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| **Notification of high risk mining activity: Commencing sinking, widening or deepening of a mine shaft using entry methods** |
| Regulation 675UK of the Work Health and Safety (Mines) Regulations 2022 requires information about high risk mining activities at a mine to be notified to the regulator.Each high risk mining activity specified in Schedule 23 column 2 must not be carried out at or in relation to the mine unless - the notice is acknowledged by the regulator; the waiting period in relation to the activity has elapsed; and the activity is carried out in the manner specified in the notice.Notification is required ***45 days prior to*** commencing sinking, widening or deepening of a mine shaft using entry methods at an underground mine.The mine operator of a mine must ensure that a copy of any notice given to the regulator under regulation 675UK is also given, as soon as is reasonably practicable, to any health and safety representative for workers at the mine.*Note*: This form does ***NOT***apply for the installation of or commissioning of a permanent winding system. |

**Complete Parts A to E, provide comments where necessary and identify the specific location of relevant information within any attached documents.**

## List of abbreviations

WHSA 2020 Work Health and Safety Act 2020

WHS(M)R Work Health and Safety (Mines) Regulations 2022

r. Regulation (of the WHS(M)R)

Notice

The control measures to manage risk associated with mine shafts and winding operations are to be developed and documented in the Principal Mining Hazard Management Plan for the site and compliance with any Australian Standards (AS) referenced therein.

Commencement of sinking, widening or deepening of a mine shaft using entry methods is contingent on no further details being requested by the regulator and the elapsing of waiting period. The regulator may waive or reduce the waiting period at the request of the mine operator or otherwise.

This form must be used to notify the regulator for any shaft sinking proposals (including major modifications) that include the use of mobile cranes (for shaft depths to 50m only) and/or temporary winding installations.

*Note: Notification prior to installing a permanent winding system, or making major changes to an already installed winding system, must be submitted with the appropriate notification form.*

## Shaft pre-sink

Where a proposal for sinking of the shaft collar and installation of collar equipment (i.e., the shaft pre-sink) involves the use of a registered mobile crane to hoist broken rock (i.e. no temporary winding equipment) then general arrangement structural/mechanical drawings of the crane are not required.

If temporary winding equipment is required for the pre-sink or for further shaft sinking beyond 50m depth, then the general arrangement drawings referred to under PART E of this document for the temporary winding system are required.

## Use of temporary winding system

The use of a temporary winding system is contingent on no further details being requested by the regulator and the elapsing of waiting period. The regulator may waive or reduce the waiting period at the request of the mine operator or otherwise.

## Manufacturing, inspection and testing records

All material certificates, rope certificates, fabrication records, Manufacturer’s Data Report (MDR), Non-Destructive Testing (NDT) records, load test certificates and other compliance documents must be made readily available on site before commencing shaft sinking and be produced when requested by an inspector in accordance with WHSA 2020, Section 165(1)(b).

## Independent design verification

Design verification is highly recommended for the following reasons:

* it demonstrates appropriate engineering due diligence by the mine operator;
* it reduces the need for a detailed check by departmental officers (i.e. acceptance times are reduced);
* less potential for errors and defects to be discovered by departmental officers (i.e. less questions, delays and re-work).

Design verification (or validation) should be undertaken by a competent person who was not involved with the design. This may include, but is not necessarily limited to, third party independent verifiers.

| **PART A. MINE OPERATOR DETAILS** |
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| **Information required** | **Details** |
| Mine operator (person conducting a business or undertaking) | Click or tap here to enter text. |
| Mine name | Click or tap here to enter text. |
| Name of shaft (if different to the name of mine) | Click or tap here to enter text. |
| Safety Regulation System (SRS)Site ID, if known Relevant SRS site operation(s) (SG) | Click or tap here to enter text.Click or tap here to enter text. |
| Mine operator contact | Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Other key mine operator contacts:- Name- Position- Telephone number- Email address | Click or tap here to enter text. |

| PART B. Contractor (PCBU) details IF APPLICABLE  |
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| **Information required** | **Details** |
| Principal shaft sinking contractor | Click or tap here to enter text. |
| Contractor’s address | Click or tap here to enter text. |
| Project contacts:- Name- Position- Telephone number- Email address | Click or tap here to enter text. |

| Part c. Details of high risk mining activity |
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| **Information required**  | **Provide comments and/or advise location within relevant attachments** |
| Type of notification(tick as many as are applicable) | [ ]  New shaft sink |
| [ ]  Extension (deepening/stripping) existing shaft/rise |
| [ ]  Crane to be used for shaft sink |
| [ ]  Temporary winding system to be used for shaft sink |
| [ ]  Modification or alteration of temporary winding system |
| The nature of the proposed high risk activity, including particulars of how the activity is to be carried out. | Click or tap here to enter text. |
| The proposed commencement date for the activity. | Click or tap here to enter text. |
| The location of the activity. | Click or tap here to enter text. |
| The hazards identified as having the potential to arise from the activity. | Click or tap here to enter text. |
| An assessment of the risks associated with the activity. | Click or tap here to enter text. |
| The relevant parts of the mine safety management system for the mine that describe the systems, procedures, plans and other control measures that will be used to control risks to health and safety associated with the carrying out of the activity. | Click or tap here to enter text. |

| PART d. Additional information to be provided to the regulator |
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| **Information required** | **Provide comments and/or advise location within relevant attachments** |
| Method of working | Click or tap here to enter text. |
| Details of plant to be used | Click or tap here to enter text. |
| Risk assessment and controls | Click or tap here to enter text. |
| General arrangement drawings showing:* plan(s) showing location of shaft (whole mine and shaft site)
* depths, diameter, cross-section of shaft and collar
* mechanical/structural general layout of temporary headframe and winding equipment (plan and elevations).

Drawings to be at approved for construction revision status.(List all drawing titles and drawing numbers with correct revision status) | Click or tap here to enter text. |
| Provide details on the shaft sink development cycle and stages to be followed. | Click or tap here to enter text. |
| Expected period of shaft sinking operation. | Click or tap here to enter text. |
| Provide schedule/dates for major stages/milestones | Click or tap here to enter text. |

| **PART E. EXEMPTIONS LIKELY TO BE SOUGHT TO THE WHS(M)R 2022 *(if any)*** |
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| List any exemptions from specific requirements of the WHS(M)R 2022 you intend applying for in relation to this submission. | Click or tap here to enter text. |
| Are you the holder of any current specific exemptions that are relevant to this notice? If so, provide a list. | Click or tap here to enter text. |