



Guidance Note GNC-009

NSW DPI Guidance Note High-risk activities

Coal Mine Health and Safety Act 2002 *Coal Mine Health and Safety Regulation 2006*

March 2007 (version 1)

INCLUDING THE FOLLOWING FORMS:

- GNC-009a. Single entry development.
- GNC-009b. Sealing, otherwise than in an emergency, when an explosive atmosphere may develop.
- GNC-009c. Working within an inrush control zone.
- GNC-009d. Injection or application of polymeric material for ventilation or strata control.
- GNC-009e. Cutting or welding in a hazardous zone underground.
- GNC-009f. High wall mining (mining by entry into a previously formed high wall and during which no people are underground).
- GNC-009g. Shotfiring underground, where shotfiring has not been undertaken within a year prior to the intended time of shotfiring.
- GNC-009h. Driving an underground roadway with a width greater than 5.5 metres.
- GNC-009i. Widening an existing underground roadway.
- GNC-009j. Shaft or drift sinking, raise-boring or development of a new underground mine entry.
- GNC-009k. Installation of a booster fan underground.
- GNC-009l. The introduction for the first time of a vehicle with a non-flameproof (fire protected) diesel engine to an underground part of a coal operation that is not a hazardous zone.



NSW DPI Guidance Note-009: High-risk activities

Disclaimer

This guidance note has been issued by NSW Department of Primary Industries (NSW DPI) to assist industry in fulfilling its statutory obligations as outlined in the *Coal Mine Health and Safety Act 2002* and *Coal Mine Health and Safety Regulation 2006*.

The compilation of information contained in this document is intended as a guide only. Use of this document does not relieve the user (or a person on whose behalf it is used) of any obligation or duty that might arise under any legislation (including the *Occupational Health & Safety Act 2000*, any other Act containing requirements relating to mine safety and any regulations and rules under those Acts) covering the activities to which this document has been or is to be applied.

The information in this document is provided voluntarily and for information purposes only. The New South Wales Government does not guarantee that the information is complete, current or correct and accepts no responsibility for unsuitable or inaccurate material herein.

Unless otherwise stated, the authorised version of all reports, guides, data and other information should be sourced from official versions of the agency directly. Neither the Department of Primary Industries, the New South Wales Government, nor any employee or agent of the Department, nor any author of or contributor to this document produced by the Department shall be responsible or liable for any loss, damage, personal injury or death howsoever caused.

Users should always verify historical material by making and relying upon their own separate inquiries prior to making any important decisions or taking any action on the basis of this information.

Guidance notes may be periodically updated. Latest versions are available from the NSW DPI website at www.dpi.nsw.gov.au/minerals/safety



Contents

SECTION	PAGE
PURPOSE	3
SCOPE	3
DUTIES.....	3
METHOD	5
<i>Table (clause 49)</i>	6
CONTRACTORS AND HIGH-RISK ACTIVITIES.....	7
ATTACHMENTS	7
<i>Attachment 1: Workflow - notification of a high-risk activity</i>	8
FEEDBACK SHEET.....	9



PURPOSE

The purpose of this guidance note is to provide practical guidance on the duties of operators of coal operations to properly notify NSW DPI when a prescribed high-risk activity is going to take place.

SCOPE

This guidance note applies to coal operations in New South Wales which are governed by the *Coal Mining Health and Safety Act 2002*. This guidance note relates directly to the duty to notify of an intended high-risk activity under Part 5, Division 2, Subdivision 6 of the *Coal Mine Health and Safety Act 2002*.

In reviewing this guidance note the reader should consider the following legislation:

- *Coal Mine Health and Safety Act 2002* (the Act)
- *Coal Mine Health and Safety Regulation 2006* (the Regulation)
- *Occupational Health and Safety Act 2000* (OHS Act)
- *Occupational Health and Safety Regulations 2001* (OHS Regulation)

DUTIES

The *Coal Mine Health and Safety Act 2002* imposes certain duties on the operator of a mine when undertaking activities which are prescribed by the Regulation as 'high-risk'. Key points include:

- The Act prescribes that the operator must notify the Chief Inspector of intended high-risk activities
- The Regulation prescribes what is considered high-risk activities
- The mine must wait a period of time, as prescribed by the Regulation, before beginning high-risk activities.

Meaning of “High Risk Activity”

The Act prescribes the meaning of “high risk activity” as follows:

53 Meaning of “high risk activity”

- (1) *The regulations may prescribe an activity as a **high risk activity** to which this Subdivision applies.*
- (2) *The regulations may provide that an activity being carried out at the time that it is prescribed as a high risk activity can continue without being subject to this Subdivision.*



Requirement to notify high-risk activities

The Act requires an operator of a coal operation to notify the Chief Inspector before a high-risk activity is commenced. Notice must be given in a form prescribed by the Regulation and be accompanied by support information as set by the Regulation. Section 54 of the Act stipulates that:

54 Requirement to notify high risk activities

- (1) *The operator of a coal operation must ensure that a high risk activity to which this Subdivision applies is not carried out at or in relation to the coal operation unless, before the activity is commenced:*
 - (a) *the operator has given notice of the activity to the Chief Inspector, an industry check inspector and the site check inspector for the coal operation, and*
 - (b) *the waiting period prescribed by the regulations for the activity has elapsed.*
- (2) *Notice under this section must be given in the form prescribed by the regulations and must be accompanied by any information required by the regulations.*
- (3) *Notice is taken to have been given when it is received by both the Chief Inspector and an industry check inspector.*

Notice is taken to have been given from the date of receipt of notification at the DPI office as indicated on the letter of acknowledgement from NSW DPI (not before this time). If, after a reasonable amount of time, you have not received a acknowledgment that the application has been received it is advised that you follow up with your local inspector

The Regulation specifies which activities are considered high-risk and how the notification is to be made, including form and content. Attached to this guidance note is advice to assist with the administrative process of notifying a high-risk activity.

When notifying the Chief Inspector about an intended high-risk activity the operator must provide sufficient information to NSW DPI to ensure an accurate determination can be made. The information provided should satisfy the requirements and intentions of the Act and Regulation to secure the health, safety and welfare of persons in the workplace. If insufficient or inaccurate information has been provided, the assessing Inspector will request that the applicant provide additional or amended information. This process may protract the timeframe within which the notification is considered.

If the inspector has concerns with notification information or the intended high-risk activity he or she may use Section 54 (1A) of the Act to extend the waiting period. In addition, the Inspector may request additional or modified information under clause 50 of the Regulation.

Importantly, the Chief Inspector and Inspectors also have powers under the Act and the OHS Act and regulations to require the operator to amend or stop the activity if serious concerns arise.



METHOD

Activities considered high-risk

Clause 49 of the Regulation includes a table of the high-risk activities and explains what action should be taken by a mine. Clause 49 is as follows:

49 High risk activities, waiting periods and information required

- (1) *For the purposes of section 53 of the Act, each activity specified in the Table to this clause is prescribed as a high risk activity to which Subdivision 6 of Division 2 of Part 5 of the Act applies.*
- (2) *For the purposes of section 54 (1) (b) of the Act, the waiting period specified for each activity specified in the Table to this clause is prescribed as the waiting period that must elapse before that activity can commence.*

Note. Section 54 (1A) of the Act provides for the Chief Inspector to vary the waiting period in relation to a particular high risk activity after consultation with the industry check inspector who has been notified of the activity.

- (3) *For the purposes of section 54 (2) of the Act, a notice must be in a form that contains at least the following:*
 - (a) *the nature of the high risk activity (as described in the Table to this clause),*
 - (b) *the intended commencement date for the high risk activity,*
 - (c) *the information required by subclause (4).*
- (4) *For the purposes of section 54 (2) of the Act, the information required to accompany any notice under section 54 of the Act in relation to each activity specified in the Table to this clause is the information set out in that Table in relation to that activity.*
- (5) *That information may be provided:*
 - (a) *in paper form (in which case it must bear the signature of the operator or a person authorised by the operator), or*
 - (b) *in electronic form (in which case the signed original must be retained at the coal operation for a period of at least 5 years after the completion of the high risk activity).*

Table (clause 49) over-page



Table (clause 49)

(Please note: The author has added information to this table to assist in the application process. Please refer to the Regulation for an unamended version)

High Risk Activity	Waiting period	(Mandatory) Information <i>Mandatory requirements as set by the Regulation.</i>	Recommended Information <i>NSW DPI recommends the following additional information be provided.</i>
Single entry development , (being development of a roadway or a drift for more than 200 metres without the formation of an intersection).	1 month	<ol style="list-style-type: none"> 1 Identification of relevant major hazard plans. 2 A summary of risks identified and controls to be put in place. 3 An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice. 	Consultation
Sealing , otherwise than in an emergency, when an explosive atmosphere may result.	1 month unless notice has been given as part of a notice for secondary extraction.	<ol style="list-style-type: none"> 1 Location and purpose of seals. 2 Type of seals. 3 Method and sequence of sealing. 4 Expected time and duration for the presence of an explosive atmosphere. 5 Monitoring arrangements, triggers and resultant actions. 	<ol style="list-style-type: none"> 1 A summary of risks identified and controls to be put in place. 2 Consultation.
Working within an inrush control zone.	1 month where the potential source of inrush cannot be inspected, otherwise 1 week.	<ol style="list-style-type: none"> 1 Identification of relevant major hazard management plans. 2 A summary of risks identified and controls to be put in place. 3 An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice. 	<ol style="list-style-type: none"> 1 Review against 'Inrush Control Guideline MDG 1024' available from NSW DPI website or by order. 2 Consultation.
Injection or application of polymeric material for ventilation or strata control.	24 hours.	Nature of material and purpose for injection or application.	<ol style="list-style-type: none"> 1 Licensed person or company under clause 150 of the <i>Coal Mine Health and Safety Regulation 2006</i>. 2 A summary of risks identified and controls to be put in place. 3 Consultation.
Cutting or welding in a hazardous zone underground.	First occasion, 1 month. Each subsequent occasion, 7 days.	<ol style="list-style-type: none"> 1 Purpose of cutting or welding. 2 Summary of cutting and welding management plan (that is, of safe work procedures to be used in cutting or welding). 	<ol style="list-style-type: none"> 1 Equipment approval or exemptions where required. 2 A summary of risks identified and controls to be put in place. 3 A plan (drawing) showing where cutting and welding is to be done and approximate location of the cutting and welding equipment during the activity. 4 Consultation.
High wall mining (mining by entry into a previously formed high wall and during which no people are underground).	1 month.	<ol style="list-style-type: none"> 1 Identification of relevant major hazard management plans. 2 A summary of risks identified and controls to be put in place. 3 An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice. 4 Evidence of workforce consultation. 	1 Review against ' Coal Technical Reference CTR-001 High-wall Mining ' available from the NSW DPI website.
Shotfiring underground , where shotfiring has not been undertaken within a year prior to the intended time of shotfiring.	1 day.	Location of shotfiring.	<ol style="list-style-type: none"> 1 A summary of risks identified and controls to be put in place. 2 Evidence of competency assessment. 3 Consultation.
Driving an underground roadway with a width greater than 5.5 metres.	7 days.	Information as to how dealt with under the strata failure management plan.	Consultation.
Widening an existing underground roadway.	7 days.	Information as to how dealt with under the strata failure management plan.	Consultation.
Shaft or drift sinking, raise boring or development of a new underground mine entry.	3 months.	<ol style="list-style-type: none"> 1 Method and plant to be used. 2 A summary of risks identified and controls to be put in place. 	<ol style="list-style-type: none"> 1 Review against 'Raise boring guideline' MDG 1030. 2 Consultation.
Installation of booster fan underground.	3 months.	<ol style="list-style-type: none"> 1 Plant location. 2 Ventilation plan, a summary of risks identified and controls to be put in place. 	<ol style="list-style-type: none"> 1 Evidence of plant registration under the OHS Regulation (2006 Amendment). 2 Description of electric power interlocks (including SIL's). 3 Consultation.
The introduction for the first time of a vehicle with a non-flameproof (fire protected) diesel engine to an underground part of coal operation that is not a hazardous zone.	3 months.	How the risk of introduction has been assessed and the resulting controls put in place, together with procedures to be followed in the case of failure of a control.	<ol style="list-style-type: none"> 1 Evidence of plant registration under the OHS Regulation (2006 Amendment) for engine and braking system. 2 Consultation.



Requests for additional information

The Chief Inspector has the authority to request additional information after a notification of a high-risk activity has been made. Clause 50 of the Regulation is as follows:

50 Information concerning high-risk activities

The Chief Inspector may request a person who has given notice of a high risk activity under section 54 of the Act to provide to the Chief Inspector, before the end of the waiting period for that activity, such information as is specified in the request.

CONTRACTORS AND HIGH-RISK ACTIVITIES

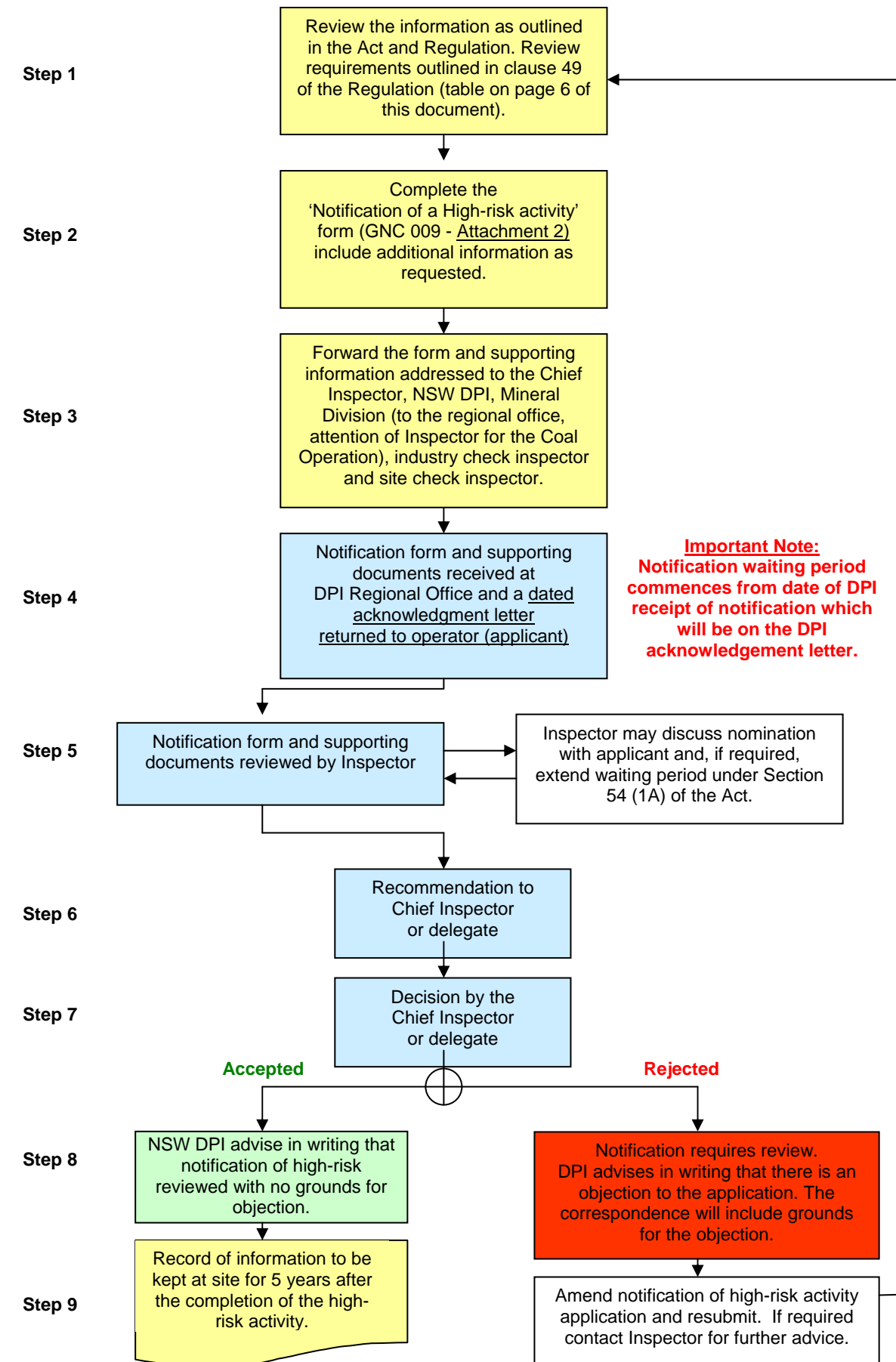
Individuals and companies contracted to undertake high risk activities at a coal operation also have duties which must be completed prior to starting work. These contractors should review Part 5, Division 6 of the Act and Part 2, Division 4 of the Regulation for further information.

ATTACHMENTS

Guidance Note Coal – 009: High-Risk Activities

GN 009_Attachment 1	Workflow - notification of a high-risk activity
GN 009_Attachment 2	<p>Form to notify of a high-risk activity: <u>INCLUDING THE FOLLOWING FORMS:</u></p> <p>GNC-009a. Single entry development. GNC-009b. Sealing, otherwise than in an emergency, when an explosive atmosphere may develop. GNC-009c. Working within an inrush control zone. GNC-009d. Injection or application of polymeric material for ventilation or strata control. GNC-009e. Cutting or welding in a hazardous zone underground. GNC-009f. High wall mining (mining by entry into a previously formed high wall and during which no people are underground). GNC-009g. Shotfiring underground, where shotfiring has not been undertaken within a year prior to the intended time of shotfiring. GNC-009h. Driving an underground roadway with a width greater than 5.5 metres. GNC-009i. Widening an existing underground roadway. GNC-009j. Shaft or drift sinking, raise-boring or development of a new underground mine entry. GNC-009k. Installation of a booster fan underground. GNC-009l. The introduction for the first time of a vehicle with a non- flameproof (fire protected) diesel engine to an underground part of a coal operation that is not a hazardous zone.</p>

Attachment 1: Workflow - notification of a high-risk activity





FEEDBACK SHEET

Your comments will be very helpful in reviewing and improving this Guidance Note.
Please copy and complete the Feedback Sheet and return it to:

*Communication Manager
Mine Safety Performance
NSW Department of Primary Industries
PO Box 344
Hunter Regional Mail Centre NSW 2310*

*Fax: (02) 4931 6790
Phone: (02) 4931 6666*

What do you find most useful about this guidance note?

What do you find least useful?

Do you have any suggested changes to the guidance note (and/or nomination form)?

(Optional) Name: _____ **Phone:** _____

Thank you for completing and returning this feedback sheet



**Attachment 2: Form to notify of a high risk activity****NOTIFICATION OF HIGH-RISK ACTIVITIES****Coal Mine Health and Safety Act 2002 and the
Coal Mine Health and Safety Regulation 2006**

The following forms have been provided to assist the applicant (operator) to properly notify NSW DPI when a prescribed high-risk activity is going to take place.

The operator must ensure that the high-risk activity does not take place until the Chief Inspector, industry check inspector and the site check inspector for the coal operation have been given notice and the nominated waiting period has elapsed.

Notice is taken to have been given when it is received by both the Chief Inspector and the industry check inspector.

For further information refer to 'Guidance Note 009 High-Risk Activities' available from NSW DPI or free download from www.dpi.nsw.gov.au/minerals/safety.

LODGEMENT INSTRUCTIONS

1. The attached form must be addressed to the Chief Inspector, marked for the attention of the Inspector relevant to the coal operation, and submitted to the regional office of the NSW Department of Primary Industries, Minerals Division (refer to office locations). Keep a copy for your records.
2. Notice is taken to have been given from the date on the letter of acknowledgement of receipt of application from NSW DPI (not before this time). If, after a reasonable amount of time, you have not received advice that the application has been received it is advised that you follow up with your local inspector.
3. Any additional information in support of the notification process is to be attached and forwarded with the original form.

INFORMATION CHECKLIST

Please tick the appropriate box to ensure that your form is complete prior to submission to NSW DPI.

Information to be submitted to NSW DPI	Applicant Use Please tick
• Form – notification of a high-risk activity (various)	<input type="checkbox"/>
• Attachments as prescribed by clause 49 table and in the forms.	<input type="checkbox"/>

**NSW DPI Mineral Resources offices located in coal mining regions**

North East Area	South East Area
<p>Maitland 516 High Street Maitland NSW 2320 PO Box 344 Hunter Regional Mail Centre NSW 2310 Phone: (02) 4931 6666 Fax: (02) 4931 6790</p>	<p>Lithgow Suite 1, 1st Floor, 184 Mort Street Lithgow NSW 2790 Phone: (02) 6350 7888 Fax: (02) 6352 3876</p>
<p>Singleton Level 1, 1 Civic Avenue Singleton NSW 2330 PO Box 51 Singleton NSW 2330 Phone: 02 6572 1899 Fax: 02 6572 1201</p>	<p>Wollongong Level 3, Block F, 84 Crown Street Wollongong NSW 2500 PO Box 674 Wollongong NSW 2520 Phone: (02) 4222 8333 Fax: (02) 4226 3851</p>



HIGH-RISK ACTIVITY
GNC-009 a. SINGLE ENTRY DEVELOPMENT

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Being development of a roadway or a drift for more than 200 metres without the formation of an intersection. Are there any special considerations or issues of note

with this application? For example, timing constraints:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **1 month** (unless otherwise authorised).

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. <u>Identification</u> of relevant major hazard plans. (please list and attach additional information where required)	Attachments? Y/N
ii. A summary of risks identified and controls to be put in place.	Attachments? Y/N
iii. An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice. (Please attach separately)	Attachments? Y/N

Attach additional information separately.

5 INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHMENTS? (if required) Y/N
iv. Evidence of consultation	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
<p>Comment:</p> <p> </p>					
<p>Name of Govt official: _____</p> <p>Signature: _____ Date: _____</p>					



HIGH-RISK ACTIVITY

GNC-009 b. SEALING, OTHERWISE THAN IN AN EMERGENCY, WHEN AN EXPLOSIVE ATMOSPHERE MAY DEVELOP

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Sealing, otherwise than in an emergency when an explosive atmosphere may

develop: Are there any special considerations or issues of note with this application? For example, timing constraints:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **1 month** unless notice has been given as part of a notice for secondary extraction (unless otherwise authorised). Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Location and purpose of seals:	Attachments? Y/N
ii. Type of seals:	Attachments? Y/N
iii. Method and sequence of sealing:	Attachments? Y/N
iv. Expected time and duration for the presence of an explosive atmosphere:	Attachments? Y/N
v. Monitoring arrangements, triggers and resultant actions:	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
vi. A summary of risks identified and controls to be put in place:	Attachments? Y/N
vii. Evidence of consultation:	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY
GNC-009c. WORKING WITHIN AN INRUSH CONTROL ZONE

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number(mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Working within an inrush control zone. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **1 month where the potential source of inrush cannot be inspected, otherwise one week.** (unless otherwise authorised).

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Identification of major hazard management plans:	Attachments? Y/N
ii. A summary of risks identified and controls to be put in place:	Attachments? Y/N
iii. An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice:	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iv. Review against 'Inrush: hazard management guidance materials'. MDG1024 (available from NSW DPI web site or by order).	Attachments? Y/N
v. Evidence of consultation:	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY

GNC-009d. INJECTION OR APPLICATION OF POLYMERIC MATERIAL FOR VENTILATION OR STRATA CONTROL

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Injection or application of polymeric material for ventilation or strata control. Are

there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **24 hours** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Nature of material and purpose for injection or application:	Attachments? Y/N
ii. Licensed person or company under clause 150 of the <i>Coal Mine Health and Safety Regulation 2006</i> . (Please provide evidence)	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iii. A summary of risks identified and controls to be put in place:	Attachments? Y/N
iv. Evidence of consultation in the workplace:	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
<p>Comment:</p> <p> </p>					
<p>Name of Govt official: _____</p> <p>Signature: _____ Date: _____</p>					



HIGH-RISK ACTIVITY

GNC-009e. CUTTING OR WELDING IN A HAZARDOUS ZONE UNDERGROUND.

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Cutting or welding in a hazardous zone underground. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **First occasion, 1 month. Each subsequent occasion, 7 days.** (unless otherwise authorised). Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Purpose of cutting or welding.	Attachments? Y/N
ii. Summary of cutting and welding management plan (that is, of safe work procedures to be used in cutting or welding).	Attachments? Y/N
iii. Equipment approvals or exemptions where required.	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iv. A summary of risks identified and controls to be put in place.	Attachments? Y/N
v. A plan showing where cutting or welding is to be done and approximate location of the cutting or welding material during the activity.	Attachments? Y/N
vi. Evidence of consultation.	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
<p>Comment:</p> <p> </p>					
<p>Name of Govt official: _____</p> <p>Signature: _____ Date: _____</p>					



HIGH-RISK ACTIVITY

GNC-009f. HIGH WALL MINING (MINING BY ENTRY INTO A PREVIOUSLY FORMED HIGH WALL AND DURING WHICH NO PEOPLE ARE UNDERGROUND).

Note: the applicant should consult the NSW DPI Coal Technical Reference (CTR-001) when completing this form. Copies of the document are available from the NSW DPI web site www.dpi.nsw.gov.au

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

High wall mining (mining by entry into a previously formed high wall and during which no people are underground). Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **1 month** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the



Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

4 INFORMATION TO SUPPORT APPLICATION

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. <u>Identification</u> of relevant major hazard plans. (please list and attach additional information where required)	Attachments? Y/N
ii. A summary of risks identified and controls to be put in place.	Attachments? Y/N
iii. An engineering drawing, endorsed by the manager of mining engineering, of the work covered by the notice. (Please attach separately)	Attachments? Y/N
iv. Evidence of consultation with the workforce.	Attachments? Y/N

Attach additional information separately.



5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
v. Evidence of review against high wall mining guidance material available from NSW DPI website or by order.	Attachments? Y/N

Attach additional information separately.

6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

Note: the applicant should consult the NSW DPI Technical Reference (CTR-001) for a notification for high-wall mining and auger mining as a high-risk activity. Copies of the Technical Reference are available from the NSW DPI web site.

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY
GNC-009g. SHOTFIRING UNDERGROUND

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Shotfiring underground, where shotfiring has not been undertaken within a year prior to the intended time of shotfiring. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **1 day** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____



4 INFORMATION TO SUPPORT APPLICATION

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Location of shotfiring:	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
ii. A summary of risks identified and controls to be put in place:	Attachments? Y/N
iii. Evidence of competency assessment:	Attachments? Y/N
iv. Evidence of consultation in the workplace:	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY

GNC-009h. DRIVING AN UNDERGROUND ROADWAY WITH A WIDTH GREATER THAN 5.5 METRES.

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Driving an underground roadway with a width greater than 5.5 metres. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **7 days** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____



4 INFORMATION TO SUPPORT APPLICATION

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Information as to how dealt with under the strata failure management plan.	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
ii. Evidence of consultation in the workplace:	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY
GNC-009i. WIDENING AN EXISTING UNDERGROUND ROADWAY

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

_____ Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Widening an existing underground roadway. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **7 days** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY
GNC-009j. SHAFT OR DRIFT SINKING, RAISE-BORING OR DEVELOPMENT OF A NEW UNDERGROUND MINE ENTRY

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Shaft or drift sinking, raise-boring or development of a new underground mine

entry. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **3 months** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____



4 INFORMATION TO SUPPORT APPLICATION

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Method and plant to be used.	Attachments? Y/N
ii. A summary of risks identified and controls to be put in place.	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iii. Evidence of review against NSW DPI technical document 'Raise-boring Guideline' MDG 1030.	Attachments? Y/N
iv. Evidence of consultation in the workplace.	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____ Date: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
<p>Comment:</p> <p> </p>					
<p>Name of Govt official: _____</p> <p>Signature: _____ Date: _____</p>					



HIGH-RISK ACTIVITY

GNC-009k. INSTALLATION OF BOOSTER FAN UNDERGROUND.

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

Installation of booster fan underground. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **3 months** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. Plant location.	Attachments? Y/N
ii. Ventilation plan.	Attachments? Y/N
iii. A summary of risks identified and controls to be put in place.	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iv. Evidence of plant registration under the Occupational Health and Safety Regulation (2006 Amendment). Refer to GNC-005 Registration of Item of Plant.	Attachments? Y/N
v. Description of electric power interlocks (including <i>Safety Integrity Levels</i>)	Attachments? Y/N



vi. Evidence of consultation in the workplace.	Attachments? Y/N

Attach additional information separately.

6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					



HIGH-RISK ACTIVITY

GNC-009I. THE INTRODUCTION FOR THE FIRST TIME OF A VEHICLE WITH A NON-FLAMEPROOF (FIRE-PROTECTED) DIESEL ENGINE TO AN UNDERGROUND PART OF A COAL OPERATION THAT IS NOT A HAZARDOUS ZONE

1 GENERAL INFORMATION

Name of coal operator: _____

Name and address of coal operation: _____

Name of person overseeing the activity: _____

Position of person overseeing the activity (Mining Manager, Supervisor etc): _____

Contact number (office): _____

Alternate number (mobile): _____ Fax number: _____

Email: _____

Type (Tick): Open cut mine Underground mine Other (Describe)

(Please provide secondary contact at the end of this form)

2 ABOUT THE ACTIVITY – SPECIAL CONSIDERATIONS

The introduction for the first time of a vehicle with a non-flameproof (fire protected) diesel engine to an underground part of a coal operation that is not a hazardous zone. Are there any special considerations or issues of note with this application? For example, timing constraints etc:

Attach additional information separately.

3 NOTIFICATION WAITING PERIOD & INTENDED COMMENCEMENT DATE

The minimum waiting period for this activity is: **3 months** (unless otherwise authorised)

Please nominate the intended commencement date for the high-risk activity. In addition:

- The application should be submitted at the earliest opportunity.
- The Chief Inspector may vary the waiting period in relation to a high-risk activity after consultation with the industry check inspector (see Section 54 (1A) of the Act). For a variation to the waiting period the applicant must submit a written request detailing why the variation request has been made.

Intended commencement DATE/TIME: _____

**4 INFORMATION TO SUPPORT APPLICATION**

DESCRIPTION	ATTACHMENTS? (if required) Y/N
i. How the risk of introduction has been assessed and the resulting controls put in place, together with the procedures to be followed in the case of a failure of a control.	Attachments? Y/N
ii. Evidence of plant registration under the <i>Occupational Health and Safety Regulation 2006 (Amendment)</i> . Refer to GNC-006 <i>Plant Item Registration</i> .	Attachments? Y/N

Attach additional information separately.

5 SUPPORT INFORMATION RECOMMENDED BY CHIEF INSPECTOR

DESCRIPTION	ATTACHED Y/N
iii. Evidence of consultation in the workplace.	Attachments? Y/N

Attach additional information separately.



6 OTHER INFORMATION TO SUPPORT APPLICATION

Please identify any previous correspondence with the NSW DPI regarding the proposed activity (please quote NSW DPI references where possible):

7 ABOUT THE PERSON FILLING OUT THE FORM

Name: _____

Position: _____

Contact phone: _____ Email: _____

PLEASE RETAIN A COPY OF THE COMPLETED APPLICATION AND ATTACHMENTS FOR YOUR RECORDS.

Office use only					
Date of notification	End date	Documentation complete	Notice issued	Waiting period variation	Event number (COMET)
Comment:					
Name of Govt official: _____					
Signature: _____ Date: _____					