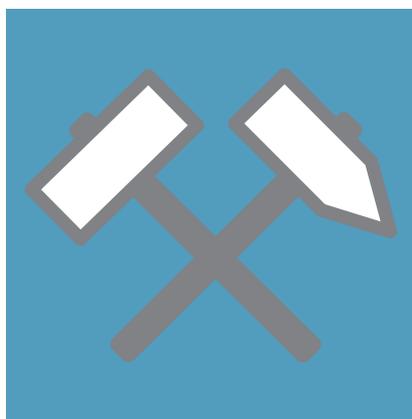


7 Golden Rules for Safe and Economical Mining – Checkpoints



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INTERNATIONAL SOCIAL SECURITY ASSOCIATION

Section on *Prevention in the Mining Industry*

1

Take Leadership Commitment

Leadership at all levels of mine management as a general prerequisite

Checkpoints

1	Is safety and health amongst your personal top priority as CEO/employer and how do you show this?	
2	Did you set a written company policy showing the significance of OSH amongst your company values?	
3	Do you communicate the value of safety?	
4	Is the top management committing to the level of safety and health amongst the company's values?	
5	Do all managers at every level know about the priority of safety and health?	
6	Do all the managers know exactly upon their personal obligations and responsibilities?	
7	Do you have financial incentives for good or bad safety performance for employees and managers?	
8	Do all employees know about the priority of safety and health?	
9	Are you and all managers setting examples for the priority of safety and health?	
10	Are your managers obliged to carry out regular workplace safety inspections?	
11	Is safety and health on every agenda of company meetings?	
12	Do all managers at every level know about the priority of safety and health?	
13	Do all the managers know exactly upon their personal obligations and responsibilities?	
14	Do you have financial incentives for good or bad safety performance for employees and managers?	

2 Identify Hazards and Risks

Systematic identification of hazards and risks: Risk assessment and analysis of occupational accidents and diseases

Checkpoints

Knowledge from injuries and diseases

1	Did you ensure to get the required OSH data to build a statistical fundament	
2	Do you care for a trustful reporting culture on work accidents, occupational diseases, near misses and unsafe behaviour?	
3	Did you design a reporting system for work accidents, occupational diseases, near misses and unsafe behaviour?	
4	Do you document, investigate and evaluate all work accidents and occupational diseases?	
5	Are you documenting every injury and every case of first aid in your mine?	

Knowledge from preventive risk assessment

6	Do you carry out a systematic risk assessment, considering all risk factors for every workplace in your mine?	
7	Did you organize that your risk assessment will be updated on a regularly basis?	
8	Do you assure that maintenance, repair, procedures for unplanned interruptions, health issues, psychological issues are included in your risk assessment process?	
9	Do you include the knowledge from regular health check ups?	
10	Do you include the knowledge from regular and planned measurements for measurable risks?	

3

Set Safety and Health Targets

Prioritization of risks and setting company goals for prevention programmes

Checkpoints

1	Are you systematically setting company specific strategic OSH targets on a year to year basis?	
2	Are you defining company specific tailor-made OSH programs and campaigns for your mine?	
3	Did you define clear and understandable targets for safety and health in your mine?	
4	Do you provide clear and easy safety and health rules for every site and every workplace in your enterprise?	
5	Do you define clear time tables for your prevention programs and campaigns, announce responsible persons and organize feedback by the workforce and by managers?	
6	Do you ensure effectiveness of your measures and corrective measures if necessary?	
7	Do you evaluate your OSH-statistics systematically?	
8	Are you investigating and evaluating work accidents, occupational diseases, illnesses?	
9	Do you collect and evaluate incidents, near misses and unsafe behaviour?	
10	Do you update your company specific OSH database and OSH report annually?	
11	Do you know about the TOP 5 accident causes, occupational disease causes?	
12	Do you know about the costs of work accidents, occupational diseases?	
13	Do you define your action plan, resulting from risk assessment?	
14	Do you know about the TOP 5 risks from the risk assessment?	

4 Ensure a Safe System

Systematic organisation of safety and health in a mine – Safety management systems

Checkpoints

1	Can you show information about the percentage of accidents happening due to organizational deficits?	  
2	Did you define and install a clear organisational structure in general and for OSH functions?	  
3	Do you ensure the required OSH-competence (physicians, safety specialists, specialized experts ...) in your company?	  
4	Do you delegate OSH-responsibilities, including rights and duties?	  
5	Do you supply a written document for the delegation of employer's duties and document its delegation?	  
6	Do all your managers (top level, medium level, lower level) know about their personal responsibility and duties for OSH?	  
7	Did you organize your managers inspecting all workplaces personally and regularly?	  
8	Do you prepare and update necessary plans and documents to run your mine safely?	  
9	Do you have plans for safe repair and safe maintenance?	  
10	Do you have plans for emergencies?	  
11	Do you organize regularly health check-ups?	  
12	Did you organize first aid and the rescue chain for your mine?	  
13	Did you install OSH-committees in your company involving social partners, safety experts, physicians and workers representatives?	  
14	Do you provide clear and easy safety and health rules for every site and every work in your enterprise?	  
15	Did you organize emergency preparedness?	  
16	Did you implement a safety management system?	  
17	Did you consider to audit and to certify your safety management system by an external party?	  
18	Did you implement an emergency management system?	  
19	Do you ensure internal and external audits?	  

5 Use Safe & Healthy Technology

Safe and healthy mining technology

Checkpoints

1	Are you considering safety and health issues for all your supplier dialogue?	
2	Do you consider OSH-matters when ordering new machinery or plant?	
3	Do you consider OSH requirements during planning and installation of new machinery?	
4	Are you checking the effectiveness of every safety installation and safety measure regularly?	
5	Do you ensure that machines will be used according to the safety regulations and that safety installations will be checked regularly?	
6	Do you put your focus especially at safe access and egress, especially on mobile equipment?	
7	Are you using efficient measuring equipment to control flammable and respirable dust and gas?	
8	Do you use state of the art technology, to prevent, control and extinguish mine-fires or dust-explosions?	
9	Do you care for a safe support of roofs and walls in your mine?	

6 Improve Qualification

Basic qualification standards, training on the job and regular instruction of managers and miners

Checkpoints

1	Are you aware that safe mining without sufficient competence is impossible?	
2	Did you define the required competence and level of mining qualification for every workplace?	
3	Do you make sure, that mining education is available for every miner?	
4	Did you set up a plan for qualification measures?	
5	Do you document qualification, training as well as regularly instruction?	
6	Do you have a plan for training, further training and for instruction?	
7	Did you consider communication problems such as language problems or illiteracy?	
8	Do you control the effectiveness and miner's understanding of workplace instruction?	
9	Do you train the trainers in duty of instructions?	
10	Are regular instructions documented?	
11	Do you provide clear and easy safety and health rules for every site and every work in your enterprise?	

7

Invest in People

Involve people in OSH – motivate people!

Checkpoints

1	Are you aware that people remain your success factor for better OSH?	
2	Do you have platforms for miner's involvement like OSH committees?	
3	Do you organize the involvement of your workforce and of your managers in OSH issues?	
4	Did you install OSH-representatives in every department of your mine and do you train these miners?	
5	Do you give financial incentives for workers due to OSH performance?	
6	Do you promote an improved safety culture in your mine?	
7	Can you ensure a frankly and immediate information and communication amongst your mine people?	
8	Do all employees know about the priority of safety and health?	
9	Do you have a clear communication of your OSH policy and of all OSH measures?	
10	Are your employees involved in the development of the mine's OSH policies?	
11	Do you motivate your miners to report near misses, incidents and unsafe behaviour?	
12	Do you acknowledge good safety performance?	
13	Do you run a platform for suggestions for improvement by your employees in order to use the ideas from your staff and to involve them in continuous improvement of OSH?	