COMPLYFLOW



CONTRACTOR COMPLIANCE GUIDES

Mining: the contractor compliance guide.

What Australian law asks of mine and quarry operators when contractors work on their sites, and how to prove you met it.

Current to November 2026
Queensland's mining Acts as at 1 July 2026; Western Australia's Mines Regulations as at 11 November 2026; model WHS laws as at 5 December 2025; sources read on 13 and 17 November 2026

Includes
A checklist, an incident card, and a mine contractor map

Covers
Coal, metalliferous, and extractive sites, in every state and the Northern Territory; Victorian quarries under the general OHS duties

START HERE

The short version.

What is your mine responsible for when contractors work on site, and what should you check before they start?

Contractors do much of the work on a mine: the fitters and electricians on a shutdown, the drillers, the haulage crews, and the cleaners, cooks, and security officers at the camp and the gate.

1 **Mining has its own law in most states.** Queensland's mines answer to two mining safety Acts instead of its WHS Act; Western Australia adds Mines Regulations to its WHS laws, and the NSW Resources Regulator lists a mines Act beside the NSW WHS Act; Victoria has a mines part in its OHS Regulations. Start by naming yours (page 9). [11, 12, 22, 27]

2 **One safety system covers the whole mine, contractors included.** In Queensland the site senior executive develops and implements it "for all persons at the mine including contractors"; Western Australia and South Australia make the operator's system say how contractors fit in and are monitored (pages 10 to 12). [7, 13, 23]

3 **No plan, no start.** In Queensland a contractor gives the site senior executive its own safety and health management plan, and makes the changes asked for, before any work; in Western Australia a contractor does not start mining operations until its plan is accepted in writing, or it has reviewed the mine's system and given written notice (page 11). [7, 13]

4 **Competent, inducted, and fit, before the first task.** The laws ask for induction before work, competence for the task, named and qualified people in the statutory roles, and controls for fatigue, alcohol, and drugs (pages 13 to 21). [7, 8, 13]

5 **The duty does not move down the chain.** At a Queensland coal mine, one person's obligation never relieves another of theirs; under the WHS laws, "A duty cannot be transferred to another person." Our recommendation: check each worker at your gate, whoever employs them (pages 3 and 6). [1, 7]

Inside.

01	The practical test: what you can show, at every gate	Page 3
02	Who holds the duty, and shared duties	Page 4
03	Officers: due diligence is personal	Page 7
04	Where the states differ: a mining law in each	Page 9
05	The mine's safety system, and the contractor's plan	Page 10
06	Statutory roles, competence, and induction	Page 13
07	Fit for the shift: fatigue, alcohol, drugs, health, and the camp	Page 16
08	On the day: what the paperwork will not show	Page 22
09	When something goes wrong	Page 26
10	A plant shutdown: five contractors and a labour hire agency	Page 29
11	The record, the checklist, and the contractor map	Page 30
12	One standard at every gate: questions to ask	Page 36

01 THE PRACTICAL TEST

The practical test is what you can show.

A mine approves a contractor once. Its people then arrive at the gate every swing, and a shutdown can bring hundreds at once. The question an inspector asks: who was on site, and were they ready on the day?



An approved contractor is not a ready worker.

Most checks stop at the company. The law reaches further. In Queensland, a contractor's employee is a coal mine worker when carrying out work at a coal mine, and the contractor must not let any of its workers work there until each has been inducted into the mine's system and trained on the mine's hazards for their work.[7] In Western Australia, every business at a mine assesses each of its workers as competent before they start, including for any plant they will operate.[13] Under the WHS laws, before anyone does high risk work that needs a licence, the business directing or allowing it must see written evidence of that licence (r 85).[2]

ASSESSED BEFORE ENGAGEMENT; REVIEWED ON ANY CHANGE

The contractor

- ✓ Prequalified for the work, safety record included; again on a change of scope, an incident, or a lapse
- ✓ Its own safety plan, fitted to the mine's system before work starts (page 11)
- ✓ The contract: who checks, who authorises the work, and who reports what

OUR RECOMMENDATION: A STATUS CHECK AT THE GATE, EACH SWING

Each worker, at each site

Pit | Plant | Camp

- ✓ Inducted to this mine, and trained on its hazards for their work: the law in Queensland and Western Australia[7, 13]
- ✓ Competent for the task, and authorised for it where the mine's system says so; any statutory role held by the person appointed to it (page 13)
- ✓ Fit for the shift under the mine's fatigue, alcohol, and drug controls; signed in, briefed, and supervised to match the work

Where it usually breaks.

Four common gaps, each one leaving an operator unable to show who was on site and what they held.

The plan filed, not fitted.

The contractor's safety plan sits in a folder; nobody checked it against the mine's own system.

Checked by hand.

Each ticket's and medical's expiry is typed into a spreadsheet, until a shutdown brings 300 workers to one gate.

The camp forgotten.

Cleaners, cooks, and security at the village never pass through the same checks as the plant crews.

No view across sites.

Nobody can say who is current at every pit, plant, and quarry, or who was on site on Tuesday night.

One standard, every gate. One process for every contractor, matched to the role, task, area, and state. Each gap makes an officer's due diligence harder to show: the model Act says it includes taking reasonable steps to verify the provision and use of the business's health and safety resources and processes (section 27(5)(f)).[1]



02 THE DUTY HOLDERS

Every business on site is a duty holder.

The mine operator, each contractor, the labour hire agency, and the sole trader on the tools each carry their own duty. The laws name them differently; none of them lets the duty pass to someone else.[1, 7]

> **"A person may be a coal mine operator, contractor and supplier of plant at the same time for a single coal mine and be subject to obligations in each of the capacities."**
>
> Coal Mining Safety and Health Act 1999 (Qld), section 35[7]

02 THE DUTY HOLDERS

Who the operator owes the duty to.

Under the WHS laws, three sections of the model Act decide it. Read together, they reach well past the people on the operator's payroll.

Contractors are workers.

A person is a worker if they carry out work in any capacity for a PCBU, including as "a contractor or subcontractor", "an employee of a contractor or subcontractor", or a labour hire employee assigned to the business (section 7(1)). [1]

Engaged or directed is enough.

The business must ensure, so far as is reasonably practicable, the health and safety of workers "engaged, or caused to be engaged" by it, and of workers whose activities in carrying out work are "influenced or directed" by it (section 19(1)). That can reach a subcontractor's crew the operator never contracted with. [1]

The site carries its own duty.

Whoever manages or controls a workplace must ensure, so far as is reasonably practicable, that the workplace, the ways in and out, and anything arising from it are without risks to the health and safety of any person (section 20(2)). [1]

In Queensland, the mining Acts say it their own way.

The Queensland WHS Act does not apply to a coal mine under the Coal Mining Safety and Health Act 1999, or to a mine under the Mining and Quarrying Safety and Health Act 1999. [11] Those Acts reach contractors directly: a "contractor" includes one that provides workers, "including, for example, a labour hire agency", and a contractor's employee carrying out work at a coal mine is a coal mine worker. [7, 9]

Who is on site.

A mine runs on layers of contractors, and the camp, the gate, and the plant each bring their own. Each needs a place in your checks.

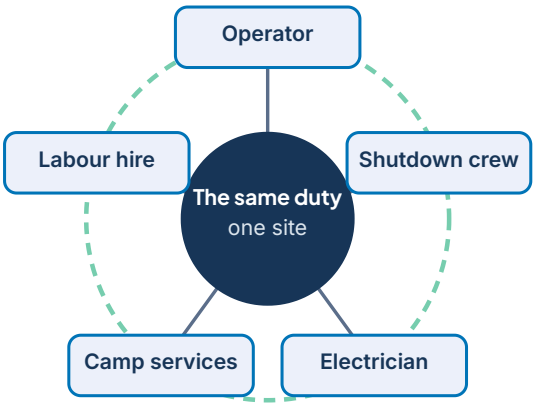


A sole trader is both. Safe Work Australia's example: a self-employed contractor is a PCBU in its own right, with a duty to the workers of any subcontractors it engages, and is also a worker of the business that engaged it. [5] Our recommendation: treat a one-person contractor like any other, with the same checks at the gate.

02 SHARED DUTIES

Shared, but never handed over.

One shutdown can put the operator's staff, a maintenance contractor, the electricians, the scaffolders, and a labour hire crew in one plant. Under the WHS laws, four rules apply to every one of them; Queensland's mining Acts say it their own way (below).



Consult, cooperate, and coordinate

1. **Held at once, each to its own control.** "More than 1 person can concurrently have the same duty" (section 16(1)). Each keeps responsibility for its own duty and must discharge it to the extent of its capacity to influence and control the matter, or the capacity it would have had but for an agreement or arrangement that tries to limit or remove it (section 16(3)).[1]
2. **Worked together.** Each "must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter" (section 46). Our recommendation: write down who controls which areas, and who checks whom (page 35).[1]
3. **Workers consulted too.** So far as is reasonably practicable, each consults the workers who carry out work for it, contractors' workers included, who are, or are likely to be, directly affected by a health and safety matter, and involves their health and safety representative where they have one (sections 47, 48(2)). A coordination meeting between businesses does not meet it.[1]
4. **Never transferred.** "A duty cannot be transferred to another person" (section 14). A contract term that tries to exclude, limit, or modify a duty, or transfer it, is void (section 272).[1]

In Queensland.

The coal Act says nothing that puts an obligation on one person "relieves another person of the person's safety and health obligations" (section 36).[7] One business can be operator, contractor, and plant supplier at once, and owes each set of obligations (section 35).[7]

In Victoria.

Victoria's OHS Act extends an employer's duties to the independent contractors it engages, and their employees, for matters over which it has control, or would have control but for an agreement that tries to limit or remove it (s 21(3)(b)). It must also ensure, so far as is reasonably practicable, that people other than its employees are not exposed to risks from its undertaking (s 23).[4]



03 OFFICERS

Due diligence is personal.

Under the model WHS Act, an officer of a PCBU "must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation" (section 27(1)). An officer can be convicted whether or not the business itself is (section 27(4)).[1]



Who is an officer.

Under the WHS laws.

A company director or secretary is an officer, and so is anyone who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business, who can significantly affect its financial standing, or whose instructions or wishes the directors are accustomed to act on, other than advice given in a professional or business capacity (section 4, taking the Corporations Act meaning).[1]

In Qld →

At a Queensland mine or quarry.

An officer of a corporation must exercise due diligence to ensure it complies with its obligations, but under the mining Acts an officer does not include the site senior executive, or anyone whose position reports to the site senior executive (CMSHA s 47A; MQSHA s 44A).[7, 9]

What an officer risks.

Under the model Act, a Category 1 offence, the most serious of the three categories of health and safety duty offence, carries for an individual such as an officer a fine, up to 10 years in prison, or both (section 31). Safe Work Australia puts the model fines, for the year from 1 July 2026, at up to AU$2,464,000 for an officer and AU$12,321,000 for a body corporate.[1, 6] Queensland's mining Acts set their own maximums for breaching a safety and health obligation: where multiple deaths are caused, up to 30,000 penalty units for a corporation, and 6,000 penalty units or 3 years in prison for an officer (CMSHA s 34; MQSHA s 31).[7, 9] Industrial manslaughter goes further. In Queensland's mining Acts, it carries up to 20 years in prison for an individual and 100,000 penalty units for a body corporate, and a senior officer can be convicted of it.[7, 9] In Western Australia, up to 20 years and AU$5,000,000 for an individual, and AU$10,000,000 for a body corporate (s 30A).[12] Victoria has its own workplace manslaughter offence (s 39G).[4]

The board and the site senior executive.

In Queensland, the site senior executive has obligations of its own, among them a safety and health management system for all persons at the mine, contractors included, and adequate supervision and monitoring of contractors (CMSHA s 42).[7] Our view: the board cannot hand its due diligence to the site. Its reports (page 8) should show what the site senior executive's system found.

03 OFFICERS

Due diligence includes taking reasonable steps to:

Each card gives one of the six steps the model Act lists, then what it can look like at a mine. The last, verify, checks that what (c) to (e) put in place is provided and used.

a

Know.

Acquire and keep up to date knowledge of WHS matters.

At a mine: a briefing when your state's mining law changes, such as a new version of the mines regulations.

b

Understand.

The operations, and their hazards and risks.

At a mine: knowing the principal hazards, where light vehicles meet haul trucks, and which work is done alone at night.

c

Resource.

Make sure the business has, and uses, appropriate resources and processes to eliminate or minimise risks.

At a mine: one funded contractor process, used at every pit, plant, quarry, and camp, not only on shutdowns.

d

Hear and respond.

Make sure it has appropriate processes to receive and consider information on incidents, hazards, and risks, and to respond in a timely way.

At a mine: contractor incidents and high potential incidents reported to the same place as the operator's own.

e

Comply.

Make sure it has, and implements, processes for complying with its duties, such as reporting notifiable incidents.

At a mine: a written route for who notifies the inspector or regulator, agreed with every contractor.

f

Verify.

Verify that the resources and processes in (c) to (e) are provided and used.

At a mine: a regular report that shows the checks happened, not only that the policy exists.

The model WHS Act, section 27(5)(a) to (f);[1] the examples are ours.

What the board can ask for.

Four regular reports that show the checks happen, not only that they are planned: evidence for the verify step above. One of them samples the work itself.

Contractors engaged this month, by site, whose safety plans were fitted to the mine's system before they started, and how many workers were checked at the gate before their first shift.

What falls due in the next 30 days, each date from its own source (licence expiry, practising certificate conditions, refresher dates, health assessments), and any statutory role unfilled or its holder unavailable.

Shutdowns and high-risk tasks under way: a sample of permits and isolations compared with the work, and the critical control checks done on the shift, with any that failed.

Incidents and high potential incidents, who was told and when, and the corrective actions still open past their due date.

04 WHERE THE STATES DIFFER

A mining law in each state.

Safe Work Australia says the Australian Government does not regulate WHS in the mining industry; the states and territories do.[22] The model WHS Regulations hold no mines text of their own: their mines chapter is a placeholder.[2] So start with your state's law.

Where	What applies at a mine	Status and source
Queensland	The Coal Mining Safety and Health Act 1999 for coal mines; the Mining and Quarrying Safety and Health Act 1999 for every other mine, quarries included; each with its 2017 Regulation. The Queensland WHS Act does not apply to either.[7, 9, 11]	LAW CMSHA s 4; MQSHA ss 4, 9; WHS Act (Qld) sch 1
New South Wales	The WHS Act 2011 applies to mines, alongside the Work Health and Safety (Mines and Petroleum Sites) Act 2013 (NSW) and its 2022 Regulation, for coal, metalliferous, and extractive sites. In this edition, NSW points come from the NSW Resources Regulator's guidance and, for coal health assessments and insurance, Coal Services, not the Act and Regulation themselves: check them before you rely on a point.[14, 22]	REGULATOR NSW Resources Regulator
Western Australia	The WHS Act 2020, with the Work Health and Safety (Mines) Regulations 2022 for a workplace at a mine.[12, 13]	LAW Mines Regulations r 10
South Australia	The WHS Regulations 2012, Chapter 10 (Mines), which covers coal and quarry materials, with the Mines and Works Inspection Act 1920 and its Regulations.[22, 23]	LAW WHS Regulations (SA) r 611 REGULATOR the Inspection Act, as Safe Work Australia lists it
Victoria	The OHS Act 2004, and Part 5.3 (Mines) of the OHS Regulations 2017; a mine is a workplace working under a licence under the Mineral Resources (Sustainable Development) Act 1990. A safety management system is required at a "prescribed mine": every underground mine, and any mine the regulator names.[4, 27] **Quarries:** WorkSafe Victoria says these mines rules do not apply to quarries; a quarry still has the OHS Act's general duties and the Regulations' other parts, such as plant.[37]	LAW OHS Act s 37(4); Regulations rr 401, 418 REGULATOR quarries, WorkSafe Victoria
Tasmania and the NT	Tasmania: its WHS Act and Regulations, whose mines chapter is reserved, with the Mines Work Health and Safety (Supplementary Requirements) Act 2012, as Safe Work Australia lists it, and its 2025 Regulations, which are rescinded on 30 June 2027 (reg 45). The Northern Territory: Chapter 10 (Mines) of its WHS Regulations, built around a risk management plan given to the regulator before mining.[22, 24, 25, 26]	LAW Tas ch 10, reg 45; NT r 612

Unless another law is named, WHS section and rule numbers in this guide are the model WHS Act's and Regulations'. They do not apply at a Queensland mine, your state's numbers may differ, and Victoria's is a different Act. Check your own state's law, and its regulator's guidance, before you rely on a number.[1, 2, 3, 11]



05 THE MINE'S SYSTEM

One system for the mine, every contractor inside it.

Queensland, Western Australia, and South Australia put one documented safety system at the centre of the mine, and Victoria asks the same of a prescribed mine. A contractor works inside it, under its own plan or, in Western Australia, by adopting the mine's. In Queensland and Western Australia, this is settled before the contractor starts.[7, 13]

> **"to develop and implement a safety and health management system for all persons at the mine including contractors"**
>
> The site senior executive's obligation, Coal Mining Safety and Health Act 1999 (Qld), section 42(c)[7]

05 THE MINE'S SYSTEM

Before a contractor starts, state by state.

Each row says what must be settled between the operator and a contractor before the work begins, and who answers for it. Read the row for your state. Tasmania and the Northern Territory have their own mines rules (page 9): read them before work starts; in the NT, mining is built around a risk management plan given to the regulator first. Elsewhere, the general duties on pages 4 to 6 still apply.

Where	The rule	Status and source
Queensland	The site senior executive gives each contractor the parts of the mine's safety and health management system relevant to it, reviews the contractor's own safety and health management plan, and requires any changes needed to integrate it with the mine's system (CMSHA s 42(d), (e); MQSHA s 39(1)(d), (e)). The contractor's plan identifies the work and states how the contractor will meet its obligations, and no work starts until the contractor has given the plan and made every change required (CMSHA s 43(1)(d), (2); MQSHA s 40). The contractor then complies with the mine's system for its work (CMSHA s 43(1)(b)). At a coal mine, a contractor's failure to comply with the mine's system is a category 1 civil penalty obligation, with a civil penalty of 1,000 penalty units for a corporation. Under the mining and quarrying Act, the plan rule does not apply where the mine need not have a safety and health management system, such as an opal or gem mine with no more than 4 workers (ss 39(2), 40(2)). [7, 8, 9]	LAW CMSHA ss 42, 43, 267F; CMSHR s 371A, sch 7A LAW MQSHA ss 39, 40
Western Australia	A contractor must not carry out a mining operation unless the operator has accepted its own health and safety management plan in writing, or it has reviewed the mine's safety management system and given the operator written notice; either way, it must have the resources and capability to carry it out. The operator must not allow a contractor to start otherwise: up to AU$35,000 for a body corporate. Adopting the mine's system "does not reduce the contractor's duty under section 19 of the Act" (r 625D, note). A plan the operator accepts, and gives written notice of accepting, becomes part of the mine's system (r 621A(6)). [13]	LAW Mines Regulations rr 621A(6), 625D
New South Wales	The NSW Resources Regulator's guide describes the same two routes: before mining or petroleum operations, the contractor either has its own health and safety management plan and the operator's written notice that it has reviewed the plan and is of the opinion it is consistent with the site's safety management system, or has reviewed the relevant parts of that system and given the operator written notice that it is consistent with the contractor's own arrangements. [15]	REGULATOR Contractors guide, 2024, 1.6.2
South Australia	Every business at a mine manages the risks of mining operations, with a risk assessment by a competent person (r 617). Where a contractor is working at the mine, the operator's safety management system sets out the controls for its work, how its work management system will be integrated, how its policies and competency requirements are assessed, and how its compliance is monitored and evaluated (r 622(1)(f)). [23]	LAW WHS Regulations (SA) rr 617, 622
Victoria	A prescribed mine has a safety management system (r 418). At any mine, a person other than the operator's employees who enters is told of the hazards and instructed in the precautions as soon as reasonably possible after entering (r 445). [27]	LAW OHS Regulations rr 418, 445

Our recommendation: record the route your state allows against the contract, with who reviewed it, who decided, and when. In Queensland, that is the contractor's own plan with every change made; there is no adoption route. In Western Australia and NSW, name the route chosen and keep the written notice; in NSW, the operator's notice gives its opinion that the plan is consistent with the site's system. No crew at the gate until it is recorded.

05 THE MINE'S SYSTEM

What the mine's system says about contractors.

Western Australia and South Australia list what the operator's safety management system must contain where contractors work; the NSW Regulator's guide lists the first four. Each card is one item, and what to hold to show it.

1

The controls for their work.

The control measures for the risks of the contractor's work at the mine.

Hold: the risks and controls agreed for each contract.

2

How their system fits.

How the contractor's own system or plan is integrated with the mine's.

Hold: the plan, or the written adoption, and who reviewed it.

3

How they are assessed.

The process for assessing the contractor's health and safety policies and procedures, including competency requirements.

Hold: the prequalification, and the competencies checked.

4

How they are monitored.

The arrangements for monitoring and evaluating the contractor's compliance.

Hold: inspections, audits, and what changed after them.

5

How workers are inducted.

The induction procedures for workers at the mine.

Hold: each worker's induction, dated.

6

How they are supervised.

The supervision needed to protect workers and others at the mine.

Hold: who supervises each crew, by name.

WA Mines Regulations r 622(1); SA WHS Regulations r 622(1);[13, 23] the "hold" lines are our recommendation. In Queensland, the mine's management structure names the person responsible for its system for managing contractors (CMSHA s 55(2)(d)), and the site senior executive provides for adequate supervision and monitoring of contractors (s 42(h)(vii)).[7]

Information runs both ways.

In Western Australia, the operator gives a contractor that is to carry out mining operations all relevant information and access to the mine, so far as is reasonably practicable (r 625B); the contractor gives the operator all relevant information to identify the risks of its proposed operations (r 625C). Each carries up to AU$21,000 for a body corporate.[13] The NSW Regulator's guide describes the same two duties.[15]

Who counts as a contractor.

The definitions differ. Our view: whatever yours says, put the camp's cleaners and caterers through the same gate checks as everyone else.

Queensland.

Anyone contracted to carry out work at the mine, to provide a service to it, or to provide workers to it, labour hire agencies included.[7, 9]

Western Australia.

For these rules, any business at the mine other than the operator, a business making occasional deliveries, and anyone the regulator excludes by a notice on its website (rr 608A, 608B).[13]

New South Wales.

The Regulator's guide leaves delivery, office equipment service, office cleaning, and catering businesses out of the contractor-specific rules; the general duties still apply to them.[15]

06 ROLES, COMPETENCE, AND INDUCTION

Named, qualified, and filled.

Mines run on statutory roles that only an appointed, qualified person can hold. Around them, every worker must be competent for the task in front of them. Both are checked before the work, not after.



Statutory roles, by state.

Each row names the roles the law sets and the rule a contractor most often meets. A contractor's person can hold some of them; the rules on who may appoint them differ.

Where	The roles, and the rule
Queensland coal	**Required now:** a site senior executive, holding a site senior executive notice and the practising certificate the Board of Examiners requires, employed by the operator, an associated entity, or an entity that engages 80% or more of the mine's coal mine workers, the share published in the Coal Mining Safety and Health Act 1999 (s 54(5)); an open-cut examiner for each surface excavation; and, underground, an underground mine manager, ERZ controllers, and a ventilation officer. Each holds the role's certificate of competency and the practising certificate the Board of Examiners requires (ss 59(1), 60(5), (9), 61(3)); the open-cut examiner and ventilation officer are employed by the operator or an entity that engages 80% or more of the coal mine workers, the same share published in the Act of 1999, and the ventilation officer may also be employed by an associated entity (ss 59(2), 61(4)). **From 1 June 2030:** a surface mine manager holding a surface mine manager's certificate of competency and practising certificate, a rule the 2024 amendments deferred to that date (ss 58A, 331), and board qualifications for an underground mine's electrical and mechanical engineering managers (ss 333, 334). Record the date each rule applies from, so a future rule does not block access today.[7]
Queensland mines and quarries	A site senior executive, who needs the notice and practising certificate where more than 10 workers are employed, or the mine is prescribed.[9]
Western Australia	Key statutory positions: site senior executive, exploration manager, underground manager, and quarry manager; one person at a time in each, and if one is vacant for 7 days, mining operations stop until it is filled. Other statutory positions, such as statutory supervisors and underground ventilation officers, are in Schedule 26; an appointee accepts in writing, and appointments go in the mine record.[13]
New South Wales	The Regulator's guidance: statutory functions are listed in Schedule 10 of the 2022 Regulation, and only eligible people the operator nominates may perform them. Key statutory functions, such as quarry manager and ventilation officer, are held by one person at a time, and no mining activities may be undertaken if one is left unfilled for 7 days or more. The nominee must be readily available and capable of performing the function, and, at a coal mine, the operator tells the Regulator of any change to who is nominated for a key statutory function. Practising certificates last 5 years and need ongoing learning.[16, 34]

06 ROLES, COMPETENCE, AND INDUCTION

An appointment is a person who is there.

A name on a form does not hold a role. For each statutory role, keep four things, matched to your state.

Scope and eligibility. The role, the site, and the certificate, notice, or qualification the law sets for it, with the date that rule applies from (page 13).

Accepted. Written acceptance where the law asks for it: in Western Australia, an appointee accepts in writing and the appointment goes in the mine record.[13]

Available. In Western Australia, the operator appoints enough alternates for each key statutory position that the holder or an alternate is capable of, and available to, carry out its functions when required (r 675ZC);[13] in NSW, the Regulator says the nominee must be readily available and capable of performing the function.[34] Our recommendation: the same test in every state, swing by swing.

Covered and notified. Acting or alternate holders named before leave and swing changes; at a NSW coal mine, the Regulator told of any change of nominee for a key statutory function.[34]

Our recommendation: when a holder can no longer perform the role, treat it as a vacancy at once and apply the site's restrictions. The 7-day rules (in Western Australia, vacant for 7 days; in NSW, 7 days or more) mark when mining must stop; they are not 7 days of unrestricted work.[13, 34]

Competent for the task, not only qualified.

Assessed before the start.
In Western Australia, every business at a mine makes sure each of its workers is assessed as competent for their tasks and any plant they will operate before they start, and retrained and reassessed when systems of work or plant change (r 675BB).[13]

Authorised for designated tasks.
At a Queensland coal mine, a task the mine's training scheme designates may only be done by a worker assessed as competent and authorised by the site senior executive or their representative (CMSHR s 85).[8]

Supervisors on the record.
At a Queensland coal mine, supervisors must be competent, and the site senior executive keeps a record of the names and competencies of everyone authorised in each supervisory position (CMSHA ss 55(4), 56).[7]

Reuse the evidence, then check the gaps.

A training record, an induction, or a verification of competency from another mine is evidence to reuse, not this mine's authority. Our recommendation: check it against this mine, the role, the plant, and the task; keep this mine's induction, any practical assessment, and any designated-task authorisation; and record where each due date comes from: a licence expiry, practising certificate conditions, a refresher date, a reassessment trigger, or an appointment.

06 ROLES, COMPETENCE, AND INDUCTION

Inducted before the first task.

Each mining law in this table asks for induction before work, or straight after entry. What it covers, and who gives it, differs by state.

Where	The rule	Status and source
Queensland	A contractor lets none of its workers work at the mine until each is inducted into the mine's system, as far as it relates to their work, and trained on the mine's hazards and risks for it (CMSHA s 43(1)(e), (f); MQSHA s 40(1)(e), (f)). At a coal mine, a person starting work does no task until they have completed induction training for that mine (CMSHR s 83). At other mines, anyone not yet inducted is supervised by a worker who has been (MQSHR s 92). [7, 8, 9, 10]	LAW CMSHA s 43; CMSHR s 83; MQSHA s 40; MQSHR ss 91, 92
Western Australia	The operator makes sure every worker, before starting, is given information, training, and instruction on the general mining operations, systems of work, safety procedures, and their tasks (r 675BA). [13]	LAW Mines Regulations r 675BA
South Australia	Before a worker starts, the operator gives them a summary of the safety management system relevant to their work (r 675A). The operator also gives each worker information, training, and instruction on the hazards of their work and its controls, including for fatigue, alcohol, and drugs (r 675B). Visitors are told the risks, the precautions to take, and what to do in an emergency (r 675C). [23]	LAW WHS Regulations (SA) rr 675A to 675C
Victoria	Anyone other than the operator's employees who enters a mine is told of the hazards and instructed in the precautions as soon as reasonably possible after entering (r 445). [27]	LAW OHS Regulations r 445

Training records follow the worker.

Queensland makes a mine's training record useful to the next mine, which still checks the gaps (page 14). South Australia and Western Australia set how long it is kept.

On the mine record.

Training and assessment of each coal mine worker is kept in the mine record (CMSHR s 82A; MQSHR s 94), and every coal mine worker has refresher training at least once every 5 years (CMSHR s 84). [8, 10]

Asked for in 30 days.

A new mine's site senior executive can ask the previous mine's operator for a worker's training and assessment report, and that operator must give it within 30 days of the request (CMSHA ss 69A, 69B; MQSHA ss 60A, 60B). [7, 9]

Kept while engaged, or longer.

In South Australia, the operator records training given to each worker and keeps it while they remain engaged at the mine (r 675E). [23] In Western Australia, the operator, and each business at the mine for its own workers, keeps the record while they work at the mine and at least 2 years after (r 675E). [13]



07 FIT FOR THE SHIFT

Fit for the shift, and fit to stay.

Long shifts, long drives, rosters away from home, and a camp at the end of the day. Each state's mining law, or in NSW its regulator, asks the operator to manage fatigue, alcohol, and drugs, and most ask for health checks too.

> **"to work at or for the coal mine only if the person is in a fit condition to carry out the work without affecting the safety and health of others"**
>
> An obligation of every coal mine worker, Coal Mining Safety and Health Act 1999 (Qld), section 39A[7]

07 FIT FOR THE SHIFT

Fatigue, alcohol, and drugs, state by state.

The operator sets the controls; every contractor's worker lives under them. Read your state's row for what the law asks, then make sure each contractor knows the tests and limits before its crew arrives.

Where	What the operator's system must cover	Status and source
Queensland coal	Alcohol only in an accommodation building or a recreation area the site senior executive designates, and no one works, or enters an operating part of the mine, under the influence (CMSHR ss 39, 40). For alcohol: education, an employee assistance program, voluntary self-testing, random testing before starting work, and testing on reasonable suspicion (s 41). For fatigue: controls including the maximum hours of a shift and the number and length of rest breaks; for drugs: random testing before starting or during work, and a duty to tell the site senior executive of medication that could impair (s 42). [8]	LAW CMSHR ss 39 to 42
Queensland mines and quarries	No one works, or enters an operating part of the mine, under the influence of alcohol or impaired by a drug to the extent it impairs, or could impair, their ability to work safely (MQSHR s 84). Each worker's fitness is assessed before they first start, and the worker's employer pays (ss 85, 87). The system controls fatigue from excessive hours or too little rest (s 89). [10]	LAW MQSHR ss 84, 85, 87, 89
WA and SA	The operator manages the risks of worker fatigue, of alcohol, and of drugs (WA Mines Regulations rr 640, 641; SA WHS Regulations rr 640, 641). In South Australia, workers are trained on those controls (r 675B). [13, 23]	LAW rr 640, 641 in each
Victoria, Tas, NT	Victoria, at a mine: strategies for alcohol and drugs, and for fatigue (rr 409, 410). Tasmania: a documented fitness-for-work program for everyone performing work at the mine (reg 16). The NT: a fitness to work program in the mine's risk management plan (r 613(d)). [25, 26, 27]	LAW as named
New South Wales	The Regulator's guidance: the mine's health control plan addresses the controls that keep workers fit to work, and the critical control for impairment by drugs or alcohol is preventing access to site. [20]	REGULATOR Fitness for work, 2024

Fatigue controls that cross the gate.

Safe Work Australia's examples of fatigue controls, not legal limits: at least 12 hours to recover between shifts, no more than 3 night shifts in a row, worker accommodation that allows restful sleep, and a way for managers and workers to assess fitness for work before a shift. [29] Our recommendation: count the drive to site and any shifts worked for another employer in the same roster, and agree with each contractor who checks.

07 FIT FOR THE SHIFT

Health checks: who pays, who keeps the record.

Who arranges and pays for health checks differs by state: often the contractor as employer, in some states the operator. Each row says who arranges it, and what reaches the operator.

Where	The rule	Status and source
Queensland coal	The Coal Mine Workers' Health Scheme. An employer of coal mine workers appoints an approved supervising doctor as its medical adviser, and has a health assessment done for each person before they are employed as a coal mine worker, then within the period that doctor sets, of no more than 5 years; spirometry and a chest x-ray at least once every 5 years. The employer pays (CMSHR ss 45 to 47). A worker doing only a low risk task, as the regulation defines it, is outside the scheme (s 44). Our reading: a contractor is the employer of its own coal mine workers.[7, 8]	LAW CMSHR ss 44 to 47 GOOD PRACTICE confirm each contractor's medical adviser
Queensland mines and quarries	Where a significant hazard is identified, the site senior executive makes sure each worker's physical and medical condition is assessed, and the worker's employer, which can be the contractor, pays (MQSHR s 131). Health and fitness assessment records are kept at least until the worker stops working at the mine (s 119).[10]	LAW MQSHR ss 119, 131
South Australia	For a worker the operator did not engage, the operator makes sure the business that engaged them pays for health monitoring (r 675I). That business gives the operator a copy of the report on request (r 675M), and keeps it confidential for 30 years for hazards with a cumulative or delayed effect, or 7 years for others (r 675P).[23]	LAW WHS Regulations (SA) rr 675I, 675M, 675P
Western Australia	The operator's health management plan, part of its system, must have regard to risk-based biological and health monitoring (r 675EA). A business that arranged a medical examination under a medical examination notice tells the operator the outcome (r 55JA).[13]	LAW Mines Regulations rr 55JA, 675EA
NSW coal	The Regulator refers to the mandatory health monitoring scheme Coal Services administers for coal industry workers.[19] Its Order 45, operational from 1 January 2026, replaced the Order 43 medicals. The employer sets each position's risk category, and before a worker starts makes sure they have had an Order 45 health assessment in the previous 3 years, by an approved medical practitioner, against that position and its risk category or a higher one, with any required reviews done. An Order 43 medical carries over only while the worker stays with the same employer, and a site access medical is not an Order 45 requirement.[32]	REGULATOR Coal Services, Order 45
Victoria and the NT	Victoria, at a mine: the operator's health monitoring duty extends to independent contractors (r 411(3)).[27] The NT: for a worker whose normal work exposes them to a mine site hazard, monitoring within 90 days and at least every 2 years, paid for by the operator (rr 616, 619).[26]	LAW Vic, NT

07 FIT FOR THE SHIFT

Fit is not a yes or no.

In Queensland, the coal mine worker's health assessment form ends with a health assessment report, signed by the appointed medical adviser, setting out fitness for duty, work restrictions, and the next follow-up; only that report goes to the employer.[30] Restrictions do not necessarily stop someone working if they can still do the job safely, and it is up to the employer to decide whether they can be accommodated.[31]

1
Cleared.
For the role and tasks assessed, until the review date.

2
Cleared with restrictions.
For named tasks or areas only, each limit with its own review date.

3
Pending review.
Waiting on a result or a further assessment; no safety-critical task meanwhile.

4
Not cleared.
No access to the work; the worker's review rights stay open.

Our recommendation: four statuses at the gate, not two. A current assessment does not show fitness for every shift; the shift's own fatigue, alcohol, and drug controls still apply (page 17).

Who sees what.

The gate. The access decision only: in or not in, for this area and shift.

The supervisor. The task limits a restriction sets and its review date, never the diagnosis.

A named person. Checks each restriction can be accommodated in the work planned, and takes any change back to the medical adviser.

The worker. In Queensland, a worker whose report says they cannot do their tasks without an unacceptable level of risk can seek a further assessment, and the employer gives them a reasonable opportunity to do so before ending their employment or demoting them (CMSHR s 48).[8, 31]

The gate, supervisor, and named person are our recommendation.

Each record has its own keeper.

Record	Who holds it	Note
The clinical file	The examining doctor and the medical adviser	In Queensland, the examination and assessment sections are not sent to the employer[30]
The health assessment report	The employer: the contractor, for its own workers	Fitness, restrictions, and the next follow-up
Access status and task limits	The operator's gate and supervisors	Status and limits only
Exposure monitoring	The business that monitors, linked to the workers exposed	Results feed corrective action (page 25)
Fitness for work records, Queensland coal	The site senior executive makes sure of the rule: used only to decide fitness for work at the mine, and for a regular contractor's employee destroyed 18 months after they stop working there (CMSHR s 43)[8]	These alcohol, fatigue, and drug records only, not every medical document

Our recommendation: restrict access and log it, record any lawful sharing, and where a hold for an incident or claim meets a destruction rule, decide in writing before anything is destroyed.

07 FIT FOR THE SHIFT

The camp is part of the job.

Fly-in fly-out and drive-in drive-out crews sleep, eat, and recover at the camp, and contractors clean it, cook in it, and guard it. The law reaches it in three ways.

Accommodation is a duty.

Where a worker occupies accommodation the business owns, manages, or controls, and the occupancy is necessary for their engagement because other accommodation is not reasonably available, the business must, so far as is reasonably practicable, maintain the premises so the worker is not exposed to risks to health and safety (model Act and WA Act, s 19(4)). [1, 12]

In Queensland, the camp is the mine.

A coal mine includes its accommodation buildings within the mining tenure or on land adjoining or adjacent to it, and a mine under the mining and quarrying Act includes its accommodation buildings (CMSHA s 9(2); MQSHA s 9(2)). Where workers stay on site between shifts, the amenities include facilities for rest, sleep, and recreation, and an effective communication system (MQSHR s 90(3)). [7, 9, 10]

In WA, the camp is reportable.

A mine's reportable incidents include a person attempting suicide at a mine or a place associated with it, "including at accommodation for a worker at the mine" (r 5, r 675V). [13]

Remote work, and the people far from home.

A business manages the risks of remote or isolated work, and provides a system of work with effective communication with the worker (model Regulations and WA Mines Regulations, r 48). [2, 13] Safe Work Australia treats remote or isolated work as "both a psychosocial and physical hazard", and names missing family commitments on fly-in fly-out rosters among its risks. [28] Western Australia has a code of practice, Mentally healthy workplaces for fly-in fly-out (FIFO) workers in the resources and construction sectors (2019). [21]

The camp crews. Our recommendation: the camp's cleaners, cooks, and security officers pass the same checks as the plant crews: induction, any licence the job needs, and fitness under the mine's rules.

The rooms. The WA code reports that workers with permanent rooms have better mental health and wellbeing outcomes than those with other arrangements. [21]

The night patrol. Our recommendation: a security officer or cleaner alone at night is doing isolated work: agree who watches the check-ins, and what a missed one triggers.

The drive home. Our recommendation: count the drive at the end of a swing in the fatigue plan, not only the hours on site.

07 FIT FOR THE SHIFT

Safe at the camp, and safe to speak up.

Harassment, bullying, and assault are hazards at a mine and its camp, not only conduct matters. Under the model Regulations and Western Australia's Mines Regulations, a psychosocial hazard includes one that arises from workplace interactions or behaviours and may cause psychological harm, and a business eliminates or minimises the risk so far as is reasonably practicable, having regard to workers' accommodation among other things (rr 55A to 55D).[2, 13] WorkSafe WA lists among its commitments inspections to confirm that mining businesses include the prevention, management, and reporting of sexual harassment and assault in their health management plans, and it promotes its 1800 number, available 24/7, for reporting sexual harassment on Western Australian mine sites.[39]

All six are our recommendation. Tie them to the mine's health and risk plans, and design them with the workers they protect, contractors' crews included. An employee assistance program or awareness training alone is not the control.

Rooms, paths, and travel. Rooms that lock, lit paths, and safe transport between the camp and the site, at every hour a shift starts or ends.

One standard of behaviour. The same expectations for every business's workers, in the induction, with the consequences stated.

A report that bypasses the line. A channel open to contractors' workers that does not run through their own supervisor or employer, with feedback on the outcome.

No penalty for speaking up. Protection from retaliation, written into each contract, and checked when a contractor's worker leaves early.

Workload and support. Roster pressure, long swings, and support after an incident, reviewed with the fatigue controls (page 17).

A response plan. Who responds out of hours, how a person is kept safe from the one they reported, and who tells the regulator where the law requires it.



08 ON THE DAY

What the paperwork will not show.

An accepted plan says nothing about tonight's haul road, a chute entry, or the 6 am shift change.

Control	What it means on site	Status and source
Principal hazards, and vehicles	A principal mining hazard has a reasonable potential to cause multiple deaths, in a single incident or a series of recurring incidents; one can arise on roads and other areas where mobile plant or vehicles operate. The operator identifies every one and prepares a plan for each (WA and SA, rr 612, 627, 628).[13, 23] At a Queensland coal mine, since 1 June 2026, the safety and health management system identifies critical controls and each principal hazard management plan includes them (CMSHA ss 62(5)(e), 63(1)(c)): a critical control is one that is critical to preventing a material unwanted event or mitigating its consequences, and whose absence or failure would significantly increase risk despite the other controls (CMSHA sch 3).[7] Our recommendation: brief every crew on the plan for its work and route, then check on the shift that the critical controls work (page 24); a briefing is not that evidence.	LAW as named GOOD PRACTICE the briefing and the check
Shift change	Where more than one shift runs in a day, each outgoing supervisor gives the incoming supervisor a written report (SA r 630); Victoria asks the same at a mine (r 416). Our recommendation: contractors' supervisors included.[23, 27]	LAW SA r 630; Vic r 416
Emergencies	In South Australia, the mine's emergency plan establishes a system that enables all persons at the mine to be located, and is tested at least once a year (rr 664, 669).[23] Our recommendation: sign-in and sign-out feeds the muster list, contractors and the camp included; at the muster, reconcile it name by name and chase anyone missing; and keep a fallback that works without power or network, such as a printed list and a radio roll call. Presence at the gate does not locate anyone across a large mine.	LAW SA rr 664, 669 GOOD PRACTICE the muster, the reconciliation, and the fallback
Live electrical work	Under the WHS laws, electrical work is not carried out on electrical equipment while it is energised (r 154), except in the limited cases the Regulations allow, after a risk assessment and with a safety observer where they require one (rr 157, 158, 161).[2] These model numbers do not apply at a Queensland mine: read the electrical provisions of its mining Regulation, and any electrical safety law that applies.[8, 10] Our recommendation: isolation by whoever controls the supply, proved safe, under a permit, by a licensed electrical worker.	LAW rr 154, 157, 158, 161 GOOD PRACTICE the permit

Three rules for every contract.

All three are our recommendation. **Anyone can stop the work.** Anyone who sees work outside the plan can stop it. Under the WHS laws, it adds to a worker's right to cease, or refuse to carry out, work if they have a reasonable concern that it would expose them to a serious risk from an immediate or imminent exposure to a hazard (s 84).[1] Restart once the hazard is dealt with. **When the job changes,** treat it as new and check the permits and competencies again. **When a check cannot be done,** safety-critical work does not start without the evidence.

08 ON THE DAY

Screen the task before access.

The vehicles are not the only principal hazard. Before a crew goes to an area, name the plan that covers it, the control owner, and the evidence that must exist first. Not every line applies to every mine or task; this guide leaves out the detail of explosives and environment law, not the need to coordinate those hazards.

Hazard or area	Settle before access
Ground, inrush, and inundation	The principal hazard plan for the area, and the geotechnical owner's clearance for the work area
Ventilation and gas	Underground: the ventilation plan's conditions for the area, and gas checks before entry
Fire and explosion	Hot work permits, ignition sources controlled, and fire protection in place
Blasting	The exclusion zone and the clearance before re-entry, agreed with the shotfirer
Lifting, heights, and rescue	The lift plan, the rigging and crane competencies, and a rescue plan for anyone at height
Energy, air, and exposure	Isolation (page 24), and confined spaces, dust, fume, noise, heat, and vibration (page 25)

The plans for principal hazards are law where your state sets them (page 22); the screening and the rest of each line are our recommendation.

Which rules apply to the task.

Licences and competencies. A high risk work licence or an electrical licence is a state licence; a mining competency or a designated-task authorisation is the mine's. A task can need both.

Construction work. Under the model Regulations, high risk construction work needs a safe work method statement (r 299).[2] Where those rules do not apply, a SWMS is one of the work method documents the mine chooses. WorkSafe WA's contractor guide leaves construction work, as Chapter 6 of the Mines Regulations defines it, outside its scope.[40]

Electrical work. Which electrical law applies, the licence, and the narrow energised-work exception, not only a permit (page 22).

Workers in the decisions.

Our recommendation: give contractors' workers a route to raise a hazard, a say in the controls, and the outcome, and use it when a roster changes, a principal hazard plan is revised, an isolation is planned, and before a restart. Involve their representatives under your regime: the health and safety representatives of the model Act (ss 47, 48(2)) and Victoria's own consultation duty (s 35);[1, 4] at a Queensland coal mine, the site and industry safety and health representatives the coal Act sets up.[7]

08 ON THE DAY

A critical control, checked on the shift.

A plan says what the control is; only a check on the shift shows it works. Our recommendation: one compact record for each critical control, shown here for the conveyor in the shutdown (page 29).

On the record	The example: conveyor maintenance
Hazardous event	Entanglement or crush at the tail drum while the belt is worked on
Critical control	Verified isolation of the drive and of stored energy: belt tension, gravity, and material on the belt
Performance requirement	Every energy source isolated, locked, and proved before a guard comes off
Owner	The plant area supervisor; the shutdown's isolation officer for each permit
Checked	At each job start and shift change by the person in charge of the work; sampled weekly by the owner
Result, and if it fails	Pass or fail on the permit; on a fail, stop, make safe, and isolate and prove again before work resumes
Escalation	To the shift supervisor at once, and through the incident route where it is a high potential incident (page 26)

A check on the shift is not a scheduled audit of the control; sample both in the board report (page 8). Not every checklist item is a critical control.

Isolation, from first lock to handback.

A linked electronic permit does not make a conveyor, chute, or drive safe to work on. WorkSafe WA's isolation guideline for mines sets out these elements; the mine's own competent technical procedure governs the detail.[38]

1

Identify.

Every hazardous energy and its source: electrical, mechanical, hydraulic, pneumatic, gravity, stored tension, and material in chutes and bins.

2

Isolate and secure.

The specified device at each point, a personal lock and danger tag for each worker, and group isolation under a permit.

3

Dissipate or restrain.

Release or block stored energy, and stop it building up again.

4

Verify.

Try to start it at the local and remote controls and watch for a change of state; authorise only once proven.

5

Hand over.

At the end of a shift, out-of-service tags before personal locks come off, and a briefing to the next crew; agree any change to the isolation boundary.

6

Hand back.

Everyone clear, guards and protections back, open defects decided, and recommissioning authorised on the permit.

08 ON THE DAY

Dust, fume, and air.

A current medical is not evidence of safe exposure. Coal and silica dust, diesel exhaust, and welding fume reach the drillers, haul crews, plant cleaners, fitters, and boilermakers in this guide.

Where	The rule	Status and source
Queensland coal	If the average respirable dust in a work environment exceeds the levels the Regulation sets, the site senior executive has the cause investigated; workers in the similar exposure group are told as soon as practicable; an inspector, an industry safety and health representative, and a site safety and health representative within 24 hours; the record goes to the chief inspector within 72 hours; and a further sample is taken within 2 weeks (CMSHR s 89A).[8]	LAW CMSHR ss 89, 89A
New South Wales	The Regulator's guidance: controls follow the hierarchy of controls, and mines report every personal exposure monitoring result above the prescribed exposure standard for inhalable dust, respirable dust, respirable coal dust, respirable crystalline silica, or diesel particulate matter to the Regulator.[35, 36]	REGULATOR NSW Resources Regulator

Our recommendation, in every state: control at the source first (water suppression, enclosed cabs, extraction, and ventilation); assess each task's exposure; fit suitable respiratory protection where those controls cannot keep exposure low enough; monitor; and send results to corrective action and the medical adviser. Add noise, heat, and vibration to the same check. In the shutdown, the chute cleaners work wet with extraction, and the welders have local fume extraction.

Confined spaces: assess the air, then enter.

Under the model Regulations, a confined space "does not include a mine shaft or the workings of a mine" (r 5). Elsewhere, a bin, chute, or tank is not one by default: classify it under your state's law. Where it is one, before entry:[2]

Model rule	What it requires
Assess, and monitor	A competent person's written risk assessment that considers the atmosphere (r 66); air monitoring where it is not certain that exposure standards are met (r 50)
Connected plant	Plant and services isolated so far as is reasonably practicable (r 70)
Oxygen	A safe oxygen level while anyone works in it, with air-supplied respiratory equipment only where that is not reasonably practicable and oxygen is below 19.5%, the floor published in the model WHS Regulations of 2025 (r 71), never as a first choice
Flammable gas	Gas, vapour, or mist below 5% of its lower explosive limit so far as is reasonably practicable, with workers out at 5% unless a calibrated continuous detector is in use, and at 10% regardless, the limits published in the model WHS Regulations of 2025 (r 72)
Standby and rescue	Continuous communication and a standby person (r 69); rescue procedures set and practised (r 74)
The permit	It records the controls (r 67); it is not the entry procedure

At a Queensland mine these numbers do not apply: a coal mine has a standard operating procedure for controlling access to and working in confined spaces (CMSHR s 96), and at other mines the site senior executive makes sure no one is exposed to an atmosphere in a surface confined space with oxygen below 19.5%, the floor published in the Queensland mining and quarrying Regulation of 2017, or above 23.5%, the ceiling published in the same Regulation of 2017 (MQSHR s 144).[8, 10] Our recommendation: a competent tester checks the air with a calibrated detector before entry, and keeps monitoring.

09 WHEN SOMETHING GOES WRONG

Call first, approve later.

A fitter is hurt at a conveyor on night shift. Protect life and start the emergency response first. Then the inspector or regulator hears by the route and clock your state sets, without waiting for anyone's approval or for every fact.

Where	First	Then	Who tells whom
Queensland coal	A serious accident or a death: the site senior executive orally notifies an inspector and an industry safety and health representative as soon as possible after becoming aware (s 198(1)). A high potential incident: orally notifies an industry safety and health representative as soon as possible (s 198(2)). [7]	Written notice of each as soon as practicable, in the approved form to an inspector and by notice to the representative (s 198(3)); a detail not yet known is found and given as soon as possible, not waited for (s 198(6)). A reportable disease, such as coal workers' pneumoconiosis or silicosis, as soon as practicable (s 198AA; CMSHR s 13A); a dust exceedance within 24 hours (page 25); an injury needing treatment, or that stops normal duties, within 1 month (CMSHR s 16). [7, 8]	The site senior executive tells a contractor about its worker's lost-time injury or illness, a high potential incident that affects them, or a proposed change (CMSHA s 199A). [7]
Queensland mines and quarries	A serious accident or a death: the site senior executive orally notifies an inspector and a district workers' representative as soon as possible after becoming aware (MQSHA s 195). [9]	Written notice as soon as practicable, high potential incidents included (s 195(2)); a detail not yet known is found and given as soon as possible (s 195(4)); a reportable disease, as soon as practicable (s 195AA). [9]	The site senior executive tells a contractor about its worker (s 196A); agree in the contract who tells the site senior executive at once. [9]
New South Wales	The Regulator's guidance: a death, serious injury or illness, or dangerous incident, immediately by phone on 1300 814 609, then in writing within 48 hours of the call; the site left undisturbed, so far as is reasonably practicable, until an inspector arrives or directs otherwise. [17, 18]	An injury or illness needing medical treatment by a doctor: as soon as possible, within 48 hours. A high potential incident: as soon as possible, and within 48 hours if it caused an injury or illness, or 7 days, whichever is earlier. In general, the clock starts when a supervisor or manager knows. [18]	Every business at the mine makes sure the Regulator is told of a notifiable incident from its work; one, often the operator, can notify for all by agreement, and each confirms it was done. A business that notifies tells the operator. At a coal mine, an industry safety and health representative is told the same way. [18]

09 WHEN SOMETHING GOES WRONG

Western Australia, South Australia, and Victoria.

The same order everywhere: life first, then the regulator without waiting for approval, then the written notice and the record.

Where	First	Then	Who tells whom
Western Australia	A notifiable incident: the regulator is notified immediately after becoming aware (s 38).[12]	A written notice within 48 hours if the regulator requires one; a mine's reportable incidents, such as an injury needing medical treatment or lost control of a vehicle or plant, in writing as soon as possible (r 675V).[12, 13]	A contractor tells the operator, as soon as practicable, of any notifiable incident it notified and any reportable incident (r 675X).[13]
South Australia	As the model Act: immediately after becoming aware, by the fastest possible means (s 38).[1]	Incidents needing medical treatment, and high potential incidents, notified in writing as soon as possible (r 675V).[23]	A business that notifies the regulator makes sure the operator is told as soon as practicable (r 675X).[23]
Victoria	WorkSafe, immediately after becoming aware, by the employer or self-employed person that manages and controls the workplace (s 38(1)). An incident that exposes a person to a serious risk from an immediate or imminent mine collapse, inrush, or interruption of the main ventilation is notifiable (s 37(2)(g) to (i)).[4]	A written record within 48 hours after being required to notify (s 38(3)), kept at least 5 years.[4]	Agree in the contract who notifies, and who tells whom.

Where your state is not here, its own law sets the route and the clocks (page 9). Put yours on the card overleaf.

The first hour, in order.

1. **Protect life.** The emergency response, first aid, and the rescue the task needs.
2. **Make it safe.** Stop the work and isolate the hazard; keep the site as it is where your state requires it, except to help someone or make it safe.
3. **Notify.** By your state's route and clock, without waiting for approval or for every fact.
4. **Confirm and keep.** Check the agreed notifier did notify, and keep the time and the reference.

Our recommendation, in the order the laws expect; the rules themselves are in each state's row (pages 26 and 27).

09 WHEN SOMETHING GOES WRONG

Put the route on one card for each site.

One card for each pit, plant, and camp, in the site office and the induction. Fill in the right-hand column for each site. Our recommendation: test it once a year, on night shift, with a contractor's crew.

On the card	What it says	This site
Emergency and rescue	000 and the site's own emergency line; mine rescue or the rescue the task needs; first aiders; the muster points	
For responders	The access road and gate, who meets them, any key or code, and the travel time from the gate to each area	
The muster	Who reconciles the list name by name, who searches for anyone missing, and the fallback without power or network	
Who notifies	Who decides, their backup, and each contractor's notifier; at a coal mine, the industry safety and health representative too; at a Queensland mine or quarry, the district workers' representative	
Routes and clocks	The inspector's or Regulator's phone line and online route; your state's clocks (pages 26 and 27); who keeps the site undisturbed	
Confirmed	Who checks the notice was given, its time, and the reference; telling a manager is not notifying the regulator	

10 A WORKED EXAMPLE

A plant shutdown: five contractors and a labour hire agency.

At an open-cut coal mine in Queensland, the operator shuts its coal preparation plant for 12 days. A maintenance contractor brings fitters and boilermakers, part of them through a labour hire agency, a sixth business in the chain; an electrical contractor, a scaffolding contractor, and the camp services and security contractors work alongside. Section numbers are Queensland's coal laws; adapt them to your state (page 9).

What is live	Why	What gets checked and kept
The plans	Each contractor gives the site senior executive a safety and health management plan for its work, and no work starts until it has made every change the site senior executive requires to integrate it with the mine's system (CMSHA ss 42(e), 43(1)(d)). The labour hire agency is a contractor too.[7]	Each plan, the changes asked for, and the date they were made
The induction	No worker does any task until they have completed induction training for this mine, and each contractor makes sure its people are trained on the mine's hazards for their work (CMSHR s 83; CMSHA s 43(1)(f)). For a worker from another mine, the site senior executive can ask that mine for their training report (s 69B).[7, 8]	Each worker's induction and training, in the mine record
The tasks	Where the mine's training scheme designates a task, such as an isolation, only a worker assessed as competent and authorised by the site senior executive or their representative does it (CMSHR s 85).[8] Each isolation follows the steps on page 24, and the conveyor's critical control is checked at every shift change.	Each authorisation, by name and task; each isolation verified and handed back
The medicals	Each contractor, as employer, has a health assessment done for its coal mine workers before they are employed as coal mine workers, and pays for it; a worker doing only a low risk task is outside the scheme (CMSHR ss 44, 46, 47).[8]	The access status and any task limits (page 19), never the medical itself
The shifts and the camp	The mine's system sets maximum shift hours and rest breaks, and random alcohol testing before work starts; alcohol only in an accommodation building or a recreation area the site senior executive designates (CMSHR ss 39, 41, 42). The camp's accommodation buildings within the tenure are part of the mine (CMSHA s 9(2)).[7, 8]	The roster against the limits; the camp crews on the same gate list
The exposures	Chute cleaning and welding: dust and fume controlled at the source and monitored; an average respirable dust level above the Regulation's levels is told to an inspector and the representatives within 24 hours (CMSHR s 89A).[8]	The exposure assessment and the results
If someone is hurt	For a serious accident, the site senior executive orally notifies an inspector and an industry safety and health representative as soon as possible, and for a high potential incident the representative, then each in writing; and tells the contractor about its worker (CMSHA ss 198, 199A).[7]	The notice, its time, and the reference

On paper, each of these lives in a different folder. Joined up, the site senior executive sees on the first morning which plans are settled, who is inducted, authorised, and fit, and who is in the plant and the camp tonight.

11 THE RECORD

What to hold for every contractor.

Four levels: the company, the worker, the site, and the visit (page 31). Each row says whether the law, a regulator, a contract, or good practice asks for it, and in which state.

LAW Act, Regulations, or Rules
POLICY policy or contract terms
REGULATOR guidance
GOOD PRACTICE our recommended way; your contract, policy, or the law may still require it

Level	What to hold	Status and source
The company	The prequalification: its safety record and capability for the work, and how its policies, procedures, and competency requirements were assessed	LAW WA and SA r 622(1) (the assessment process) [13, 23] GOOD PRACTICE the safety record, and elsewhere
	The plan route your state allows (page 11): in Queensland, its own plan and every change made; in WA and NSW, its plan accepted in writing, or its written notice adopting the mine's system; with who reviewed it and who decided	LAW Qld, page 11; WA r 625D [7, 13] REGULATOR NSW [15]
	What each side told the other about the work and its risks, and the parts of the mine's system it was given	LAW Qld s 42(d); WA rr 625B, 625C [7, 13]
	Its workers compensation basis: the employing entity, the scheme, the work and workers covered, and the policy, self-insurance, or lawful exception, with dates. At a NSW coal mine, Coal Services says employers whose employees work in or about the mine and are engaged in mining activities in the coal industry, labour hire and specialised mining contractors among them, need a Coal Mines Insurance policy for those workers. Public liability and other cover the contract asks for, kept separate. A certificate does not move the operator's duties	REGULATOR NSW coal, Coal Services [33] POLICY the contract's insurance terms GOOD PRACTICE the basis; scheme law is not covered in this guide
The worker	The induction to this mine, and training on its hazards for their work, dated; refresher training due dates where the law sets them	LAW page 15 [7, 8, 13, 23]
	Competence for each task and plant item, and any authorisation for a designated task; any statutory role, its appointment, the certificate behind it, and the date each rule applies from	LAW page 13 [7, 8, 13]
	The access status (cleared, cleared with restrictions, pending review, or not cleared), any task limits and their review date, and when a health assessment or monitoring is next due, without the medical detail	LAW pages 18 and 19 [8, 23] GOOD PRACTICE status only at the gate
	Under the WHS laws, written evidence of any high risk work licence, sighted before the work, and kept at least 1 year after it; its class, scope, conditions, and current status checked; reviewed again on a suspension, an incident, or a change of scope, and a renewal reviewed, not approved on arrival	LAW r 85(1) and (4) [2] GOOD PRACTICE the status check and the reviews

11 THE RECORD, CONTINUED

The site and the visit.

What each pit, plant, quarry, and camp holds, and what each day adds to the record.

Level	What to hold	Status and source
The site	Who holds each statutory role today, whether they are available, and who covers; the principal hazard plans and critical controls each contractor was briefed on, and the shift checks of those controls	LAW pages 13, 14, and 22 (the roles; critical controls identified, Qld coal) GOOD PRACTICE the briefing record and the shift checks
The visit	Sign in and out by area, the camp included, so everyone can be located in an emergency; the shift report	LAW SA r 664 (a system to locate everyone), r 630 (the shift report) [23] GOOD PRACTICE sign-in by area, and elsewhere
	Permits, isolations and their handback, exposure monitoring, and the check-ins for anyone alone or after hours; incidents, who was told and when, and the reference	LAW pages 20, 25, and 26 REGULATOR page 24 (WA isolation) GOOD PRACTICE the log

How long to keep each record.

These are floors, not destruction dates, except where the law says to destroy: keep each for the longest of the minimum, your contract, and any hold for an incident or claim.

Record	Minimum	Kept by
Queensland mine record	Serious accident and high potential incident reports, inspection reports, and more: at least 7 years after each is recorded (CMSHA s 68; MQSHA s 59) [7, 9]	The operator
Fitness for work records under the alcohol, fatigue, and drug controls, Queensland coal (only these records)	Used only to decide fitness for work at the mine; for a regular contractor's employee, destroyed 18 months after they stop working there (CMSHR s 43) [8]	The site senior executive makes sure of it
Health and fitness assessments, Queensland mines and quarries	At least until the worker stops working at the mine (MQSHR s 119) [10]	The mine
Health monitoring report, SA	30 years for a hazard with a cumulative or delayed effect; 7 years for others (r 675P) [23]	The business that engaged the worker
Training record, SA; mine record, SA	Training: while the worker remains engaged at the mine (r 675E). Mine record: 7 years from when each record is made (r 675Z) [23]	The operator
Training and assessment record, WA	While the worker works at the mine, and at least 2 years after (r 675E) [13]	The operator, and each business at the mine for its own workers
Notifiable incident record	At least 5 years (model Act and WA Act, s 38); in NSW, the Regulator says every notified incident is kept with the mine record for at least 7 years [1, 12, 18]	Each business with the duty to notify; in NSW, with the mine record

Linked, not one open file.

Medicals, drug and alcohol results, and incident records hold personal information about other businesses' workers. Our recommendation: link the records rather than pool them; the gate sees a status, not the document; each team sees what its role needs; access is logged; and do not assume a privacy exemption for your own employees' records covers your contractors' workers.

11 CHECKLIST

Before a contractor starts.

Settle the site first: your state's mining law, the mine type, and the plan route decide which lines apply (page 9). Mark a line that does not apply "N/A" with the reason, name the duty holder and owner, and tick only when you can point to the evidence.

Check	Applies, or N/A and why	Duty holder and owner	Date and evidence ref.
Settle the site, once			
☐ We know which mining law and regulator apply to this site, its type (coal mine, other mine, or quarry), and which parts, the camp included, they cover. **Law, page 9**			
☐ Every statutory role is held by an appointed, eligible person who is available, with cover named and any regulator notice given. **Law, pages 13 and 14** the appointments			
☐ Our safety system says how contractors are assessed, integrated, inducted, supervised, and monitored, and names who runs it. **Law in WA, SA, and Qld, page 12** **Regulator, NSW**			
Each contractor, at prequalification and contract			
☐ Its policies, procedures, and competency requirements were assessed, and its safety record checked. **Law in WA and SA, page 12 (the assessment)** **Good practice** the safety record, and elsewhere			
☐ Each side gave the other the information about the work and its risks, including the parts of our system that apply. **Law in WA, page 12; Qld (the mine's system given), page 11**			
☐ In Queensland: its own safety and health management plan was given, and every change we required made, before any work; there is no adoption route. **Law in Qld, page 11** the plan and the changes			
☐ In WA or NSW: the route is recorded: its plan accepted in writing (in NSW, with our opinion that it is consistent with our system), or its written notice adopting our system. **Law in WA, page 11** **Regulator, NSW** the notice			
☐ Its workers compensation basis (the employing entity, the scheme, the work covered, and the policy or lawful exception; at a NSW coal mine, a CMI policy where Coal Services says one is needed, page 30) and the contract's other cover are on file with dates, and so are those of any tier below it. **Policy** the contract's terms **Regulator, NSW coal**			

11 CHECKLIST, CONTINUED

Each worker, and each shift.

Before the first shift, then daily at the gate and on the job. The same columns: what applies, who holds the duty, and the evidence.

Check	Applies, or N/A and why	Duty holder and owner	Date and evidence ref.
Each worker, before the first shift			
☐ Inducted to this mine and trained on its hazards for their work, every tier and the camp crews included. **Law, page 15** the induction record			
☐ Competent for their tasks and plant, authorised for any designated task, and any licence sighted; evidence from another mine checked for gaps. **Law, pages 14 and 30** **Good practice** the gap check, page 14			
☐ If the law requires a health assessment or monitoring for the role: it is current (in NSW coal, an Order 45 assessment), and the gate holds the access status and any task limits, not the medical. **Law, page 18** **Regulator, NSW coal** **Good practice** the status, page 19			
At the gate, each shift			
☐ Every worker signed in and out by area, the camp included, with induction, competencies, and access status checked, not only sighted. **Law in SA, page 22 (a system to locate everyone)** **Good practice** the status check			
☐ Workers tested for alcohol or drugs where the mine's system says so, and impaired workers kept from work. **Law, page 17** the test log			
☐ Where a check could not be done, safety-critical work did not start without the evidence, and the decision was recorded. **Good practice, page 22** who decided, and why			
On the job			
☐ Each crew is briefed on the principal hazard plans for its area and work, and the task screened before access. **Law, page 22 (the plans)** **Good practice, page 23 (the briefing and screening)**			
☐ Each critical control for the work is checked on the shift, with the result recorded and any failure escalated. **Law in Qld coal (critical controls identified), page 22** **Good practice, page 24 (the check)**			
☐ Each isolation is identified, secured, verified, handed over at a shift change, and handed back before recommissioning. **Regulator, WA** **Good practice, page 24**			
☐ If dust, fume, or another exposure applies: controlled at the source, monitored, and any exceedance reported where your state requires it. **Law in Qld coal, page 25** **Regulator, NSW** the results			

11 CHECKLIST, CONTINUED

On the job, and after.

The rest of the shift, and the standing checks for the officers.

Check	Applies, or N/A and why	Duty holder and owner	Date and evidence ref.
On the job, continued			
☐ If a space may be a confined space: classified under your state's law; if it is one, entered only after the written assessment and an air check, with the controls your state sets, a standby person, and practised rescue. **Law, page 25 (model; Qld mining Regulations)** permit numbers			
☐ The shift report passes from outgoing to incoming supervisor, contractors included. **Law in SA and Vic, page 22** the report			
☐ A worker alone, remote, or after hours has a way to call for help that works there; someone watches the check-ins, and a missed one is escalated. **Law, WHS laws and WA, r 48, page 20** **Good practice** who watches, and the escalation			
☐ Shift hours, rest breaks, and the drive home are within the mine's fatigue controls. **Law, page 17 (the controls)** **Good practice (the drive)**			
If something goes wrong, and standing			
☐ The incident card is filled in for this site, and each contractor knows who notifies, the clocks, and who confirms the notice was given. **Law, pages 26 and 27 (the routes and clocks)** **Good practice** the card, page 28			
☐ Officers receive a regular report: lapses, roles unfilled or uncovered, open actions, and a sample of permits, isolations, and critical control checks against the work. **Good practice; verifying is part of due diligence, page 8** the report, dated			
☐ Every action raised by these checks has an owner and a due date, and is closed only when someone has seen that it was done. **Good practice** the action and its evidence			

11 TEMPLATE

The mine contractor map.

One row per contractor, at every tier; the first row is an example, at a Queensland open-cut coal mine. It shows, before anyone reaches the gate, who engaged whom, where they will work, and what each must hold to start. Link each row to its workers' own records, keeping health detail restricted.

Contractor and tier	Engaged by	Work and area	Plan settled	Induction, competence, roles	Health and fitness	Who notifies, who tells whom
Example: Ridgeline Electrical, tier 1	*The operator, under contract 41, from 02/03/2026 (Qld coal: own plan route)*	*Switchroom and conveyor drives in the preparation plant; day and night shifts*	*Plan given 16/02/2026; changes required 19/02/2026 and made 23/02/2026; reviewed for the site senior executive by the contractor manager*	*6 electricians, records W-01 to W-06: inducted and trained on the plant's hazards; electrical licences sighted; W-01 and W-02 authorised for isolations*	*W-01 to W-05 cleared; W-06 cleared with restrictions, no work at height, review 30/04/2026; fatigue and alcohol rules briefed*	*Leading hand tells the shift supervisor at once; the site senior executive notifies the inspector and the representative, and tells Ridgeline about its worker*

How to keep the map true.

A map nobody keeps current is worse than none, because the gate trusts it. Three habits keep it right.

Start it at the contract.

A row is opened when the contract is signed, not when the crew turns up, and each contractor tells you before it engages a tier below it, labour hire included.

Review it on any change.

A new tier, a changed area, a lapsed ticket or medical, a vacant role, or an incident changes the row. Give each row a review date, and keep the site's incident card (page 28) with it.

Keep it where the gate can see it.

The map is only useful if the gate, the site office, and the shift supervisor can all see it when a crew arrives, on day shift and night shift.

12 ONE STANDARD AT EVERY GATE

The same standard at every gate.

Every check in this guide has to work on the first morning of a shutdown, and on the quietest night shift at the camp.

Questions to ask about how you manage it today.

1. If an inspector asked who was on site last Tuesday night, at the plant and the camp, and what each held, how long would the answer take?
2. Can you show, for every contractor on site today, that its plan was settled by the route your state allows before it started?
3. Who checks the camp's cleaners, caterers, and security officers, and against what?
4. When a ticket, competency, medical, or statutory appointment lapses, who finds out before the next shift?
5. Is every statutory role filled today by the person appointed to it, able to do it, and with cover for leave?
6. Do your fatigue controls count the drive to site, and shifts worked for another employer?
7. Have you agreed with every contractor who notifies, and who tells whom, and is it on each site's card?
8. How many hours a week do your site and HSE teams spend chasing contractor paperwork?

What to look for in a system.

Seven capabilities that keep these checks working at every gate. A system holds the evidence; it does not prove the controls worked on the day, and a live list is only as good as sign-in, coverage, and a paper fallback.

- **One record for every statutory role.** Each statutory position held as its own category, with its own document list.
- **Registered once, reused across sites.** A shutdown contractor registers once; its workers' inductions, licences, and verification of competency go with them as evidence, and each site checks the gaps.
- **Inductions before arrival.** Your own site induction on the worker's phone before they arrive; an expired induction blocks sign-in until renewed.
- **Nobody past an expired ticket.** Licences, competency units, and inductions checked at sign-in, and a matrix showing who is current, due soon, or overdue.
- **Permits with the method behind them.** Isolation, confined space, hot work, and heights permits on a phone, the SWMS read before approval, and a related isolation permit linked to the one it depends on.
- **A live list at the muster point.** A QR code or kiosk at every portal: not cleared, not in, and the live list feeds the roll call; a lone worker's emergency button raises an alarm with their location, for whoever is set to respond.
- **A record for the regulator and the board.** One searchable record per site, with high potential incidents and contractor hours reported.

START SMALL

Start with one site, or one shutdown.

Take one site, fill in its contractor map on page 35, and run the checklist on pages 32 to 34 against its contractors. Close the gaps first: plans settled, workers inducted and fit, roles filled. Then ask anyone offering a system to show each point above on your own site.

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This guide is general information, not legal advice. It summarises Queensland's coal and mining and quarrying safety laws, Western Australia's WHS Act and Mines Regulations, the mines chapters of the South Australian and Northern Territory WHS Regulations, Tasmania's supplementary mines regulations, Victoria's OHS Act and Regulations, the model Work Health and Safety Act and Regulations published by Safe Work Australia (as at 5 December 2025), and regulator and Coal Services guidance, as read on the dates above. New South Wales legislation was not read for this edition; its points are the NSW Resources Regulator's guidance and, for coal health assessments and insurance, Coal Services' guidance. Each jurisdiction enacts its own law, so text and numbering differ. It does not cover workers compensation law (beyond noting where Coal Services says a NSW coal employer needs a Coal Mines Insurance policy), explosives, dangerous goods, environment, native title, or tenement law, or petroleum and offshore sites. For a decision about your own sites and contractors, read the law that applies to you and take legal advice. It is a contractor management guide, not a technical or mine safety manual.

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