



VUL-APP-004-Electrical Engineering Manager Appointment

Appointment:	Appointed by the Site Senior Executive
Immediate Supervisor:	Site Senior Executive
Immediate Subordinates:	Electrical Coal Mine Workers
Competencies Required:	☐ RIIRIS301D (previously RIIRIS301B, RIIRIS301A, MNCG1001A or QMS1); and ☐ Mine Electrician Certificate (All Coal Mines or Open-cut Coal Mines) ¹ granted under the Coal Mining Act 1925; or ☐ A Degree in Electrical Engineering, and possession of the following units ² – UEENEEE013B (previously UTENES602BA), UEENEEE110A (previously UEENEEE010B, UTENES603BA), UEENEEG169A (previously UEENEEG069B, UTENES606BA), RIIRAI609D (previously RIIRAI609A, MNCG1090A), or ☐ A Diploma in Electrical Engineering and possession of the following units ² – UEENEEE013B (previously UTENES602BA), UEENEEE110A (previously UEENEEE010B, UTENES603BA), UEENEEG169A (previously UEENEEG069B, UTENES606BA), RIIRAI609D (previously RIIRAI609A, MNCG1090A), or ☐ An Electrical Worker's Licence and possession of the following units ² – UEENEEE013B (previously UTENES602BA), UEENEEE110A (previously UEENEEE010B, UTENES603BA), UEENEEG169A (previously UEENEEG069B, UTENES606BA), RIIRAI609D (previously RIIRAI609A, MNCG1090A), or ☐ Possession of equivalent electrical qualifications Note 1 An NSW Certificate of Competency as a Mine Electrical Engineer, or a NSW Certificate of Competency as a Mine Electrical Engineer for an Opencut Mine, is also acceptable. Note 2 These units form part of the Diploma of Mine Electrical Engineering (RII) and the Advanced Diploma of Electrical Engineering – Coal Mining (UEE)
Role Function and Purpose:	The Electrical Engineering Manager is a statutory position appointed under the provisions of the Coal Mining Safety and Health Act 1999 and Coal Mining Safety and Health Regulations 2017. The incumbent is responsible for ensuring in addition to their other assigned duties that all electrical requirements of the Coal Mining Safety and Health Act 1999 Coal Mining Safety and Health Regulation 2017, the Electrical Safety Act 2002, the Electrical Safety Regulation 2002, relevant Australian, Community and Legislative Recognised Standards and the SHMS are complied with.
Obligations and Responsibilities	
Responsibilities:	The Electrical Engineering Manager is required to: - Accept the roles, responsibilities and obligations delegated to the position under the SHMS. - Maintain a sound understanding of the legislative and corporate SHMS requirements as they apply to the role of Electrical Engineering Manager. - Provide, where required, for adequacy and compliance at the mine with electrical requirements of: Coal Mining Safety and Health Act and Regulations, Electrical Safety Act and Regulations, and AS3000. - In relation to Coal Mining Safety and Health Act and Regulations, specifically: - Control and manage the design, installation and maintenance of electrical installations as specified in CMS&H Reg s18; s23; - Provide support to the Site Senior Executive in giving notice of proposed introduction of electricity as required by CMS&H Reg s19; - Verify through records, that persons carrying out repairing, overhauling and maintaining electrical equipment have the required competencies and authorisations. This includes but is not limited to requirements of CMS&H Reg s20; - Provide support in development and maintenance of Standard Operating Procedures as required by CMS&H Regulations, including: s21; s22; s38; s78; s112; s135;



	○ Provide for full current isolators for equipment driven by electricity at the mine as required by CMS&H Reg s24; ○ Provide and maintain standard for control circuits at the mine as required by CMS&H Reg s25; s23; s26; s27; and electrical protection s28; s29; s30; s31; s113; s114; ○ Provide for up-to-date drawings and plans of mine's electrical installations and communication systems as required by CMS&H Reg s32; s33; and ○ Maintain records about mine's electrical activities, equipment and installations are kept at the mine as required by CMS&H Reg s34; ● Assist the Site Senior Executive in maintaining appointments for electrical competent persons at the mine. ● Routinely review relevant SHMS Action Plans to verify that appropriate corrective and preventive actions are planned and followed through to completion. ● Provide systems and resources so that electrical statutory requirements and inspections are identified, scheduled and carried out across the site. ● Review and audit electrical work procedures and practices in consultation with relevant operational personnel. ● Review and provide support developing engineering specifications for use in scopes of work for any new installations, upgrades or overhauls carried out at site. ● Issuing up to date specifications for new electrical installations, upgrades and overhauls. ● Coordinate the maintenance of all remote electrical installations across site. ● Manage installed automatic fire detection/protection systems across site. ● Establish and maintain engineering libraries, drawing and software registers for all areas of site. ● Provide Electrical Engineering expertise to areas of the site on an as required basis. ● Manage phone and communications services in conjunction with service providers. ● Develop and maintain standards for: ○ Equipment Certification Documentation; ○ PLC Programming; ○ Electrical Equipment Technical Specifications; ○ Specification for the Design and Installation of Electrical Equipment; ○ High Voltage Switching and Access Procedures; ○ Modifications to Electrical Control Systems; ○ Setting of Electrical Protection relays; ○ Design, Inspecting, Testing and Maintaining of Electrical Equipment and Earthing; ○ Design, Inspecting, Testing and Maintaining of Gas Monitoring Equipment; ○ Electrical Protection Relay Coordination; ○ Installation of accessible full current isolators; ○ Inspecting, Testing and Maintaining of Earth Leakage and Earth Continuity protection systems; ○ Updating and Maintenance of Electrical Control System, PLC and Reticulation System drawings; ○ Maintenance of Records and Documentation re: Electrical Activities, Equipment, Commissioning, Equipment Suitability and Installations; ○ Live Testing; and ○ Installation and use of Fibre Optics. ● Backup power supplies.
CMSHR s18	The duties of an electrical engineering manager include controlling and managing the following at the mine: (a) the design of electrical installations; (b) the installation and maintenance of electrical equipment and electrical installations; (c) electrical work; and (d) work carried out close to electrical installations.



CMSHR s24, s25, s26, s28, s29, s30, s31, s32, s33, s34	The duties of the EEM as detailed in Chapter 2, Part 4 Electrical activities, equipment and installations of the CSMH Regulations 2001.	
CMSHR s111	As the person to control and manage the electrical engineering activities of the surface coal mine.	
CMSHR s110, s112, s113, s114	The duties of the EEM as detailed in Chapter 3 Surface mines, Part 3 Electrical activities, equipment and installations of the CSMH Regulations 2001.	
SHMS Documentation	The Electrical Engineering Manager has responsibility for the planning, establishment, implementation, maintenance and review of the following sections of the SHMS documentation: Sections of the mine's SHMS relevant to Electrical Engineering, activities, and associated procedures.	
Your statutory responsibilities are:		
Ensuring operations are supervised in accordance with: - the Queensland Coal Mining Safety and Health Act 1999, - the Electrical Safety Act 2002, - the Electrical Regulations 2013, - the Queensland Coal Mining Safety and Health Regulation 2017, and - the Vulcan Safety and Health Management System.		
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 of Electrical Engineering Manager at Vulcan Mine.</i>		
Name:	Signature:	Date: