January 2023

Mine emergency plan consultation record - template

# Consulting requirements for mines in emergency planning

This form is designed to assist mines required to carry out consultation in accordance with Section 92 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2022. For more information regarding these requirements, see the [Consultation requirements for mines in emergency planning fact sheet](https://www.resourcesregulator.nsw.gov.au/safety-and-health/topics/emergency-planning). The consultation should consider a wide range of factors including the mine site response capabilities, hazards and potential emergency events identified along with the local response context such as geographic isolation and response times. Completing the [mine emergency plan summary form](https://www.resourcesregulator.nsw.gov.au/safety-and-health/topics/emergency-planning) can assist emergency service organisations in understanding these factors.

1. Consultation

Details of consultation conducted relating to this consultation record.

|  |  |
| --- | --- |
| **Details** | **Comment** |
| Time and date conducted |  |
| Method of consultation | eg face to face meeting, teleconference |
| Location of consultation |  |
| Other |  |

1. Mine details

The mine and mine operator details relating to this consultation record

|  |  |
| --- | --- |
| **Mine details** | **Comment** |
| Mine site name |  |
| Mine site address |  |
| Mine operator/PCBU |  |
| Other details |  |
| Emergency planning contact person/contact details |  |

1. Agencies and organisations consulted

Agencies or organisations consulted in relation to **this** consultation record

|  |  |  |  |
| --- | --- | --- | --- |
| Agency/organisation |  | Agency/organisation |  |
| Ambulance Service NSW |  | Fire and Rescue NSW |  |
| NSW Rural Fire Service |  | NSW Police Force |  |
| NSW State Emergency Service |  | Coal Services Mines Rescue |  |
| NSW Volunteer Rescue Assoc. |  | Local authority/council |  |
| Other: |  | Other: |  |

1. Testing of the emergency plan

|  |
| --- |
| Recommendations |
| The mine operator **must ensure** the following recommendations are addressed in the emergency plan in accordance with Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 – section 92 (2) (a): *the testing of the emergency plan, including the way in which it will be tested, the frequency of testing and whether or not the emergency service organisations will participate in the testing*. |

(adjust to suit requirements of consultation conducted)

|  |  |
| --- | --- |
| Consultation element | Recommendation |
| Testing of the emergency plan (general) |  |
| Way in which it will be tested |  |
| Frequency of testing |  |
| Emergency service organisation(s) participation in testing |  |

1. Notifying emergency services

|  |
| --- |
| Recommendations |
| The mine operator **must ensure** the following recommendations are addressed in the emergency plan consultation in accordance with Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 – section 92(2) (b): *what incidents or events at the mine should be notified to the emergency service organisations.* |

(adjust to suit requirements of consultation conducted)

|  |  |
| --- | --- |
| Agency/incident or event | Notification requirement by agency as per s92 (2)(b) |
| *Eg. NSW Ambulance*  *Medical/injury* | *e.g. all requests for ambulance assistance are to be made by calling triple zero (000)* |
| *E.g.NSW Police/Rescue*  *NSW Police/Fatality*  *NSW Police/Fire ($500k+)* | *e.g. Any rescue incident is to be notified to triple zero (000) immediately (ref: Mine Sub Plan part 7.1 and regulator fact sheet). In addition, this includes any of the following events: underground staff being required to enter refuge chambers / shaft winder malfunctions where people are unable to exit the cage for over 30 minutes.*  *e.g.. All fatalities are required to be notified to the NSW Police Force by calling triple zero (000) immediately.*  *e.g. All fires resulting in damage to property, equipment, plant or structures exceeding $500,000 are to be notified immediately to the local police station.* |
| NSW Police | Notification requirement |
| NSW Ambulance  (Inc nearest SOT) | Notification requirement |
| Fire & Rescue NSW  (Inc Hazmat incidents) | Notification requirement |
| NSW Rural Fire Service | Notification requirement |
| NSW Mines Rescue Brigade  (All coal mines) | Notification requirement |
| Accredited Rescue Agency:  (for GLR, RCR, Vertical, Aquatic)  SES, VRA, FRNSW, RFS, NSWA, NSWP | Notification requirement |
| Local Authority/Council | Notification requirement |

1. Other recommendations

|  |
| --- |
| Recommendations |
| The mine operator **must have** regard to and other recommendations or advice given by a person consulted in accordance with Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 – section 92(3). |

|  |  |
| --- | --- |
| Agency | Other recommendations/advice |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Document handling

This document may be used by emergency services in the preparation of recommendations to a mine regarding their emergency plan.

This document should be retained by mine operators as a record of the consultation conducted as required under Work Health and Safety (Mines and Petroleum Sites) Regulation 2022 – section 92 requirements.

It should also be used by mine operators to ensure recommendations made by emergency service organisations are addressed as required by the Regulation.

© State of New South Wales through Regional NSW 2023. The information contained in this publication is based on knowledge and understanding at the time of writing December 2023. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Regional NSW or the user’s independent adviser.

MEG/DOC19/979733