

ADVISORY NOTE

CONTINUAL IMPROVEMENT OF SMALL MINING OPERATIONS MANAGEMENT SYSTEMS

This advisory note outlines continuous improvement

INTRODUCTION

Continual improvement is the process of enhancing management systems to achieve progression in the overall performance of an operation.

LEGISLATION

Mining Management Act 2001 Section 3 (c).

3. **Objects**

The objects of this Act are –

- (c) *to assist the mining industry to introduce programs of continuous improvement to achieve best practice safety, health and environmental management;*

THE IMPROVEMENT CYCLE

Continual improvement can be considered a cycle. First, the organisation develops a policy based on its aims and objectives that all employees are required to adhere to.

The second stage of the cycle is to develop and implement the systems and procedures (plan) that will be used in an operational phase.

Any areas that need improvement or change can be identified in a review phase. At the review phase the cycle commences again by the refinement of the system and procedures.

As policy is central to all stages in the cycle it may require adjustment to reflect the improvement in the systems.

Commitment to continual improvement is a requirement under *the Mining Management Act* and should be stated in the policies of the business.

POLICY

the management of the business must set an overall plan, principle, or guideline that defines the way the business operates. This is to ensure that there is money, staff and appropriate training to achieve this policy. This policy will give targets that can be achieved and is measurable. It must also state the responsibilities of both management and workers.

PLANNING

from the policy of the business a PLAN (MMP) needs to be developed. This plan has to reflect this policy by the development of systems or how do we do it lists. These systems need not be complex but must show the management of all risk areas of the business. It should also take into account all legal requirements, any information relevant to safety of workers and plant and equipment.

OPERATIONAL

To implement the plan the management must supply the resources (money, staff and training) to ensure the systems can be used. All staff must know and understand the plan. During this phase good record keeping must be established to allow for review of the systems.

REVIEW

To enable the systems to be updated and improved a method of review of the plan needs to be established. This should ask did it work, if not why. Then the review needs to work out how to fix or develop the areas that require modification. This review has to be linked back to revisions in the policy and then to changes in the plan.

DEFINITIONS

Legal requirements	Consideration of all your responsibilities and requirements under the different Territory and the Federal laws that impose on your business.
Management systems	The way you do things – the steps that are used to achieve the plan.
Forward commitments	the things you will do to improve the plan and the timing you will do it in.
Review information	these are the changes you have made from forward commitments and the review process.
Company direction	the Policy .
Measure/Record	written evidence of the systems as they are used according to the plan.
Responsibilities	what the boss is responsible for and what the workers are responsible for in the plan.
Supply resources	this is what the management has to supply to make the plan and any improvement work.
	<ul style="list-style-type: none">• Money – enough to get the plan implemented and enough to allow for review and measurements and the changes that need to be made.

- Must have a commitment have sufficient staff to implement the plan.
- Must supply the appropriate training to staff and managers to enable both the implementation and the improvement of the plan.

GAP audits this is the method of looking at the systems by seeing where the system works and where there is short falls.

EXAMPLE OF CONTINUAL IMPROVEMENT

Company builds a item.

POLICY We build the best item using the best trained staff with no failed items.

PLANNING from the policy of the business a method of manufacture is decided.

OPERATIONAL To implement the plan and manufacture the item.

REVIEW Were there any failed items. How could they be improved.

Were all staff trained.

Does it complement the Policy.

For further information or advice on this subject please contact

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