



VUL-APP-009-Open Cut Examiner Appointment

Appointment:	Appointed by the Site Senior Executive
Immediate Supervisor:	Superintendent/Manager – Statutory reporting to the SSE
Immediate Subordinates:	All Coal Mine Workers as specified in job description and QLD CSMH Act
Competencies Required:	☐ Open-cut Examiner's Certificate granted under the Coal Mining Act 1925; or ☐ Open Cut Examiner's Certificate of Competency granted under the Coal Mining Safety and Health Act 1999 ☐ RIIRIS301D Apply Risk Management Processes ☐ RIIWHS301D Conduct Safety and Health Investigations ☐ RIICOM301D Communicate Information ☐ RIIRIS402D Carry Out the Risk Management Process ☐ RIIENV301E Conduct Atmospheric Monitoring ☐ Certificate of Proficiency in Mine Gases and Gas Testing ☐ Open Cut Examiner Practicing Certificate
Role Function and Purpose:	An Open Cut Examiner is appointed by the Site Senior Executive under the provisions of Section 59 of the Coal Mining Safety and Health Act 1999. The primary function of an Open Cut Examiner is to support the Superintendents, Supervisors and the Site Senior Executive to manage the mine in accordance with the requirements of the Coal Mining Safety and Health Act 1999 and in particular Chapter 3, Part 2 of the Coal Mining Safety and Health Regulations 2017 and the site's SHMS.
Obligations and Responsibilities	
Responsibilities:	Appointed Open Cut Examiners are required to: • Maintain a sound understanding of the legislative and site SHMS requirements as they apply to the role. • Be present and readily contactable whenever a person is working in or around the open cut excavation. • Conduct inspections and complete an inspection report as required by relevant Standard Operating Procedures. • Read and countersign the previous Open Cut Examiners Inspection Report before commencing their Safety Inspection. • Notify Supervisors, OCE on next shift, and others of known hazards and action taken to protect personnel. • If an unacceptable level of risk is identified, take action necessary to rectify hazards, or prevent exposure. • If necessary, and in consultation with the relevant supervisor, withdraw personnel and restrict access to areas of unacceptable risk. • Participate in incident investigations and review of accidents and incidents in or around the surface excavation. • Participate in developing, testing and auditing site emergency procedures as required. • Participate in development and review of risk assessments, PHMPs, SOPs and other SHMS Procedures relating to mining activities in or around the mine excavation, as directed. • Follow and ensure compliance with all Risk Management Processes, SOPs, JHAs and other Safety Policies. • Provide practical assistance to the blast crew, including overseeing of blast guards as required.
Obligations:	The Open Cut Examiner has the following statutory obligations under the QLD CSM&H Regulation 2017: 105) Open-cut examiner's responsibilities and duties—general (1) The site senior executive for a surface mine must ensure— (a) the main responsibility of an open-cut examiner for the mine is the safety and health of persons in or around the surface excavation during mining activities in or around the surface excavation; and (b) the open-cut examiner's main duties relate to the main responsibility.



	(2) Subsection (1)(b) does not prevent the open-cut examiner having other duties at the mine, including, for example, duties given to the examiner under the mine's safety and health management system. 106 Inspecting surface excavations (1) An open-cut examiner for a surface mine must inspect a surface mine excavation and the part of the mine near the excavation where activities, including mining activities, are to be, or are being carried out, to decide whether the level of risk is acceptable. (2) The inspection must be done— (a) before the activities start in or around the excavation; and (b) periodically, as required under the mine's safety and health management system. (3) Before carrying out the inspection, the examiner must— (a) read the latest open-cut examiner's report in the mine record for the mine; and (b) acknowledge, in writing, in the mine record, that the examiner has read the report. 107 Reducing unacceptable level of risk (1) This section applies if, after inspecting a surface mine under section 106, the open-cut examiner for the mine decides an unsafe thing at the mine causes an unacceptable level of risk. (2) If it is practicable, the examiner must ensure the thing is made safe immediately. (3) If it is not made safe immediately, the examiner must immediately notify persons at the mine who may be exposed to the risk. (4) Until the thing is made safe, the examiner must— (a) erect a barrier to prevent persons from unknowingly entering the part of the mine where the unacceptable level of risk exists; and (b) stop coal mining operations in, and withdraw all persons from, the part. (5) If the thing is not made safe by the end of the shift in which the inspection was made, the examiner, at the end of the shift, must report the matter to the following persons— (a) the examiner's immediate supervisor at the mine; (b) an open-cut examiner who is required to make a similar inspection during the next shift.	
Documentation	The OCE must complete the shift OCE report".	
Other Accountabilities	Comply with any additional accountabilities this position has under the individual: - Principal Hazard Management Plans; and - Site Procedures; and, Participate as a member of the Site Health & Safety Committee.	
Your statutory responsibilities are:		
Ensuring the exploration operations are supervised in accordance with: - the Queensland Coal Mining Safety and Health Act 1999, - the Queensland Coal Mining Safety and Health Regulation 2017, and - the Vulcan Safety and Health Management System.		
Candidate Examiner Sign Off		
<i>I understand and accept the responsibilities of the position of Open Cut Examiner at Vulcan Mine.</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 Open Cut Examiner at Vulcan Mine.</i>		
Name:	Signature:	Date: