

SAFETY PLAN

ABC Quarry

Health and Safety Policy

(Safety Policy can be laminated and displayed at the site)

Health & Safety Policy

We are committed to providing a healthy and safe place for all workers.

We will take all reasonable actions to prevent illness and injury to workers by:

- Addressing training needs in the use of safe work procedures
- Supplying proper supervision and enforcement of safe work procedures
- Supporting injured workers so that they can rehabilitate and return to work as soon as practicable and reasonable

We will consult and provide opportunities for worker participation

We will ensure that everyone at our quarry is aware of their responsibility to contribute to a healthy and safe workplace.

Manager

Date

Responsibilities

Quarry Manager

- Ensure, as far as is reasonably practicable, the health and safety of all workers
- Develop, document, implement, and maintain a health and safety management system that enables compliance with the Health and Safety at Work Act 2015 (HSAWA) and the Health and Safety at Work (Mining and Quarrying Operations) Regulations 2016 (HSAWR), including 2022 amendments.
- Identify all hazards and ensure there are controls in place that reduce the risk to as low as reasonably practicable when new tasks are carried out, new plant is introduced and when there is any change affecting an activity.
- Implement and maintain a management structure
- Train workers so that they are competent to perform their duties
- Provide for adequate planning, organisation, leadership and control of operations
- Provide adequate supervision, inspection and control of operations.

(These are the responsibilities that the appointed manager has under the legislation. Appointed manager must be advised to WorkSafe)

Hazard identification for possible fatal accidents

	Possible event	How could it happen	How could it stop from happening
1	Electrocution	<ul style="list-style-type: none"> • Contact with live wire • Contact with overhead power lines • Digging up cable 	<ul style="list-style-type: none"> • Contract electrician • Reporting damage • Signs • Check activity under overhead power lines • Plan of where cables are
2	Blasting	<ul style="list-style-type: none"> • Fly-rock • Premature initiation • Misfire 	<ul style="list-style-type: none"> • Carried out by contractor according to requirements of Worksafe Good Practice Guidelines (Pg 71-89) • Contractor following his procedures • Misfire procedure
3	Vehicle collision	<ul style="list-style-type: none"> • Loss of control by operator • Mechanical failure • Lack of communication • Poor visibility 	<ul style="list-style-type: none"> • Competent operators • Operators manuals • Maintenance • Two way radios • Site road rules • Roads watered
4	Pedestrian run over by a vehicle	<ul style="list-style-type: none"> • Person not seen • Person not aware of vehicle 	<ul style="list-style-type: none"> • Traffic Management Plan • Worksafe Good Practice Guidelines (Pg 130 – 146) • High vis shirts • Pedestrian segregation • Reversing beepers
5	Driving over edge	<ul style="list-style-type: none"> • Unaware of edge 	<ul style="list-style-type: none"> • Bunding • Stop logs • Edge protection on ramps
6	Entanglement or trapped by machinery	<ul style="list-style-type: none"> • Conveyor nip point • Primary crusher flywheels • Under truck body • Under vehicle 	<ul style="list-style-type: none"> • Guarding • Guarding • Tray props • Vehicle stands

	Possible event	How could it happen	How could stop from happening
7	Hit by something falling	<ul style="list-style-type: none"> • Structural failure • Failure of lifting device • Rocks off bench 	<ul style="list-style-type: none"> • Prevent corrosion • No standing under loads • Clean benches
8	Person falling from height	<ul style="list-style-type: none"> • Falling off conveyor • Falling into crusher • From top of silo or tank 	<ul style="list-style-type: none"> • Walkways • Handrails • Handrails
9	Stockpile or face collapse	<ul style="list-style-type: none"> • Undermining 	<ul style="list-style-type: none"> • Correct mining techniques <p>Worksafe Food Practice Guidelines (Pg 90 – 100)</p> <ul style="list-style-type: none"> • Barricade at top • Bund at top • Competent and qualified excavator operators
10	Gas explosion	<ul style="list-style-type: none"> • Welding on tanks • Oxy cutting open drums • Petrol fumes • LPG leaks 	<ul style="list-style-type: none"> • Tanks and drums purged before work begins • Petrol and LPG stored in ventilated areas
11	Uncontrolled release of compressed air, liquid or gas	<ul style="list-style-type: none"> • Tyre explosion due hitting power line • Tyre explosion - external heat • Rim comes apart • Undoing airline under pressure 	<ul style="list-style-type: none"> • Parking up of vehicle • Maintenance • Follow assembly procedures • Isolate and bleed airline
12	Exposure to dust or contaminants (silicosis)	<ul style="list-style-type: none"> • Inhalation of dust 	<ul style="list-style-type: none"> • Wear dust masks • Dust suppression
13	Un-authorized entry by public	<ul style="list-style-type: none"> • Accompanying truck driver • Trail bike riding • Swimming 	<ul style="list-style-type: none"> • Control at weighbridge • Fence property • Out of hours checks

Workplace Inspection Checklist

Site being Inspected		Date of Inspection	
Persons inspecting			

(This should be conducted once per week. Just a walk around of the site)

Item	Observation	Result <i>x / ✓</i>	Comments/Actions
1.0	SITE ENTRY AND PARKING		
1.1	Signage adequate		
1.2	Traffic flow		
1.3	Parking adequate		
2.0	AMENITIES		
2.1	Adequate facilities		
3.0	MOBILE EQUIPMENT		
3.1	Lights, horn, reversing beeper working		
3.2	Steps and handrails in good condition		
3.3	Seat and seatbelt in good condition		
3.4	Cabin clean and free of dust and dirt		
3.5	Have pre-starts been conducted		
4.0	CRUSHING AND SCREENING PLANT		
4.1	Are guards adequate and in place		
4.2	Emergency stop/ lanyards accessible and tested		
4.3	Adequate access to crushers and screens for maintenance		
4.4	Housekeeping, Spillage, Leaks		
4.5	Electrical cabinets locked		
4.6	Portable electrical equipment tested and tagged		
5.0	ROADS, RAMPS, DUMPS		
5.1	Road Condition Graded surface, no spillage, pot holes		
5.2	Access to site adequately sign posted		
6.0	OPEN PIT		
6.1	No cracks or over hangs Access ramp away from working face		

Procedure for Isolation of Plant & Equipment

The aim of this procedure is to ensure that all energy sources that supply power to plant or equipment have been rendered safe (isolated) prior to maintenance being conducted.

This procedure covers all energy sources on site.

- Electricity
- Batteries
- Pneumatics (air)
- Mobile Plant
- Hydraulics
- Motors (diesel & petrol)
- Steam
- Gravity

All worker/s that undertake any maintenance task are to isolate the equipment they are working on before commencing the task.

Each worker must install his or her own lock and personal isolation tag. The name of the worker must be written on this tag before isolation.

Energy sources shall be isolated as follows:

1. Inform all persons in the work area that maintenance is to be conducted on the equipment and it will be isolated.
2. Locate the MAIN SWITCH, VALVE OR KEY of the energy source (always isolate the main switch as some stop / start devices do not provide adequate protection).
3. Turn the energy source completely off or remove the key.
4. Fit your lock and personal isolation tag to the main switch or valve.
5. Test for zero potential (dead) - go to the start button and attempt to start the equipment. If the equipment does not start on this test it is safe to start work.
6. When and only when the task has been completed, each worker is to remove his lock and personal isolation tag.
7. Locks and personal tags can only be removed by the person placing the tag. Any person who removes a lock or personal tag placed by another person faces immediate disciplinary action.
8. The SSE may remove a lock and personal tag placed by another person only after contacting the person who placed the tag and receiving the all clear to remove the tag.

9. In the event that the person who placed the tag is not contactable, the SSE will conduct a thorough examination of the plant / equipment to satisfy themselves that it is safe to remove the tag and the is safe to operate.
10. When all locks and tags are removed and persons accounted for, the person responsible for the task shall test the plant / equipment for safe operation.

If an inspection is to be undertaken of plant / equipment and the person completing the inspection may come into contact with the energy source or moving parts, then the equipment must be isolated.

Worker/s are trained in isolation and issued with a copy of this procedure on induction.

Out of Service Tags

Out of Service Tags shall be placed on:

- Faulty or dangerous equipment
- Equipment that is to be kept out of service for operational reasons

Equipment that has been tagged Out of Service shall not be started or operated. An Out of Service Tag shall not be used as a substitute for a full Isolation.

Do Not Operate Tags

Do Not Operate Tags shall be placed on:

- machinery that is currently being serviced
- repaired and a risk of personnel injury
- machine damage exists if the machine is started or move

(This procedure should be followed whenever you are working on plant and machinery)

EMERGENCY PROCEDURE

In the event an emergency

KEEP CALM

DIAL 111

1. Tell the operator which service you require and provide them with the site's details
2. Stop what you are doing and turn off machinery, if safe to do so
3. Assist any injured people if there is no danger in doing so
4. Barricade area to restrict access and evacuate to the assembly area
5. Ensure all workers and visitors on site are accounted for
6. If possible send a person to the front gate to direct Ambulance or Emergency Services
7. Do not re-enter the workplace until it is safe to do so

Address:

GPS Coordinates:

Lat:

Long:

Contact Name:

First Aid Officer:

Contact Number:

Evacuation Point:

Emergency Phone Nos

Police:

Ambulance:

Fire Brigade Phone:

WorkSafe:

Fill out this form and display it at the site. This is your Emergency Response Plan

This form is to be used in the event that you have an accident or incident

RTW = Return to Work **ACCIDENT / INCIDENT REPORT and INVESTIGATION FORM** Report

No. _____

SECTION A		
WHO was injured (or involved in dangerous incident)? Surname:		Given Name:
WHO were witnesses?		
WHO was the supervisor?		
WHO was the accident/incident first reported to?		
		Time: Date:
WHEN did the accident / incident occur?		
		Time: Date:
WHERE did the accident / incident occur (be specific)		
HOW did the accident / incident occur?		
WHAT was the injury? (if none N/A)		
		Part of body:
WAS the employee referred to Doctor? Yes / No WAS the employee hospitalised? Yes / No HAS employee returned to work Yes / No		

Is this a lost time injury?	Yes / No	Signed (First Aider):	Date:
SECTION B - INVESTIGATION BY QUARRY MANAGER or DELEGATE			
HOW and WHY did the accident / incident happen (explain how and what the employee was doing and with what)			
WAS the situation covered by Standard Work Instruction?			

SECTION C - ACCIDENT / INCIDENT CAUSE ANALYSIS	Report No.
(If more space is required please attach extra pages to the back)	
IMMEDIATE CAUSES Work environment, equipment and work processes / procedures / practices (list each of the immediate factors that appear to have caused the accident e.g. machine unguarded, operator used wrong tool, forklift with tynes up, fumes ignited etc)	
1.	
2.	
3.	

4.
5.
6.

SECTION C (cont.)
UNDERLYING (BASIC) CAUSES – SYSTEMS FAILURES (eg inadequate training programs, inadequate work procedures, inadequate maintenance system, inadequate housekeeping system)
GENERAL RECOMMENDATIONS (review systems identified above)

SECTION D QUARRY MANAGER'S PLAN / ASSESSMENT - ACTION PLAN

What's to be done	Who's to do it	By when

COMMENTS (Please include a picture/diagram of accident / incident)

Signature _____

REVIEW AT SAFETY MEETING: __ Yes/No _____ Date _____ Additional work required? Yes/N

SITE SAFETY RULES

Thank you for visiting our site.

While you are visiting our quarry we are responsible for your health and safety. These site rules summarise the work practices that apply to our mine. The nominated company representative will read through this document with you and will discuss any issues that arise.

1. THE PERSON RESPONSIBLE FOR YOUR SUPERVISION IS _____
2. A FIRST AID KIT IS LOCATED _____ AND
_____ IS TRAINED IN FIRST AID
3. IN THE CASE OF AN EMERGENCY, GO TO _____ AND
FOLLOW THE EMERGENCY PROCEDURE
4. YOU CAN ONLY VISIT THOSE AREAS AS DIRECTED BY THE COMPANY
REPRESENTATIVE
5. YOU MUST WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE) AS INDICATED
BY THE SIGNS ON SITE OR AS INDICATED BY THIS SAFETY PLAN
6. YOU MUST REPORT TO _____ WHEN YOU ARRIVE ON SITE
7. PLEASE BE AWARE OF MOBILE PLANT AT ALL TIMES
8. TRAFFIC WILL ABIDE BY THE SITE SPEED LIMIT, WHICH IS

9. IF YOU SEE ANY HAZARDS ON SITE PLEASE REPORT THEM IMMEDIATELY TO

**It is a good idea to have a written set of site rules like this one to give to visitors
new people to the site etc.**