

# Procedure Document for use of Shotfirer's Book

## 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 Shotfirers Book 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 “Shotfirer’s Book” {1340} is to ensure that:

1. The responsible Shotfirer has undertaken general safety checks before, during and after the blast to comply with aspects of the sites Blast Management Plan (BMP).
2. All details of the blast are recorded
3. The appropriate reports are completed and attached

## Purpose

The Shotfirer’s Book was developed to ensure that all blasting details were recorded and reports on the blast collated to ensure compliance with the *Dangerous Goods Explosives 2011 Regulations and AS2187.1 – 1998 Appendix J and AS2187.2: Explosives – Storage and use. Part 2: Use of explosives*. The book was also designed to ensure checklists were being completed by Shotfirer’s prior to the blast and that there was compliance with the sites Blast Management Plan (BMP).

The checklist is to be used as a preventative measure to ensure that all required areas of blast safety are checked and that correct records of explosives are kept. The “Shotfirer’s Book” {1340} active pad is to remain with the quarry manager so that all operators have access to its history.

# Procedure Document for use of Shotfirer's Book

## **Procedure**

The "Shotfirer's Book" {1340} is published as an independent pad containing 25 blasting summary sheets and 25 checklists.

The 'Shotfirer's Book' consists of two pages:

1. Details of the Blast, including Shot Information and Report Summaries
2. General Checks before undertaking task and Blast Safety Checks while carrying out task

Instructions on how to use this blasting summary and checklist are following.

## **Pad assignment**

Each extractive industry site is assigned its own pad of the "Shotfirer's Book" {1340}. For additional copies of the checklists or blasting summary, talk to your Site Manager who will contact the CMPA.

## **When to complete**

Use a separate form each time a blast is being conducted. The blast is to be inspected in accordance with the checklist and blast summary records updated each time a blast is conducted.

These records form the basis of the blast summary and checklist procedures and will be subject to random inspection.

## **Filling in the form**

To complete the first page fill in all relevant items relating to the blast including site details, shot information, weather, exclusion zones and advise reports attached.

To complete the second page, circle the relevant boxes with a tick (✓) if the requirements have been met, not applicable (n/a) if the requirements are not relevant, 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 the nominated person (i.e. Site Manager) is contacted and an "Issue Resolution Form" {1325} is raised.

## **Confirmation of completion**

The Shotfirer must sign the checklist and present it to the Site Manager to be signed. The quarry manager should then store the checklist in the employee workstation or lunchroom.

## **Archiving**

The Site Manager is to archive the white copies of the checklist while the yellow and blue copies remain in the pad for the blasting records.