

Exploration Management Plan

SAMPLE

Table of Contents

1. Purpose and Scope	5
2. Definitions.....	5
3. Legislative and Other Requirements.....	6
4. Roles, Responsibilities and Consultation	6
4.1 Officers and Senior Management	6
4.2 Exploration Manager / Project Manager	7
4.3 Site Supervisor / Exploration Supervisor	7
4.4 Workers and Contractors.....	7
4.5 Health and Safety Representatives (HSRs).....	8
4.6 Consultation, Cooperation and Coordination	8
5. Planning and Approvals	8
5.1 Exploration Programme Planning	8
5.2 Risk Assessment and H&S Planning	9
5.3 Land Access and Stakeholder Approvals.....	9
5.4 Mobilisation Authorisation.....	9
6. Site Establishment and Induction.....	10
6.1 Site Establishment	10
6.2 Site Induction	10
6.3 Visitor Management	10
7. Hazard Identification and Risk Management.....	11
7.1 Hazard Identification.....	11
7.2 Risk Assessment and Control.....	11
7.3 Risk Register.....	12
8. Training, Competency and Supervision.....	12
8.1 Training and Induction	12
8.2 Competency Requirements	12
8.3 Supervision	13
9. Plant, Equipment and Maintenance	13
9.1 Plant Selection and Suitability	13
9.2 Inspection, Testing and Maintenance.....	14

9.3 Guarding and Safety Devices	14
9.4 Lifting Equipment and Pressure Systems	14
10. Safe Work Procedures	14
10.1 Drilling Operations	14
10.2 Excavation, Trenching and Test Pits	15
10.3 Surveying, Geophysics and Field Mapping	15
10.4 Sample Handling and Core Processing	15
10.5 Hot Work and Welding	16
11. Traffic and Mobile Plant Management	16
11.1 Traffic Management Plan	16
11.2 Interaction with Public Roads	16
11.3 Mobile Plant Operation	16
12. Remote and Isolated Work	17
13. Fatigue Management	17
14. Hazardous Substances, Dangerous Goods and Explosives	18
14.1 Hazardous Substances and Dangerous Goods	18
14.2 Explosives and Blasting	18
15. Environmental Management	18
16. Personal Protective Equipment (PPE)	19
17. Emergency Preparedness and Response	19
17.1 Emergency Planning	19
17.2 First Aid	19
17.3 Emergency Equipment and Drills	20
18. Incident Reporting, Investigation and Corrective Actions	20
18.1 Incident Reporting	20
18.2 Incident Investigation	20
18.3 Corrective Actions and Lessons Learned	20
19. Health Monitoring and Wellbeing	21
20. Inspections, Audits and Monitoring	21
20.1 Workplace Inspections	21
20.2 Audits	21
21. Document Control and Records Management	22

21.1 Document Control 22
21.2 Records Management 22
22. Review and Continuous Improvement 22
23. Implementation Checklist 23

SAMPLE

Exploration Management Plan

1. Purpose and Scope

This Exploration Management Plan (EMP) sets out the work health and safety (WHS), environmental and operational management arrangements for exploration activities undertaken by [Company Name] in mining, resources, civil construction and earthworks environments.

The objectives of this EMP are to:

- Identify and manage WHS risks associated with exploration activities.
- Establish clear responsibilities and accountabilities for safe work.
- Provide practical procedures and controls to prevent injury, illness, property damage and environmental harm.
- Demonstrate due diligence and WHS compliance with applicable legislation, standards and codes of practice.
- Ensure exploration activities are planned, authorised, monitored and reviewed in a systematic manner.

This EMP applies to:

- All exploration activities including but not limited to drilling, trenching, test pitting, bulk sampling, geophysical surveys, mapping and associated civil works.
- All workers, contractors, labour hire personnel and visitors engaged in or affected by exploration activities.
- All exploration sites, laydown areas, access tracks and temporary camps under the control of [Company Name].

2. Definitions

For the purposes of this Exploration Management Plan, the following definitions apply:

- **PCBU** – Person Conducting a Business or Undertaking as defined in WHS legislation.
- **Worker** – Any person carrying out work in any capacity for [Company Name], including employees, contractors, labour hire workers, apprentices, trainees and volunteers.
- **Exploration activities** – All work associated with identifying, delineating or evaluating mineral, resource or construction material deposits, including supporting civil construction and earthworks.
- **Site** – Any location where exploration activities are undertaken or controlled by [Company Name], including access routes, camps and laydown areas.
- **Reasonably practicable** – That which is reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters as defined under WHS legislation.

- **JSEA / JSA / SWMS** – Job Safety and Environmental Analysis, Job Safety Analysis or Safe Work Method Statement, being task-based risk assessments documenting hazards, risks and controls.
- **Principal Contractor** – The PCBU appointed to control a construction project, where applicable.
- **Remote or isolated work** – Work that is isolated from the assistance of other people due to location, time or nature of the work.

3. Legislative and Other Requirements

[Company Name] will manage exploration activities in accordance with, as a minimum, the following legislation, standards and guidance, as applicable in the relevant Australian jurisdiction:

- Work Health and Safety Act and Work Health and Safety Regulations.
- Applicable mining, resources, petroleum, quarrying or exploration legislation.
- Environmental protection, land access, heritage and native title legislation.
- Dangerous goods and explosives legislation.
- Road traffic and heavy vehicle legislation.
- Electrical safety legislation.
- Relevant Codes of Practice (e.g. Hazardous Manual Tasks, Managing the Risk of Falls, Confined Spaces, Excavation Work, Managing Noise and Preventing Hearing Loss, First Aid in the Workplace).
- Relevant Australian Standards (e.g. AS/NZS 4801 or ISO 45001, AS 2865 Confined Spaces, AS/NZS 3000 Wiring Rules, AS/NZS 1715 and 1716 for respiratory protection, AS 1940 for storage and handling of flammable and combustible liquids).

A register of applicable legislation and standards will be maintained and periodically reviewed to ensure continued WHS compliance.

4. Roles, Responsibilities and Consultation

4.1 Officers and Senior Management

Officers of [Company Name] must exercise due diligence to ensure that the PCBU meets its WHS obligations. This includes:

- Acquiring and keeping up-to-date knowledge of WHS matters relevant to exploration and civil works.
- Understanding the operations being carried out and associated hazards and risks.
- Ensuring appropriate resources and processes are available and used to eliminate or minimise risks.
- Ensuring processes are in place to receive, consider and respond to information on incidents, hazards and risks.