



**NSW DEPARTMENT OF
PRIMARY INDUSTRIES**

MINE SAFETY OPERATIONS

**General Workplace Inspection Checklist
(Including Prescribed Hazards)**





Disclaimer

The compilation of information contained in this document relies upon material and data derived from a number of third party sources and is intended as a guide only in devising risk and safety management systems for the working of mines and is not designed to replace or be used instead of an appropriately designed safety management plan for each individual mine. Users should rely on their own advice, skills and experience in applying risk and safety management systems in individual workplaces.

Use of this document does not relieve the user (or a person on whose behalf it is used) of any obligation or duty that might arise under any legislation (including the Occupational Health & Safety Act 2000, any other Act containing requirements relating to mine safety and any regulations and rules under those Acts) covering the activities to which this document has been or is to be applied.

The information in this document is provided voluntarily and for information purposes only. The New South Wales Government does not guarantee that the information is complete, current or correct and accepts no responsibility for unsuitable or inaccurate material that may be encountered.

Unless otherwise stated, the authorised version of all reports, guides, data and other information should be sourced from official printed versions of the agency directly. Neither the NSW Department of Primary Industries, the New South Wales Government, nor any employee or agent of the Department, nor any author of or contributor to this document produced by the Department shall be responsible or liable for any loss, damage, personal injury or death howsoever caused.

Users should always verify historical material by making and relying upon their own separate inquiries prior to making any important decisions or taking any action on the basis of this information.

© Copyright NSW Department of Primary Industries

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from the NSW Government. Requests and enquiries concerning reproduction and rights should be sent to the Director of Mine Safety Operations, NSW Department of Primary Industries.



Table of Contents

Introduction	4
Why use a checklist.....	4
When to use a checklist	4
How to use the checklist	4
Supporting reference documents.....	5
General Workplace Inspection Checklist	6
BUILDINGS AND STRUCTURES	6
HOUSEKEEPING	6
ELECTRICAL SAFEGUARDING	7
MECHANICAL SAFEGUARDING	7
GAS CYLINDERS AND PRESSURE VESSELS	8
HAZARDOUS SUBSTANCES	8
MOBILE PLANT AND MACHINES	8
HANDTOOLS	8
ERGONOMICS	8
PERSONAL PROTECTIVE SAFEGUARDS	9
NOTICES AND SIGNS	9
FIRE PROTECTION AND PREVENTION	9
ADDITIONAL OBSERVATIONS - Systems Management.....	10
CONTROL OF PERSONS	10
EMERGENCY PLANNING	10
INDUCTION AND JOB SAFETY TRAINING	10
SUPERVISION	10
General Open Pit/Quarry Inspection.....	11
ACCESS ROAD	11
ROADS, RAMPS, DUMPS	11
DRILL & BLAST	11
OPEN PIT	12



Workplace inspection and hazard identification checklist

Introduction

This checklist has been developed with small sized mines, quarries and extractives industries in mind.

The checklist is a tool to help people and departmental officers to identify workplace hazards at the: mine, quarry, workshop and with equipment.

The checklist can help identify workplace hazards which can then be controlled to prevent possible injuries and incidents.

The checklist can be modified to meet the specific needs of the workplace.

Why use a checklist

When an inspection is conducted using this checklist, hazards can be identified to enable the improvement of safety in the workplace. The checklist provides:

- a structured and documented approach to identifying and controlling hazards
- a basic and consistent approach for workplace inspection and hazard identification.

When to use a checklist

The frequency of using the checklist can be tailored to the need of the workplace. High risk items or work areas may require more frequent assessment. As a guide it is recommended that the inspection checklist is used quarterly to monitor changes to the workplace.

How to use the checklist

All people working at the mine are responsible for looking for hazards. When conducting inspections, involve the people in the workplace.

Complete all relevant sections of the checklist noting the items that meet the standard in the results column with a (✓), those that require action record with a risk rating (H,M,L) or those that are not applicable with N/A.

Where the standard is not met or a risk is found, action is required. Record the action taken on the checklist in the “*comments*” column.

Where a serious risk or danger is found take immediate action to make it safe and record actions later.

Keep all completed checklist in a file for later reference. This will enable easy follow up of hazards identified and actions taken.

Share the results of the inspections in consultation with the workforce.



Supporting Reference Documents

Minerals Industry Safety Handbook – Section 2.3 Workplace inspections

Mine Health and Safety Regulation 2007 Clause 14 (c)

Mine OHS Legislation Compliance Audit Tool (schedule for release early 2009)

www.dpi.nsw.gov.au/minerals/safety/publications

**General Workplace Inspection Checklist**

Mine being Inspected		Date of Inspection	
Persons inspecting		Signature	

<i>Legend – record in results column</i>	✓ = Standard met	(H,M,L) Risk identified	N/A = Not applicable to this site
--	------------------	-------------------------	-----------------------------------

Item	Observation / Required Controls	Result (H,M,L)	Comments/Actions
1.0	BUILDINGS AND STRUCTURES		
1.1	Buildings and Floors No building damage No floors damaged/dirty Aisles width, safe & free from obstruction Stairs to approved standard		
1.2	Lighting No lights out/broken Sufficient lighting Routine inspection No glare Windows clean and undamaged		
1.3	Ventilation Natural air flow and air extraction Mechanical (include air conditioners, fans etc.) Filters clean/inspected No build up of hazards or flammable material		
1.4	Amenities Hygienic toilets/urinals Hygienic kitchen/crib room Cleanliness of fridge and cooking appliances Hygienic showers/change rooms Adequate supply of drinking water Other		
1.5	Emergency Exits identified Exit doors and equipment unobstructed Evacuation plan in place Fire extinguishers Emergency lighting		
1.6	Storage and Stacking Adequate shelving Neat & tidy Segregated or labelled SWL on shelving Heavy items on lower level Other		
2.0	HOUSEKEEPING		
2.1	Pollution (eg oil waste, scrap steel etc.) Adequate disposal/collection Bunding/storage of container area Other		
2.2	Aisles and Storage Good demarcation/ not worn Not cluttered/obstructed Access to emergency equipment and exits		
2.3	Stacking and Storage Safe and stable Doesn't obstruct flow and services Sufficient racks/areas for storage Clear access and egress Odd shaped items stored safely		
2.4	Plant and Yard No redundant plant No redundant material Tidy		



Item	Observation / Required Controls	Result (H,M,L)	Comments/Actions
2.5	Scrap Removal System Sufficient bins Adequate removal/emptied Other		
2.6	Colour Coding Used Uniform code (ie to AS or guidelines) Maintenance		
3.0	ELECTRICAL SAFEGUARDING – Also refer to FORM 10 E “Electricity Risk Assessment”		
3.1	Portable Electrical Equipment Identified and on register No damaged cables/plugs Earthing Current inspection tag (> 32v) Appropriate storage No visible damaged to tools or electrical leads		
3.2	Earth Leakage Complete coverage Max 30mA EL on all GPO circuits Tested regularly by competent person Documentation Inspection tag		
3.3	Electrical Installations Safe Electrical equipment safe Wiring safe Unauthorised access to switch gear/sub-stations restricted Earthing and polarity correct No exposed wires No damage to protective sheath/cable guide or conduit All welders have hazard reduction devices		
3.4	High Voltage Power Lines Identified by signs on all approach roads Material not stock-piled under power lines		
4.0	MECHANICAL SAFEGUARDING		
4.1	Machine Guarding Machines comply with appropriate standards Guards in place All nip points guarded Not loose, broken or inadequate		
4.2	Conveyor Gears, pulley, shaft and nip points guarded Drop guards to catch falling material Emergency stop Adequate access Adequate crossovers Lanyards on all conveyors or equivalent		
4.3	Lock-out System and Usage Written procedure Covers all sources of energy Switches lockable Tags/locks available		
4.4	Switches, Isolators, Valves & Controls Labelled No labels missing Emergency stop buttons red		
4.5	Ladders, Handrails and Walkways Comply with standard Stairways/landings toe-boards fitted Stairways at least one handrail Portable ladders inspected/tested Identified and on register		

PRESCRIBED HAZARD – MHSR cl42 & 58-68 “ELECTRICITY”

PRESCRIBED HAZARD – MHSR cl 39 “USE OF CONVEYORS”



Item	Observation / Required Controls	Result (H,M,L)	Comments/Actions
4.6	Lifting Gear and Machinery Identified and on register No defective items Safe working load marked Safety latches in place Regular inspections		
5.0	GAS CYLINDERS AND PRESSURE VESSELS		
5.1	Pressure Vessels Pressure vessel register Inspections/tests to standard and labelled Relief (safety) valve operational Drained & free of moisture Red line on pressure gauges Remote isolation		
5.2	Gas Cylinders Cylinders correctly stored vertically, secure Segregation distance Equipment safe condition Correct flashback arrestors used Transported correctly, secure		
5.3	Connecting pipes fitting and hoses In good condition, no leaks Connecting pipes and lines labelled. Safety clips used		
6.0	HAZARDOUS SUBSTANCES		
6.1	Chemicals and Substances Chemical register Manifest and emergency plan Products labelled MSDS sheets Stored appropriately, bunding & containment Segregation distances		
6.2	Explosives – see drill & blast section		
7.0	MOBILE PLANT AND MACHINES		
7.1	Condition of Vehicles/Plant Daily check/documentation No defective items – maintenance system O.K Operator competent – documented training Isolated when unattended Seat belts Critical safety items (steering, brakes, loss of power – regularly checked) ROP's, FOP's, TOP's Overhead guards where applicable Fire Extinguisher and/or suppression system Potential for contact with overhead structures Flashing light/reversing alarm Maintenance records		
8.0	HANDTOOLS		
8.1	Hand tools Condition and Storage Routine check No damaged or defective tools No sharp edges, mushroomed ends No split handles Stored correctly Clean of oil & grease		
9.0	ERGONOMICS		
9.1	Operators Comfortable Body posture No lifting and twisting Standard colour coding Accessibility (switches, levers, ladders) Seats/chair/workstations condition Adequate lighting Ladders approx. 70 degree angle Walkway width is adequate		

**PRESCRIBED HAZARD –
MHSR cl 39 “EARTH MOVING
MACHINERY”**



Item	Observation / Required Controls	Result (H,M,L)	Comments/Actions
10.0	PERSONAL PROTECTIVE SAFEGUARDS		
10.1	Head Protection Area identified – sign Hard hats provided Being worn		
10.2	Footwear Provided Correct for task Being worn		
10.3	Protective Clothing Suitable clothing for task Provided and maintained		
10.4	Eye and Face Protection Area identified – signs Equipment provided Worn correctly Prescription glasses to standard		
10.5	Hearing Protection Area identified –signs Equipment provided Worn correctly		
10.6	Other PPE Safety harness & lanyards Hand protection (gloves etc.) Respiratory equipment Sun protection, Sunscreen Sun hat or attachment Insect repellent Welding PPE		
11.0	NOTICES AND SIGNS		
11.1	Signs Posted Appropriate signs displayed To standard requirements Visible and correctly located Good condition		
11.2	Noticeboards and Displays Conspicuous position Up to date		
11.3	Warning Signs No unauthorised entry Procedure in case of fire Procedure in case of electric shock		
12.0	FIRE PROTECTION AND PREVENTION -		
12.1	Extinguishing Equipment Adequate number provided Correct types for fire risks ie hydrants and fire extinguishers, sprinkler systems, foam equipment, fire station etc.		
12.2	Fire Equipment Locations Location accessible Signs and demarcated areas Signs indicated type of equipment Signs to standard No equipment obstructed		
12.3	Maintenance of Equipment All equipment on register Inspection/service to standard Tags/seals in place Condition good		
12.4	Fire Fighting Adequate persons trained Available number of people on all shifts Training and competency records		

PRESCRIBED HAZARD – MHSR cl 40 & 53 “FIRE & EXPLOSION”

**ADDITIONAL OBSERVATIONS - Systems Management**

Item	Observation / Required Controls	Result (H,M,L)	Comment
13.0	CONTROL OF PERSONS		
13.1	Control of Entry and Exit Control signs (eg person to report to office) Secure fences and locked gates Security checkpoint Visitor record (time in/out)		
14.0	EMERGENCY PLANNING		
14.1	Emergency Action Plan Written emergency plan Contact names/phone numbers Site Plan		
14.2	First Aider and Facilities Current first aider Adequate first aid equipment First-aid kits checked regularly Stock items within use by date Locations marked		
14.3	Accident / Injury Recording Monthly record of accidents Record of minor injuries Record of near misses		
14.4	Reporting of Accident/Emergency Oral notification procedure Forms completed/sent		
15.0	INDUCTION AND JOB SAFETY TRAINING		
15.1	Induction Safety instruction part of employment Induction given before persons perform tasks		
15.2	Job/Task Training Safety aspects of job included with each task instruction		
16.0	SUPERVISION		
16.1	Adequate supervision Supervisor on the job Supervisor demonstrates competence Use Procedure or Risk Assessment for task Communicates effectively with employee Provide adequate resources for task/job Conducts regular task/job inspection Takes appropriate action to identified hazards Manages Contractor t		
16.2	Employee Selection Competent operator (experience & training) Use a Safe Work Method Statement for task Follow procedures, rules instructions Check contractor competency		
16.3	Communication Conduct workplace inspections Pre-start briefing provided On the job instruction Discussion of identified hazards and controls Communication/Meeting records Employee participation Record of contractor briefing		



General Open Pit/Quarry Inspection

Mine being Inspected		Date of Inspection	
Persons inspecting		Signature	

Legend	✓ = Standard met	(H,M,L) Risk identified	N/A = Not Applicable to this site
--------	------------------	-------------------------	-----------------------------------

Item	Observation / Required Controls	Result (H,M,L)	Comment
1.0	ACCESS ROAD		
1.1	Road Condition Wide enough for vehicles Adequate passing areas Graded surface, no spillage, pot holes Camber 2-3%		
1.2	Signage Access to site adequately sign posted Mining/open pit hazard identified Speed limits		
2.0	ROADS, RAMPS, DUMPS		
2.1	Go Line Graded and free of obstructions Vehicles parked at safe distance apart		
2.2	Windrows Axle height of the largest tyred vehicle Sufficiently wide enough to stop vehicle Delineators clearly visible and reflectors clean		
2.3	Surface Adequate width, passing areas Drainage system is adequate Well graded and free of spillage and pot holes Free of standing water No signs of cracking or collapse of edges Dust suppression No oil/diesel spillage Traffic movement in accordance to procedures Camber 2-3% Less than 10:1 gradient		
3.0	DRILL & BLAST		
3.1	Patterns Access restricted with signs, windrow or cones Windrows in place around the face. No unauthorised vehicles or personnel Pattern marked Dust control for drill rig Drill rig orientation to face		
3.2	Explosives - practical Storage, transport and use is to standard - (SWMS in place), includes; (<i>loading, stemming & connection of initiation systems</i>) Misfire procedure (SWMS in place) Exclusion zones identified and marked No ignition sources in close proximity No electrical sources in close proximity		
3.3	Explosives – Authorisation Only persons authorised under a licence handle explosives A register of persons authorised under a licence to handle explosives is kept at the mine The security of explosives is controlled Register of stored items is kept (if applicable)		

PRESCRIBED HAZARD – MHSR cl 43 “MINE ROAD DESIGN & CONSTRUCTION”

PRESCRIBED HAZARD – MHSR cl 41, 54 -57 “EXPLOSIVES”



4.0	OPEN PIT		
4.1	General Geological and geotechnical conditions considered in design, - faults - jointing - face height - potential for subsidence/slumping - potential for accumulation of hazardous substances water or rock - Monitoring system		
4.2	Walls To designed angle Scaled down No cracks or over hangs No loose material/fretting Water seepage Access ramp away from working face		
4.3	Berms Adequate width ratio to wall height Stable surface, no cracks Drainage adequate		
4.4	Pit Surrounds Drainage away from pit Windrows adequate size (eg 2 m high x 1.3 m base Security adequate (Front entrance and perimeter)		

PRESCRIBED HAZARD – MHSR cl 36, 37,46 & 47 “GROUND STABILITY & INRUSH (if applicable)



Feedback sheet

Your comments will be very helpful in reviewing and improving this General Workplace Inspection Checklist document.

Please copy and complete the Feedback Sheet and return it to:

*Mine Safety Officer
Mine Safety Operations
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800
Fax: (02) 6360 5363
Phone: (02) 6360 5333*

How did you use, or intend to use, this document?

What do you find most useful about this document?

What do you find least useful?

Do you have any suggested changes to the document?

Thank you for completing and returning this Feedback Sheet