

# Introduction to Health & Safety Management Systems



# What is a Health & Safety Management System

“ ...a **businesslike** approach to safety. It is a **systematic**, explicit and comprehensive process for **managing safety risks.**”

*Wikipedia*

**The Aim is ...**  
**Safe production**  
**Not paperwork!**



# The Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2016

## Regulation 56 – Content of health and safety management system

- Mine operator's health and safety policy
- Risk Management process
- Records incl investigation of accidents
- Change management
- Management structure
- Monitoring and audit
- Principal hazard management plans
- Workplace Inspections

# The Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2016

## **Regulation 56 (2):**

**The health and safety management system must be set out at a level of detail commensurate with the nature, size, and complexity of the mining operation and the hazards and any other relevant matters associated with the mining operation.**

## **Regulation 56 (3):**

**The health and safety management system must be prepared in a form and expressed in a way that it is easily understood by any mine worker.**

# So where do we start?



# Workplace Risk Appraisal

- **Workplace Inspection checklist (if you have one)**
- **Walk around with workers**
- **Identify hazards (the things that can injure people)**
- **Don't try to solve every problem**
- **Identify what needs to be done**



# Remember

- **Keep it simple (it's not about paperwork!)**
- **Reflect the way things are done at your site**
- **Easy to implement**
- **Implement first before you document it**

# Have a go yourself!

- **You don't need safety professionals to develop your HSMS, they won't help you implement it.**
- **Consult with other quarry operators, IOQ and regulators.**

Location of the Activity / Worksite:		STONEMASTER QUARRY		Date of Risk Assessment / Review		5-Jul-13		Risk Assessment / Review Conducted by:				WJ BOND	
No.	Hazard Type	Description of Risk	Specific Location on site	Risk Score	Control Measures	Responsible Person	Target Action Date	First Aid Impact	Emergency Response Impact	Specific Emergency Equipment	Emergency Control Measures		
1	Traffic	Traffic movement around site, collision with plant and personnel.	Stonemaster Quarry	High 22	Traffic Management Plan, Speed restriction signs displayed and enforced, Use of traffic cones or temporary barriers to cordon off sections of road, Closure of road, Light vehicle access roads, Limited access to work zones, Use of UHF radio to enter restricted areas, Flashing lights and flags on vehicles for visual identification within restricted areas, Plant fitted with visual and audible warning devices, Park Brake Alarms fitted to trucks 4.5T and above	Quarry Manager, Supervisor	01-Jan-13	No	Yes	No			
2	Manual Handling	Cuts and abrasions, Sprains and strains.	Stonemaster Quarry	Med 14	Redesign object or task, Provide mechanical aids, Use of lifting aids, Requirements for two person lifts, Training of employees, Limits on duration of repetitive tasks, Capture manual handling hazards and controls in specific JSEA for activities	Supervisor, Workers	01-Jan-13	Yes	Yes	No			
3	Contact with Heat	Fire, Burns, Blisters	Stonemaster Quarry	Med 13	Wear appropriate protective clothing, Remove flammable materials or store correctly, Keep workplace clear of waste materials, Issue of hot work permit/ CFA Fire Ban Permit, Provide adequate fire fighting equipment, Employee fire fighting training, Installation of 'Flashback' arrestors	Supervisor, Workers	01-Jan-13	Yes	Yes	Yes	Emergency Shower		
4	Noise	Site generated noise exposure	Stonemaster Quarry	High 18	Conduct noise monitoring to determine appropriate control measures, Noise assessment to be provided as part of plant risk assessment, Fit noise suppression to noisy plant and equipment, Isolate plant from work area, Preventative Plant maintenance scheduled, All personnel to wear PPE (hearing protectors) as required, Training on effects of noise, Regulate employee exposure to noise, Capture noise hazards and controls in specific JSEA for activities.	Quarry Manager, Supervisor, Workers	01-Jan-13	No	Yes	No			
5	Contact with High Pressure	Faulty plant/equipment, sudden release of pressure resulting in injury (hydraulic fluid)	Stonemaster Quarry	Med 14	Air hoses in good condition and visually inspected each time before use, All hose couplings fitted with pins or chains and maintained in good condition, Instruct employees on dangers and correct use, Cylinders stored upright and secured, All pressure gauges inspected regularly for defects, Correct PPE (dust masks, safety glasses, hearing protection) must be worn while using high pressure air for construction works, High pressure air MUST not be used for cleaning dust off, clothing	Supervisor, Workers	01-Jan-13	No	Yes	Yes	Emergency Shower/Eyewash		

# Where do I get Help?

- Templates Pack

- Regulators

- IOQ <https://ioqnz.co.nz>

The collage features several key documents:

- Operator Competency Assessment:** A detailed form for assessing operator skills, including sections for identification, assessment questions, and competency details.
- RISK ASSESSMENT SHEET:** A table with columns for 'COMPANY / OWNER', 'WORKPLACE LOCATION', 'NO.', 'SPECIFIC ACTIVITY', 'HAZARDS - RISK', and 'CONTROLS'. It lists activities like 'Benching of Quarry Face' and 'Managing Pit Water' with associated risks and control measures.
- GOOD PRACTICE GUIDELINES:** A document titled 'Health and Safety at Opencast Mines, Alluvial Mines and Quarries' with a date of 'NOVEMBER 2015'. It includes a photograph of a quarry site and the 'WORKSAFE NEW ZEALAND' logo.
- FUKW 18 C - Managers Issat Checklist:** A checklist with columns for 'Date', 'Time', 'Task', and 'Status'. It lists various safety tasks such as 'Company purchasing (Mining)', 'Personnel', and 'Safety equipment'.

# *Workplace Inspections*

# Benefits of Workplace Inspections

- **Identify hazards (fresh set of eyes)**
- **Identify changes (slope failures, oil leaks, damaged roads)**
- **Check controls are in place and working**
- **Meet legislative requirements ( “get out of jail card” )**

WORKPLACE INSPECTION

SSE / Representative Inspection

QUARRY SITE	Bell's Quarry
Inspected By	D HUTCHINSON
Date	13/2/13
Time	11.15 AM
Signature	D Hut



RISK AREAS	RISK		IDENTIFIED RISK
	L	H	
<b>LIGHT, HEAVY VEHICLE</b>			
LV Parkup / HV Parkup	✓		
<b>ROADWAYS/HAULROADS</b>			
Visibility	✓		
Floor Condition	✓		
Interaction	N/A		
Signage	✓		
Rills	✓		REPAIRED
Face Heights	✓		
Barricades	✓		
<b>DUMPS</b>			
Dust	✓		
Guideposts	✓		
Signage	✓		
Spillage	✓		
Surface Condition	✓		
Communication	✓		
<b>STOCKPILE</b>			
	✓		
<b>OTHER IDENTIFIED RISKS</b>			
Drainage	✓		
Security	✓		
<b>ADDITIONAL COMMENTS</b>			
LIFT SAFETY RILL ALONG NORTHERN SIDE ALONG FENCE.			
CHECK OVER LOADER OIL AND COOLANT LEVELS OK.			
PLACED LOADER PRE-STARTS IN CAB.			
SAFETY RILL ALONG HIGH WALL OK			
SITE CLEAN			
LOADER PARKED FUNDAMENTALLY STABLE			
SITE IN GOOD SHAPE			

6.7.6 General Workplace Inspection Checklist

Site being Inspected		Date of Inspection	
Persons inspecting			

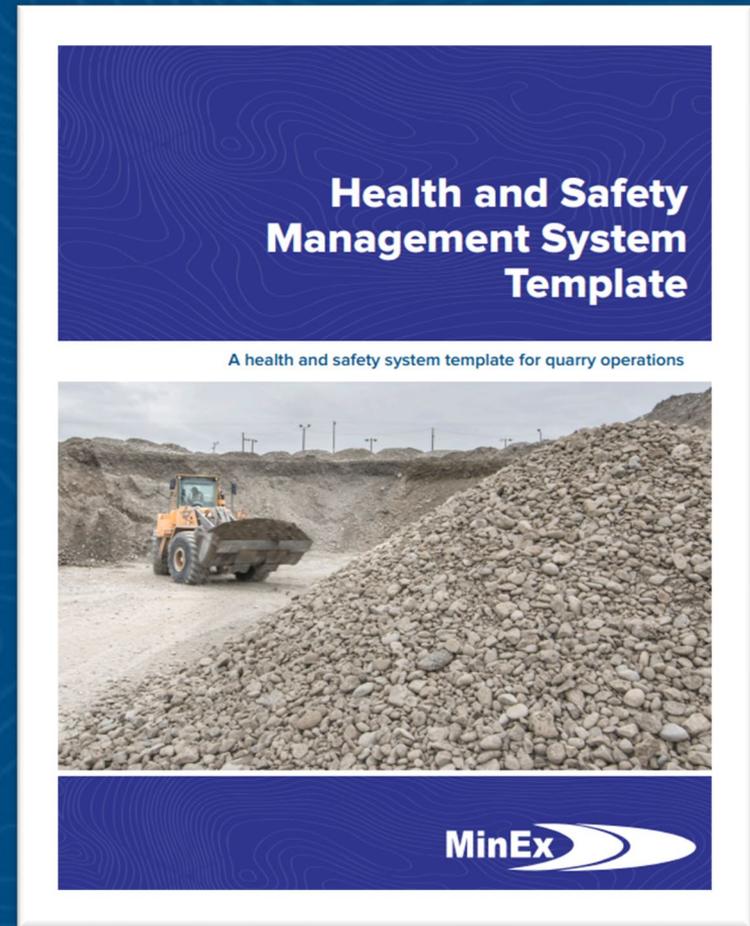
Legend - record in results column	✓ = Standard met	* = action required	N/A = Not applicable to this site
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Item	Observation	Result	Comments/Actions
<b>1.0</b>	<b>BUILDINGS AND STRUCTURES</b>		
1.1	Buildings and Floors No building damage No floors damaged/dirty 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		

# Effective Workplace Inspections

- Conduct them regularly (weekly)
- Involve all of the workforce (fresh set of eyes)
- Create your own inspection sheets (**don't use generic forms**)
- Ensure critical areas/plant are inspected. These will be site specific.

# Health and Safety Management Template





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