



Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Guide for an explosives management plan

For all licence types

In accordance with the Dangerous Goods Safety (Explosives) Regulations 2007

December 2013

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Introduction

This guide and its accompanying template will assist industry to prepare an explosives management plan (EMP). Use of the template is not mandatory but will ensure consistency in its application and streamline the review process. The EMP is reviewed by Resources Safety as part of the approval process for a licence:

- to manufacture explosives
- to manufacture explosives for a mobile processing unit (MPU)
- to store explosives
- to transport explosives
- for a fireworks contractor.

Regulation 157(7) of the Dangerous Goods Safety (Explosives) Regulations 2007 requires an EMP to be prepared (in accordance with regulation 161) in addition to completing the application form and any supporting documentation requested in that form. Under regulation 162(1)(d), the Chief Officer may ask for the EMP to be amended and resubmitted if not satisfied that it is adequate.

The EMP must demonstrate that risks have been adequately assessed in relation to safety, security and emergency response matters, and provide assurance that the measures in place to minimise those risks are adequate.

Where an individual or company has prepared a generic EMP, this will be satisfactory provided it is revised to take into account site-specific factors and circumstances to which licence relates.

How to complete the template

The template is designed to cover the different licence types that require an EMP.

Complete **Section A** for all licence types. Where an element is not relevant, rather than leaving it blank, put "NA" (not applicable) in the field to demonstrate that the item has been considered.

Complete **Section B** for a licence to manufacture explosives (fixed plant).

Complete **Section C** for a licence to manufacture explosives (mobile processing unit).

Complete **Section D** for a licence to store explosives.

Complete **Section E** for a licence to transport explosives.

Complete **Section F** for a licence for a fireworks contractor.

Guidance is provided on the types of documents, procedures or actions that, when implemented, would be deemed suitable in addressing the requirement. In most instances, reference to such information will be adequate. However, if the Chief Officer, or a dangerous goods officer, require further evidence then a request may be made for verification of the measures in place.

A reference to risk assessment in the template means:

- the conduct of a hazard identification process for the safe storage, handling and transport of explosives appropriate for the intended licence of operation
- the identification of controls to minimise or eliminate the risks identified.

Authorised persons

A reference to an "authorised person" means a person being the holder of an appropriate licence or permit for the operation or circumstances to which the licence relates.

Assessment by Resources Safety

For Resources Safety to assess or review an EMP, there must be sufficient information to ensure that each item has been considered and that actions or procedures are implemented to address the risks posed. It is not necessary to provide copies of such procedures, but these may be requested at a later date for validation or during an audit of the site or operation. This guide will assist the applicant to determine the level of information required.

Section A: To be completed for all licence types

Name of licence holder		Indicate the name of the licence holder to which this EMP relates
Details of the individual nominated responsible for the safety and security of explosives for the licence to which this EMP relates		Name: Position held: Phone: Email:
Regulation 157(5)(b)		
Address		Postal address of the individual or company (where possible, not a post office box number)
General matters [referenced by regulations 161(2)(b), 161(3), 161(4)(b), 161(5)(a), 161(6)(a)]		
1.	How is the facility or operation to which the licence relates prepared to deal with any dangerous goods incident, or any dangerous situation, involving an explosive that might occur?	<p>Schedule 10, Clause 2(a) requires an emergency management plan to be prepared for the licensed facility or operation. The emergency management plan must address the matters listed below and described in items 2 to 13 of this template.</p> <p>Emergency management plan to address:</p> <ul style="list-style-type: none"> the equipment and facilities that will be available the procedures that will be followed and the measures that will be taken, including matters such as sounding alarms and evacuating people the measures that will be taken to investigate why the incident or situation occurred the individuals who will be responsible for implementing the emergency management plan the measures that will be taken to train people to execute the emergency management plan which emergency services and other people will be given a copy of the emergency management plan. <p>It is sufficient in addressing this requirement that a brief overview of the emergency management plan is provided. However, should the Chief Officer wish to review a copy of the emergency management plan and any of the supporting documentation, this must be provided to satisfy the Chief Officer that it adequately supports the requirements of the EMP.</p>
	Schedule 10, Clause 2(a)	
2.	How does the emergency management plan include equipment and the facilities available and demonstrate how they are to be utilised in the event of a dangerous goods incident, or dangerous situation, involving an explosive?	<p>Equipment and facilities available at the time of a dangerous goods incident or dangerous situation involving an explosive can affect the ability to respond promptly and minimise damage or potential for loss of life.</p> <p>Consider:</p> <ul style="list-style-type: none"> the equipment and facilities that are available at the site or for the operation the maintenance schedule and contracts to ensure equipment is maintained to be in working order at the time of an incident training provided to employees in the use of equipment or facilities checks conducted on facilities to ensure they are operational at the time of an incident drills and exercises conducted in the use of equipment and facilities to be prepared should a situation occur.
	Schedule 10, Clause 2(a)(i)	

<p>3.</p>	<p>What procedures will be followed and measures will be taken in a dangerous goods incident, or dangerous situation, involving an explosive?</p> <p>Schedule 10, Clause 2(a)(ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • emergency management plan available and drills conducted to familiarise staff and emergency services with actions • notification to Department of Fire and Emergency Services (DFES) and where necessary Resources Safety • training and fire equipment • notification to neighbours and actions to be taken • procedures prepared and communicated in the event of an emergency • DFES involvement • reports and investigation conducted by the company and resulting actions • first aid • fight or flight policy for fires.
<p>4.</p>	<p>How will an incident or dangerous situation involving an explosive be investigated to determine why it occurred?</p> <p>Schedule 10, Clause 2(a)(iii)</p>	<p>Understanding why an incident occurred can provide an opportunity for improvement or change of practice which could either eliminate or minimise the likelihood of another occurrence.</p> <p>Consider:</p> <ul style="list-style-type: none"> • persons responsible for the investigation and whether conducted in-house or independently • how the investigation is reported and follow-up actions • tools utilised to conduct the investigation • recording of incidents and actions taken • procedures for investigation and reporting of incidents • data collection on incidents or near misses.
<p>5.</p>	<p>Which individuals and positions will be responsible for the implementation of the emergency management plan and how is it addressed in the plan?</p> <p>Schedule 10, Clause 2(a)(iv)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • key people and positions are identified to implement the emergency management plan • training is provided for persons in the conduct of response procedures in the emergency management plan • staff induction to include emergency management • in-house or external training in emergency response procedures for emergency management • conduct of scenarios and drills to train people in emergency response procedures.
<p>6.</p>	<p>How prepared is the facility and personnel to take action to respond to an explosives incident?</p> <p>Schedule 10, Clause 2(a)(v)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • an emergency management plan has been prepared and regular drills are conducted • training in emergency response and appropriate use of personal protective equipment (PPE) is provided, and fit-for-purpose PPE issued • identified key emergency response scenarios and actions to take • fire and non-fire situations and notification of neighbours • level of response appropriate to site operations and location, environmental considerations • inclusion of emergency response procedures in the staff induction process • evacuation plan and muster points identified and communicated.
<p>7.</p>	<p>Which emergency response services and other people will be given a copy of the emergency management plan?</p> <p>Schedule 10, Clause 2(a)(vi)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • emergency services such as DFES, Police and other responders that may be included in the emergency management plan or consulted in its development should have access to the latest version of the plan • neighbours and other persons or companies that could be affected should an incident or dangerous situation occur should be provided with a copy.

<p>8.</p>	<p>How (and in what format) are incidents reported to the Chief Officer in a timely manner?</p> <p>Schedule 10, Clause 2(b)</p>	<p>Regulation 44(2) details incidents that need to be reported to the Chief Officer. An incident report form may be downloaded from the forms section at www.dmp.wa.gov.au/ResourcesSafety</p> <p>It is sufficient if the applicant has procedures in place to ensure reportable incidents are notified to the Chief Officer.</p> <p>A company investigation and report is to be submitted to the Chief Officer within 21 days. The applicant should advise whether procedures, persons responsible in certain positions and access to the Resources Safety website provide for the completion of the incident reporting form.</p> <p>Information to be considered for confirmation in your submission:</p> <ul style="list-style-type: none"> • incident report form accessed, completed and submitted • chain-of-command in the company to report incidents and action taken • confirmation received from Resources Safety that the form has been received • reporting to WA Police.
<p>9.</p>	<p>How are people, with access to explosives, instructed about the explosives regulations and how does the company ensure they comply with the regulations?</p> <p>Schedule 10, Clause 2(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • training provided to cover competency in handling explosives and knowledge of the regulatory requirements • shotfirer training where necessary • knowledge about the company's products and their chemical properties • staff induction • security cards • supervision where unauthorised • use of Resources Safety website.
<p>10.</p>	<p>How are people, with access to explosives, instructed about this EMP and how does the company ensure they comply with the requirements set out in this EMP?</p> <p>Schedule 10, Clause 2(d)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • staff assist in the development and review of the EMP • induction training • refresher training • staff reviews • structured training program or matrix for staff.
<p>11.</p>	<p>How is the compliance with this EMP going to be monitored and what actions are to be taken to ensure compliance with this EMP?</p> <p>Schedule 10, Clause 2(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • senior management sign-off the EMP • internal audit • responsibility for, person responsible • independent reviews and audits, and reporting • scenarios conducted to check adequacy of the EMP.

12.	<p>How and when will this EMP be reviewed for its effectiveness? How will revision take place if identified as needed?</p> <p>Schedule 10, Clause 2(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • review date set • corrective action reports (CARs) procedure and forms • communication of CARs and actions taken • person responsible • senior management sign-off for any updates and communication to all staff.
13.	<p>How are records to be maintained for changes to this EMP?</p> <p>Schedule 10, Clause 2(g)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • records maintained • documented changes to an EMP, version numbers, advice to Resources Safety • security cards register, incident register, any other security, safety and emergency response matters that should be recorded • reviews and audits recorded, CARs and resulting actions recorded.
<p>Security matters [referenced by regulations 161(2)(b), 161(3), 161(4)(b), 161(5)(a), 161(6)(a)]</p>		
14.	<p>Has an assessment of risks (of sabotage, theft or unexplained loss of, or access by unauthorised persons to explosives) been conducted and how was it conducted?</p> <p>Schedule 10, Clause 4(2)(a)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • process conducted in accordance with Australian Standard AS/NZS ISO 31000 <i>Risk management</i> and that it is logical and appropriate to the type of explosives operation, location, and numbers of people involved • key outcomes identified from the risk assessment • rigorousness of review • names and positions of people involved in the process • stock control (to determine unexplained loss) • internal and external risks
15.	<p>How will an assessment of the risks (of sabotage, theft, unexplained loss of, or access by unauthorised persons) be ongoing?</p> <p>Schedule 10, Clause 4(2)(b)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • changes to the site – prompts for revised risk assessment • audit periodically to prompt any revision of the risk assessment and measures in place • training of staff in hazard identification • health and safety person • reporting mechanisms in the identification of risks and how they are reviewed and measures put in place • review of authorised personnel with up to date security clearances • stock reconciliation
16.	<p>What has been put in place to minimise the risks (of sabotage, theft, unexplained loss of, or access by unauthorised persons) and to keep explosives secure?</p> <p>Schedule 10, Clause 4(2)(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • measures taken to address the key outcomes in Item 9 • adequacy of measures • cost effectiveness of measures? • Identification of alternative measures, if any • security measures.

<p>17.</p>	<p>What action is taken to ensure structures and things used to keep explosives secure are inspected regularly and maintained?</p> <p>Schedule 10, Clause 4(2)(d)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • maintenance and inspection schedules • contracts for security equipment maintenance such as cameras, fences and alarms • tag access for personnel and records maintained • security patrols or company employed for security • adequacy of security for magazine keys • magazine to meet AS 2187.1 <i>Explosives – Storage, transport and use – Storage and vehicles to meet Australian code for the transport of explosives by road and rail, 3rd edition</i> (AEC).
<p>18.</p>	<p>What is in place to control and monitor people's access to explosives?</p> <p>Schedule 10, Clause 4(2)(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • records of entry • card access • closed-circuit television (CCTV) security • keys issued and procedures for use • procedures for entry and access to explosives.
<p>19.</p>	<p>How are individuals not authorised to do so, prevented from having unsupervised access to explosives?</p> <p>Schedule 10, Clause 4(2)(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • training and procedures • how access is limited to authorised persons • card access for authorised persons only • key control • records of access • procedures to keep explosives supervised and secure once removed from a magazine.
<p>20.</p>	<p>How are individuals, not authorised to do so, supervised when they have access to explosives?</p> <p>Schedule 10, Clause 4(2)(g)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures and training in access to explosives • induction information on access to explosives • access by card or other means • control of supervised areas.
<p>21.</p>	<p>How are records kept of the name and address of every individual who has supervised or unsupervised access to explosives?</p> <p>Schedule 10, Clause 4(2)(h)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • records – register of persons who have access to explosives • address details of each person who has access to explosives • maintenance of records • procedures to cover access to explosives and how records are made and maintained • induction information.

Notes:

Under regulation 162(1)(d), the Chief Officer may request an applicant to amend and resubmit an EMP that is inadequate.

An applicant who does not obey this request within 21 days after the date on which it is made (or any longer period permitted by the Chief Officer) is taken to have withdrawn the application and is entitled to a refund of the fee.

The Chief Officer may require an applicant to verify any information requested by means of a statutory declaration.

Section B: Licence to manufacture explosives (Fixed)

Section A to be completed to cover regulation 161(2)(b), addressing Schedule 10, Clauses 2 and 4		
Location and layout of the facility		
22.	Address of site Regulation 161(2)(a)	Provision of sufficient detail to identify the location of the facility, particularly in relation to where the manufacturing plant is to be located, with street numbers and, where appropriate, lot numbers and the street name.
23.	Site plan Regulation 161(2)(a)	Provision of a legible site plan (or maps) with sufficient detail identifying the layout of the facility showing the surrounds of the facility, particularly sensitive-use areas such as schools, hospitals and environmentally sensitive areas.
Safety matters [referenced by regulation 161(2)(b), Schedule 10, Clause 3]		
24.	How have risks from the explosives proposed to be manufactured (and stored) under the licence in relation to people, property and the environment assessed? Schedule 10, Clause 3(a)	Consider: <ul style="list-style-type: none"> • risk assessment conducted, process adopted logical and thorough, key outcomes from the risk assessment • people involved in the risk assessment • thought processes or risk methodology • use of qualitative risk matrices • properties of the explosives well understood and appropriate actions to take, storage requirements, handling requirements • key outcomes from the risk assessment.
25.	How will the assessment of the risks (to people, property and the environment) continue to be assessed? Schedule 10, Clause 3(b)	Consider: <ul style="list-style-type: none"> • changes to manufacture process – prompts for revised risk assessment • starting products supply – where change occurs • changes to product manufactured – check on properties, handling and storage techniques • training of personnel • audit periodically to prompt a revised risk assessment • training of staff in hazard identification • health and safety person identified and trained • reporting mechanisms.
26.	What actions have been taken to minimise those risks (to people, property and the environment)? Schedule 10, Clause 3(c)	Consider: <ul style="list-style-type: none"> • procedures and work instructions to prevent or mitigate risks identified • high temperature and high pressure gauges, and cut-offs to address the key outcomes identified in item 17 • technological measures – to hold product on-site, no run-off, automatic shut-downs • use of control hierarchies.
27.	How are structures and things used to minimise those risks inspected and tested regularly and maintained? Schedule 10, Clause 3(d)	Consider: <ul style="list-style-type: none"> • maintenance schedules, contracts, visual inspections, and quality assurance (QA) of products manufactured • regular audits • maintenance of mounds or other structures, testing of materials to ensure degradation or deterioration not occurring • housekeeping of high standard and maintained for manufacture • adherence to quantity limitations during manufacture.

28.	<p>What actions are taken to ensure that any person handling any explosive possessed under the licence is competent to do so?</p> <p>Schedule 10, Clause 3(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • training and qualifications • licensing for explosives use and handling • ongoing training • induction procedures • audits conducted to check competencies and compliance with procedures • mentoring system.
29.	<p>How are explosives or articles that are not compatible with one another kept adequately separated?</p> <p>Schedule 10, Clause 3(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • storage conditions, and separate magazines • training and competence of staff to identify incompatibles and separate accordingly • procedures in accordance with AS 2187 requirements • proper labelling • housekeeping.
General provisions about explosives – already covered in Section A of this document		
Possession of explosives – already covered in Section A of this document		
Records of manufacture, access and supply		
30.	<p>How are records of manufactured product received at or despatched from reconciled?</p> <p>Regulation 161(2)(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • records maintained, electronic or other • persons responsible for product despatch • procedures • sales or supply book entries maintained.
31.	<p>What checks or actions are in place to ensure explosives is supplied only to authorised persons?</p> <p>Regulation 161(2)(d)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • company process to ensure explosives are only supplied to authorised persons • conduct of regular checks • company policy for supply • responsibility for assuring only authorised persons are supplied • reference copies kept for documents such as security checks and licences.
32.	<p>How are records kept detailing to whom explosives are supplied and their authority to possess explosives, as well as the details of the explosive(s)?</p> <p>Regulations 161(2)(e)(i) and (ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • capture of information • electronic records set up with all information • procedures for record keeping • persons responsible for maintaining the information • sales or supply book entries maintained.

33.	<p>How would an unlawful entry or attempted unlawful entry to the site, or theft or unexplained loss of explosive be investigated and reported to the Chief Officer?</p> <p>Regulation 161(2)(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures to cover reportable situations., including forms to be completed • conduct of an investigation to report to the Chief Officer • access to Resources Safety's website for the incident reporting form to be completed and submitted • person responsible for communication to Resources Safety • process to discover whether there had been unlawful entry or attempted unlawful entry • reporting chain-of-command.
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Section C: Licence to manufacture explosives for MPU

Section A to be completed to cover regulation 161(3), addressing Schedule 10, Clauses 2 and 4		
Measures during transport to prevent unauthorised access [referenced in regulation 161(3) referring to regulation 161(5)]		
22.	<p>How are the products being transported on, and manufactured by, the MPU at loading and unloading kept secure?</p> <p>Regulation 161(5)(b)</p>	<p>Consider:</p> <ul style="list-style-type: none"> regular loading and unloading points security at the loading and unloading points in terms of access and prevention of entry where not authorised personnel procedures during loading and unloading.
23.	<p>How is the location of explosives monitored during transport?</p> <p>Regulation 161(5)(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> how the company keeps track of the MPU vehicles communication with the driver, frequency and whether procedure for contact or GPS in place on vehicle procedures for transport route planning training of drivers.
24.	<p>How is an unlawful entry to, or use of, a vehicle investigated and reported to the Chief Officer?</p> <p>Regulation 161(5)(d)(i)</p>	<p>Consider:</p> <ul style="list-style-type: none"> procedures and forms accessed to report and investigate persons responsible reporting chain-of-command investigation training and procedures Investigation team or person responsible to arrange reporting to WA Police.
25.	<p>How is any theft, attempted theft, or unexplained loss of any explosive while it is being transported reported to the Chief Officer?</p> <p>Regulation 161(5)(d)(ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> procedures and forms accessed to report and investigate persons responsible reporting chain-of-command investigation training and procedures investigation team or person responsible to arrange reporting to WA Police.
26.	<p>What details are recorded about an explosive at the beginning and the end of the journey?</p> <p>Regulation 161(5)(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> shipping documentation in place – electronic and hardcopy how reconciliation is done during journey – process for updating at each site procedures training of drivers and MPU operators.
27.	<p>What checks are in place to ensure that no explosive is consigned for transport by or to a person unless the person is an authorised person?</p> <p>Regulation 161(5)(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> how checks are conducted list of authorised personnel procedures to cover situation driver licensing subcontractor policy.

28.	How are records kept of details of consignors and consignees and their authority to possess the explosive and details of the explosives supplied? Regulation 161(5)(g)	Consider: <ul style="list-style-type: none">• how records are maintained and updated• information that is recorded, such as contact details, address, contact persons and whether security checks in place, list of explosives supplied and quantities and dates of supply• procedures• signed despatch and delivery dockets.
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Section D: Licence to store explosives

Section A to be completed to cover regulation 161(4)(b), addressing Schedule 10, Clauses 2 and 4		
Location details of the place to which the licence will relate		
22.	Address of site Regulation 161(4)(a)	Where the storage is to be located, with street numbers and, where appropriate, lot numbers and street name. If on a mine site then further details on the name of the mine and its location in relation to nearest town site or main public road.
23.	Site plan Regulation 161(4)(a)	Location of the magazines as well as registration numbers of the magazines. Confirmation that the magazines are separated in accordance with AS 2187. Where the storage is at a mine, details of where the magazines are located on the mine site. Sensitive land use areas such as accommodation blocks, schools, environmentally sensitive areas should be specified.
Records of explosives received at, or despatched from the site		
24.	How are records kept detailing explosives received at or despatched from the site, and reconciled against explosives stored at the site? Regulation 161(4)(c)	Consider: <ul style="list-style-type: none"> • how records are maintained and updated – electronic and hardcopy • persons responsible • procedures • signed despatch and delivery dockets • regular stock reconciliation.
Authorised persons for access to explosives		
25.	How are checks conducted to ensure no explosives are supplied to unauthorised persons? Regulation 161(4)(d)	Consider: <ul style="list-style-type: none"> • procedure for checks of authorised persons • list of authorised personnel • procedure for checking authorised personnel • person responsible for conduct of checks • sales or supply book entries maintained.
Records for access to explosives		
26.	How are records kept of persons to whom explosives are supplied, their authority under the regulations to possess the explosives and details of explosives supplied? Regulation 161(4)(e)	Consider: <ul style="list-style-type: none"> • procedure for checks of authorised persons • how records are maintained • list of authorised persons for supply, and details of explosives • person responsible for checks and maintaining a register • sales or supply book entries are maintained.

Investigation and report to Chief Officer of unlawful entry or attempted unlawful entry, theft, unexplained loss		
27.	<p>What actions are taken to ensure any unlawful entry or attempted unlawful entry to the site, any theft or attempted theft or unexplained loss is investigated and reported to the Chief Officer?</p> <p>Regulation 161(4)(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures and forms accessed to investigate and report to the Chief Officer • persons responsible • reporting chain-of-command • investigation training and procedures • investigation team or person responsible to arrange • reporting to WA Police.

Section E: Licence to transport explosives

Section A to be completed to cover regulation 161(5)(a), addressing Schedule 10, Clauses 2 and 4		
Measures during transport to prevent unauthorised access		
22.	<p>What actions are taken to ensure loading and unloading at a place is secure?</p> <p>Regulation 161(5)(b)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • regular loading and unloading points • security at the loading and unloading points in terms of access and prevention of entry where not authorised personnel • procedures during loading and unloading.
23.	<p>How is the location of explosives location monitored during transport?</p> <p>Regulation 161(5)(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • how company keeps track of vehicles • communication with the driver, frequency and whether procedure for contact or GPS in place on vehicle • procedures for transport • pre-planned route • training of drivers.
24.	<p>What actions are taken to ensure unlawful entry or use of vehicle is investigated and reported to the Chief Officer?</p> <p>Regulation 161(5)(d)(i)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures and forms accessed to investigate and report to the Chief Officer • persons responsible • reporting chain-of-command • training • investigation team or person responsible to arrange • reporting to WA Police.
25.	<p>What actions are taken to ensure any theft, attempted theft or unexplained loss of any explosive while being transported is investigated and reported to the Chief Officer?</p> <p>Regulation 161(5)(d)(ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures and forms accessed to investigate and report to the Chief Officer • persons responsible • reporting chain-of-command • training • Investigation team or person responsible to arrange • reporting to WA Police.
26.	<p>How details of any explosives transported are recorded to ensure that the required details are recorded at the beginning and the end of the journey?</p> <p>Regulation 161(5)(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • shipping documentation in place – electronic and hardcopy • how reconciliation is done during journey – process for updating at each site • procedures • training of drivers • signed despatch and delivery dockets.

27.	<p>How are checks conducted to ensure that no explosive is consigned for transport by or to a person unless the person is an authorised person?</p> <p>Regulation 161(5)(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • how checks are conducted • list of authorised personnel • procedures to cover the situation • company policy.
28.	<p>How will records be maintained to ensure details of consignors and consignees and their authority to possess the explosive and details of the explosive supplied is kept?</p> <p>Regulation 161(5)(g)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • how records are maintained and updated • information that is recorded, such as contact details, address, contact persons and whether security checks in place, list of explosives supplied and quantities and dates of supply • procedures • signed despatch and delivery dockets.

Section F: Licence for fireworks contractor

Section A to be completed to cover regulation 161(6)(a), addressing Schedule 10, Clauses 2 and 4		
Safety matters [referenced in regulation 161(6)(a)]		
22.	<p>Has an assessment of the risks in relation to any explosive possessed under the licence in relation to people, property or the environment been conducted? What were the risks identified?</p> <p>Schedule 10, Clause 3(a)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • how risk assessment is conducted • people and positions involved in a risk assessment process • methodology adopted • key outcomes from a risk assessment • knowledge of fireworks, their testing, and results to ensure the performance of the fireworks is consistent • knowledge of testing procedures, competency of operators • crowd control and access to firing point, storage of fireworks • program of events and considerations for set up and timing of events • internal and external risks • weather (e.g. lightning, wind and other conditions).
23.	<p>How will the risks in relation to the licence (in relation to people, property and the environment) continue to be assessed?</p> <p>Schedule 10, Clause 3(b)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures for continual assessment • random testing or knowledge from literature and experience with certain fireworks and procedures for firing • site knowledge for the display • storage of the fireworks • operating procedures reviewed • incident feedback.
24.	<p>What actions will or have been taken to minimise those risks (to people, property and the environment)?</p> <p>Schedule 10, Clause 3(c)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • training • testing of fireworks and procedures for testing • crowd control and security patrols • actions to address outcomes from risk assessment • control hierarchy to eliminate hazard or minimise risk.
25.	<p>What actions are taken to ensure that structures and things used to minimise the risks (to people, property and the environment) inspected and tested regularly and maintained?</p> <p>Schedule 10, Clause 3(d)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • regular testing and maintenance • contracts for testing of equipment • visual inspections and records of • ground level audits.

26.	<p>How is the fireworks contractor assured that any person handling any explosive possessed under the licence is competent to do so?</p> <p>Schedule 10, Clause 3(e)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • competency and qualifications of the operator • experience appropriate to the type of event • licence appropriate to the type of event • checks on licences and experience • register of licensed operators and maintenance of the register • mentoring • manufacturer's instructions communicated and followed.
27.	<p>What actions are taken to ensure that explosives or articles or substances that are not compatible with one another are kept adequately separated?</p> <p>Schedule 10, Clause 3(f)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • storage procedures • management of the incompatibles prior to an event, especially during transit • storage in accordance with AS 2187 • separate magazines for incompatibles with adequate separation • standard operating procedures (SOPs).
Measures to ensure safe initiation of fireworks and conduct of the event		
28.	<p>What actions do the contractor and operator take prior to the event, to ensure the fireworks and the equipment used to initiate the fireworks will function appropriately at the event?</p> <p>Regulations 161(6)(b)(i) and (ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • knowledge of the fireworks • reliability of supplier of fireworks • mandatory prior testing of new fireworks • appropriate initiation systems used.
29.	<p>What procedures are followed if the weather conditions are likely to adversely affect preparations for the event, the event itself or any firework to be used at the event?</p> <p>Regulation 161(6)(c)(i)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures for set-up, conduct and after display • crowd control • security patrols • access by authorised personnel only • competency of operator and others involved in the event • emergency services on stand-by • media involvement • event postponement or cancellation.

30.	<p>What actions are taken to ensure spectators at the event and any person not authorised to use fireworks at the event are kept a safe distance from the fireworks before, during and after the event?</p> <p>Regulation 161(6)(c)(ii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures for set-up, conduct and after display • crowd control • security patrols • access by authorised personnel only.
31.	<p>How are misfires of a firework prevented?</p> <p>Regulation 161(6)(c)(iii)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • prior testing of fireworks • reliability of supplier of fireworks • procedures for firing • equipment used for firing • competency of firework operator.
32.	<p>How will a misfire of a firework be determined and what procedures will be followed if a misfire does occur?</p> <p>Regulation 161(6)(c)(iv)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • investigation methods for identifying misfires • procedures to be followed in the event of a misfire • training and competency of firework operator.
33.	<p>How will uninitiated fireworks and any debris from initiated fireworks be removed from the area before any person who is not an authorised person enters the area?</p> <p>Regulation 161(6)(c)(v)</p>	<p>Consider:</p> <ul style="list-style-type: none"> • procedures to be conducted to handle uninitiated fireworks • storage or destruction of fireworks not used or initiated in the display • clean-up procedures for a fireworks display and disposal of debris • control of the area to authorised personnel only until the all-clear is given.