**February 2021**

This self-assessment checklist has been designed to assist mine operators to comply with minimum standards for mine shafts, auger holes and ladder safety on registered claims. For more information, visit our [website](https://www.resourcesregulator.nsw.gov.au/).

### Checklist

**Surface layout**

[ ]  Is plant and equipment placed correctly, leaving clear access to the shaft?

[ ]  Have all possible trip hazards near the shaft entrance been removed or controlled?

[ ]  Are all shafts identified and visible (i.e. the mesh or fence can be clearly seen, or backfilled shaft cones are maintained)?

**Other shafts and auger holes**

[ ]  Is an earth bank installed to prevent the ingress of water into underground workings?

[ ]  Are all open auger holes secured with a pipe that protrudes above the ground at least 1 metre?

[ ]  Are all other shafts secured to control the risk of a fall from heights?

[ ]  Are all backfilled auger holes maintained (coned to minimum 300 millimetres) to prevent subsidence and the entry of water?

**Access shafts**

[ ]  Is the shaft secured against unauthorized entry when in use (i.e. when the shaft cover has been removed for access or for hoist bucket traveling up and down)?

[ ]  If the shaft is fenced, is there sufficient area between the shaft and fence (1 metre) to walk around without being too close to the shaft edge?

**Shaft collar**

[ ]  Is the collar raised above natural ground level, to prevent the entry of water into the shaft and workings?

[ ]  Will the shaft collar prevent objects being accidently dropped or knocked over the edge into the shaft (i.e. objects kicked or bumped into the shaft including loose material and rocks)?

[ ]  Is the collar installed at an appropriate height to allow workers to access/egress the shaft safely?

**Access system at entry to shaft (ladders)**

[ ]  Do the ladders protrude at least 900 millimetres above the collar?

[ ]  Are the ladders secured at the surface to a steel crossmember (i.e. 50 millimetres x 50 millimetres pipe that extends at least 20% either side of the shaft opening and secured in place)?

[ ]  Is the ladder structurally sound (i.e. check for corrosion, damage)?

[ ]  Is the top of the ladder secured to the surface, preventing bending/moving during access/ egress?

[ ]  Is there a safe and accessible area out of the shaft for easy ladder entry/exit?

**Shaft condition and access system in the shaft (descending)**

[ ]  Is the shaft and shaft collar free from any loose rocks/debris that could fall in?

[ ]  Does the collar extend far enough down the shaft to prevent dislodgement of topsoil/rocks?

[ ]  Is the shaft free of signs of delamination of the bedding plains (i.e. are cracks starting to appear)?

[ ]  Are the ladders secured to the shaft wall at regular intervals to keep them stabilised (i.e. minimum 200 millimetres clearance between the ladder rungs and shaft wall)?

[ ]  Are the ladders still in fit for purpose condition (i.e. free from corrosion, no cracked welds)?

[ ]  Are the bolts that connect each section of ladder still tight and fit for purpose?

[ ]  If the ladders have hooks joining them, are they still in position and are they hooked to the second rung from the bottom of the adjoining ladder?

[ ]  Are any nip/catch points protected?

**Base of the shaft**

[ ]  Is the ladder easy to exit from to a safe area out of the shaft?

[ ]  Does your hoist bucket have a suitable place to step when entering or exiting the ladder?

[ ]  Does the ladder reach all the way to the floor?

**Shaft brow**

[ ]  Is the shaft brow free from cracks?

[ ]  Have any loose ends at the entrance to the workings been removed or controlled?

**Shaft pillar (support)**

[ ]  Is the brow supported (i.e. is the shaft located in a pillar)?

[ ]  If not, is there secondary support in place to provide support?

[ ]  Is the pillar free of fretting?

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