



VUL-APP-022-Magazine Keeper Appointment

Appointment:	Appointed by the Site Senior Executive (or SSE Delegate) CMSHR 2017 s371	
Immediate Supervisor:	Risk Owner	
Immediate Subordinates:	n/a	
Competencies Required:	☐ Vulcan Appointed Shotfirer	
Role Function & Purpose:	To ensure the safe storage and transportation of explosive materials.	
Obligations and Responsibilities		
Responsibilities	• Escort delivery drivers to and from magazine • Issue keys and maintain key allocation register • Lock/Unlock magazine as required and verify delivery dockets for all deliveries are all correct • Ensure all boxes are kept secure • Record goods received and maintain magazine register • Issue and return explosives • Rotate magazine stock • Conduct regular inspections and audits on the Magazine • Magazine and compound housekeeping	
Your statutory responsibilities are:		
Ensuring operations are supervised in accordance with: • the Explosives Act 1999, • the Explosives Regulation 2017, • 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 Sign Off		
<i>I accept this appointment and acknowledge that I understand the role and responsibilities and the instructions contained herein for the appointed position.</i>		
Name:	Signature:	Date:
SSE Sign Off		
<i>As the appointed Site Senior Executive at Vulcan Mine, I appoint the above person to the position of Magazine Keeper at Vulcan Mine.</i>		
Name:	Signature:	Date: