



VUL-APP-001-Site Senior Executive Appointment

Appointment:	Appointed by the Coal Mine Operator
Immediate Supervisor:	Coal Mine Operator
Immediate Subordinates:	Contract & Service Provider System Manager, Operations Superintendent, Technical services Superintendent, Electrical Engineering Manager, Maintenance, Processing and Asset Manager, Construction Manager, HST Manager
Competencies Required:	As recognised by the Coal Mining Safety and Health Advisory Committee and as defined in VUL-MOP-058 Management structure
Role Function and Purpose:	The is the most senior office employed or engaged by the coal mine operator and has the responsibility for the mine. As detailed in Coal Mining Safety and Health Act 1999 and Regulation 2017,
Obligations and Responsibilities	
Responsibilities:	CMHSA 1999 • Ensure the risk to persons from coal mining operations is at an acceptable level CMHSA sec 42 • Ensure the risk to persons from any plant or substance provided for the performance of work is at an acceptable level CMHSA sec 42. • Establish (develop) and Maintain a Safety & Health Management System for all persons at the mine CMHSA sec 42 • Give contractors and service providers and relevant components of the SHMS to identify risks relating to their work CMHSA sec 42. • Review the safety management plans of contractors CMHSA sec 42. • Establish (develop) maintain a management structure for the mine CMHSA sec 42. • Ensure no work is undertaken by a coal mine worker at a mine until the worker is inducted etc. CMHSA sec 42. • Provide for adequate processes to control mining operations, planning leadership, technical competencies, supervision, inspections etc CMHSA sec 42. • Reporting changes to management structure ref CMHSA sec 65 • Record management structure in the mine record book. ref CMHSA sec 66 • Keep at the mine plan of coal mine workings. ref CMHSA sec 67 • Display reports a directives ref CMHSA sec 69 • Conduct training and assessment record checks ref CMHSA sec 69 • Assist a site safety and health representative in carrying out their functions. ref CMHSA sec 99 • If part of the operation has been stopped under section 101 not restart until the risk to coal mine workers is at an acceptable level ref CMHSA sec 103 • Tell the site safety & health reg about certain things ref CMHSA sec 106 • Display the identity of site safety & health representatives ref CMHSA sec 107 • Notification of accidents, incidents, deaths or diseases as soon as practicable after becoming aware ref CMHSA sec 198 • Carry out and investigation for serious and high potential and forward to the inspector within 1 month. CMHSA sec 201(1) • Not interfered with the site of the accident or incident information is recorded as detailed in CMHSA sec 201(2) Regulations 2017 • Keep records of workers exposure to hazards CMHSR sec 53. • Hazardous chemicals and dangerous goods selected do not create an unacceptable and the criteria detailed in CHSHR 56A, 56C, 56D,56D, 56E, 56G. 56H, 56I, 57A, 57B, • A standard operation procedure are developed for sections 56E, 88A • If not practicable for the plan of the coal mines workings to accurately show details this are clearly marked CMHSR sec 58 • Records of drilling activities are maintained for coal exploration CHSHR sec 60. • Borehole abandonment records and annual reporting CHSHR sec 60A.



- Plans of coal mine workings include matters that may affect the safety and health of a person *CHSHR sec 61*.
- Mine rescue plan shows the mine's water reticulation and communication arrangements, and main access roads is kept at the mine *CHSHR sec 63*.
- Plant is provided with a protective structure to protect a person if plant overturns or is struck by an object. *CHSHR sec 73*
- Risk assessment is carried out on types of vehicles and use to determine if seatbelts are required *CHSHR sec 75*.
- Warning systems are used for the safety of persons near plant before its initial movement *CHSHR sec 77*.
- Notified of equipment not meeting certification take action to ensure continued use does not create and unacceptable level of risk. *CHSHR sec 81*.
- Refresher training is conducted at least every 5 years for each coal mine workers including workers holding a senior management or supervisory position and each worker holding a certificate of competency *CHSHR sec 84*.
- Authorise Coal mine workers for a task only when assessed as competent *CHSHR sec 85*.
- Bathrooms, toilets, and dining facilities are maintained in accordance with *CHSHR sec 87*.
- Action is taken to prevent exposure to naturally occurring asbestos for a coal mine *CHSHR sec 88B*.
- Dust exceedance in the work environment investigate and comply with the requirements in *CHSHR sec 89A*.
- Monitor and record any deformation of natural and artificial structures at a coal mine caused by coal mining operations may affect the safety or health of a person *CHSHR sec 97*.
- When mining activities are carried out at least one open cut examiner is present and contactable *CHSHR sec 104*.
- Appoint a person to control and manage electrical activities *CHSHR sec 111*.
- Ensure an earthed electrical distribution system at the mine has earth leakage protection *CHSHR sec 113*
- Mine plan 1:2500, reference grid GDA and complies with *CHSHR sec 126*
- A map is buried and surface services *CHSHR sec 127*

Senior Site Executive Sign Off

I accept this appointment and acknowledge that I understand my role and responsibilities and the instructions contained herein for the appointed position.

Name:

Signature:

Date:

Coal Mine Operator Sign Off

As the appointed coal mine operator, I appoint the person above, to the position at Vulcan Mine.

Name:

Signature:

Date: