MinEx Workshop

Presented by
HHU Extractives Team

2023

WORKSAFE
Mahi Haumaru Aotearoa

Topics

- Quarterly reporting insights
- Safety Maturity
- Microlearning Project
- Emergency Preparedness
- New competencies and SWI
- CPD Logbooks

Quarterly reporting insights

Quarterly Reports

Regulation 230

- All Extractives operations must give WorkSafe information every quarter
- Details of the information to report - in Schedule 8
  - Description of operation
  - Material extracted
  - Number of workers
  - Number of hours worked
  - Number of notifiable events
  - Number of lost-time injuries
  - Number of days lost from work
  - Number of alternative duties injuries
  - Number of alternative duty days
  - Number of injuries requiring medical treatment

Quarterly Reports

Regulation 230

- Submit using our online reporting form
- Located on the WorkSafe website
- Link to quarterly report form

Mining, quarrying and tunnelling notifications

Mining, tunnelling, quarrying and alluvial operations quarterly report form

When to use this report:

Use this report at the end of each quarter to tell us information about your operation, workers, and any notifiable events that occurred.

You need to submit a report even if your operation has been inactive or dormant during the reporting period.

Who can submit this report?

This report can be submitted by any staff member working for your mining or tunnelling operation.

Notes:

- All fields are required, unless marked "Optional".
- Working across more than one operation? You need to submit one report for each operation.

Continue

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What do we use the information for?

- WorkSafe publish a quarterly health and safety performance report for the Extractives sector
- Provides extractives-specific information from notifiable incident reporting and quarterly reporting by industry
- Contains information on the activities of the regulator, as well as commentary on industry performance and focus areas for regulation

Link to Extractives Industry Reports

October – December 2022

What does the data look like?

As of 8 February 2023:

- 25% of active quarries reported
- 5% of active alluvial mining operations reported

On our Database records

942 Active quarries

62 Active alluvial mines

October – December 2022

What does the data look like?

As of 8 February 2023:

- 1145 workers (FTE) were reported working in quarries
- 199 workers (FTE) were reported working in alluvial mining operations

Last Industry report figures:
6692 workers in Extractives

2985 Workers in quarries (estimated)

459 Workers in alluvial mines (estimated)

1965 Workers in mines (reported)

1233 Workers in tunnels (reported)

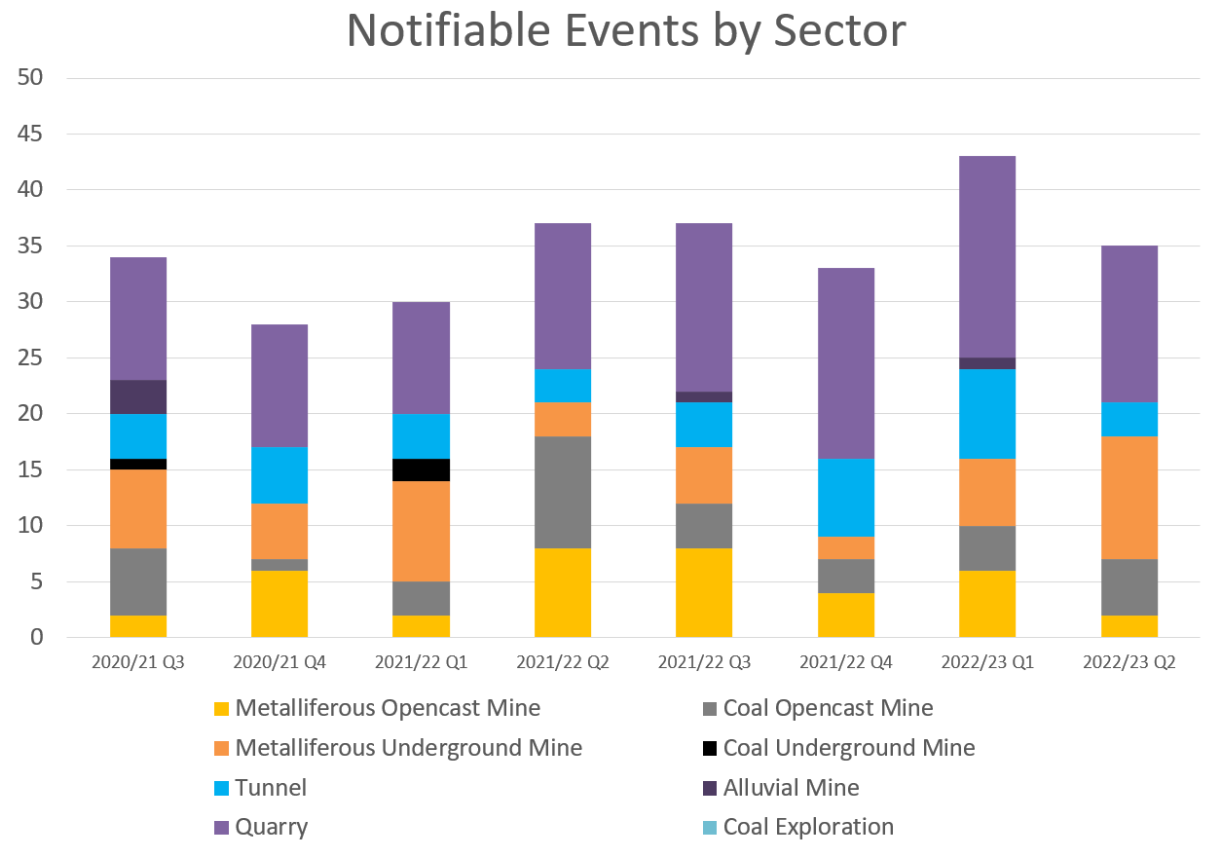
October – December 2022

What does the data look like?

35 Notifiable events

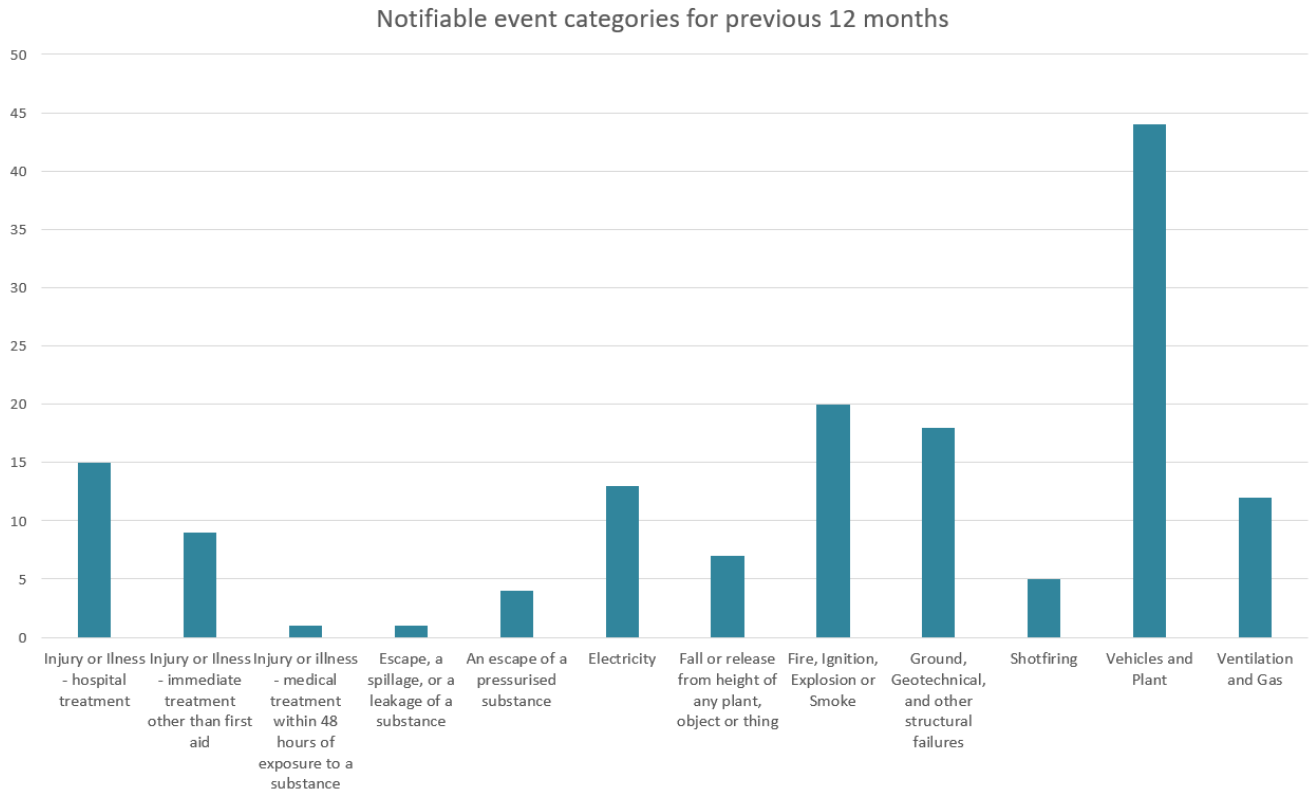
- 14 at quarries (13 individual sites)
- 21 at Mines and Tunnels (9 individual sites)

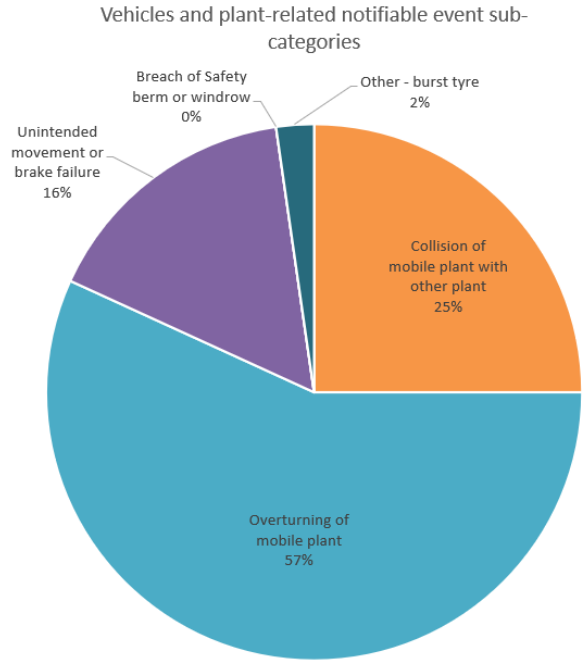
22 High potential incidents



Notifiable Events

What does the data look like?





Notifiable Events

Vehicles and Plant

Notifiable Events

Investigation reports

- Investigation reports must be provided to WorkSafe within 30 days (from 18 July 2023 for quarries and alluvial mines)
- We will have an ongoing focus on the quality of investigations
- We will be reviewing investigation reports to identify and analyse common root causes in a more consistent manner in future
- It's likely that you'll get asked to provide additional information or fill in a questionnaire to help with this analysis.

Safety
Maturity

Self Assessment Activity

- Individually, take some time, and for each category identify which option is closest to your site

- For example, the first category is Culture
- What does this look like on your site?

1. No care – apathy, resistance, negligence, dishonesty, hiding of incidents

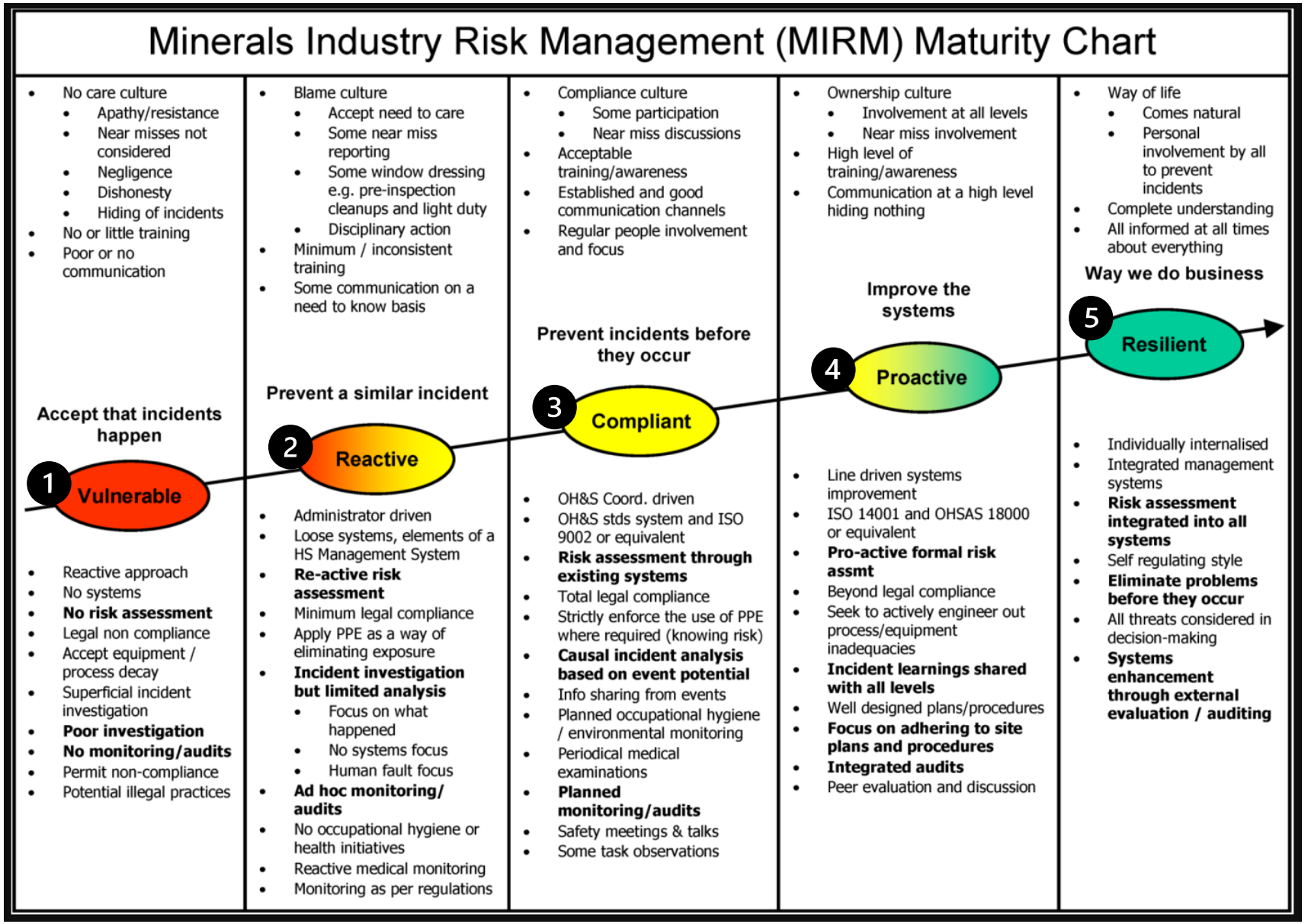
2. Blame – acceptance of need to “care” but focus is on discipline and “blame the bloke”

3. Compliance – acceptance of need to comply but lack of real ownership

4. Ownership – safety is owned by line managers rather than the safety department. Others see the value.

5. Way of life – Safety is the way we do things. Everyone thinks before they act and proudly do the work to expectations.

Where do you think your site is on the chart?

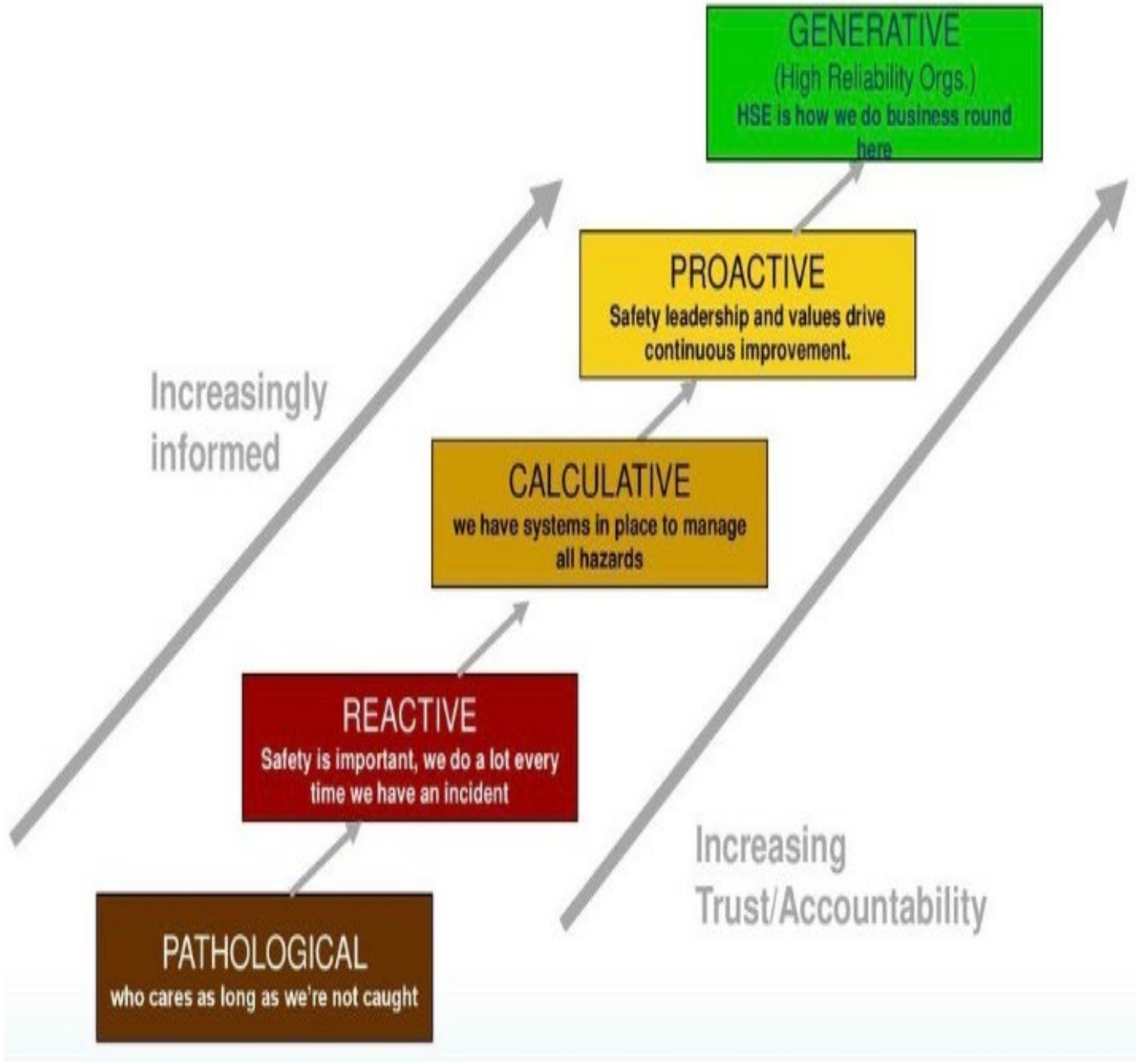


Safety Behaviour

Honesty is the key to improving maturity - The maturity chart is only truly indicative if you are honest

Very few organisations in NZ in any sector would claim to be resilient. (And those that claim it might not be!)

It is attitude which brings improvement



SafePlus

- The maturity charts we have shown you are just some used by some industries to give an idea of where you are.
- If you want to do a comprehensive performance review of your site, we recommend starting with SafePlus.
- SafePlus is a health and safety improvement toolkit for businesses and other organisations, launched in 2017. It was developed jointly by WorkSafe New Zealand, ACC and the Ministry of Business, Innovation and Employment (MBIE).
- SafePlus is free online, while the Onsite Assessment and Advisory Service is led by an accredited assessor, with a negotiated fee for their services.

SAFE+
MAKING HEALTH AND SAFETY WORK

General Overview

A performance review and improvement toolkit that invites ideas and feedback from people at all levels of an organisation, to build collaboration in making work safer and healthier for everyone.

Checks your health and safety system is working as planned

Identifies strengths and key areas for improvement

Involves people, to build capability for safe and healthy work

SAFE+
MAKING HEALTH AND SAFETY WORK

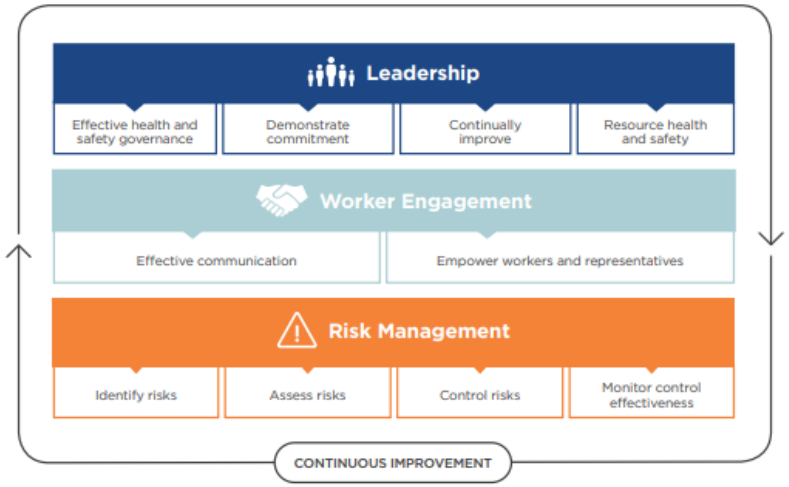
WHO IS IT FOR

Designed for all sectors

PERFORMANCE REQUIREMENTS

There are 10 performance indicators of good health and safety practice across three key themes – **leadership, worker engagement** and **risk management**. These measures have been developed and tested with New Zealand businesses.

Performance Requirements



Assessment Focus

- People
- Resources
- Behaviours
- Systems
- Practices
- Attitudes
- Culture
- Perceptions

HOW IT WORKS

Assessment process, choose one or both:

Online assessment

Assessment approach

- Multi-choice survey
- Anonymous response
- Invites organisation-wide feedback
- Customise by business size, structure and risks

Findings, guidance and advice

- In-house view of how the business is doing in health and safety
- Identifies improvement areas and perception gaps
- Provides advice and guidance on how to improve

Independent onsite assessment

Assessment approach

- Led by independent assessors
- Reviews behaviours, attitudes and work culture
- Interviews and observations
- Deep-dive tracing 3-4 key risks through all parts of the business
- Compares planned vs actual work practices

Findings, guidance and advice

- Independent view of current health and safety performance
- Identifies strengths and improvement areas in leadership, worker engagement and risk management
- Performance summary of 'deep dive' critical risks
- Tailored, expert advice and guidance

MEASURING PERFORMANCE

A three level maturity scale is used for each performance requirement to help determine current health and safety strengths and areas for improvement and support ongoing performance improvement.

Developing

The business knows it needs to improve but has not identified what to improve or how. Likely to rely on PPE, administrative controls and informal processes and may respond reactively to address issues.

Performing

Health and safety performance is reviewed and monitored to support continual improvement. Workers are engaged and empowered. Risks are identified and actions are taken to address root causes.

Leading

Health and safety is integral to core business activities. There is a sense of ownership from workers at all levels and workers are supported to lead initiatives. The business takes a leadership role in industry to help lift performance.

Case Study

SAFE+
MAKING HEALTH AND SAFETY WORK

5 Minute Break

Importance of protective structures & escape tools

Microlearning
Project

Microlearning

Proof of concept

High mobile plant incidents

directly engage with workers

Learning happens in the learner it doesn’t happen to the learner– we use what we know, what we can relate to and build on our knowledge. Learning happens within the person

Builds on existing knowledge

We have developed eight micro-learning modules for workers to support them to be safer when operating mobile plant. Key message for WORKERS

Quarries Microlearning

Quarries Health & Safety Learning

Safety Refresher
This module covers safety in general. It is a refresher on some important health and safety concepts.

Wearing Seatbelts
This module is about the importance of wearing seatbelts when operating mobile plant.

Reversing into a tipping position
This module covers the safety related to reversing into a tipping position, including managing risks and driver visibility.

Raising a Hoist
This module is about the risks and controls when raising a hoist including the important factors to consider when deciding to...

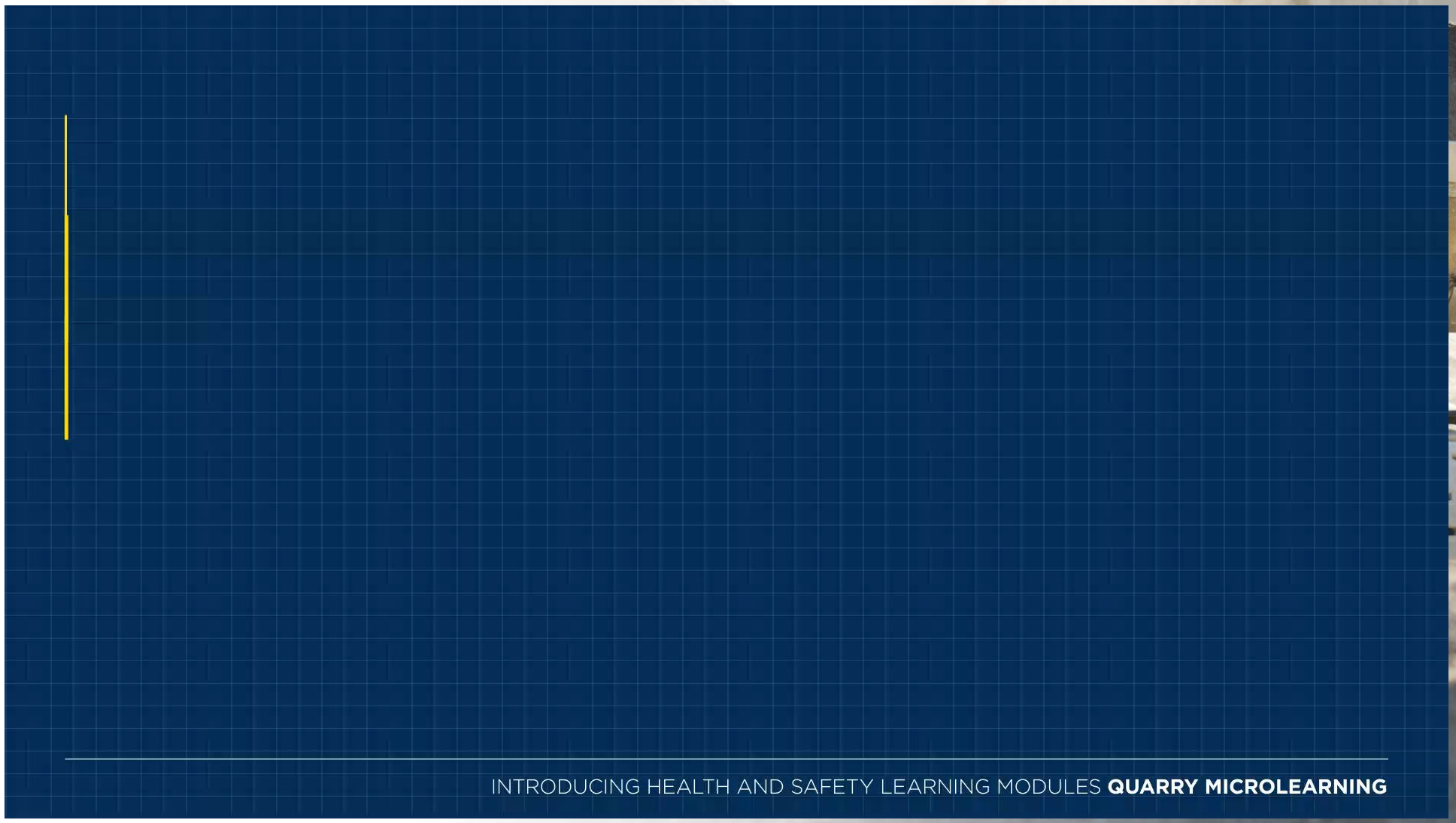
Machine Capabilities & Technology
This module looks at the risks associated with the use of mobile plant and machinery, how to manage these risks and what must...

Fit for Purpose & Service
This module looks at the importance of inspecting and servicing vehicles and what checks should be done on vehicles being use...

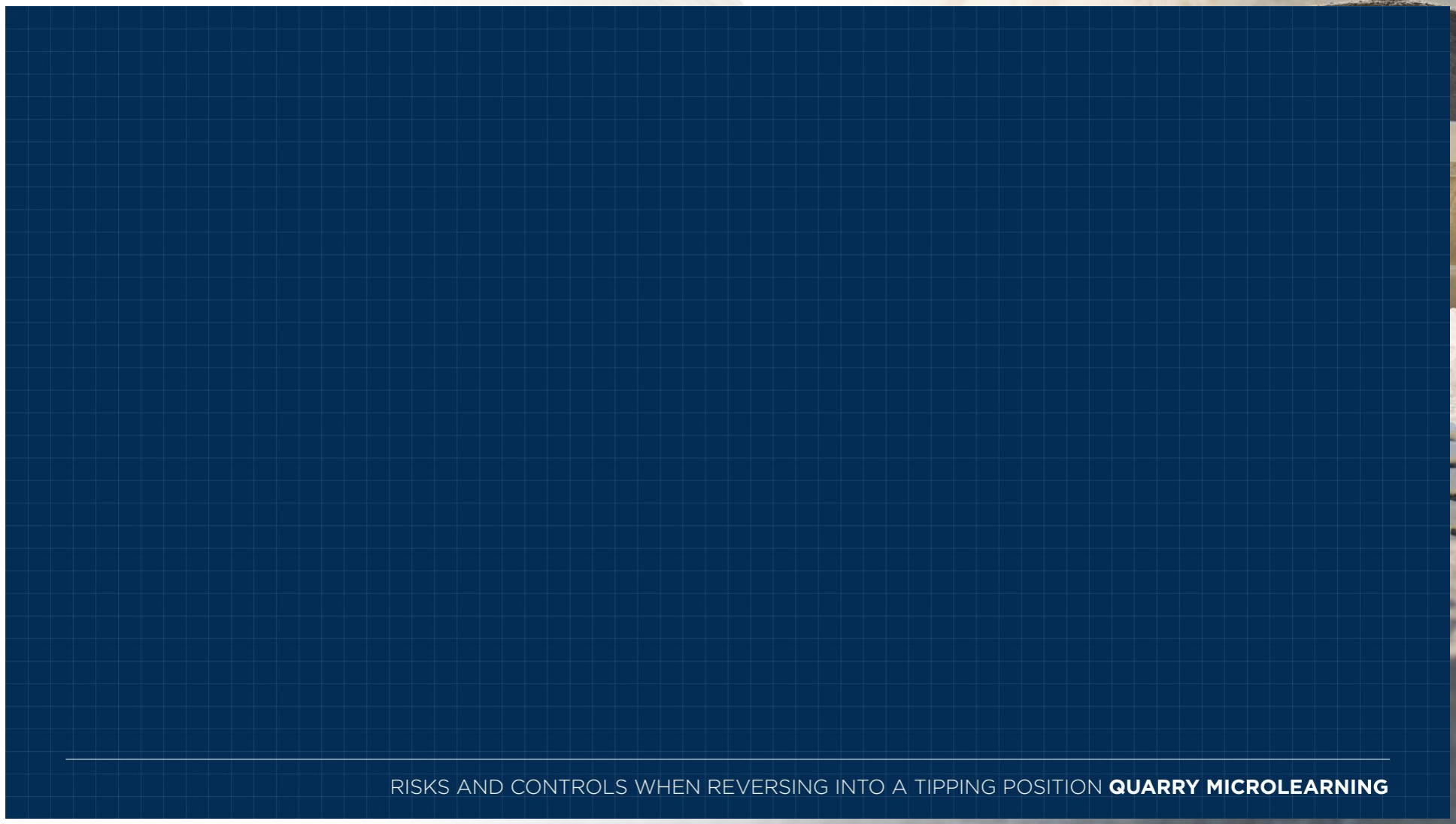
Tip Head Design
This module is about tip head risks and controls, traffic management and communication at a quarry site.

Open Edge Protection
This module is about open edge protection, its purpose, why it is important and how to maintain it.

Quarries Microlearning



Quarries Microlearning



Microlearning

Next Steps

- Trialed the proof of concept with three quarry operators. 32 responses, overall positive. Reviewing the feedback on usability, videos, images, quizzes and case studies to make improvements.

- Developing a video for Managers to explain what microlearning is and how it works.

- WorkSafe will work with industry for a way to make it available to industry and maintain and develop content.

Emergency Preparedness

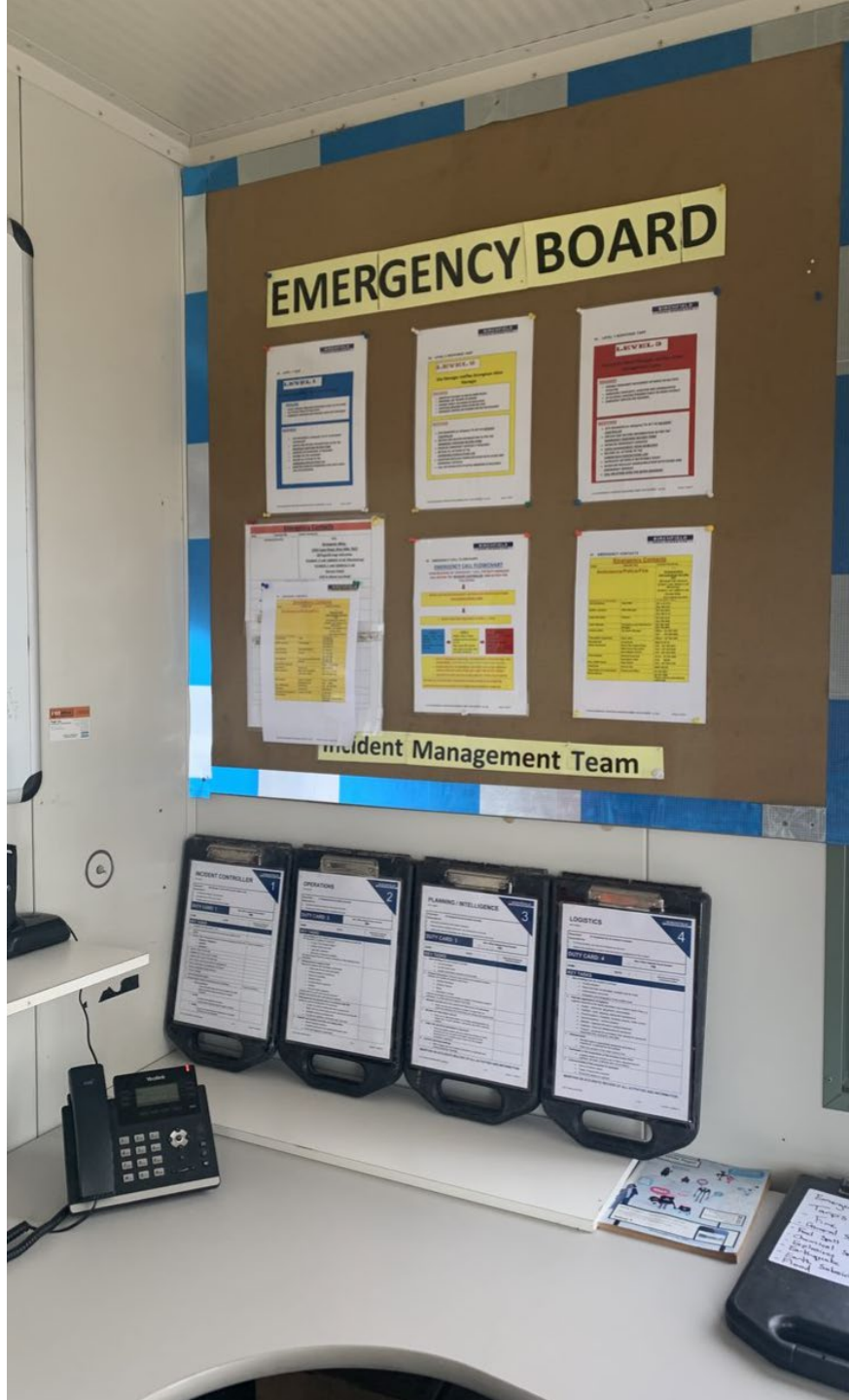
Legislation

General Risk and Workplace Management Regulations

- Reg 13 Duty to provide first aid
- Reg 14 Duty to prepare, maintain and implement emergency plan

MOQO Regulations*

- Reg 104 Consultation with emergency services
- Reg 105 Emergency management plan
- Reg 106 Testing emergency management plan
- Reg 124 Crush injuries and rescue of trapped or injured persons
- Reg 125 Treatment and transport of sick and injured workers
- Reg 126 Resuscitation Equipment



Your emergency plan

- Needs to be site specific
- Refer to your risk assessment – what are the likely emergency scenarios for your site?
- Vehicle rollover ? Stabilising vehicles, extraction from vehicles, head & crush injuries.
- Entrapment in plant ? Crushing injury or loss of limb
- Fall from height ? Head and crush injuries
- Electrical shock ? Burn injuries

Preparing your emergency plan

- What are the likely scenarios ?
- How long will it take for an ambulance or rescue helicopter to arrive at your site ? This is how long you need to keep workers alive and comfortable for.
- What is in your first aid kit, rescue equipment bag and do you and workers know how to use it?
- Test your communication - dead zones. When you phone 111 they may need to keep you on the phone, you may need a second phone on site.
- Social media and media
- Contacting next of kin
- Support for workers
- Worker Consultation

CAA
CIVIL AVIATION AUTHORITY OF NEW ZEALAND

Safety Around Helicopters

APPROACHING OR LEAVING A HELICOPTER

Do not approach without receiving a visual signal from the pilot. Do not leave without a visual or spoken instruction to do so. Stay where the pilot can see you at all times.

On sloping ground always approach or leave on the downslope side for maximum rotor clearance.

If blinded by swirling dust or grit, STOP – crouch lower, or sit down and wait for assistance.

If disembarking while the helicopter is hovering, get out slowly and smoothly when cleared to by the pilot.

Do not approach or leave a helicopter when the engine and rotors are running down or starting up.

Crouch while walking for extra rotor clearance. Always remove hats. Never reach up or chase after anything that blows away.

Carry long objects horizontally below waist level – never upright or on the shoulder.

TAKEOFF, LANDING, AND LOADING OPERATIONS

Clear helipad of loose articles. Secure your gear from the effects of rotor wash.

When transporting personnel, loading staff should ensure that:

- Passengers are briefed on approaching and leaving the helicopter
- They are grouped together and positioned to one side of the landing zone
- They face away from helicopter during takeoff and landing
- Each person looks after their own gear
- They are ready to board in turn as soon as the pilot gives the signal, and they are escorted to the helicopter.

When directing the pilot for landing, stand with back to wind and arms raised.

When directing the pilot by radio, remember they may be too busy to give a reply.

After hooking up a cargo sling, move forward and to the side to signal the pilot. Ensure the sling is not across the skid. Never ride on the sling.

Fasten and adjust your seat belt on entering the helicopter and leave it fastened until the pilot signals you to get out.

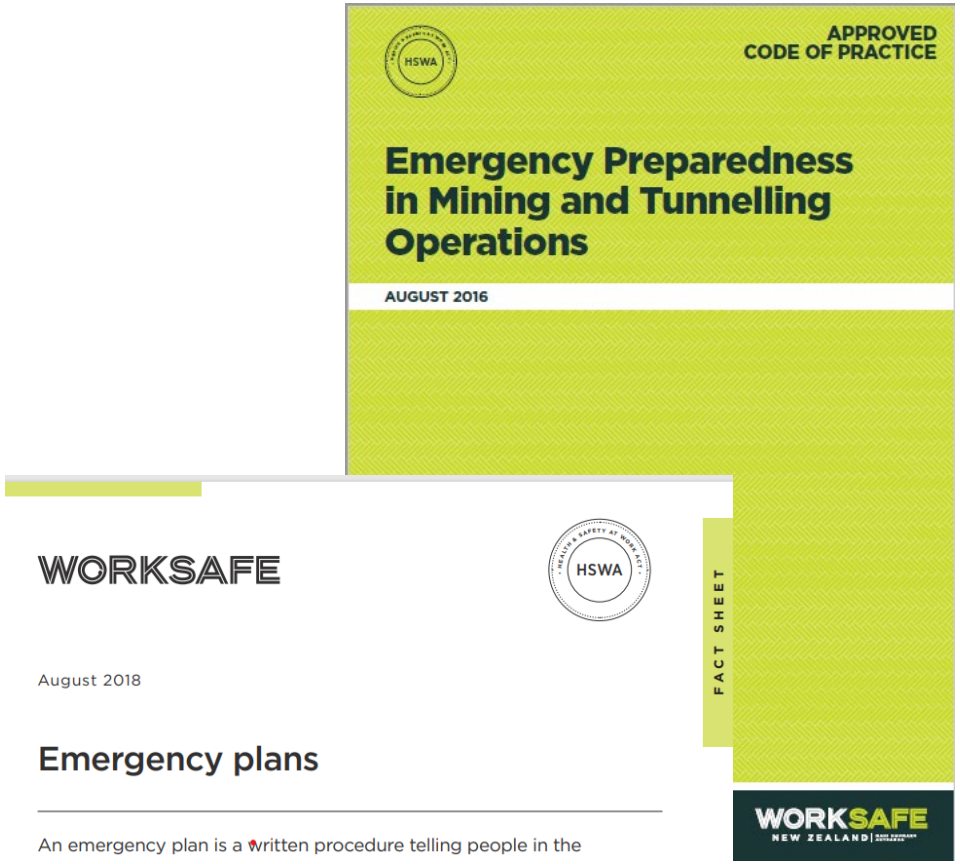
Revised April 2007

Testing your emergency plan

- Test the emergency plan regularly to ensure it remains effective and to train all workers in the emergency plan
- Test all parts of the plan, including:
  - accuracy of emergency contact details
  - accounting for people on the site
  - notifying all managers on or off site at different times of the day and night
  - emergency services response.
- Exercises should be realistic scenarios based on the hazards and emergencies identified in the emergency plan.
- Practise the most likely emergencies and life preserving, escape and rescue scenarios most frequently

Guidance Material

- ACOP for emergency preparedness
- Emergency Plans Fact Sheet
- Underground mines emergency protocol



5 Minute Break

Tyre checks

- Do you check for bulging ?
- Exposed wall lining?
- Damage to beading ?
- When was the last time you discussed the best type of tyre for your operation with your tyre supplier?

New competencies and SWI

Extractives Competencies

The Regulations Revision

- The Regulation Revision included some changes to the CoC required to manage sites.
- Gazette Notices will also be replaced with a Safe Work Instrument from 18 July 2023 (Part 2)
- A Safe Work Instrument (SWI) is a way of listing a lot of details required in the regulations

  e.g. the competencies required for each CoC.

Extractives Competencies

The requirement to have a SWI – what does this mean?

- All the gazette notices, including CPD notices, will no longer be relevant; there will only be one SWI document.
- Should be simpler to understand and can be amended more easily
- Some historical issues can be fixed E.g. Unit standards replaced as cited ones have expired etc.
- The BoE have considered the consultation work that was previously completed in September 2017, which was put on hold due to the regulation review.
- In this review there were submissions from industry to include leadership training, human factors, health etc. in the CoC competencies.

Extractives Competencies

Safe Work Instrument

- This was a significant opportunity to review the competencies.
- The BoE has completed this review and has updated the competency framework for all CoCs as well as establishing the new CoCs and “endorsements”.
- The SWI must now be consulted on - the minister will want this completed prior to approving it.
- Any B Grade sites that have explosives – must have the unit standards

Extractives Competencies

Existing CoC holders and transition period

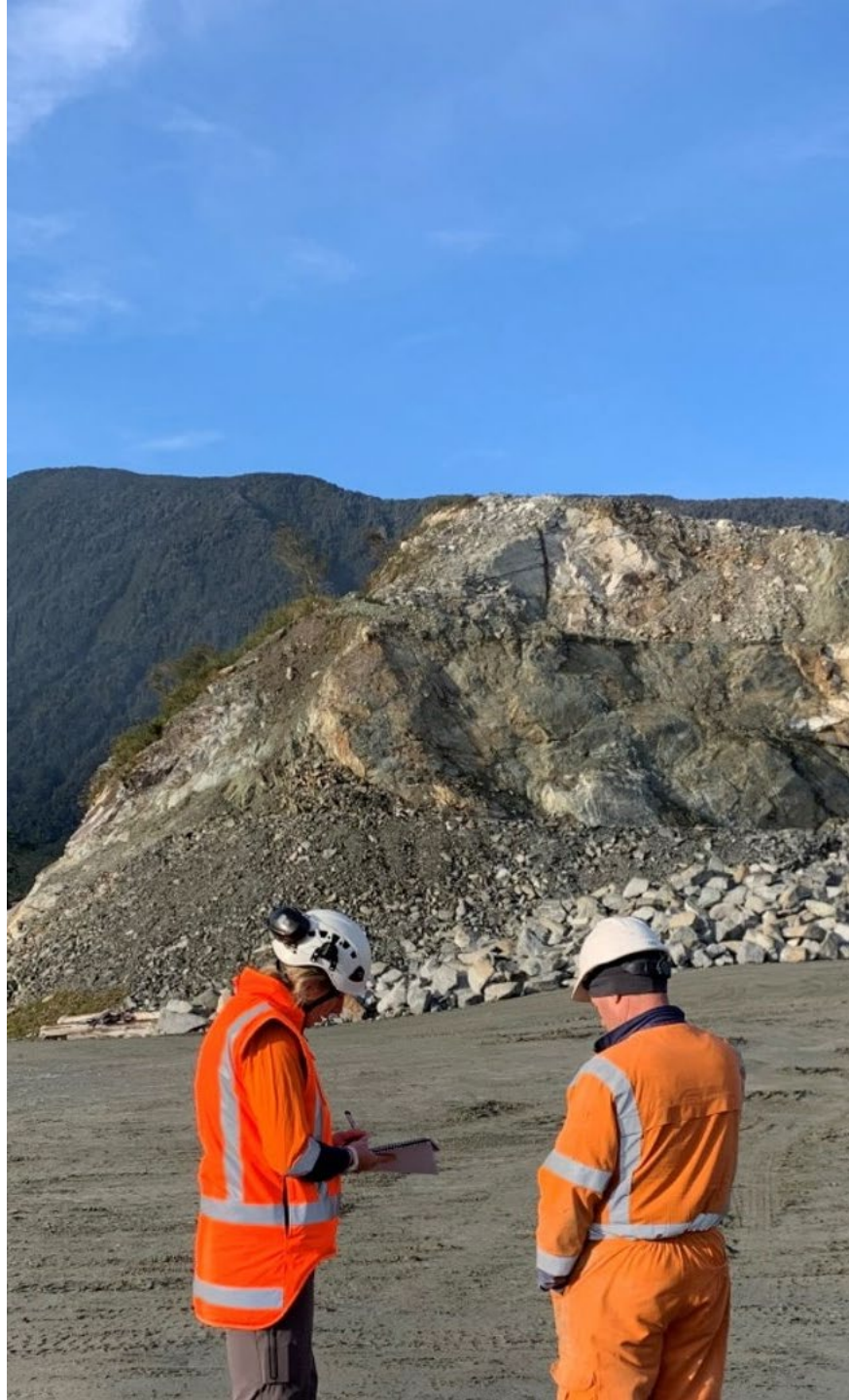
- All existing CoC holders will retain their CoCs.
- There will be no retrospective requirement to complete new unit standards.
- (We note that completing the new unit standards would be good CPD!)

- Regulatory requirements are not BoE issues that the BoE can change or modify i.e., the type of CoC required for an operation is specified in regulations – not the SWI
- There are changes to what a B Grade CoC can manage coming into effect in Part 3 of the Revised Regulations (from July 2024)

Extractives Competencies

The BoE has considered the upgrading of a current B grade CoC to an A grade CoC for Quarries.

- And is proposing that the holder of a current B grade CoC (who completed an oral exam for their B grade after 2015) should only have to complete the additional unit standards for the A grade but not be required to sit another oral exam.
- The reason for this is that those B grade holders have already been examined on the basis that they could manage a large complex site. That the previous oral examination was sufficient.
- B grade CoC holders who haven't completed a recent oral exam would be required to sit an oral exam for an A grade if they wanted to apply for an A grade CoC.



Continuing Professional Development

Continuing Professional Development

- Renew every five years
- B grade 60 hours over 5 years
- A grade 120 hours over 5 years

Continuing Professional Development

What counts

- Field visits
- Conferences
- Webinars
- Research of new plant and equipment
- Risk assessments
- WorkSafe inspections when learn something / research

Maintain, improve or broaden your knowledge, skills or personal qualities

CPD Logbook Example

CPD Log Example

CPD Entry Number → Marked on evidence

Date → Aligns with Activity date in log

Hours claimed → Matches the provider certificate

Key Learning → General learning + How the CoC holder will use the learning back on site

Name: **Mobile phone:** **Email:**

CoCs Held (at time of CPD activity) B-grade quarry manager

CPD entry number: Allocate a CPD entry number for this activity 1

DATE DD / MM / YEAR	ACTIVITY Refer to the list of activities on information sheet	UNRESTRICTED / RESTRICTED	AREAS OF LEARNING	HOURS	SPECIALIST HOURS	EVIDENCE Describe evidence provided, remember to note CPD entry number on the evidence.
23.9.21	CPD Training - ACT Safety via zoom	UNRESTRICTED	legislation, emergency management, leadership	8	No	CPD Certificate

KEY LEARNINGS

Refer to the questions on the inforamtion page to assist in writing the key learning(s)

Legislative requirements to meet them H&S at work act 2015. Organisational requirements, human/lost production/the underlaying costs. ACC Requirements - meet requirements to reduce insurance. Planned events/Official visits - CIMS Planning. Roles and funtions of CIMS - Redirection/Readiness/Response/Reduce Emergency Risks. I learnt about planning for emergency situations, that you need a good communication coordinator, clear plans and resources to meet the plans and use of best practices. This will help me with knowing how I can best prepare emergency mangement plans to have the best possible outcome and what roles people will need to do.

1

This certifies that

Has successfully achieved competency in

Continuous Professional Development (CPD) Training

The learner has demonstrated completency to meet the requirements of the following NZQA Standards / ACT Modules
CPD S - Continuous Professional Development - Safety Operating Systems (4 Hours)
CPD E - Continuous Professional Development - Emergency Management (4 Hours)

Ray Picket
Chief Executive Officer

Issue Date: September 23, 2021

ACT Safety
SAFE PROCESSES SAFE SYSTEMS SAFE PEOPLE

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ACT Safety
SAFE PROCESSES SAFE SYSTEMS SAFE PEOPLE

Getting you home healthy and safe.
That’s what we’re working for.

WORKSAFE
Mahi Haumaru Aotearoa