



VUL-APP-005-Mine Services Superintendent

Appointment:	Appointed by the Site Senior Executive	
Immediate Supervisor:	Site Senior Executive	
Immediate Subordinates:	Mine Services Supervisor	
Competencies Required:	As recognised by the Coal Mining Safety and Health Advisory Committee and as defined in VUL-MOP-055 Management structure .	
Role Function and Purpose:	The Mine Services Superintendent is an authorised position with the authority to give directions to coal mine workers. The role ensures compliance with the <i>Coal Mining Safety and Health Regulation 2017</i>, relevant Australian and international standards, and the site's Safety and Health Management System (SHMS).	
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>CMSHA Ref Sec 39</i> Establish and maintain the SHMS documentation for your area of responsibility for, Principal Hazard Management Plans, Standard Operation Procedures and Mine operating Procedures as required. SHMS requirements • Safety checks are conducted for fixed and mobile plant Ref CMSHR sec 71. • Working near a body of water Ref CMSHR Sec 93. • Restricting access to the mine Ref CMSHR Sec 99. • Carry out or participating in emergency exercises CMHSR sec 35(c) Establish and maintain Principal Hazard Management Plan for Vehicle Interaction Ref CMHSA Sec 20, 63, 64 Establish and maintain standard operating procedures in accordance with section CMSHR section 10. • Recovering fixed & mobile plant Ref CHSHR Sec 72(b) • Carrying persons in mobile plant CHSHR Sec 72 (d) • Safety of persons when plant is towed, and heavy plant and supplies are CHSHR Sec 72 (g) • being transported around the mine CHSHR Sec 72 (i) • Checking mobile plant CHSHR Sec 73 • Checking and examining work areas CHSHR Sec 94 • Watering and maintaining mine roads CHSHR Sec 129 • Bathrooms, toilets and dining facilities CHSHR Sec 87	
Candidate 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:
Site Senior Executive or Delegate Sign Off		
As the appointed Site Senior Executive at Vulcan Mine, I appoint the person above, to the position at Vulcan Mine.		
Name:	Signature:	Date: