



**NSW DEPARTMENT OF  
PRIMARY INDUSTRIES**

**MINE SAFETY OPERATIONS**

**General Workplace Inspection Checklist**





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## Workplace inspection and hazard identification checklist

### Introduction

This checklist has been developed with small sized mines, quarries and extractives industries in mind.

The checklist is a tool to assist in the identification of workplace hazards by people at the: mine, quarry or workshop and equipment and by Department officers.

The checklist can help identify workplace hazards which can then be controlled to prevent possible injuries and incidents.

The checklist can be modified to meet the specific needs of the workplace.

### Why use a checklist

When an inspection is conducted using this checklist, hazards can be identified to enable the improvement of safety in the workplace. The checklist:

- Provides a structured and documented approach to identifying and controlling hazards
- Provides a basic and consistent approach for workplace inspection and hazard identification.

### When to use a checklist

The frequency of using the checklist can be tailored to the need of the workplace. High risk items or work areas may require more frequent assessment. As a guide it is recommended that the inspection checklist is used quarterly to monitor changes to the workplace.

### How to use the checklist

All people working at the mine are responsible for looking for hazards. When conducting inspections involve the people in the workplace.

Complete all relevant sections of the checklist noting the items that meet the standard in the results column with a (✓), require action record with a (✖) or are not applicable with N/A.

Where the standard is not met or a risk is found and noted with a (✖), action is required. Record the action taken on the checklist in the “*comments*” column.

Where a serious risk or danger is found take immediate action to make it safe and record actions later.

Keep all completed checklist in a file for later reference. This will enable easy follow up of hazards identified and actions taken.

Share the results of the inspections in consultation with the workforce.



## Supporting Reference Documents

Minerals Industry Safety Handbook – Section 2.3 Workplace inspections

Mine Health and Safety Regulation 2007 Clause 14 (c)

Mine OHS Legislation Compliance Audit Tool (schedule for release early 2009)

[www.dpi.nsw.gov.au/minerals/safety/publications](http://www.dpi.nsw.gov.au/minerals/safety/publications)



## General Workplace Inspection Checklist

<b>Mine being Inspected</b>		<b>Date of Inspection</b>	
<b>Persons inspecting</b>			

<i>Legend – record in results column</i>	✓ = <i>Standard met</i>	✘ = <i>action required</i>	<i>N/A = Not applicable to this site</i>
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Item	Observation	Result	Comments/Actions
<b>1.0</b>	<b>BUILDINGS AND STRUCTURES</b>		
1.1	Buildings and Floors No building damage No floors damaged/dirty Aisles width, safe & free from obstruction Stairs to approved standard		
1.2	Lighting No lights out/broken Sufficient lighting Routine inspection No glare Windows clean and undamaged		
1.3	Ventilation Natural air flow and air extraction Mechanical (include air conditioners, fans etc) Filters clean/inspected No build up of hazards or flammable material		
1.4	Amenities Hygienic toilets/urinals Hygienic kitchen/crib room Cleanliness of fridge and cooking appliances Hygienic showers/change rooms Adequate supply of drinking water Other		
1.5	Emergency Exits identified Exit doors and equipment unobstructed Evacuation plan in place Fire extinguishers Emergency lighting		
1.6	Storage and Stacking Adequate shelving Neat & tidy Segregated or labelled SWL on shelving Heavy items on lower level Other		
<b>2.0</b>	<b>HOUSEKEEPING</b>		
2.1	Pollution (eg oil waste, scrap steel etc) Adequate disposal/collection Bunding/storage of container area Other		
2.2	Aisles and Storage Good demarcation/ not worn Not cluttered/obstructed Access to emergency equipment and exits		
2.3	Stacking and Storage Safe and stable Doesn't obstruct flow and services Sufficient racks/areas for storage Clear access and egress Odd shaped items stored safely		
2.4	Plant and Yard No redundant plant No redundant material Tidy		



Item	Observation	Result	Comments/Actions
2.5	Scrap Removal System Sufficient bins Adequate removal/emptied Other		
2.6	Colour Coding Used Uniform code (ie to AS or guidelines) Maintenance		
<b>3.0</b>	<b>ELECTRICAL SAFEGUARDING</b>		
3.1	Portable Electrical Equipment Identified and on register No damaged cables/plugs Earthing Current inspection tag (> 32v) Appropriate storage No visible damaged to tools or electrical leads		
3.2	Earth Leakage Complete coverage Max 30mA EL on all GPO circuits Tested regularly by competent person Documentation Inspection tag		
3.3	Electrical Installations Safe Electrical equipment safe Wiring safe Unauthorised access to switch gear/sub-stations restricted Earthing and polarity correct No exposed wires No damage to protective sheath/cable guide or conduit All welders have hazard reduction devices		
3.4	High Voltage Power Lines Identified by signs on all approach roads Material not stock-piled under power lines		
<b>4.0</b>	<b>MECHANICAL SAFEGUARDING</b>		
4.1	Machine Guarding Machines comply with appropriate standards Guards in place All nip points guarded Not loose, broken or inadequate		
4.2	Lock-out System and Usage Written procedure Covers all sources of energy Switches lockable Tags/locks available		
4.3	Switches, Isolators, Valves & Controls Labelled No labels missing Emergency stop buttons red		
4.4	Ladders, Handrails and Walkways Comply with standard Stairways/landings toe-boards fitted Stairways at least one handrail Portable ladders inspected/tested Identified and on register		
4.5	Lifting Gear and Machinery Identified and on register No defective items Safe working load marked Safety latches in place Regular inspections		
4.6	Conveyor Gears, pulley, shaft and nip points guarded		



Item	Observation	Result	Comments/Actions
	Drop guards to catch falling material Emergency stop Adequate access Adequate crossovers Lanyards on all conveyors		
<b>5.0</b>	<b>GAS CYLINDERS AND PRESSURE VESSELS</b>		
5.1	Pressure Vessels Pressure vessel register Inspections/tests to standard and labelled Relief (safety) valve operational Drained & free of moisture Red line on pressure gauges Remote isolation		
5.2	Gas Cylinders Cylinders correctly stored vertically, secure Segregation distance Equipment safe condition Correct flashback arrestors used Transported correctly, secure		
5.3	Connecting pipes fitting and hoses In good condition, no leaks Connecting pipes and lines labelled. Safety clips used		
<b>6.0</b>	<b>HAZARDOUS SUBSTANCES</b>		
6.1	Chemicals and Substances Chemical register Manifest and emergency plan Products labelled MSDS sheets Stored appropriately, bunding & containment Segregation distances		
6.2	Explosives Storage, transport and usage to standard Appropriate licenses No ignition sources Register of stored items		
<b>7.0</b>	<b>MOBILE PLANT AND MACHINES</b>		
7.1	Condition of Vehicles/Plant Daily check/documentation No defective items Operator competent Isolated when unattended Seat belts ROP's, FOP's, TOP's Overhead guards where applicable Fire Extinguisher Flashing light/reversing alarm Maintenance records		
<b>8.0</b>	<b>HANDTOOLS</b>		
8.1	Hand tools Condition and Storage Routine check No damaged or defective tools No sharp edges, mushroomed ends No split handles Stored correctly Clean of oil & grease		
<b>9.0</b>	<b>ERGONOMICS</b>		
9.1	Operators Comfortable Body posture No lifting and twisting Standard colour coding Accessibility (switches, levers, ladders) Seats/chair/workstations condition Adequate lighting Ladders approx. 70 degree angle Walkway width is adequate		



Item	Observation	Result	Comments/Actions
<b>10.0</b>	<b>PERSONAL PROTECTIVE SAFEGUARDS</b>		
10.1	Head Protection Area identified – sign Hard hats provided Being worn		
10.2	Footwear Provided Correct for task Being worn		
10.3	Protective Clothing Suitable clothing for task Provided and maintained		
10.4	Eye and Face Protection Area identified – signs Equipment provided Worn correctly Prescription glasses to standard		
10.5	Hearing Protection Area identified –signs Equipment provided Worn correctly		
10.6	Other PPE Safety harness & lanyards Hand protection (gloves etc) Respiratory equipment Sun protection, Sunscreen Sun hat or attachment Insect repellent Welding PPE		
<b>11.0</b>	<b>NOTICES AND SIGNS</b>		
11.1	Signs Posted Appropriate signs displayed To standard requirements Visible and correctly located Good condition		
11.2	Noticeboards and Displays Conspicuous position Up to date		
11.3	Warning Signs No unauthorised entry Procedure in case of fire Procedure in case of electric shock		
<b>12.0</b>	<b>FIRE PROTECTION AND PREVENTION</b>		
12.1	Extinguishing Equipment Adequate number provided Correct types for fire risks ie hydrants and fire extinguishers, sprinkler systems, foam equipment, fire station etc		
12.2	Fire Equipment Locations Location accessible Signs and demarcated areas Signs indicated type of equipment Signs to standard No equipment obstructed		
12.3	Maintenance of Equipment All equipment on register Inspection/service to standard Tags/seals in place Condition good		
12.4	Fire Fighting Adequate persons trained Available number of people on all shifts Training and competency records		

**ADDITIONAL OBSERVATIONS - Systems Management**

Item	Observation	OK	Comment
<b>13.0</b>	<b>CONTROL OF PERSONS</b>		
13.1	Control of Entry and Exit Control signs (eg. person to report to office) Secure fences and locked gates Security checkpoint Visitor record (time in/out)		
<b>14.0</b>	<b>EMERGENCY PLANNING</b>		
14.1	Emergency Action Plan Written emergency plan Contact names/phone numbers Site Plan		
14.2	First Aider and Facilities Current first aider Adequate first aid equipment First-aid kits checked regularly Stock items within use by date Locations marked		
14.3	Accident / Injury Recording Monthly record of accidents Record of minor injuries Record of near misses		
14.4	Reporting of Accident/Emergency Oral notification procedure Forms completed/sent		
<b>15.0</b>	<b>INDUCTION AND JOB SAFETY TRAINING</b>		
15.1	Induction Safety instruction part of employment Induction given before persons perform tasks		
15.2	Job/Task Training Safety aspects of job included with each task instruction		
<b>16.0</b>	<b>SUPERVISION</b>		
16.1	Adequate supervision Supervisor on the job Supervisor demonstrates competence Use Procedure or Risk Assessment for task Communicates effectively with employee Provide adequate resources for task/job Conducts regular task/job inspection Takes appropriate action to identified hazards Manages Contractor t		
16.2	Employee Selection Competent operator (experience & training) Use a Safe Work Method Statement for task Follow procedures, rules instructions Check contractor competency		
16.3	Communication Conduct workplace inspections Pre-start briefing provided On the job instruction Discussion of identified hazards and controls Communication/Meeting records Employee participation Record of contractor briefing		



## General Open Pit/Quarry Inspection

<b>Mine being Inspected</b>		<b>Date of Inspection</b>	
<b>Persons inspecting</b>			

<i>Legend</i>	✓ = <i>Standard met</i>	✘ = <i>action required</i>	N/A = <i>Not Applicable to this site</i>
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Item	Observation	Rating	Comment
<b>1.0</b>	<b>ACCESS ROAD</b>		
<b>1.1</b>	Road Condition Wide enough for vehicles Adequate passing areas Graded surface, no spillage, pot holes Camber 2-3%		
<b>1.2</b>	Signage Access to site adequately sign posted Mining/open pit hazard identified Speed limits		
<b>2.0</b>	<b>ROADS, RAMPS, DUMPS</b>		
<b>2.1</b>	Go Line Graded and free of obstructions Vehicles parked at safe distance apart		
<b>2.2</b>	Windrows Axle height of the largest tyred vehicle Sufficiently wide enough to stop vehicle Delineators clearly visible and reflectors clean		
<b>2.3</b>	Surface Adequate width, passing areas Well graded and free of spillage and pot holes Free of standing water No signs of cracking or collapse of edges Dust suppression No oil/diesel spillage Traffic movement in accordance to procedures Camber 2-3% Less than 10:1 gradient		
<b>3.0</b>	<b>DRILL &amp; BLAST</b>		
<b>3.1</b>	Patterns Access restricted with signs, windrow or cones Windrows in place around the face. No unauthorised vehicles or personnel Pattern marked Dust control for drill rig Drill rig orientation to face		
<b>4.0</b>	<b>OPEN PIT</b>		
<b>4.1</b>	Walls To designed angle Scaled down No cracks or over hangs No loose material/fretting Water seepage Access ramp away from working face		
<b>4.2</b>	Berms Adequate width ratio to wall height Stable surface, no cracks Drainage adequate		
<b>4.3</b>	Pit Surrounds Drainage away from pit Windrows adequate size (eg. 2m high x 1.3m base) No environmental damage		



# Feedback sheet

Your comments will be very helpful in reviewing and improving this General Workplace Inspection Checklist document.

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

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

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**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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