

Mine Name	MineID	Operator	Activity Type	Activity Date
Exp - Queensland Coking Coal - CN - Saraji West	MI02493	Vitrinite Pty Ltd	Subject Audit or Specific System Audit	06/02/2020

Vision: Our Industries Free of Safety and Health Incidents

Mine Record Entry

This report forms part of the Mine Record under s68 of the Coal Mining Safety and Health Act 1999. It must be placed in the Mine Record and displayed on Safety Notice Boards.

Note that inspection or audit activities conducted by the Mines Inspectorate are based upon sample techniques. It remains the primary responsibility of Mine Personnel to identify hazards, and risks associated with Operations and ensure those risks are at an acceptable level.

Today I audited the part of the safety and health management system that dealt with contractors.

At the offices in Dysart, I attended a pre-start meeting led by Mark Robinson – Supervising Geologist. I also met Mike Cavanagh - Site Senior Executive (SSE); Duncan Russ – Logger (*Read Wireline*); Cassidy Lewis – Geologist; Stephen – Geologist; Matt Bressington – Driller/Director [*East Coast Drilling (ECD)*]; Damian Lagos – Driller/Supervisor/Director (*ECD*) and Daniel Cook – Senior Offsider (*ECD*).

Following the pre-start meeting, Mike and I commenced to review documents for the audit in the offices.

Aspects considered included:

- Selection
- Safety and Health Management Plans
- Integration of contractors' SHMS with the mine's
- Site induction, Competencies & Training
- Maintenance
- Introduction of equipment to site
- Supervision
- Contractor audits
- Incident management

During the audit I was informed that:

- *ECD* was contracted to do exploration drilling work. They work a 13 day on, 8 day off roster. Today they had 3 persons on site.
- *Read Wireline* was contracted to do logging and geophysics. They work the same roster as *ECD* and had 1 person on site today.
- *M and S Earthworks* was contracted to do earthworks for drill site preparation and rehabilitation. They work a 5 day on, 2 day off roster, normally during the same time that *ECD* is working. They were not on site today.
- *Barada Barna* is the tribal name of the traditional owners. They were contracted to do clearance of cultural heritage artifacts. They work when needed, approximately 4 days per month. They were not on site today.
- *Oasis Hydro Geology* was contracted to do ground and surface water consultancy work. They work when needed, approximately 2 weeks every 6 months. They were not on site today.
- *Metserve* was contracted to do environmental consultancy work, approximately 3 days per month. They were not on site today.

I provided Mike with feedback as the audit progressed.

Upon completion, we travelled to the exploration site on the agricultural property known as *Cherwell* for an exploration inspection. The result of that inspection is recorded in a separate mine record entry (MRE). Personnel on site were simultaneously interviewed about aspects of the SHMS for contractors.

The following items apply:

<u>Number</u>	<u>Substandard Condition or Practice</u>	<u>Due Date</u>
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1	Safety and health management plans	21/03/2020
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I noticed the following regarding safety management plans (SMPs):

- Besides *ECD*, I did not see evidence of contractors providing the SSE with SMPs as required under Section 43 of the Act.
- I did not see a system in place that would prevent work to commence until the SSE had reviewed the SMP and integrated it into the SHMS.
- I did not see a process for cross-mapping SMPs to the SHMS, nor did I see a process for modifying discrepancies.

Please establish a process for establishing and managing SMPs in accordance with the Act for all contractors.

<u>Number</u>	<u>Substandard Condition or Practice</u>	<u>Due Date</u>
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2	Training and skills	21/03/2020
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We compared samples of contractor employee qualifications with what the training needs analysis (TNA) required them to have. (The employees that were sampled are currently working on site.)

The comparison revealed that the sampled employees did not have all of the qualifications that were required in the TNA.

This could mean that:

- The employee is qualified, but copies of their certificates are not on the SHMS
- The copies were on the SHMS but in an unknown location
- The TNA requires more than what is actually needed
- or
- The employee needs more training

Please review the above and rectify as required.

<u>Number</u>	<u>Substandard Condition or Practice</u>	<u>Due Date</u>
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3	Contractor audits	21/03/2020
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I noticed the following:

- Contractors were required to complete their own introduction-to-site forms for equipment
- Contractors scheduled their own equipment maintenance and inspections
- There was no evidence of Vitrinite auditing contractors on the above or other aspects of the SHMS

The SSE, being the overall responsible person, needs assurance that contractors are compliant.

Please implement a system for regularly auditing contractor activities for compliance with the SHMS

Number**Recommendation****Due Date****4 SHMS Training****N/A**

It is recommended that initial and routine refresher training be scheduled for contractor employees regarding relevant parts of the SHMS.

Please provide a written status report on each SCP together with the actions taken to address each item by their due dates



Theo Kahl
Inspector of Mines