

Procedure Document for use of Magazine Management Safety Checklist and Explosive Stock Record

Background

The need for new documentation came about as a result of the removal of health and safety obligations, particularly the management of explosives within extractive industry sites, from the Department of Primary Industries in 2005.

As a consequence of this change explosive record books are no longer being printed at the government printers. Numerous members had contacted the CMPA for information as to where to obtain these books, with some parties photocopying the old books.

Furthermore there had been significant changes to the way explosives were being managed at extractive industry sites; for instance:

- how they are delivered to sites,
- many operators engaging contractors to undertake rock-on-ground contracts,
- operators undertaking parts of the drill and blast program, sub-contracting sections out, or
- sites undertaking the delivery of explosives without magazines onsite.

The wider community has also become more conscious of the importance of tracking and management of explosives records as a result of terrorist attacks.

With Blast Management Plans (BMPs) being enshrined in Dangerous Goods legislation in 2011 and required at all extractive industry sites, it was apparent that detailed evidence was required to underpin regulatory obligations.

The Magazine Management Safety Checklist was designed to assist in meeting these obligations and to ensure compliance with the *Dangerous Goods Explosives 2011 Regulations and AS2187.1 – 1998 Appendix J*.

The CMPA strives to educate industry participants with the development of resources in an attempt to increase the overall safety of the industry.

The obligation lies with the owners and directors of companies to ensure that employees have a safe working environment which is not a risk to their health.

Function

The function of the “Magazine Management Safety Checklist” and “Explosive Stock Record” {1343} is to ensure that:

1. All employees accessing the magazine conduct safety and maintenance checks.
2. The condition of the magazine complies in accordance with *AS2187.1-1998 Appendix J*.
3. All stock movements into and out of the magazine are all documented and accounted for in accordance with *AS2187.1-1998 Appendix J*.
4. There is a record of inspection and a document path for initiating issues and recording any structural or safety concerns.

Purpose

The new Magazine Management Safety Checklist (also comprises an Explosive Stock Record section) was developed to ensure owners are complying with changes to the Dangerous Goods (Explosives) Regulations 2011 which came into effect in June 2011. The magazine needs to be kept in a good and safe working order as well as hold the licensed amount of explosives and comply with *AS2187.1-1998 Appendix J*.

Part two of the book is made up of Explosive Stock Record sheets, which allows the quarry manager to keep an ongoing record of quantities of detonators and explosives within the magazine.

This checklist is to be used as a preventative measure to ensure that all required areas of magazine management safety are checked and that correct records of stored explosives are kept. The “Magazine Management Safety Checklist” and “Explosive Stock Record” {1343} active pad is to remain with the license holder and is accessible to any authorised personnel.

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Procedure

The “Magazine Management Safety Checklist” and “Explosive Stock Record” {1343} is published as an independent pad containing 30 checklists an Index and 30 “Explosive Stock Record Sheets” {1343}.

The Checklist consists of two sections:

1. General Checks
2. Magazine Compound Checks

The Explosive Stock Record consists of two sections:

1. Index (Pink copy)
2. Explosive Stock Record (Blue Copy)

Instructions on how to use this checklist and the explosive stock record are following.

Pad assignment

Each magazine is assigned its own pad of the “Magazine Management Safety Checklist” and “Explosive Stock Record” {1343}”. For additional copies of either the checklists or explosive stock records, talk to your Site Manager who will contact the CMPA.

When to complete

Use a separate form for each time the magazine is accessed. The magazine is to be inspected in accordance with the checklist and company procedures. The checklist should remain with the license holder so that anyone authorised by the license holder is able to access the magazine and ensure that all safety checks have been completed.

These records form the basis of the magazine maintenance procedures and will be subject to random inspection.

Identifying the equipment

When commencing a new checklist it is necessary to complete the quarry and magazine details.

Filling in the form

To complete the checklist, firstly identify the Purpose for Opening the Magazine and circle the relevant letter (A – F) details are on the back of the yellow copy. Then fill in the boxes with a tick (✓) if the requirements have been met, not applicable (n/a) if the requirements are not relevant to the item of plant, or a cross (×) if the requirements have not been met in accordance with company policies or procedures.

In the case of the requirements not being met, it is imperative that work is IMMEDIATELY stopped, the nominated person (i.e. Site Manager) is contacted and an “Issue Resolution Form” {1325} is raised.

To complete the Index, list the name of the site and magazine details. Identify which magazine type is being accessed, then list the product name and the corresponding page no. from the blue section of the book.

To complete the Explosive Stock Record (Blue Copy), firstly list the Product Name and Code, a separate page should be used for each product. Complete all stock movements.

Confirmation of completion

The Operator must initial the checklist and present it to the Site Manager to be signed at the end of each shift. The operator should then store the checklist in the employee workstation or lunchroom. Depending on company policy, the Manager’s initial may only be required at the end of each week (rather than on a daily basis).

Archiving

The Site Manager is to archive the white copy of the checklist while the yellow copy remains in the pad for the magazine’s records.