



VUL-APP-023-Site Senior Executive Delegate Appointment

Appointment:	Appointed by the Site Senior Executive	
Immediate Supervisor:	Site Senior Executive	
Immediate Subordinates:	Coal Mine Workers	
Pre-Requisites:	☐ Appointed Vulcan Mine Supervisor	
Role Function & Purpose:	The primary function of a Site Senior Executive Delegate is to undertake authorisations on behalf of the Site Senior Executive.	
Obligations and Responsibilities		
Responsibilities:	- To ensure all documentation complies with relevant legislation and the Vulcan Safety Health Management System prior to authorising. - To consult the Site Senior Executive or for any areas requiring clarification, or additional information prior to authorising. - To only authorise documentation within their area of control and competence.	
Your statutory responsibilities are:		
Ensuring 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 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 Site Senior Executive Delegate at Vulcan Mine.</i>		
Name:	Signature:	Date: