Audit and review

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SMS audits and reviews are used to assess the mining operations compliance with and implementation of the key safety management systems components. These include the mines risk assessments, management plans, control plans, SWMS and procedures. These audits and reviews will also look at the level of compliance with the relevant health and safety legislation.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.

2. **WHAT:** The audit and review program documents when and how the safety management system (SMS) and its associated safe working method statements (SWMS), procedures and control plans will be reviewed to ensure that they remain consistent with the necessary controls to manage the hazards at our operation. It also provides guidance on how this will happen and what documentation will be used to conduct the review.

   Nominate who will be responsible for determining when a subject matter expert is required to assist with the review of a section.

3. **WHO:** Nominate who will be responsible for ensuring that the audits and reviews are conducted as per the schedule set out in Program 1.

4. **HOW:** You may adopt the suggested methods for review and audit or modify it to your suit your needs.

5. **WHEN:** You may adopt the suggested methods and review periods or modify them to suit your needs.

6. **ACTION:** Nominate who will be the approver of all new and revised documentation.

7. **DOCUMENT CONTROL:** Record any documents used in this program on the document control master list (Form 3A) and the location that it will be filed.

References:

Mine Work Health & Safety (Mines & Petroleum Sites) Regulation 2014 Part 2 Managing Risks clause 15, clause 17

Health & Safety at Quarries