manager (Mine);
- If corrective action acceptable to originator report is recorded on Hazard Register;
- If unable to correct report goes to General Manager (Mine).

General Manager (Mine):

- receives report from supervisor if:
  - supervisor unable to take corrective action;
  - if corrective action unacceptable to originator.
- Initiates corrective action:
  - report is recorded on register (completes section 5);
  - copy to originator with details;
  - copy to Occupational Health and Safety Committee.
- Original filed.

HAZARD REPORTING FLOW CHART



Assessing the Risk

When comparing a number of hazards and tasks risk assessment can identify which hazard has the greatest risk and therefore takes priority.

There are two (2) elements to the assessment, probability and consequence.

Probability (What is the likelihood of an accident occurring):

Score:

A. Almost certain;
B. Quite possible, has happened;
C. Unusual, but possible, heard of it happening;
D. Conceivable, but not likely to occur;
E. Practically impossible.

Consequence (What is the most probable result of the accident?):

Score:

1. High risk, fatality
2. Permanent disability
3. Medical/hospital or lost time
4. Low risk
5. Very low risk

An Example of How to Assess the Risk

Example - a step missing from truck access.

Probability = B
= B2
Consequence = 2

Risk Assessment Matrix

Probabilities Consequences	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

High Risk	1 - 8
Medium Risk	9 - 15
Low Risk	16 – 20
Very Low Risk	21 – 25

Using the Risk Assessment B2 is represented by the number 5 which is regarded as HIGH RISK and the step must be replaced immediately.

HAZARD REPORT

Section 1 & 2 to be completed by Originator
Section 3 & 4 to be completed by Originator & Supervisor
Section 5 & 6 to be completed by G/Manager or Supervisor

1. Report Details:

Name: ..... Time Reported: ..... am/pm

Supervisor: ..... Date: .....

Location/Work Area: .....

2. Hazard Description:

What is the hazard, and where is it exactly and how does it effect the health and safety of personnel?

.....

.....

.....

3. Risk Assessment (see Page 5): ❒ High Risk ❒ Low ❒ Medium Risk ❒ Very Low Risk

4. Suggested Action Taken to Control Hazard:

.....

.....

.....

5. Action Taken:

Action to be taken to satisfactorily rectify or control the hazard:

.....

.....

.....

.....

6. Action Completed by General Manager (Mine) or Supervisor

Signature ..... Estimated Date: .....

Accepted by Originator (Sign): ..... Accepted Date: .....

Actual Completed Date: .....

Copy to: ❒ OH&S Committee ❒ Original to File ❒ Originator

HAZARD REGISTER

Mt Magometon Quarry

Tooraweenah Rd, COONAMBLE

Report No.	Date	Hazard	Work/Activity Location	Risk Rating	Action Taken	Date Rectified