



VULCAN MINE

Standard Operating Procedure OCE Safety Inspections



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1. PURPOSE

The purpose of this procedure is to outline legislative requirements concerning OCE responsibilities and duties and describe the process of compiling the OCE report.

Processes in this procedure are to ensure compliance with Coal Mining Safety and Health Regulation 2017 section 141 Safety Inspections.

2. SCOPE

This procedure is applicable to all Open Cut Examiners at the Vulcan Mine.

The controls within this procedure are mandatory.

3. DEFINITIONS

Authorised Person	A person who has the required competencies and who has been appointed by the Site Senior Executive to carry out a designated scope of duties.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
OCE	Open-cut Examiner.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
SSE	Site Senior Executive.
TARP	Trigger Action Response Plan.

4. PROCEDURE

4.1. Presence of OCE

When mining activities are carried out in or around the surface excavation, at least 1 open-cut examiner must be present at the mine and be contactable by a person working in or around the excavation.

4.2. OCE Responsibilities and Duties

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. The open-cut examiner's main duties relate to the main responsibility.

This 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.

All OCE's are to be appointed supervisors and are expected to assist and mentor where there is a operational requirement.

4.3. Inspections of Surface Excavation

A shift handover will be conducted between the oncoming shift and the outgoing shift to discuss any relevant issues. Before carrying out the inspection, the OCE shall read the latest OCE Report and acknowledge in writing, that they have read the report.

All OCE reports shall be compiled on the VUL-FRM-11-01-OCE Report template. All completed OCE Reports are to be emailed to relevant workgroups, saved on the appropriate server folder, and be filed in the Mine Record.

OCE inspections shall be undertaken before the start of activities in or around the excavation and periodically, as required.



4.4. Reducing Unacceptable Level of Risk

If, after inspecting the mine, the OCE decides an unsafe thing at the mine causes an unacceptable level of risk, the following action shall be taken:

- If it is practicable, the OCE shall ensure the thing is made safe immediately; and
- If it is not made safe, the OCE shall immediately notify persons at the mine who may be exposed to the risk and ensure a barrier is erected to prevent persons from unknowingly entering the part of the mine where the unacceptable level of risk exists.

Where a hazard is considered not to be under control (and consequently an unacceptable risk), the affected part of the mine is to be deemed 'at risk'. In such circumstances the following actions shall be undertaken:

- All personnel exposed to the hazard are withdrawn to a place of safety;
- The OCE and other competent personnel, as necessary, shall assess the risk and develop a response plan to deal with the situation;
- The on-duty OCE shall make a report on the withdrawal of persons and any remedial action taken; and
- Unauthorised persons shall not be permitted into that part of the mine until the risk is reduced to an acceptable level.

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.

Any area where a particular hazard has been recorded on the OCE Report, shall be inspected at a frequency considered by the OCE to be adequate to maintain safety.

The OCE Report shall be made available to CMWs

4.5. Technical Direction

A person must not give a technical direction about a safety and health matter to an open-cut examiner unless the person has competencies for the matter at least equivalent to those of the open-cut examiner.

4.6. OCE Report

OCE reports are to be firstly compiled in a "working sheet" which includes multiple tabs or sections which bring together required information to aid in building the overall report. This information will come from OCE inspections, internal communications and the weekly mine plan.

This includes but is not limited to:

The OCE report tab:

Using VUL-FRM-11-01-OCE Report template to build the final PDF report;

TMP tabs:

Site traffic management plans are to be reviewed and updated to ensure traffic management requirements are met and ensure compliance to VUL-PHMP-02-Vehicle Interaction.

When these TMPs are updated, they are to be communicated to supervisors via email and communicated to affected CMWs verbally when required, prestart meetings and return to work forums;

Gas Monitoring:

When an area is identified as requiring monitoring for gas, a record of monitoring and related information shall be kept as per requirements of VUL-SOP-142-Flammable and Toxic Gas in Work Environment.



Geotech:

When Geotechnical Hazard Alerts or highwall compliance checks are issued by the Technical Services Department, a copy of these is to be kept in this tab for continual reference to ensure site compliance to the recommended controls.

These alerts are to stay in this tab until the hazard alert has been updated or the hazard is no longer present. Further information on compliance requirements is outlined in VUL-PHMP-03-Geotechnical and associated procedures and TARP.

Blasting:

This section compiles information relating to blasting activities and should include items such as loading notifications, exclusion zones, blasting notifications, misfires etc. This information is to stay in the tab until the information has been updated or the blast or misfire is no longer relevant.

This information is to aid in compliance to VUL-PLN-014-SSAN Explosives Site Security, VUL-PHMP-01-Explosives, and associated procedures and VUL-TAR-005-Lightning.

Road Compliance:

This section is to include items such as site road width checks, ramp grade reviews and copies of completed VUL-FRM-20-02- Mine Intersection Inspection forms. These are to remain in the tabs until the road, ramp or intersection is no longer relevant.

Risk ratings on the OCE report should be scaled in conjunction to procedure and TARP requirements. Examples of but not limited to are: VUL-TAR-003-Geotechnical Failure and VUL-TAR-004-Weather.

As this is a "working sheet" further tabs or sections may be added as required after the authorisation of the SSE.

Once the OCE has complied all the required information, they are to generate a final PDF version of the OCE report at the end of their shift and communicate to the overall workforce via email and notice boards.

5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Superintendent	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
Managers/Superintendents	Shall be responsible for their area of operations and the implementation and application of this procedure; Provide adequate training, information, structure and supervision to ensure that this procedure is implemented; Carry-out a periodic review of activities to ensure the appropriate application and understanding of this procedure; and Ensure immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from these activities.
Supervisors/OCE	Ensure all CMWs are familiar with, have access to and comply with the requirements set out in this procedure.
All CMWs (including visitors and contractor)	Shall comply with the requirements of this procedure.



6. REFERENCES

- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- VUL-FRM-11-01-OCE Report
- VUL-PLN-014-SSAN Explosives Site Security
- VUL-PHMP-01-Explosives
- VUL-PHMP-02-Vehicle Interaction
- VUL-PHMP-03-Geotechnical
- VUL-TAR-003-Geotechnical Failure
- VUL-TAR-004-Weather.
- VUL-TAR-005-Lightning
- VUL-SOP-142-Flammable and Toxic Gas in Work Environment.
- VUL-FRM-20-02- Mine Intersection Inspection

7. REVIEW

This document shall be reviewed as follows:

- when there is a change of method or technology or legal or other requirement that may affect the accuracy of this document;
- when operational changes occur that effect the currency of the document;
- when there has been a significant event to which this document was relevant; and
- as a result of relevant audit findings.

8. DOCUMENT CONTROL

Version	Date	Description	Document Controller
01	02/09/2023	Initial draft	Allira Spencer