

Health and Hygiene Management Plan Checklist

An initial guide to help businesses characterise the workplace

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 Health and Hygiene Management Plan (HHMP) or Occupational Hygiene Management Documents? (I.e. Procedure or Standard)		
Does the site have WA DMIRS compliant systems for identified health and hygiene risks including: <ul style="list-style-type: none"> • 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)		

Health and Hygiene Management Plan Checklist

An initial guide to help businesses characterise the workplace

ELEMENT	ITEM	COMMENT / ACTION
1.2 Information Gathering – (Establish familiarity with systems and general operation before walkthrough)		
Operation 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)		

Health and Hygiene Management Plan Checklist

An initial guide to help businesses characterise the workplace

ELEMENT	ITEM	COMMENT / ACTION
1.3 Walkthrough Survey – (Understand the processes, activities and plant; identify health hazards and document for each occupational and work area)		
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		

Health and Hygiene Management Plan Checklist

An initial guide to help businesses characterise the workplace

WHAT	WHEN	WHO
1.4 Establish the Top 3 Occupational Health and Hygiene Management Goals for FY19		
1.		
2.		
3.		