



# **Risk-Based Hygiene Management Planning**

CHECKLIST TO HELP CHARACTERISE YOUR WORKPLACE

# Risk-Based Hygiene Management Planning

## STEP 1

### Characterise the Workplace

ELEMENT	ITEM	COMMENT / ACTION
1.1 Where are we now? (System documentation and processes relating to regulatory compliance)		
Does the operation have a Risk Based Hygiene Management Plan (RBHMP) or Occupational Hygiene Management Documents (i.e. Procedure or Standard)?		
Does the site have WA DMP compliant systems for identified health and hygiene risks including:		
• Diesel Emissions Management Plan (DEMP)		
• Fibrous Minerals Management Plan (FMMP)		
• Noise Control Plan		
Does the operation have a current Health Risk Assessment?		
Does the operation have a current Risk Based Exposure Monitoring Program?		
Is a current and suitably qualified Surface Ventilation Officer appointed for the operation? (WA Mines)		
Is all risk-based exposure monitoring undertaken by a suitably skilled and experienced Surface Ventilation Technician or Officer? (WA Mines)		

# Risk-Based Hygiene Management Planning Continued

ELEMENT	ITEM	COMMENT / ACTION
1.2 Information Gathering – (Establish familiarity with systems and general operation before walkthrough)		
Organisation chart including personnel numbers and roster information (i.e. shift length, days on / days off.		
Process maps and schematics of operation.		
Mineralogy reports and or Metallurgical reports		
Safety Data Sheets for hazardous substances.		
Historical Exposure Monitoring data and reports		
Historical noise, vibration, IAQ survey reports		
Historical Ventilation Log Book and SVO Inspection reports (WA Mines)		

# Risk-Based Hygiene Management Planning Continued

ELEMENT	ITEM	COMMENT / ACTION
<b>1.3 Walkthrough Survey – (Understand the processes, activities and plant, identify health hazards and document for each occupational and work area)</b>		
Discuss walk-through survey requirements with responsible area managers and supervisors.		
Identify personnel to discuss activities in the work area in each type of occupation present (ops, maintenance etc.)		
Complete a guided tour through the work area (even if familiar with processes and area).		
Identify and list individual specific sources of workplace exposure.		
Identify and list individual occupations for each of the work areas.		
Identify and list key activities that may result in workplace exposure to health hazards.		
Identify and list key activity exposure details such as duration and frequency.		
Identify and list workplace health hazards for each of the key occupational activities.		
Identify and list current critical control measures for each of the key occupational activities.		
Provide feedback to responsible area managers and supervisors on walk-through survey findings.		

<b>1.4 Establish the Top 3 Occupational Health and Hygiene Management Goals for FY17</b>		
WHAT	WHEN	WHO
1.		
2.		
3.		