Mine Safety Management Plan

Safety and health systems questionnaire for mines and quarries

A way to assess your safety and health systems

White Rock Silver Mine circa 1899
Drake near Tenterfield NSW
FOREWORD

The NSW Department of Primary Industries believes that fatalities and injuries on mines and quarries in New South Wales are preventable. To assist in achieving this goal, a new *Mines Inspection General Rule 2000* was introduced on the 1 September 2000 and includes the following matters:

a) risk management at mines, including hazard identification;
b) the safety, health and welfare of people at mines;
c) aspects of the working environment at mines, and
d) matters relating to high risk tasks.

This new general rule requires all mines and quarries to have a Mine Safety Management Plan.

**Mine Safety Management Plans**

Mine safety management plans must be prepared by 1 September 2001. Contractors and sub-contractors must either have their own mine safety management plans, which have been approved by the general manager of the mine, or they must adopt the mine’s safety management plan.

**What is a Mine Safety Management Plan?**

A mine safety management plan is a site specific plan or system that explains how the safety and health of all aspects of your mining operation are to be managed.

The mine safety management plan is a part of the overall management system of your mining business which includes organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, reviewing and maintaining the safety and health policy. By having such a plan in place, you will be able to manage the safety and health risks associated with the mining and processing of metals, minerals and materials.

**Risk management**

The NSW Department of Primary Industries Mine Safety Operations Branch believes that the mining industry’s capacity to manage safety and health risks can be established by assessing a range of core safety and health management systems - using mining legislation as measurement criteria.

**What is the purpose of this questionnaire?**

The purpose of this questionnaire is to enable you to:

- establish a snapshot of the practices and systems at your mine or quarry against key clauses of the General Rule 2000
- highlight potential areas which could be considered for improvement, and
INSTRUCTIONS

All you need to do is answer yes, no or not applicable (N/A) in regard to where you think your mine is at, in relation to the question. This questionnaire is for your information and should be kept at the mine.
It is important that you act on areas that can be improved. Refer to the ‘Review and Improvement’ section that is found at the end of this document.

ABOUT THE QUESTIONNAIRE

Some tips to assist you in completing the questionnaire:

- Read each question carefully.
- Read the question in conjunction with the corresponding clause from the *Mines Inspection General Rule 2000*.
- When assessing your response, also consider the documentation you have available on site to support your answer. **DO NOT** send your mine safety management plan or any supporting documents to the NSW Department of Primary Industries.
- Before each question is a box that provides information relating to programs and procedures that may be part of a mine safety management plan.
- It is recommended that you keep this questionnaire for your own information.

**Note:** This questionnaire is not a comprehensive overview of the requirements to meet legislation in regard to mine safety management plans.

WHERE TO FIND INFORMATION TO ASSIST IN COMPLETING THE QUESTIONNAIRE

- The *Safety Management Plan - Workbook* is available to help with preparing a safety management plan.
- The *Guidelines for Safe Mining*. The Guidelines help to understand what is said in the General Rule and provides further reference.
- The Australian Standard: *AS 4804:1997 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques.* Available from Standards Australia free-call 1300 654 646
- Relevant *Australian Standards* for plant, equipment and systems that may be present at your mine.

**Note:** Please contact your regional NSW DPI office for information on any of the aforementioned publications.

DEFINITIONS

The Act means the *Mines Inspection Act, 1901*

*General Rule* means *the Mines Inspection General Rule 2000*

MSMP means *Mine Safety Management Plan*

OS&H means *Occupational Safety and Health*
THE QUESTIONNAIRE

SAFETY AND HEALTH MANAGEMENT

This section examines how the organisation systematically manages the processes that contribute to its safety and health performance.

**General Rule: Clause 6 Keeping of Records**

**Information**  Records are a means by which the mine can check the state of the ongoing mine safety management plan.

The records (documents) that are required to be kept at a mine should at least include:

- mine safety management plan
- OHS policy
- any documentation relating to programs that give effect to the OHS policy
- any risk assessments
- any written procedures for safety and health risks
- records of health surveillance
- any permits relating to tasks of a potentially hazardous nature.

A complex range of information can result. The effective management of these records is essential to the successful implementation of the MSMP.

**Question 1:**
Do you keep records that are required to be kept under the Act or the General Rule in respect of the mine?  YES  NO  N/A

**Question 2:**
Do you have a system to manage the use, distribution and control of documents?  YES  NO  N/A

**General Rule: Clause 9 Mine Safety Management Plan**

**Information**  The MSMP must include summaries of, or reference to:

- any rules made under the Act in respect of the mine
- any systems, policies, plans and procedures developed and implemented under this General Rule in respect of the mine
- any codes, standards or guidelines that apply to the mine
- regular reviews of the MSMP and its programs to ensure they are current, are working and to make changes based on lessons learned.

The general manager must:

- communicate the MSMP or a summary of the plan to persons working at the mine
- regularly review the MSMP through a process of consultation with those persons
- arrange for at least one copy of the MSMP and all documents to which it refers, to be kept at the mine.

**Question 3:**
Has a mine safety management plan been prepared for the mine?  YES  NO  N/A
General Rule: Clause 10 Occupational Safety and Health Policy

Information  The OS&H Policy
A mine should define its OS&H policy and ensure commitment to its MSMP. The OS&H policy is a public statement expressing the commitment and intent to manage occupational safety and health responsibilities. In publishing and displaying the policy the mine is sending a clear message that it has a vision and commitment to OS&H management that is applied throughout the whole mine.

The OS&H Policy should:
• be prepared in consultation with persons working at the mine
• be available in hard copy and displayed
• be signed by the general manager and an employee representative
• be communicated by the general manager, or a summary of the policy, to persons working at the mine
• have a MSMP program that includes a formal review of the policy.

Question 4:
Has an occupational safety and health policy been prepared for the mine?  

YES  NO  N/A

General Rule: Clause 11 Contractor Safety Management Plan

Information  The mine needs to ensure that procedures have been developed for the employment of contractors who undertake work at the mine.

Prior to commencing work at the mine, the contractor should:
• have conducted risk assessments for the work they are to carry out on the mine
• have prepared their own safety management plan
• have the plan approved by the general manager.

The contractor’s safety management plan must address OS&H issues and include (but not be limited to) details of the following:
• the work process
• equipment to be used in the work process
• standards or codes to be complied with
• records to be kept of the process (ie documentation)
• competencies of the personnel doing the work.

As the general manager you can:
• accept the contractors safety management plan or direct the contractor to use the MSMP for the mine.

Question 5:
Do you engage the services of contractors or sub-contractors at the mine?  

YES  NO  N/A

Question 6:
Has the contractor and contractor’s employees received induction training for the mine?  

YES  NO  N/A
LEADERSHIP AND PEOPLE

This section examines the role of leadership and the extent to which people at all levels in the organisation are involved in, and committed to, safety and health.

Information  Employer’s Duty of Care

The employer’s duty, as recognised by law, is to ensure the safety, health and welfare of his/her employees in all circumstances of the employment. This duty of care may be summarised as follows:

- provision of a safe place of work
- provision of safe systems of work
- provision and maintenance of safe plant and equipment
- provision of competent staff to manage and supervise the business.

To be effective, the MSMP requires participation and support of all persons working at the mine. Gaining this commitment from people requires management to demonstrate their commitment through leadership, allocation of resources and their own actions.

General Rule: Clause 12 Safety Responsibilities - Responsibilities of General Manager

Information  To achieve OS&H objectives a mine should provide appropriate information to its people. Effective “two-way” communication together with timely reporting are essential elements of the MSMP. Communication includes verbal systems such as two-way radios, toolbox talks and safety sessions; and visual systems such as notice boards displaying memos, notices and information for persons at the mine; or electronic systems such as computers with e-mails, etc. The communication is effective if it has a feedback loop and discussion takes place.

Question 7: YES NO N/A
Is there an effective communication system at the mine so that communication is available with the persons who are employed at the mine?

Question 8:
Is there competent supervision of persons who work at the mine?

Question 9:
Are the safety and occupational health needs of persons working at the mine appropriately monitored?

Question 10:
Do persons who work at the mine
- have the necessary skills and competence for the tasks they are to undertake?
- been adequately and appropriately trained?
- understand their duties?
- receive encouragement to be involved in safety and health activities?

General Rule: Clause 13 Safety Responsibilities -
### Responsibilities of Supervisors

**Information**  Supervisors must accept, as an integral part of their duties, the functional responsibility for implementing and administering safety and health procedures at the mine. Supervisor's, however, must have the authority to match their responsibility in order to act effectively.

A supervisor should:
- inspect work areas prior to and after work to identify any hazards
- take any action that is within the supervisor’s responsibilities to control the hazard
- report the matter to the general manager if not within the supervisor’s responsibilities (including details of any action taken)
- ensure persons who work at the mine have the necessary skills and competence; have been adequately and appropriately trained; understand their duties, are encouraged to be involved in safety and health activities; and comply with legislation, policies and directions.

The role of supervisor at a mine may have functions of the general manager conferred or imposed on the incumbent. The supervisory role at a mine may include persons appointed as the production manager.

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<tr>
<th>Question 11:</th>
<th>YES</th>
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<tr>
<td>Do supervisor’s at the mine ensure that the work methods and workplaces within that person’s area of responsibility are safe?</td>
<td>□</td>
<td>□</td>
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<td>detect and control any hazards within that area?</td>
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<td>□</td>
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<td>adequately communicate operational changes that may effect the safety and health of persons at the mine to those persons?</td>
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### General Rule: Clause 14  Safety Responsibilities - Responsibilities of Workers

**Information**  Everyone at the mine should be aware of the influence that their actions and inaction can have on the effectiveness of the MSMP.

A person who works at the mine:
- has a responsibility for their own safety and to ensure that their actions do not affect the safety and health of others
- must work in accordance with the MSMP and procedures applicable to the mine
- must participate in the implementation of the OS&H personnel development program
- must immediately take measures to control any danger found, if it is within that person’s scope of duties; or
- immediately report the danger to a supervisor, if control measures do not fall within that person’s scope of duties

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<th>Question 12:</th>
<th>YES</th>
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<td>Do persons who work at the mine carefully examine the working place and any machinery or system intended to be used, before commencing work and at frequent intervals, to be satisfied it is safe?</td>
<td>□</td>
<td>□</td>
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SAFETY AND HEALTH PROCESSES

This section examines how the mine utilises specialist processes to contribute to its safety and health performance.

General Rule: Clause 19 Risk Management Strategies

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<tr>
<th>Information</th>
<th>Mines should plan the management and control of those activities and tasks that can or may pose a significant risk on the safety and health of persons who work at the mine.</th>
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<tr>
<td>Risk Management:</td>
<td>Section 46 of the Mines Inspection Act, 1901 requires the general manager to identify and assess any potential risk that can cause significant harm to persons. If the risk cannot be eliminated, the risk must be minimised to the fullest extent that is reasonably practicable by measures that include the design of safe work systems. Refer to “Major Hazard” Information, Q14 in regard to “risk assessments”.</td>
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Question 13:  
Are risk assessments conducted to identify, assess and control any safety or health risk arising from carrying out of operations at the mine?  
☐ ☐ ☐

General Rule: Clause 20 Major Hazard Management Procedures

| Information | Major Hazards  
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A dangerous incident is defined in the Act to mean an incident at a mine that has the potential to cause loss of life to a number of persons at the mine or in the vicinity of the mine.  
| The procedure for major hazards must:  
| • include an assessment of the risk of any such hazard resulting in harm  
| • include appropriate risk control measures (including preparation of appropriate plans and procedures).  
| The general manager has the responsibility to:  
| • approve the final procedure  
| • communicate the procedure (or a summary of) to persons working at the mine  
| • regularly review the procedure through consultation with persons working at the mine  
| • implement programs to give effect to the procedure. |

Question 14:  
Has a hazard management procedure been established for any foreseeable hazard that may result in a dangerous incident arising from operations at the mine through a process of consultation with persons working at the mine?  
☐ ☐ ☐
General Rule: Clause 21 Planning for Emergencies

Information  Emergency Response Planning
While the MSMP focuses on prevention of illness, injury and damage to persons, it needs to be recognised that some unplanned incidents could happen. With a well-planned and managed MSMP such events should be rare. It is therefore necessary for the mine to plan for such emergencies in advance and to periodically test these plans to allow an adequate response to occur during the actual emergency.

To identify what emergencies might occur at the mine and how to deal with these emergencies, the general manager has the responsibility to:
• identify likely dangerous incidents
• provide mechanisms for warning of dangerous incidents
• provide adequate resources, personnel and training for dealing with dangerous incidents
• provide evacuation plans and implement evacuation procedures for use
• investigate any dangerous incident at the mine and take remedial action
• integrate the mines emergency procedures with plans or procedures prepared by emergency service organisations for the area in which the mine is located

Question 15: YES NO N/A
Do you have an emergency procedure in place at the mine?  

General Rule: Clause 24 Safety Inspections and Checks

Information  Safety Inspections
The mine should establish and maintain procedures for planning and conducting ongoing inspections, testing and monitoring related to OS&H goals and targets for the mine. Regular inspections and checks are an integral part of the risk management process.

The inspections and checks carried out to identify hazards at the mine should:
• be planned inspections and conducted at regular periods appropriate for mine or that part of the mine
• involve employees who have experience in the activities undertaken in that part of the mine
• have records of those inspections for comparison and trend-analysis purposes
• be used to examine the mine safety management plan and to verify if the plan has been implemented effectively.

Question 16: YES NO N/A
Are all areas of the mine regularly inspected so as to identify hazards?
INFORMATION AND EVALUATION

This section examines data collection that can be used to monitor, plan and improve safety and health performance across the mine.

General Rule: Clause 26 & 28 Records to be Kept of Certain Accidents & Reporting on OS&H Performance

Information Measuring, monitoring and evaluating are key activities which ensure that the mine is performing in accordance with its OS&H policy. The results should be analysed and used to determine areas of success and to identify activities requiring corrective action and improvement.

Records of Certain Accidents: Section 47E(1) of the Mines Inspection Act, 1901 requires the general manager to keep a monthly record of all accidents resulting in 
lost time injury or medical treatment injury to a person.

Each separate monthly record must contain, at least, the following:
• total number of such accidents
• total number of persons (including contractors and sub contractors) employed or working at the mine during the month
• total number of hours worked by those persons.

The monthly record must be in a form approved by the Chief Inspector (available from regional DMR offices).

Any such record must be made available for inspection by an inspector on request.

Question 17: YES NO N/A
Does the mine keep records of accidents resulting in lost time injury or medical treatment injury to a person?

Question 18: YES NO N/A
Is the mine’s occupational safety and health record reported monthly to persons working at the mine?

General Rule: Clause 29 Attention to Safety and Health Matters

Information Safety or health matters may be brought to the general managers attention:
• by or on behalf of any person who works at the mine
• by or on behalf of any group who works at the mine
• by or on behalf of any officer or employee of an industrial organisation who is authorised to enter the mine under Division 5 of Part 3 of the Occupational Health and Safety Act 1983

Question 19: YES NO N/A
Are safety or health matters reported given proper attention?
PEOPLE AND THE WORK PLACE

This section examines activities and areas of the mine that can impact on the safety and health of persons and the processes that can improve safety and health for persons who work at the mine.

**General Rule: Clause 31 Fitness for Work Procedure Required**

**Information**  
Fitness for Work  
The procedure for fitness for work should be prepared by a process of consultation with persons working at the mine. The procedure should include:  
- strategies to protect persons working at the mine from harmful impacts of alcohol and drugs while they are at the mine  
- controls on the presence and use of alcohol and drugs during working hours  
- strategies to reduce the effects of fatigue in regard to persons working arrangements at the mine.

The procedure should be communicated, regularly reviewed through consultation and implemented at the mine.

**Question 20:**  
Has a procedure been prepared that makes provision to deal with the fitness for work of persons working at the mine, including provisions relating to persons who are affected by fatigue, alcohol or drugs?  

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**General Rule: Clause 33 Provision of Health Surveillance**

**Information**  
Health Surveillance  
Regular health surveillance includes providing periodic medical examinations for each person working at the mine who is exposed or likely to be exposed to occupational hazards such as (but not limited to): air pollution; noise; vibration; or hazardous substances (including hazardous chemicals).

**Question 21:**  
Does the mine conduct regular health surveillance of people working at the mine?  

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**General Rule: Clause 34 Provision of Safety Apparel and Protective Devices**

**Information**  
Personal Protective Equipment (PPE)  
After taking into account any proper advice, the general manager determines the area or circumstances and manner in which the safety apparel or protective devices need to be worn or used. Persons at the mine are to be trained in the use and maintenance of that safety apparel and those protective devices.

**Question 22:**  
Are persons at the mine provided with safety apparel and protective devices that are necessary to protect their safety and health?  

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**General Rule: Clause 38 General Environment for Working**
The Work Environment at the Mine

The mine is an interaction of people, equipment and environment. This relationship makes up the work system. The work environment is one of the key factors that can have an effect on the cause of accidents at mines. The work environment impacts on production and safe working of the mine.

Any person required to work in the mine or that part of the mine where exposure risks exist must be provided with adequate site-specific information, training and adequate protection.

The atmosphere and physical environment at the mine:
- must be adequately oxygenated and visually clear
- must be subject to controls that manage exposure to unsafe levels of contaminants, heat stress and solar radiation
- must not be subject to unsafe levels of noise, and
- must not be subject to unsafe levels of vibration.

Question 23:
Has a risk assessment been conducted to identify that the mine is in a fit state for working in or passing through and does not endanger any person?

General Rule: Clause 44 Mine Safety and Stability

Working the Mine

In regard to working the mine, the general manager has the responsibility for:
- operations being carried on in a manner so as to avoid danger to persons from falls of ore, rock or other substances
- access points to, or entrances to, or excavations at the mine being protected against persons unintentionally entering or falling into those excavations
- suitable sources of artificial light being provided in the absence of adequate natural light
- mobile plant, equipment and vehicles that are used in or about the mine being secure, used in a safe manner and not endangering the safety and health of persons at the mine
- the design, construction, maintenance and repair of the buildings or structures being carried out by or under the supervision of persons with relevant training and experience.

Question 24:
Are machinery, equipment, material or conveyance’s used at the mine adequately designed, constructed, worked, maintained and protected so as to ensure the safety and health of the persons?

General Rule: Clause 48 Buildings and Structures - Safety and Health

Question 25:
Are all buildings and structures at the mine designed, constructed, maintained and repaired so as to be structurally sound and protect the safety and health of persons at the mine?
MAJOR HAZARDS AND WORK PROCESSES

This section deals with identified hazards and energies that are a risk to the safety and health of persons at the mine.

General Rule: Clause 53 Hazardous Substances - Safety and Health

Information Hazardous Substances
A person who uses, handles, stores, produces, transports or disposes of a hazardous substance at a mine must do so in manner that is safe.

Mine personnel should have:

- adequate information and training in dealing with hazardous substances, including training to understand material safety data sheets (MSDS)
- sufficient conveniently stored equipment to respond to an emergency involving hazardous substances.

Question 26: Has a risk assessment been conducted for all hazardous substances used in the mine?

General Rule: Clause 64 Danger from Blasting

Information Explosives
The storage, manufacture, handling, conveyance or use of explosive is recognised as a significant risk to the safety and health of person who work at the mine. Risk assessment should be carried out to identify and control hazards associated with explosives.

In regard to blasting operations, note that:

- a person who manufactures, handles, stores, conveys or uses explosives at a mine must do so in accordance with Australian Standard AS 2187.1 and AS 2187.2
- trained and competent persons (shotfirers) should undertake blasting operations at the mine.

Question 27: Have blasting procedures been developed for all blasting operations carried out at the mine?

General Rule: Clause 68 Requirements as to Electricity

Information Electrical installations
- electrical installations at the mine must comply with the requirements of Australian Standard AS 3007.1 to AS 3007.5 inclusive and AS 3000:2000
- electrical installations and equipment at the mine must be inspected and tested when installed and then periodically to identify any deficiencies and have them corrected
- records should be kept of all inspections and tests.

Question 28: Do electrical installations at the mine comply with the requirements of the relevant Australian Standards?
General Rule: Clause 69  Requirements as to Compresses Air, Hydraulic Pressure and Steam

Question 29:
Do persons who generate, supply, use, repair or maintain machinery or equipment that uses, compressed air, hydraulic pressure or steam at a mine do so in a manner that safeguards persons from danger arising from the release of pressure or the failure of vessels, pipes, couplings or hoses?

YES  NO  N/A

General Rule: Clause 72  Maintenance and Guarding of, and Access to, Equipment and Machinery

Information  Equipment and Machinery
Historically, equipment and machinery have been a significant source of injuries and fatalities at mine sites. Many hazards are associated with the use and maintenance of equipment and machinery. Identifying and control of risk, as well as well planned maintenance will ensure that a systematic approach is applied to the use and repair of equipment and machinery.

The following points will assist in the risk management of equipment and machinery:

• plant, equipment and machinery at the mine must be “fit for purpose”, maintained and should comply with the relevant Australian Standards.
• specific standards apply to fixed platforms, walkways, stairways and ladders - Australian Standard AS1657.
• conveyors at the mine must meet the standards of Australian Standard AS 1755:2000
• the mine should develop a register of all plant and equipment that may undergo maintenance activities
• records should be kept of all maintenance activities
• maintenance activities should be planned.

Question 30:
Is all equipment and machinery at the mine:

YES  NO  N/A

• kept in a fit state and condition for work?
• appropriately guarded and protected to preclude the opportunity for persons to become entangled, struck or otherwise harmed by its movement or operation?
• provided with adequate access facilities to all parts of equipment or machinery that persons may be required to operate, lubricate, maintain or inspect?
### General Rule: Clause 73  Isolation of Equipment or Machinery Under Repair

**Information**  
Maintenance work will often expose persons who work at the mine to a higher safety risk than other persons. They may be working on or within the systems designed to protect other persons. For this reason it is important to have rigid safety procedures in place. These may include a system of isolation or lock-out.

Isolation Procedures and Potential Energy:
- any restraining items that contain potential energy and that may be of danger to persons if released must be adequately restrained and cannot be released accidentally or before it is safe to do so
- any contained potential energy that may be of danger to persons if released must be dissipated or adequately restrained so that it cannot be released accidentally or before it is safe to do so
- isolation and lock-out procedures should be included in the mine safety management plan.

**Question 31:**
Does the mine have isolation procedures for the carrying out of repairs or adjustments to equipment and machinery?

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### General Rule: Clause 74  Modifications, Alterations or Repair

**Information**  
Alterations to Equipment and Machinery
- any significant structural alterations to equipment or machinery should be designed and implemented by competent persons.
- a person repairing failed or damaged parts of equipment or machinery must ensure that the parts repaired are at least as functionally efficient and strong as they were before the failure or damage.

**Question 32:**
Have risk assessments been carried out to indicate that modification, alteration or repair to equipment or machinery is safe and is able to be done without reduction in safety?

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REVIEW AND IMPROVEMENT

This section examines processes that will support continuous improvement in safety and health at the mine.

**Information** The mine should regularly review and continually improve its MSMP, with the objective of improving its overall OS&H performance.

As the mine grows in experience, programs, procedures and systems can be put in place to review and further improve OS&H performance.

Improvement refers to how changes are made based on previous results and lessons learned.

**How can I determine if improvement can be made?**

Successful safety and health performance cannot be assumed merely because the mine has implemented the MSMP or a particular program of the MSMP. Each program must be evaluated in order to determine whether it is successful and whether improvements can be made.

Evaluating safety and health performance has the following elements:

- choosing measurable objectives
- measuring what has happened
- comparing these measures against the goals and targets of the OS&H policy
- deciding on new or revised plans.

Review’s of the MSMP should be conducted on a regular basis with the involvement of management and employees.

**Note:** This section is for information only and to assist you in continually improving the mine safety management plan.
Feedback Sheet

Your comments will be very helpful in reviewing and improving this Safety and Health Systems Questionnaire for Mines and Quarries

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

Central West Area Manager
Mine Safety Operations
NSW Department of Primary Industries
Locked Bag 21
Orange NSW 2800
Phone: (02) 6360 5333
Fax: (02) 6360 5363

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What do you find most useful about this document?

________________________________________________________________________________________

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What do you find least useful?

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Do you have any suggested changes to the document?

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Thank you for completing and returning this Feedback Sheet.