



VUL-APP-012-Site Safety & Health Representative Appointment

Appointment:	Elected by Coal Mine Workers in accordance with CSMH Act s93
Immediate Supervisor:	Site Senior Executive
Immediate Subordinates:	Not applicable
Competencies Required:	☐ RIIRIS301D Apply Risk Management Processes ☐ RIWHS301D Conduct Safety and Health Investigations ☐ RIICOM301D Communicate Information
Role Function and Purpose:	The SSHR is a coal mine worker elected by the coal mine workers of the mine and is appointed by the Site Senior Executive to carry out the functions and duties as prescribed under s99 of the QLD CSMH Act 1999.
Obligations and Responsibilities	
CSMH Act Section 99	A site safety and health representative for a coal mine has the following functions— (a) to inspect the coal mine to assess whether the level of risk to coal mine workers is at an acceptable level; (b) to review procedures in place at the coal mine to control the risk to coal mine workers so that it is at an acceptable level; (c) to detect unsafe practices and conditions at the coal mine and to take action to ensure the risk to coal mine workers is at an acceptable level; (d) to investigate complaints from coal mine workers at the mine regarding safety or health. (2) The site senior executive and supervisors at the coal mine must give reasonable help to a site safety and health representative in carrying out the representative's functions. Maximum penalty—40 penalty units. (3) The site senior executive or the site senior executive's representative may accompany the site safety and health representative during an inspection. (4) A site safety and health representative who makes an inspection of the coal mine must— (a) make a written report on the inspection; and (b) give a copy of the report to the site senior executive; and (c) if the inspection indicates the existence or possible existence of danger, immediately— (i) notify the site senior executive or the responsible supervisor; and (ii) send a copy of the report to an inspector. (5) If a site safety and health representative believes a safety and health management system is inadequate or ineffective, the representative must inform the site senior executive. (6) If the site safety and health representative is not satisfied the site senior executive is taking the action necessary to make the safety and health management system adequate and effective, the representative must advise an inspector. (7) The inspector must investigate the matter and report the results of the investigation in the mine record.
Generic Responsibilities	• Liaising with crew members associated with safety concerns. • Reporting of identified issues to Vulcan Mine supervision. • Attend monthly site safety meetings. • Participate in development and review of SOPs, SWPs, JHAs and Risk Assessments. • Ensure compliance with SHMS. • Provide day to day communication on issues relating to safety.



	• Positive effective communications. • Maintain a sound understanding of relevant legislative and corporate requirements, including site safety and health requirements, as they apply to the role. • Provide assistance and support, as required, in the review of standards, PHMPs, SOPs and work procedures. • If a SSHR believes the SHMS is inadequate or ineffective, the representative must inform the Site Senior Executive. • Participate and contribute at scheduled safety and health meetings / Toolbox Talks, etc. • Inspect the coal mine, to an inspection program agreed in consultation with the Site Senior Executive, to assess whether the level of risk to coal mine workers is at an acceptable level. • Make a written report of inspections conducted and give a copy of inspection reports to the Site Senior Executive. If a SSHR's inspection indicates the existence or possible existence of danger, immediately notify the relevant Supervisor or Site Senior Executive and send a copy of the report to an Inspector. • Detect unsafe practices and conditions at the coal mine and if an unacceptable level of risk is identified, take action necessary to rectify hazards, or prevent exposure. • Investigate complaints from coal mine workers at the mine regarding safety and health. • Notify the relevant Supervisor immediately if potential for danger is identified or suspected, and request the Supervisor to stop operations if they reasonably believe there is immediate danger to personnel. • Give a written report of any request to stop operations to the SSE. • Not unnecessarily impede production.	
Other SHMS Accountabilities	Comply with any additional accountabilities this position has under the individual: • Principal Hazard Management Plans; • Standard Operating Procedures; and, • participate as a member of the Site Health and 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		
Site Safety and Health Representative Sign Off		
<i>I understand and accept the responsibilities of the position of Site Safety and Health Representative at Vulcan Mine. Further, I understand that by accepting this position, I am respondent to the Queensland Coal Mining Safety and Health Act 1999 and the Coal Mining Safety and Health Regulations 2017 and am required to act in accordance with the Safety and Health Management System.</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 Site Safety and Health Representative at Vulcan Mine.</i>		
Name:	Signature:	Date: