

JANUARY/FEBRUARY SAFETY THEME: 274 & 281 INSPECTIONS

PNG MINING (SAFETY) ACT 1977

274 and 281 workplace inspections are a legal requirement of the PNG Mining (Safety) Act 1977, under section 274 and 281 respectively.

The 274 and 281 Inspections are a systematic way of conducting regular workplace inspections to ensure we have a safe and healthy work environment for all employees.

These inspections are conducted as part of our Duty of Care and to ensure we achieve our vision of **Being the Safest Mine in PNG**.

SECTION 274: MANAGER TO INFORM HIMSELF/HERSELF OF CONDITION OF APPLIANCES

The manager of every mine, or some other competent person assigned by the manager for the purpose, shall:

(a) keep himself constantly informed of the state of all ropes, or other safety appliances, or gear used in connection with the cages or shafts of the mine;

(b) at intervals of not more than one week:

(i) carefully examine the condition of the mine and all buildings, machinery, ropes, and other safety appliances, gear, shafts, levels, planes, and other places used in the working of the mine; and

(ii) make and sign an entry in the prescribed Mine Register setting out the date and fact of the examination, his opinion of the condition, and of the need for alterations or repairs, having regard to the safety of persons employed in the mine.

The manager's designate may be:

- Superintendent
- Coordinator
- Supervisor
- Any personnel responsible for a work area or task.



SECTION 281: WEEKLY INSPECTION BY MANAGER

The manager of every mine shall at least once a week:

(a) make a thorough inspection of every part of the mine;

(b) make and sign an entry in the prescribed Mine Register

(i) recording the facts which, at the time of the inspection, he finds existing generally in the mine in regard to safety and ventilation;

(ii) in regard to any other matter which is, by this Regulation, or by an inspector in writing, required to be the subject of record.

The Registered Mine/Works Manager's designate may be:

- Member of Executive Leadership Team
- Superintendent

For more information:

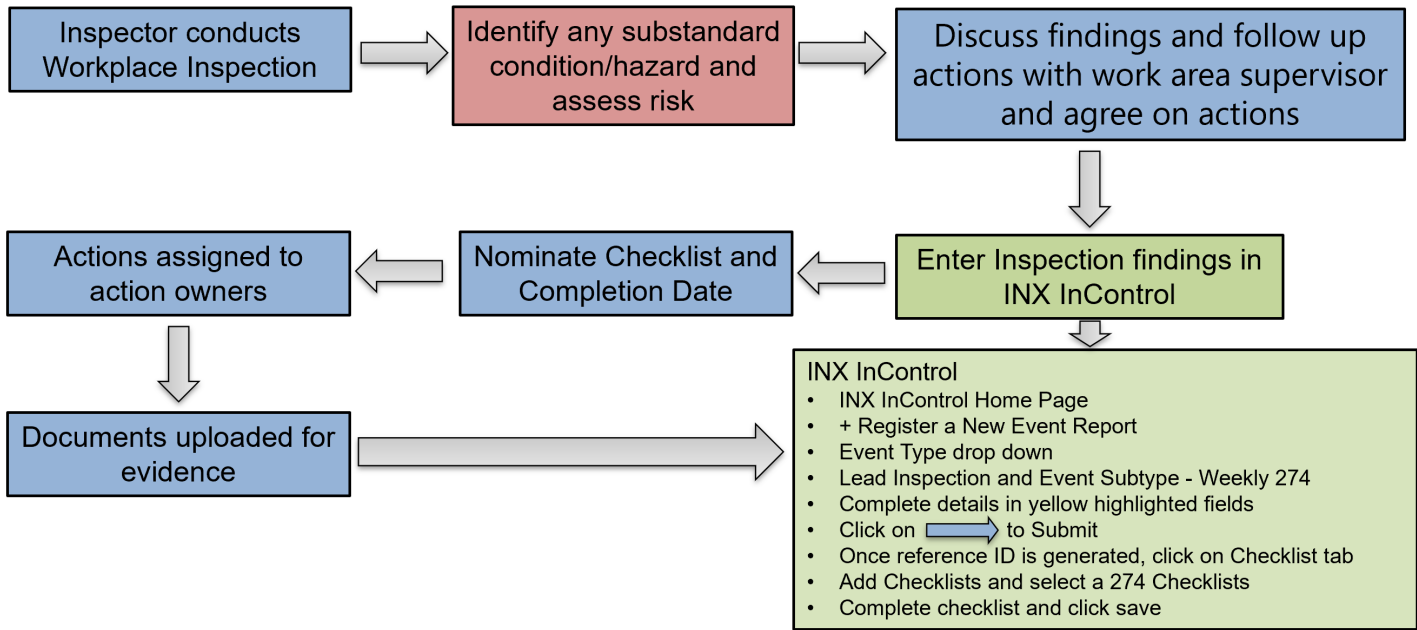
[Click here to see the 274 Video](#)

[Click here to go to the Monthly Safety Topic Page](#)

ENTER 274 INSPECTIONS IN INX INCONTROL

1. Go to INX InControl Home Page
2. Click on + Register a New Event Report
3. Go to Event Type and click on the drop down. Select 'Lead Inspection' and Event Subtype. Select 'Weekly 274'.
4. Complete all other details in yellow highlighted fields & click on blue arrow to 'Submit'.
5. Once reference ID is generated, click on the Checklist tab and select General 274 Checklist.
6. Complete checklist and click save.
7. Actions from 274 inspections to be loaded under the actions tab which involves discussion with the action owner for agreement on action and due date for action closure.

274 Workplace Inspection Flowchart



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- As stipulated by the Act, a **Manager** or his **designate** must inspect their area of work *Once Per Week*.
- Carried out at different frequencies by all levels of the organisation. The Designate of the Manager can be the **Superintendent, Coordinator, Supervisors**.

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- As stipulated by the Act, the **Registered Mine or Works Manager** or his **designate** must conduct a thorough inspection of every part of the Mine *Once Per Week*.
- Carried out at different frequencies by the Registered Mine or Works Manager or authorised delegate, who can be any member of the **Executive Leadership Team** or a **Superintendent**.



274 INSPECTIONS IN INX INCONTROL INCLUDE:

- 274 Inspection General Work Area
- 274 Inspection Highway road maint.
- 274 Inspection Traffic Management Plan
- 274 Inspection Alice Pit Camp
- 274 Inspection Light Vehicles
- 274 Inspection Waste Dumps
- 274 Inspection CEW Workshop
- 274 Inspection Mechanical & Elect.
- 274 Inspection Access Road & Tunnel
- 274 Inspection Maintenance Workshop
- 274 Inspection Premises & House Keeping
- 274 Inspection CV42B
- 274 Inspection Crusher MCCs
- 274 Inspection Primary Crusher
- 274 Inspection HV Reticulation
- 274 Inspection CV41 & Tunnel Area
- 274 Inspection Projects Construction Site
- 274 Inspection Power Stations
- 274 Inspection CV43 & Tunnel Area
- 274 Inspection Steel Work Fixing
- 274 Inspection Screening Plant
- 274 Inspection CV 42A
- 274 Inspection Storage Facilities
- 274 Inspection OK Menga Intake Area
- 274 Inspection Environment Laboratories

274 INSPECTION GENERAL WORK AREA CHECKLIST

SECTION 1: PREMISES AND HOUSE KEEPING

	YES	NO	N/A
Building – Site Office, workshop access way clear and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting – Workshop sheds/site offices, no faulty or inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene Facilities – Toilets clean, soap and paper towel available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crib room clean and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and stacking all parts, materials in orderly manner, including chemical, fuel & oil etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work areas tidy, yards and laying up areas used correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scrap and refuse bins removed and storage system – adequate bins provided and waste disposal done correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarantine of all material managed in orderly manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation in workshop/offices/smoko rooms okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency master point area is clearly identified with notice boards posted and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxy Acetylene secure on proper stands, flash arrestors installed, hoses/regulators operational and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: MECHANICAL, ELECTRICAL AND PERSONAL SAFEGUARDING

Adequate signage and notices posted where required, construction site, site office, warning and danger signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders, stair, walkways and scaffolds egress and ingress in safe manner, no obstruction, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffold built stable, Scarf tag attached with relevant authorised person's information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All portable ladders in good condition, properly secured and safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable electrical equipment all currently tagged and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable/bench grinders have guards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2mm gap on bench grinder is set and grinder wheel/disc in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools – no modified or unauthorized tools used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE and safety equipment available on site, accessible and being used appropriately by employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notices and signage (warning and danger) installed where required, exits, fire, site office direction, emergency, PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics – All equipment, workplace benches, seating at site workshop/offices is ergonomically sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting gear currently tagged with respective colours and in good condition, including ropes, slings, shackles, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting gear register is available and current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All crane operators/Riggers/Dogmen have suitable and valid permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EWP / scissor lift operators have suitable and valid permits, including work at height competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machinery checklist available and pre-start checks correctly and consistently done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials stored in proper cabinets with adequate ventilation, labels, identification signs, storage, SDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where Isolation of equipment is required – ATW/LOTO/PLU applied by work party done correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JSA/Take 5/RA – completed, signed off and available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor red folder available with all relevant document copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor vehicles / equipment brought on site have valid commission stickers, registration and safety stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: FIRE AND PREVENTION

Fire extinguishers available for appropriate fire hazards in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers fully charged, inspection tags fitted and inspection current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of fire extinguishers – check for physical damage, rust, colour coding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate signage, labelling and demarcation done for easy identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure oil, fuel, flammable materials stored correctly or removed as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site area / fire warden appointed and posted on the notice board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: HEALTH AND SAFETY

Employees have completed inductions and aware of site emergency procedure, contacts, alarm and muster points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid facility - kit available and fully kitted, first aider appointed and posted on site notice board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light vehicle drivers are aware of LV policy and respective LV permits are available and valid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation checklists available and they are consistently and correctly filled out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site emergency plan, contacts and procedure available and visible for all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed safety officers posted on notice board and available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prestart meetings conducted daily and attended by all project members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye wash station, fixed or portable, available, accessible, in operation, with signage posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice boards available on project site with current information, available for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>