



VUL-AST-005-Supervisor Assessment

Appointee Name:		
Company:		
Mobile No.:		
Email:		
Signature:		
Date:		
Candidate Questionnaire		
Supervisory Experience		
Company	Position/Role	Years
Interviewer's Notes:		
Interviewer Details:		
Name:	Position:	
Signature:	Date:	



Theory Assessment

Instructions – please read

Short answers: please refer to relevant legislation and Vulcan Mine SOPs as required. If you run out of space, use additional blank pages, mark them with the number of the question that you are answering and append to this document.

For some of the questions, there are no right or wrong answers. These questions are designed so that we can understand what YOU would do in a given situation. They are an opportunity for you to demonstrate your skills and ability as a Supervisor.

Exercises: there are two exercises that will need to be completed. You will need to obtain copies of the following documents from the Vulcan Mine Safety Health Management System to complete these:

1. SOP relevant to your area of work.
2. VUL-FRM-02-03-Job Hazard Analysis

Copies of documents, along with SOPs and all other Safety Health Management System (SHMS) material can be obtained from the Vulcan Mine SHMS online portal at:

Website: shms.vitrinite.com.au

Password: welovecoal

Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
1	What is the meaning of a “Supervisor” in the context of QLD coal mines?		
2	Which safety and health competencies must a supervisor maintain to ensure they are competent to perform the role of a supervisor? (ensure correct code and qualification title is used). 1) 2) 3) 4)		



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3.	A supervisor for a coal mine has the following responsibilities (Section 16A_CMSHR): a) b) c) d) e)		



Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
4.	Define an acceptable level of risk as per the QLD Coal Mining Safety and Health Act (Section 29_CMSHA). 1) a) b) 2) a) b)		
5.	What are four Principal Hazards at Vulcan Mine? 1. 2. 3. 4.		
6.	What is the meaning of High Potential Incident (HPI).		



Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
7.	Provide two examples of an HPI. 1. 2. Who must the SSE notify when a prescribed HPI occurs? 1. 2.		
8.	List the <i>Primary Information</i> that must be collected in the event of an incident or accident (Section 198A_CMSHA). a) b) c) d) e) f)		



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9.	Under the Queensland Coal Mining Safety and Health Act (1999), what are the obligations of persons generally?		
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		



Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
10.	In the context of serious accidents, what cannot be interfered with without the permission of an inspector?		
11.	In what two circumstances can the scene of an accident or incident be disturbed without notifying the SSE? 1. 2.		
12.	It is 0230h on a Saturday morning. An incident occurs on site within your work group where nobody is hurt but there is some equipment damage. You are unsure if it qualifies as an HPI. What would you do? (include who you must notify in your answer).		



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13.	You are supervising an in-pit maintenance activity when a coal mine worker burns his finger on a hot piece of steel. The injury is thought to be only mild and is treated on site by the ERT. However, later that evening the CMWs condition worsens, and they are admitted as an inpatient at the local hospital for further treatment soon after they return to camp. In terms of the CMSHA, how has the reporting requirements of this incident changed?		
14.	What do you do if a member of your crew presents to work looking tired, disinterested and generally fatigued?		
15.	One of your work crew presents to work on the first day of swing and advises that they fell off their motorbike on break and are taking medication for the pain. What do you do?		



Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
16.	a) Before undertaking works that may disturb virgin ground or areas that have previously been rehabilitated after mining activities, what process must be undertaken? b) What is the form number and title for the document that must be completed before work commences? c) List three persons that must sign off on the completed document before disturbance works commence. 1) 2) 3)		
17.	You are supervising a work group that is undertaking tree clearing activities under a current permit to disturb. One of your team members is unsure of the disturbance limits that are stipulated within the permit. What must you do?		
18.	What is the address of the online Vulcan Mine Safety and Health Management System? What is the password to access the online SHMS?		



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19.	You arrive on an active tip head at 1430 to hot-seat a tracked dozer while the operator has crib. Just as you arrive, the dozer starts to exhibit signs of a large fire in the engine bay. The operator panics and exits cabin immediately (they do not follow the procedure for initiating an emergency response). List the steps you would take below (in order) to bring the situation under control and ensure the safety and health of persons.		
20.	It is 1600h on a Friday and the fire suppression system on one of your dozers discharges while the machine is pushing up logs. The normal contractor cannot come to site until Monday to undertake repairs. Someone says that they think ABC Fire have been to site before. You ring ABC Fire and they can be on site in two hours but advise that it has been 'a few years' since they were last on site. What do you do in regard to ABC Fire? What do you do in regard to the unplanned discharge of the suppression system?		



Short Answer Questions – Please access the QLD Coal Mining Safety and Health Act and QLD Coal Mining Safety and Health Regulations when answering these questions. Handwrite the answers as they appear in the relevant legislation.		Satisfactory	Unsatisfactory
21.	Why do we have pre-start meetings and why is it important to ensure that they are correctly and comprehensively documented? (include the title of the document used).		
22.	The mine safety department has sent out a copy of the RSHQ Monthly Safety Periodical for Coal Mines to all supervisors on site. What do you do with this document?		
23.	You are supervising a new entrant to the mining industry (NTI). List some of the issues that need to be considered and accounted for when supervising this person? What additional measures would you expect to take or be taken?		



Activities		Satisfactory	Unsatisfactory
1	Select a Standard Operating Procedure (SOP) that is relevant to your work area (list below). Print a copy of the SOP from the Vulcan Mine SHMS and bring it with you to your scheduled Vulcan Mine Supervisor Appointment meeting. SOP and controls within will be discussed with SSE during the interview. SOP to be discussed: _____		
2	You have been tasked with supervising four CMW (including a new entrant to the mining industry) that are preparing to dig a 15m long trench to lay poly pipe to a new lab on the ROM. Hazards that must be controlled include but are not limited to: • Vehicle interaction • HV electricity • Dust • Excavated face with a vertical face greater than 0.5m Please download a hard copy of VUL-FRM-02-03-Job Hazard Analysis and complete for this task. Append to this document.		

OFFICE USE ONLY		
Activity prior to Supervisor Interview	Date Occurred	HST Department Representative Signature
<i>Safety Culture Incident Reporting Training completed</i>		
<i>Critical Task Observation Training completed</i>		
Activity following Supervisor Interview		
<i>Appointment entered IMS</i>		
<i>Supervisor added to Supervisor Email Group</i>		
<i>Supervisor's access level updated in Safety Culture</i>		