



VUL-APP-006-Supervisor Appointment

Appointment as a Supervisor

In accordance with Section 26 of the Queensland Coal Mining Safety and Health Act (1999) you are hereby appointed as a supervisor at the Vulcan Mine.

Accordingly, you have certain statutory responsibilities under the Coal Mining Safety and Health Act (1999):

- As an Appointed Supervisor, you are authorised to give directions to coal mine workers in accordance with the safety and health management system of the Mine (s 26);
- You must ensure that coal mine workers comply with instructions given for the safety and health of persons (s 39); and
- Respond to a Site Safety and Health Representative if notified of the existence of danger (high risk situation) (s 99, s101).

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.

Appointee Acceptance

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 (1999) and the Vulcan Mine Safety and Health Management System.

Appointee Name: _____

Signature: _____ **Date:** ____/____/____

Site Senior Executive (or delegate) Confirmation

Site Senior Executive (or delegate) Name: _____

Signature: _____ **Date:** ____/____/____

Note: This appointment is effective immediately once signed by both parties.

Attach:

- Statement of Attainment – RIIRIS301 Apply Risk Management Process
- Statement of Attainment – RIIWHS301 Conduct Safety and Health Investigations
- Statement of Attainment – RIICOM301 Communicate Information
- Statement of Attainment – RIIRIS402 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 (LMS)
- Mine Record to be updated – VUL-REG-18-06-Appointments Register