



VUL-APP-002- Health Safety & Training Manager Appointment

Appointment:	Appointed by the Site Senior Executive	
Immediate Supervisor:	Site Senior Executive	
Immediate Subordinates:	Training Advisor, Health & Safety Advisor	
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 a statutory position and authorised to give directions to coal mine worker. The is risk owner for Dust, Toxic Gas and Emergency Response Hazards identified at the mine and is responsible for the SHMS elements that control these activities. As detailed in Coal Mining Safety and Health Regulation 2017, applicable Australian and International Standards and the mine SHMS are complied with.	
Obligations and Responsibilities		
Responsibilities:	Comply with the CMSHA & regulations and procedures that apply, and activities carried out does not expose yourself or another person to an unacceptable level of risk. <i>CMHSA Ref Sec 39</i> Establish and maintain the SHMS documentation for your area of responsibility, Principal Hazard Management Plans, Standard Operation Procedures and Mine operating Procedures and support other risk owners for consistency. Establish, Maintain, and implement SHMS requirements for • Risk identification and assessment, Hazard management <i>CMHSR Ref Sec 6</i> • Emergency management <i>CMSHR Ref Sec 8, 35</i> • Investigation of incidents <i>CMSHR Ref Sec 15</i> • Prevention and control of fires <i>CMSHR Ref Sec 37</i> • Supply and placement of first aid supplies <i>CMSHR Ref Sec 38</i> • Fitness for work provisions <i>CMSHR Ref Sec 41, 42,</i> • Monitoring of workers exposure hazards including controlling exposure to noise and dust hazards <i>CMSHR Ref Sec 49, 89, 91</i> • Mine training scheme <i>CMSHR Ref Sec 82</i> • Protecting persons from flammable and toxic gas <i>CMSHR Ref Sec 142</i> • Protecting persons form Heat Stress <i>CMSHR Ref Sec 142</i> • Carry out or participate in emergency exercises <i>CMHSR sec 35(c)</i> Establish and maintain standard operating procedures in accordance with section CMSHR section 10. • Action to be taken when fire is discovered <i>CMSHR Ref Sec 37(3)</i> • Using, handling and storing hazardous chemicals and dangerous goods <i>CMSHR Ref Sec 56E</i> • Correct use of Personal Protective Equipment <i>CMSHR Ref Sec 65</i> • Using personal protective equipment to control the risk of working at heights <i>CMSHR Ref Sec 92(3)</i> • Maintaining a hygienic work environment <i>CMSHR Ref Sec 95</i> • Minimising the risk from manual handling tasks <i>CMSHR Ref Sec 96</i> • Protecting persons from Laser emissions, harmful electromagnetic radiation, including solar radiation. <i>CMSHR Ref Sec 96 (c)(iii)</i> • Prevent or minimise exposure to Asbestos <i>CMSHR Ref Sec 88A</i>	
Candidate Sign Off		
<i>I accept this appointment and acknowledge that I understand my role and responsibilities and the instructions contained herein for the appointed position.</i>		
Name:	Signature:	Date:
Site Senior Executive Sign Off		
<i>As the appointed Site Senior Executive at Vulcan Mine, I appoint the person above, to the position at Vulcan Mine.</i>		
Name:	Signature:	Date: