

Structured Inspection Guide
Coal mine contractor management

MRE SIG Rating Criteria

1	Little or no documentation of SIG items within the SHMS or implementation of those items
2	Some evidence of documentation of SIG items within the SHMS, however implementation is on an inconsistent or ad hoc basis.
3	Documentation of SIG items within SHMS reasonable but inconsistent implementation.
4	Documentation of SIG items within SHMS, fully implemented and consistently applied across the operation.
5	Documentation of SIG items within SHMS, total integration into normal operations, regularly reviewing and demonstrating continuous improvement.

Scope: To ensure that suitable systems and procedures are in place to manage the additional risk introduced by contractors at a coal mine

Inspector: *Cres Bulger* Date of Inspection: *A-2-1A* Mine: *Capcoal Surface Mine.*

	Legislation	ITEM	COMMENTS / OBSERVATIONS / EVIDENCE	RATING
1		What activities are conducted on site by contractors? <i>Use "Contractors covered by this inspection" form at back</i>		
2	CMSH Act 43 UG mines, Reg 150	What system is in place for the selection and management of Contractors, and how is the system documented? <i>Is there a Contractor Management procedure? Attach copy Yes</i> <i>Restrictions on entering underground mine n/a.</i>	<i>depts, sep scope of work; receive quote, establish KPIs, rate tenders against KPIs, award. Records are stored in Brisbane, and kept electronically on server.</i>	<i>4</i>
3	CMSH Act 39, 43	How does the site ensure that contractors comply with the site Safety and Health Management System in relation to the work undertaken by the contractor?	<i>Authority to work pre-start permit before starting work supervised by Anglo supervisors inspections, audits, attend pre-start with Anglo employees.</i>	<i>4</i>

Great state. Great opportunity.



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	Legislation	ITEM	COMMENTS / OBSERVATIONS / EVIDENCE	RATING
4	CMSH Act 43, 64 CMSH Reg 10, 11	What system is in place to ensure that procedures used on site by contractors are consistent with the mine's safety and health management system (SHMS)? <i>Cross section involved in development? Yes</i> <i>Available near work place? Intranet</i>	<i>External procedures process that bring their procedures into our sites.</i>	4
5	CMSH Reg 83, 84	What system is in place to ensure that contractors are given appropriate induction and refresher training? <i>What induction process is in place and how is it documented?</i> <i>Is refresher training carried out? At what interval?</i>	<i>TES - scenario TES (Training covers Safety) induction, coal board medical, familiarisation, 5 yrs for Anglo 2 yrs for contractors -</i>	3
6	CMSH Reg 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 79 Underground Reg 260, 311	What system is in place to ensure that plant and equipment brought to site by contractors is fit for the intended purpose? <i>Brakes, guarding, pre-start, access, protective structures, seat belts, warning systems, safety checks</i> <i>Complies with SOPs</i>	<i>Maintenance Checklist Pre inspection checklist then every 6 mths. Use a register for all equipment. Authorisation sticker fitted. 6 monthly inspection checks.</i>	4
7	CMSH Reg 79 Underground Reg 260, 311	What system is in place to ensure that plant and equipment brought to site by contractors is adequately maintained and consistent with the site SHMS?	<i>Defect reporting</i>	4
8	CMSH Act 39, 43 CMSH Reg 71, 82 - 85,	How does the site establish the competency of contractor employees to operate plant and equipment? <i>Training and assessment system used by the contractor is consistent with site SHMS</i> <i>Evidence of auditing of contractor training systems</i>	<i>Training packages Challenge testing RPh's</i> } <i>as per site procedure.</i>	4

Document Location	Title	Last revision	Version	Page Number
	Coal mines contractor management SIG	3/2/2014	1	Page 2 of 6

Release

Coal mine contractor management Structured Inspection Guide

	Legislation	ITEM	COMMENTS / OBSERVATIONS / EVIDENCE	RATING
9	CMSH Act 43 CMSH Reg 82 - 85	What system is in place to ensure that the contractor personnel who carry out maintenance and repair work are competent to do so? <i>Ensure appropriate trade qualifications</i>	<i>Authority to Work permit Contractual requirement lack of experience and skills</i>	3
10	CMSH Reg 77	What system is in place to ensure pre-start inspections on contractor mobile equipment are carried out and that plant is not operated if it is found to be in an unsafe condition?	<i>Use site pre-start check booklet. Induction training Part of training authorisations</i>	4
11	CMSH Reg 41, 42, 46	What system is in place to ensure that contractors are fit for the duties that they are employed to carry out? <i>Include Health assessment, Drugs and alcohol, Fatigue, Psychological and physical impairment.</i>	<i>Drug + Alcohol testing Fitness For Work procedures</i>	4
12	CMSH Act 39, 56 Reg 32, 33 (elect), Underground Reg 308	How are contractors supervised and/or their work checked, whilst they are working on site? <i>Informing about and reporting hazards</i>	<i>Supervised by Anglo supervisors who are appointed by the SSE.</i>	4
13	CMSH Act 43, 56 Reg 82-85	How are contractor supervisors made aware of their role and obligations in relation to the requirements of the site SHMS? <i>Induction, refresher training</i>	<i>Supervisor training package (1 day course) Dept Manager interviews potential supervisors</i>	4
14	CMSH Act 39, 62 Reg 10, 11,	How are contractor employees made aware of their obligations in relation to the site safety and health management system? <i>PHMPs and SOPS available</i>	<i>Induction covers mandatory SOPs Depts cover additional SOPs as required. Pre-start meetings</i>	4

Document Location	Title	Last revision	Version	Page Number
	Coal mines contractor management SIG	3/2/2014	1	Page 3 of 6

Release

Coal mine contractor management Structured Inspection Guide

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15	CMSH Act 41, 62 Reg 82,	What checks, inspections or audits of the contractor management process are conducted by site personnel? <i>How do site personnel know that the above procedures are being followed? How is this recorded and how often is it done?</i>	<i>OCE inspection of safety interactions, contractual requirement to carry out inspections. Managers + Supt de Hazard + Hazardous audits every 3 months or 6 months</i>	<i>A.</i>
		Suggested Upgrades/Content Improvements		

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Document Location	Title	Last revision	Version	Page Number
	Coal mines contractor management SIG	3/2/2014	1	Page 4 of 6

Release

Contractors covered by this inspection

Company	Tasks	Frequency	Number on site today
Orica	Downhole load & blasting 7 days a week.	daily	9 field 5 office
Workpac	labour hire operators	daily	10 per shift
Onekey	" " "	daily	2 " "
Tamrock	Pit services - pump & pipelines etc Mon-Fri	d/s only.	6
Coldwell	Overburden drilling 7 day	d/s only	2
Dustaside	Road dust suppression Mon-Fri	d/s only	6
Moorvale	Civil works & topsoil Mon-Fri	d/s only	4
G+S	Maintenance in CHPP Mon-Fri (on call weekends)	d/s + nights	7
Hastings Deering	" with warranties		1
Komatsu	" 7 day roster	day only	2
Cummins	" adhoc warranty work.		
Beam Logistics	" as required	ad hoc	2
Toll	Coal haulage + rejects 7 day	day & night	10
Spotless	Cleaners 7 day	day & night	10
Haynes	light vehicle maintenance Mon-Thurs	day only	4

For frequency use descriptions like permanent, x days per week or month, unique task, occasional

CO Field 1 Maintenance 2 x 7 day roster and 2 on day shift only.

Document Location	Title	Last revision	Version	Page Number	Report page
	Coal mines contractor management SIG	3/2/2014	1	Page 5 of 6	

Release

Mine _____ Inspector _____ Date _____

Describe tasks at the highest suitable level, for example – truck and shovel operation, road works, grader, vehicle maintenance, tyre fitting.

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<i>Document Location</i>	<i>Title</i>	<i>Last revision</i>	<i>Version</i>	<i>Page Number</i>	<i>Report page</i>
	Coal mines contractor management SIG	3/2/2014	1	Page 6 of 6	

Release