FREQUENTLY ASKED QUESTIONS

1   Q: Are these documents relevant to me?

A: Everyone doing exploration in Western Australia has to abide by the same laws and standards relating to occupational health and safety, protection of the environment and cultural heritage and reporting results.

- Our documents are relevant to senior staff and company managers, as they clearly define roles and responsibilities.
- Our documents are helpful and practical for employees and give clear guidance on how to plan, manage and complete tasks.

2   Q: We've got most things; we only want one or two documents.

A: That is the fantastic element of Exploration-on-Line, you can pick and choose documents to fill the gaps in your existing procedures.

3   Q: How do we know what documents you have and what's in them?

A: A full list of all our documents is available for download for you to compare and contrast to your own procedures.

To view document content, read the synopsis content for the document and click the preview function to view an example of the document.

4   Q: We already have Mining procedures, do we need these?

A: Anyone conducting exploration activities must have procedures that are relevant to exploration**.** Our documents are designed to address health, safety and operational issues specifically affecting exploration personnel and their activities.

Our documents are created by experienced exploration field personnel, who are very familiar with issues affecting both regional and near-mine exploration.

4.1   Q: There are a lot of documents available, where should I start?

A: The best place for any company to start is with a risk register. Identify your site's biggest risks; all high risk standard work tasks require a procedure. Obtain the procedures and documents you need for the highest risks and then work your way down the risk register as time and resources allow.

Our populated risk register, available for free, under the Jr Exploration Safety Package > General Safety > Risk Management tab can help get the process started.

5   Q: We've purchased a full manual – how do they work?

A: Documents are arranged in a series of easy to use systems and compiled into our easy to navigate 'Occupational Health and Safety' and 'Exploration Field Manuals'. The manuals are designed to dove-tail into a company's existing OHS management system.

If you have purchased our hard copy options, the manuals will be delivered to you fully compiled.

6   Q: Are these documents compliant with any legislation or guidance material?

A: Documents address and comply with applicable legislation from West Australia and the Commonwealth, such as the Mines Safety and Inspection Act 1994. We also address applicable Australian standards and codes of practice and may include those from other states if they are of a higher standard than those released in Western Australia.

Documents are written to abide by various codes, such as the JORC code.

7   Q: How will the Harmony Legislation affect these documents?

A: In general terms, the harmonising of OHS laws across the country will mean that legislation will have a focus on becoming less prescriptive and have more of a risk based approach. Our documents already encourage and focus on risk identification, in conjunction with following the strict guidelines outlined by the current West Australian Mining Act and its regulations. As the new laws are rolled out, our documents will be updated to reflect any significant changes.

8   Q: Are these documents reviewed?

A: Yes. Our documents are reviewed when resources allow though this can vary depending on the state of the industry. Specific events may trigger a review, including:

1. Change in legislation relevant to that document.
2. Something covered by the document has changed, such as an improved method to sample drill core, or a new safety device for drill rigs.
3. Client request for specific checks.

Your company is entitled to any document updates up to one calendar year after purchase.

9   Q: Can I customise the documents?

A: Yes. As the documents are provided in Microsoft Windows format, you may then customise them to the extent you wish. EoL does not customise documents individually (other than company name, logo and position titles), unless specifically requested by you.

10   Q: What format are the documents in?

A: The majority of the documents are provided as Microsoft Word documents with a handful of Microsoft Excel spreadsheets. There are some PDF documents relating to the manuals and a couple of Powerpoint presentations.

The flowcharts within the Microsoft Word documents were created using Microsoft Visio which will be needed in order to edit the flowcharts.

11   Q: I am having trouble uploading our company logo.

A: The documents are set up to substitute only a small .jpeg type file. If you are having trouble, try resizing and try again.