NSW Resources Regulator
Department of Regional NSW

Small Mines Safety Management System Kit

Small Mines Roadshow 2023

February to March 2023

What will we cover?

- Safety Management System requirements.

- What is consultation and why is it important?

- Resources available to operators of small mines.

- The Small Mines Safety Management System Kit.

Safety Management System Requirements

- WH&S(M&Ps)R 2022 Section 19 – Contents of safety management system.

- WH&S(M&Ps)R 2022 Schedule 1- Contents of PHMP's

- WH&S(M&Ps)R 2022 Schedule 2- Contents of PCP's

We have spoken about how to access the legislation, now lets talk about how an operator of a small mine can put all of this together!

What's Consultation?

- Consultation with workers at the mine is a requirement.

- Consultation with workers is key to the effective implementation of your safety management system.

- Involve your workers and encourage them to participate in risk assessments letting them have a say in the controls to be used and how they may be applied.

- Involve your workers in any reviews regarding control measures for example, following an incident or a test run of emergency procedures.

- Record who from your team has been involved.

- Keep your workers engaged by encouraging feedback and the reporting of hazards.

Available Resources to help you build your safety management system.

- The Resources Regulator has a number of publications including guides, factsheets and fillable templates.

- All of these can be found on our website.

- Industry bodies such as the IQA can also provide training opportunities and guidance materials.

- Consultants can also be an option for some operators; however, you must be specific about what you want and need in a system. Remember your SMS must be site specific and reflect how you will manage health and safety at your mine.

- Don't fall into the trap of purchasing an off the shelf prefabricated system.

Safety Management Kit for Small Scale Mines (SMSMSK)

The kit is designed to assist operators of small mines such as tier 3 and small tier 2 quarries.

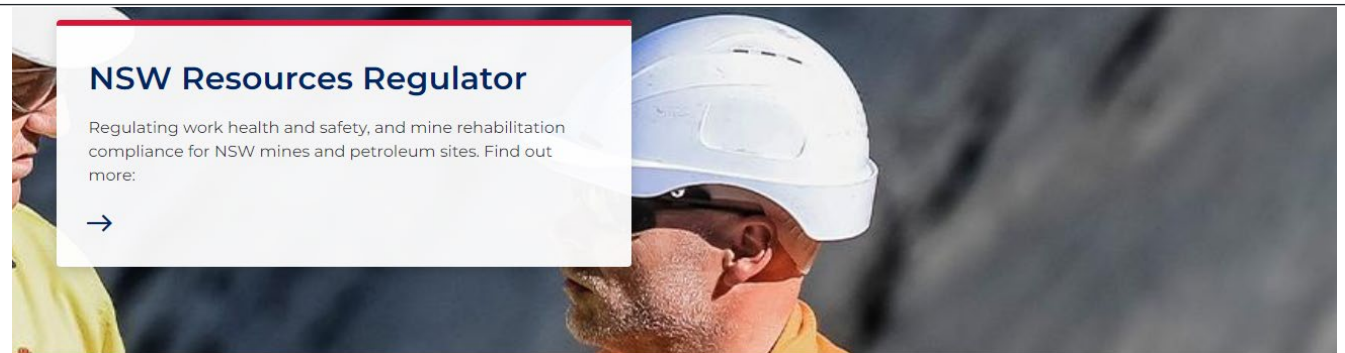It is not intended for larger tier 2 operations.

The kit has an accompanying guide which explains how to use the kit and build your system.

The kit contains fillable forms for you to populate with your site specific information.

How to access the SMSMSK.

- Go to the Resources Regulators website.
- On the home page you will find a tab for small mines and quarries.
- From there you can access all available resources including:

- The introduction to safety management system kit.
- Reference material – Guidance.
- The fillable forms to build your system.
- The guide to health and safety at quarries.

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Screenshot of how the menu
Looks on the website.

Each section of the SMS
Has its own template.

Use the introduction guidance
And the guide to health and
Safety at quarries to assist you.

Home   Safety ⌄   Rehabilitation ⌄   Our role ⌄   News ⌄   Events ⌄   Contact us ⌄   Document library

Resources Regulator Home › Document Library

Filters

Showing page 1 of 3 pages

Sort Title (A - Z) ⌄

Keyword search

Fillable template

Document Type

Form ⌄

Topic

Sector

☐ Coal
☐ Exploration
☐ Metalliferous
☐ Opal
☐ Petroleum

Form

15 August 2018

SMS01 Template - Policy and yearly safety planning (DOCX, 30.34 KB)

Fillable template - Policy and yearly safety planning

Document Status: Current

Form

15 August 2018

SMS02 Template - Responsibilities and management structure (DOCX, 57.47 KB)

Fillable template - Responsibilities and management structure

Document Status: Current

Form

15 August 2018

SMS03 Template - Mine record and document control (DOCX, 37.62 KB)

Fillable template - Mine record and document control

Document Status: Current

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Tier 3 requirements

Tier 3 mines may be exempt from the requirement to prepare PHMP's and PCP's, however you must still document the way you will control these hazards.

This could be undertaken by completing the fillable forms in the tool kit
or
Undertaking a risk assessment such as a SWMS or JSA for each.

Developing a safety management plan

A safety management plan provides a structured way for a mining operation to identify all its health and safety hazards, then develop the most effective ways to remove or reduce the risks. It must be both realistic and dynamic. This will ensure the safety management plan relates to the specific mine and its specific risks and adapts to any changes in operation.

Below is an outline of the process for developing a safety management plan.

Using the SMSMK to develop your SMS

Prepare	
Understand your obligations under legislation	
Develop a mine safety policy and planning schedule	Program 1
Outline the management structure and define responsibilities	Program 2
Describe document control	Program 3
Undertake consultation	Program 4

Assess	
Identify and rank risks	Program 5 & 6

Plan	
Principal hazard management plans	Program 19
Control plans	Programs 7, 10, 11, 13, 15 – 18, 20
Safe work method statements	Program 8
Emergency plan	Program 9
Create a training program	Program 14

Implement	
Put all plans into action to remove or control the risks	All programs

Review	
Conduct workplace inspections and manage hazard reporting	Program 6
Accident and incident reporting	Program 12
Prepare a program of audits and reviews	Program 21

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Example of SMSMK Program

Important points to consider

- There is no need to over complicate it, your system should reflect how you actually intend to manage safety on site.

- Must be site specific and proportionate to the scope of operations.

- Must meet the requirements of section 19 (WH&S(M&Ps)R 2022.

- Consult with workers and empower.

- Build an induction that covers off on your objectives.

- Implement and test for effectiveness.

- Review as required.

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Any questions ?