



VUL-APP-031-Operations Supervisor Appointment

Appointment as a Supervisor

In accordance with the Queensland Coal Mining Safety and Health Act (1999) you are appointed and assigned the task of supervisor at Vulcan mine by the Site Senior Executive with the following authority.

- Give directions to coal mine workers in accordance with the safety and health management system CMSHA s 26; and
- Instruct coal mine workers in safety and health matters CMSHA s101 s 39; and
- Respond to a Site Safety and Health Representative if notified of the existence of danger and stop operations immediately CMSHA s101
- Assist the Site Safety and Health Representative perform their functions. CMSHA s105

Your role description provides detail on the scope of your role including the organisational accountabilities and authorities as a supervisor, please ensure that you understand and accept this. You are required to maintain your skills as current for this role.

Apply and monitor the Safety & Health Management system that applies to your area of responsibility for this included Principal Hazard Management Plans, Standard Operation Procedures and Mine operating Procedures as listed in

Implement Principal Hazard Management Plans:

- VUL-PHMP-02-Vehicle Interaction
- VUL-PHMP-03-Geotechnical

Apply and monitor standard operating procedures:

- VUL-SOP-039.2(a)-Working Alone
- VUL-SOP-037-Action to be taken on discovery of fire.
- VUL-SOP-038-First Aid
- VUL-SOP-041-Alcohol
- VUL-SOP-042(a)-Fatigue
- VUL-SOP-042(b)-Physical & Psychological Impairment
- VUL-SOP-042(c)-Drugs
- VUL-SOP-056-Hazardous Substances
- VUL-SOP-065 PPE
- VUL-SOP-072b-Recovery of Equipment after Incident
- VUL-SOP-072g-Towing Mobile Plant
- VUL-SOP-072i-Transporting Heavy Plant and Supplies
- VUL-SOP-073-Checking Mobile Plant
- VUL-SOP-076-Using Mobile Plant
- VUL-SOP-078-Isolation and Tagging
- VUL-SOP-092-Working at Heights
- VUL-SOP-093-Working near water.
- VUL-SOP-094-Check, Examine and Restrict Work Areas
- VUL-SOP-095-Hygienic Facilities
- VUL-SOP-096b-Manual Handling Tasks & Ergonomics
- VUL-SOP-117-Spoil Dumps and Excavated Faces
- VUL-SOP-129-Maintain & Water Haul Roads
- VUL-SOP-133-Discharge Loads from Fixed and Mobile Plant
- VUL-SOP-138(a)(b)-Work on or Near Stockpiles
- VUL-SOP-142-Flammable and Toxic Gas in Work Environment
- VUL-MOP-003a-Ground Control Management
- VUL-MOP-003b-Ground Control Monitoring
- VUL-MOP-088 Concealed Services
- VUL-MOP-094.1(b)Housekeeping
- VUL-MOP-128(3)(g)-Signs and Demarcation
- VUL-MOP-128-Design and Construction of Mine Roads
- VUL-MOP-143-Heat Stress Management
- VUL-MOP-144-Lighting
- VUL-MOP-146-Trenches
- VUL-SWP-007 – Firing of Blasts with additional controls concerning Public Road and Rail in exclusion zone



- VUL-SWP-076(1) – Dozer Operations - VUL-SWP-093(1) – Dewatering Operations - VUL-SWP-144(1) Setup Lighting Plant		
Apply and monitor Management Plans for:		
VUL-PLN-035-Emergency Planning & Response		
Apply and monitor operating procedures and Safe work practices for:		
- VUL-MOP-003a-Ground Control Management - VUL-MOP-003b-Ground Control Monitoring - VUL-MOP-071-Introduction to Site – Plant and Equipment - VUL-MOP-088 Concealed Services - VUL-MOP-094.1(b)Housekeeping - VUL-MOP-128(3)(g)-Signs and Demarcation - VUL-MOP-128-Design and Construction of Mine Roads - VUL-MOP-143-Heat Stress Management - VUL-MOP-144-Lighting - VUL-SWP-072a-003-Tyre Bay Requirements - VUL-SWP-072a-004-Establishment of Work Zones - VUL-SWP-072a-005-Jacking and Supporting of Machine – Rear Dump Trucks - VUL-SWP-072a-006-Jacking and Supporting of Machine – Grader - VUL-SWP-072a-007-Jacking and Supporting of Machine – Loader - VUL-SWP-072a-008-Tyre Deflation & Inflation - VUL-SWP-072a-009-Demounting and Mounting Tyres - VUL-SWP-072a-010-Removal and Installation of Rim Assembly - VUL-SWP-072a-011-Inspections, Maintenance & Records - VUL-SWP-072a-012- Repairs - VUL-SWP-072a-013-Disposal of Tyre, Wheels and Rims - VUL-SWP-072a-014-Operation and Hazard Management - VUL-SWP-072a-015-Tooling		
Appointee Acceptance		
<i>I hereby accept this appointment as Supervisor at Vulcan Mine. I confirm that I understand my obligations under the Coal Mining Safety and Health Act and regulations for implementing the Vulcan Mine Safety and Health Management System.</i>		
Name:	Signature:	Date:
Site Senior Executive (or delegate) Confirmation		
Name:	Signature:	Date:
Note: This appointment is effective immediately once signed by both parties.		
Attach: - Statement of Attainment – RIIRIS301E Apply Risk Management Process; - Statement of Attainment – RIIWHS301E Conduct Safety and Health Investigations; - Statement of Attainment – RIICOM301E Communicate Information; - Statement of Attainment – RIIRIS402E Carry out the Risk Management Process; - Candidate Resume; and - Candidate Questionnaire and Theory Assessment.		
Process finalisation: - Copy to appointee or employer if contractor (employer to forward to appointee). - Copy to Vulcan Mine individual training record - Mine Record to be updated – VUL-REG-18-06-Appointments Register.		