

WORKSAFE VERIFICATION REPORT 20 – 21 JUNE 2012

Action Plan from report issued 24 September

Item Ref	Recommendation	Comments from the Operator on the Findings and Required Actions	Responsible Person	Completion Date
1. Control Measure 1 – Fire Suppression in cubicles - CM 0294				
1.1	APPBV & Others to complete the installation of suppression in all electrical cubicles located in the mine and provide WorkSafe with an action plan detailing progression and completion dates.	Revise Pyrogen procedure in Paradigm to include a risk assessment for each cubicle with a Yes/No result for the installation of fire protection.	Asset Management (Kashif) assisted by Peter B and Steve D	31/12/12
1.2	APPBV & Others to create a register of fire suppression equipment located within the mine.	A register of installations of Pyrogen units in mine electrical cubicles will be built up based on the information from the completed hv and lv routines..	Asset Management (Kashif)	Progressive Approx. end 2015
1.3	APPBV & Others to document inspections of fire suppression equipment.	Update current the LV and HV routines in Paradigm to include a check and recording of canister use by date.	Asset Management (Kashif)/ Maintenance (P Smart)	31/12/2012
1.4	APPBV & Others to verify canister installation / use-by dates.	As above	P Brimblecombe	Verification will be complete when register is complete
2. Control Measure 2 – Shift Fault Inspections - CM 0151				
2.1	APPBV & Others to assess those area of plant (inc conveyors) that have a greater potential to cause a “Mine Fire” (due to ‘friction heating’) as documented within the Bow - Tie diagram (V7).	Update the dredger training manuals to detail areas of high fire potential.	Mine Production (Matt Weddell) (PB to assist)	31/12/2013
2.2	APPBV & Others to include those areas of plant that have been assessed as having a greater potential to cause a “Mine Fire” (due to ‘friction heating’) as documented within the Bow - Tie diagram (V7) within the operator’s ‘check’ sheet and include instructions on what to inspect including frequencies.	Update the dredger training manuals to cover instruction on what to inspect and frequency of inspection.	Mine Production (Matt Weddell) (PB to assist)	31/3/2013
2.3	APPBV & Others to include ‘excessive coal build-up / spillage’ on the operator’s check sheet.	Update the dredger driver logs to include a ‘Tick Box’ for inspection and blank line for recording observations.	Mine Production (Matt Weddell) (PB to assist)	31/10/2012 To printer

2.4	APPBV & Others to ensure that these inspections are being carried out and documented (e.g. performance monitored / quality etc...)	Document a management inspection/check system for documentation produced in the mine.	Mine Technical Compliance (Stan Kemsley)	31/12/2012
3. Control Measure 3 – Temperature Monitoring/Trips of Critical Components - CM 0309				
3.1	Develop and maintain a list of 'critical' components as detailed in the Safety Assessment and document these critical components (including – Performance Elements, what to measure, method and frequency of measuring and responsible persons) in the Safety Assessment control descriptor sheets (V42).	Prepare a list of all temperature monitored components from the Citect system and prepare a Policy Statement on the protection of "Critical Components" that covers above requirements. Review the Performance elements of this control.	Mine Field Electrical Engineer (Steve Dargan) (PB to assist) Kashif to manage forward	31/12/2012
3.2	Determine completion dates re D11 Fire 'Action Plan'.	These dates exist in Paradigm. Monitor progress and produce a report as required.	H&S Manager (J Robinson)	Ongoing
4. Control Measure 4 – Maintenance - Daily Cleaning or on Request - Hose down/Shovel clean - CM 0062				
4.1	APPBV & Others to ensure that machines / plant is cleaned prior to all maintenance and breakdown activities being performed. Enhancements to the current arrangements can be made ensuring that all cleaning requests meets expectations – these include use of photographs (of areas to be cleaned) and operator check / sign off sheets upon completion	Document the process and responsibilities of both Operation and Maintenance personnel in relation to this activity, based on current practices.	Mine Production (Matt Weddell)/Mine Maintenance (Gary Honeychurch)	31/12/2012
5. Control Measure 5 – Inspection - Safety Walks CM 0061				
5.1	APPBV & Others to conduct Safety Walks according to the stated function/objective of this control (as documented V42) i.e. to ensure that regular scheduled monthly Safety Walks Inspections (SWIs) are undertaken <u>focussing on coal build-up on and around plant and conveyors to minimise fire risk.</u> APPBV & Others to document these inspections	Review Safety Walk Procedure to ensure "Excessive spill and Reduction of fire risk" are stated as specific objectives of the inspection. Incorporate in training package/note to all trained personnel. Also review proforma and include brief instructions for filling out the form and include a N/A tick box.	H&S Manager (J Robinson)	30/10/2012
5.2	APPBV & Others to ensure that inspections are conducted	This statistic is monitored and reported/minuted in the Weekly Management H&S Meeting.	No action required	

	according to the schedule.			
6. Control Measure 6 – Annual Fire Safety Audits - CM 0288				
6.1	Training in performing the Annual Fire Safety Audit/Inspection to be formalized for those employees required to complete the checklists. This training is to include the Deputy Production Manager and the other roles identified in the APPBV & Others Mine Fire Service Policy & Code of Practice (V45).	This is a detailed inspection with supplied check lists. Competent persons who have completed training as a mine fireman have adequate Knowledge Skills & Experience to undertake this work. Policy and Procedure documents to be updated to reflect this requirement.	Deputy Production Manager (R Dugan)	30/11/2012
6.2	Deputy Production Manager to ensure that the Annual Fire Audits are conducted by competent personnel; i.e. trained as per the Fire Person Duties Training manual (V50).	See action above		
6.3	Recommendation 17 (2006 mine fire investigation action plan), requires definition of where, when and how CO monitoring is to be conducted	Review documents and locate reference to CO monitoring. Ensure it is adequate. (Fire Instructions section 9.8 and Fire Training Presentation slides 28-33)	Mine Technical Compliance (P Brimblecombe)	5/10/2012
6.4	Review the Action Plan to ensure that it is reflective of the actions that are to be implemented.	Update instructions for the Annual Fire Season Inspection to ensure that W/O numbers are recorded where required for corrective actions.	Deputy Production Manager (R Dugan)	30/11/2012
6.5	APPBV & Others to ensure that all identified actions are recorded and closed off within the recommended time frames, i.e. the actions contained within the Action Plan are signed and dated upon completion.	Consider adding a statistic to the Weekly Management Safety meeting for the 3 months prior to and one month after the declaration of the Fire Season, showing progress on the Annual Fire Season Inspection.	H&S Officer (A Marshall)	30/10/2012
7. Control Measure 7 – Fire Hydrants/Sprays located near all plant - CM 0284				
7.1	APPBV & Others to ensure that all fire fighting equipment including extinguishers and hose reels are clearly identifiable i.e. correct signage - (e.g. "Not for electrical fires").	Signage on fire equipment is as per the Australian Standards (AS/NZS 1841.1:2007 and AS/NZS 2444:2001 for extinguishers and AS/NZS 1221:1997 for Fire Hose Reels). Personnel are trained in the selection of appropriate equipment for combating different types of fire as part of the annual fire training.	no action required	

8. SMS Element 1 – Hazard Identification

8.1	Remove all copies of the old forms from the system when new forms have been developed and introduced.	Forms are being changed in each section as JSA training is completed.	Health and Safety Officer (A Marshall)	31/1/2013
8.2	Provide refresher training on use and completion of the Safety Walk Inspection Checklists.	Develop and roll out a training package for SWI when the procedure and form is revised.	H&S Manager (J Robinson)	31/12/2012
8.3	Implement a formal process for auditing of the JSAs by Supervisors/Managers.	See 2.4	Mine Technical Compliance (Stan Kemsley)	31/12/2012

9. SMS Element 2 – Safety Assessment: Fire

9.1	APPBV & Others to conduct a Safety Assessment re MMH Mine Fires as per reg 5.3.23 of the Occupational Health and Safety Regulations 2007.	This safety assessment has been completed.	Mine Technical Compliance (Stan Kemsley)	Complete
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10. SMS Element 3 – Incident Management and Reporting

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