



# Mine Site Assessment Tool

Mine site name:

Company name:

Location:

Date:

## 01 Local Employment

For this mine site, does the company:		NO	YES
a.	Publicly disclose the number of <b>people from affected communities</b> who work as <b>employees</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Publicly disclose the number of <b>people from affected communities</b> who work for <b>contractors</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Publicly disclose the number of <b>women workers from affected communities</b> who are hired as employees and hired by contractors?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Publicly disclose the number of people from affected communities who work as employees and for contractors <b>who have been promoted to more senior positions</b> ?	<input type="checkbox"/>	<input type="checkbox"/>

## 02 Local Procurement

For this mine site, does the company:		NO	YES
a.	Publicly disclose the <b>amount of money</b> it spends on goods and services from the local area?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Publicly disclose the <b>types of goods and services</b> it buys from the local area?	<input type="checkbox"/>	<input type="checkbox"/>
c.	<b>Involve affected communities in the development</b> of its local procurement programmes?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Actively involve women from affected communities in the development</b> of its local procurement programmes?	<input type="checkbox"/>	<input type="checkbox"/>



<b>03 Air Quality</b>			
For this mine site, does the company:		NO	YES
a.	Publicly disclose, on a regular basis, <b>air quality data for each monitoring point</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
b.	<b>Highlight</b> when and where air quality falls below safety limits?	<input type="checkbox"/>	<input type="checkbox"/>
c.	<b>Involve affected communities in making decisions</b> to manage air quality?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Actively involve women from affected communities in making decisions</b> to manage air quality?	<input type="checkbox"/>	<input type="checkbox"/>

<b>04 Water Quality</b>			
For this mine site, does the company:		NO	YES
a.	Publicly disclose, on a regular basis, <b>water quality data for each monitoring point</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
b.	<b>Highlight</b> when and where water quality falls below safety limits?	<input type="checkbox"/>	<input type="checkbox"/>
c.	<b>Involve affected communities in making decisions</b> to manage water quality?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Actively involve women from affected communities in making decisions</b> to manage water quality?	<input type="checkbox"/>	<input type="checkbox"/>

<b>05 Water Quantity</b>			
For this mine site, does the company:		NO	YES
a.	Publicly disclose, on a regular basis, the <b>amount of water it is withdrawing</b> from the environment?	<input type="checkbox"/>	<input type="checkbox"/>
b.	<b>Discuss with affected communities how to manage access</b> to shared water resources?	<input type="checkbox"/>	<input type="checkbox"/>
c.	<b>Actively involve women from affected communities in discussing how to manage access</b> to shared water resources?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Involve affected communities in the decisions</b> made to reduce its water consumption?	<input type="checkbox"/>	<input type="checkbox"/>



<b>06 Rehabilitation and Post-Closure</b>		
For this mine site, does the company:	NO	YES
a. Ensure affected communities are kept informed of <b>when the mining operation will stop or close</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
b. <b>Involve affected communities in the development</b> of its rehabilitation and post-closure plans?	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensure <b>affected communities have agreed on</b> the rehabilitation and post-closure plans for communities?	<input type="checkbox"/>	<input type="checkbox"/>
d. <b>Actively involve women from affected communities in the development and validation</b> of its rehabilitation and post-closure plans?	<input type="checkbox"/>	<input type="checkbox"/>

<b>07 Tailings</b>		
For this mine site, does the company:	NO	YES
a. Publicly disclose the <b>exact location</b> of all its tailings storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
b. Ensure all its tailings storage areas are <b>signed in locally understandable ways and made safe</b> for people and animals?	<input type="checkbox"/>	<input type="checkbox"/>
c. Publicly disclose the exact <b>geographic area that a failure of its tailings facilities can affect</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
d. Regularly <b>test the sirens and other warning systems</b> to ensure that workers and affected communities will be alerted in case of any tailings incidents?	<input type="checkbox"/>	<input type="checkbox"/>

<b>08 Safety of Communities</b>		
For this mine site, does the company:	NO	YES
a. Publicly disclose the <b>number and circumstances of deaths</b> that happen in its mining permit area?	<input type="checkbox"/>	<input type="checkbox"/>
b. Ensure affected communities have been <b>informed of what to do</b> in case of mining-related emergency?	<input type="checkbox"/>	<input type="checkbox"/>
c. <b>Involve affected communities in testing</b> these emergency response plans?	<input type="checkbox"/>	<input type="checkbox"/>
d. <b>Actively involve women from affected communities in testing</b> these emergency response plans?	<input type="checkbox"/>	<input type="checkbox"/>

**09 Community Complaints and Grievances**

For this mine site, does the company:		NO	YES
a.	Have a <b>grievance mechanism for affected communities</b> and individuals to register complaints and grievances?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Ensure that male and female staff members are available for receiving and processing grievances so that <b>men and women from communities can speak to someone of the same sex?</b>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Publicly disclose the <b>number and types of complaints/grievances</b> registered by affected communities and individuals?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Discuss with affected communities the measures it is taking</b> to avoid repetition of the same complaints/grievances?	<input type="checkbox"/>	<input type="checkbox"/>

**10 Safety and Health of Workers**

For this mine site, does the company:		NO	YES
a.	Provide <b>appropriate safety equipment</b> to all its employees and the people who work for contractors, at no cost to them?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Provide <b>suitable sanitation and changing facilities</b> to all its employees and the people who work for contractors?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Ensure that all <b>women workers</b> have access to suitable sanitation and changing facilities that are safe and <b>separated from those used by male workers?</b>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Publicly disclose the <b>average hours worked per worker and per day?</b>	<input type="checkbox"/>	<input type="checkbox"/>

**11 Women Workers**

For this mine site, does the company:		NO	YES
a.	Take measures to <b>prevent harassment of women workers?</b>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Take measures to <b>prevent gender-based violence against women workers?</b>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Ensure the provision of <b>working clothes and personal protective equipment that are appropriate for women's bodies</b> to all women who work as employees and for contractors?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Provide <b>gender-awareness training</b> for all their employees and the people who work for contractors?	<input type="checkbox"/>	<input type="checkbox"/>



<b>12 Workplace Deaths and Injuries</b>			
For this mine site, does the company:		NO	YES
a.	Publicly disclose the <b>number and circumstances of the injuries and deaths of its employees</b> that happen at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Publicly disclose the <b>number and circumstances of the injuries and deaths</b> of people working for contractors that happen at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Have a <b>joint occupational safety and health committee</b> composed by workers' and employer's representatives to assess risks and investigate incidents?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Ensure that <b>women workers are represented</b> in the joint occupational safety and health committee?	<input type="checkbox"/>	<input type="checkbox"/>

<b>13 Training of Workers</b>			
For this mine site, does the company:		NO	YES
a.	Ensure all workers receive <b>the instructions that are necessary</b> to perform their work safely and without injury?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Provide training to workers, at no cost to them, <b>to develop their technical skills</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Ensure access for <b>women workers to all training</b> programmes and learning opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
d.	<b>Involve all employees and people who work for contractors in testing</b> its emergency response plans?	<input type="checkbox"/>	<input type="checkbox"/>

<b>14 Decent Living Wage</b>			
For this mine site, does the company:		NO	YES
a.	<b>Assess the wage level</b> that is necessary for workers and their families to afford a decent life?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Ensure the <b>wages</b> of all its employees meet or exceed this decent living wage level?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Engage with its <b>contractors</b> to ensure the people who work for them get paid a decent living wage level?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Publicly disclose <b>the lowest salary level for female and male workers</b> for each job level?	<input type="checkbox"/>	<input type="checkbox"/>





# About

## 01 Local Employment

A company that publicly discloses the numbers of local people who work at its mine site can demonstrate its commitment to investing in the economic development of local communities. Disclosing specific data on women workers helps the company to show they are making sure that their recruitment and workplace practices do not discriminate against women. And a company can give a more complete picture of the employment situation by showing how many local people work for its contractors.

## 02 Local Procurement

A company that buys goods and services locally is able to support business development and economic growth in the local region. When a company gives information on local procurement, it is helping local businesses to identify opportunities to become suppliers to the mine site, and it is also showing how it is encouraging local businesses to become suppliers.

## 03 Air Quality

Air pollution is a major concern for many communities affected by the presence of a mine, as air pollution can affect their health, their food crops, their livestock and sometimes their livelihoods. When a company publicly discloses data on air quality around the mine, and discusses with communities about how it is managing air quality, it can build trust and reduce fears related to dust and air pollution.

## 04 Water Quality

A company can make its public information on water quality much more useful for affected communities by regularly disclosing water quality data at each point where it collects such data. The company can also build trust by specifying when and where water quality dropped below safety limits, and by discussing with affected communities the efforts it is taking to manage water quality.

## 05 Water Quantity

Access to water is a common source of conflict between mining companies and affected communities, particularly in water-stressed areas. A company can show its respect for affected communities by disclosing the amount of water it is taking out of local sources and by discussing with affected communities how its water use takes into account the water needs of local people.

## 06 Rehabilitation and Post-Closure

For a company to be able to leave behind a positive impact on the area around its mine site, it needs to make sure that affected communities will have sustainable livelihoods when the mine closes. This includes making sure that local people will be able to rely on healthy natural resources (land, water, etc.) and economic opportunities. The company will also need to discuss and approve the mine closure plan with affected communities to take into account how local people want to see the area when the mine closes.



## **07 Tailings**

Tailings dams can be very dangerous for people, livestock, and the environment. If tailings dams collapse, they can release large amounts of waste that can cause deaths, smother rivers, bury homes, destroy livelihoods, and seriously impact the environment and local communities for years to come. A company can show that it takes this issue seriously by disclosing practical information on its tailings dams, by making sure these dams are clearly signed and made safe to prevent accidental injury or deaths of people and animals, and by regularly testing the warning systems.

## **08 Safety of Communities**

Mining is often dangerous for local communities, as accidents and conflicts can result in deaths and injuries. A company can respect local communities and help keep them safe by publicly disclosing the number and circumstances of any deaths that happen. And although it is impossible to guarantee that mining-related emergencies will never happen, a company can reduce any negative impacts by developing crisis management and emergency response plans. By including affected community members in testing these response plans, companies can help make sure the plans work well in the case of a real emergency.

## **09 Community Complaints and Grievances**

A company that respects local communities wants to be able to know, and respond, to their concerns. This involves setting up a formal process (called a community grievance mechanism) that enables individuals or groups from affected communities to register their complaints, in order to have these issues remedied by the company. Community members are more likely to trust and use these complaint mechanisms if the company discloses how the mechanism is being used, and what steps are being taken to make sure that complaints are being dealt with effectively.

## **10 Safety and Health of Workers**

A safe environment is one that keeps workers physically and mentally healthy. Safe working environments are generally more productive, and mine sites with good safety conditions are better able to attract workers and investors. A mining company can avoid and reduce safety risks by giving its workers appropriate protective equipment and suitable toilets and handwashing facilities that are safe for women and men. Transparent monitoring of working schedules can also prevent potentially abusive practices.

## **11 Women Workers**

Women workers are most vulnerable to unsafe and hostile working conditions at mine sites. A company can show its respect for women workers by taking steps to prevent harassment and gender-based violence, as well as by giving women workers appropriate working clothes and protective equipment. Appropriate training is essential to help women and men understand the role gender plays and to advance gender equality in the workplace.





## 12 Workplace Deaths and Injuries

Mining is a dangerous occupation. Fatal workplace accidents at mine sites are still very frequent, globally. A mining company can avoid and reduce workplace safety risks by disclosing and investigating accidents and deaths. The mining industry relies more and more on contractors, so it is important for a company to also give information on any deaths of people who work for contractors, to provide a more complete picture of the safety situation of its workers.

## 13 Training of Workers

According to the International Labour Organisation, no person should be employed to work at a mine site unless that person has received the necessary instruction and training to be able to do the work competently and safely. So training needs to cover not only health and safety and emergency measures, but also technical skills. Educating and training workers can then lead to a more productive workforce.

## 14 Decent Living Wage

A living wage is one that enables workers and their families to afford a basic but decent lifestyle, live above the poverty level, and be able to participate in social and cultural life. A living wage is a fundamental right. A mining company that takes steps to make sure its employees and the people who work for contractors are paid a decent living wage can strengthen its relationship with workers, improve worker morale and productivity; and demonstrate that it respects the rights of its workers.

## 15 Worker Complaints and Grievances

A company that respects its workers wants to be able to know, and respond, to their concerns. This involves setting up a formal process (called a worker grievance mechanism) to give workers a means of registering complaints in order to have their concerns remedied by the company. An effective grievance mechanism will lead to more positive relations between the company and its workforce. A company can promote confidence in the grievance process by disclosing how the grievance mechanism is being used and how the company is taking steps to make sure that complaints are being dealt with effectively.

For a more complete framework of issues related to responsible mining, you can visit the Responsible Mining Foundation website:

[www.responsibleminingfoundation.org](http://www.responsibleminingfoundation.org)

For questions and support, please write to  
[contact@responsibleminingfoundation.org](mailto:contact@responsibleminingfoundation.org)

### Note

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