



VUL-APP-036-Production Superintendent Appointment

Appointment:	Appointed by the Site Senior Executive	
Immediate Supervisor:	Operations Manager	
Immediate Subordinates:	Production Supervisors and Open Cut Examiners	
Competencies Required:	As recognised by the Coal Mining Safety and Health Advisory Committee and as defined in VUL-MOP-055 Management structure.	
Role Function and Purpose:	The Production Superintendent is a senior position and must be appointed by the Site Senior Executive for the mine. The Production Superintendent is the risk owner for the hazards identified in the BBRA and that apply to their area of responsibility. The Production Superintendent is responsible for establishing and maintaining the parts of the Safety and Health Management System (SHMS) that control the risk relevant to their area of responsibility.	
Obligations and Responsibilities		
Responsibilities:	Establish (develop) and Maintain elements of the SHMS to control the risk. e.g. Principal Hazard Management Plans, Hazard Management Plans, Standard Operating Procedures, and procedures applicable to their area of responsibility. - Assist supervisory positions in the implementation to achieve the objectives of the SHMS, or where this position is not in the management structure also to implement. - Demonstrate risk management processes to reduce and maintain risk to a level that is as low as reasonably achievable. VUL-MOP-049-Risk-and-Hazard-Management - Evaluate validation reports from the supervisory positions to assess the performance of the SHMS, to identifying opportunities for improvement so that risk to persons at the coal mine is maintained at an acceptable level. - Identifying any significant change to coal mining operations and apply change management principles, to ensure the Safety and Health Management System remains effective, so that the risk to persons is maintained at an acceptable level. - Arrange the scheduled review of the SHMS elements that are relevant to their area of responsibility, based on leading or lagging indicators. - Communicate and demonstrate the SHMS to all Coal Mine workers and ensuring that they are aware of their obligations specified by Section 39 of the Coal Mining Safety Health Act 1999. - Maintaining a comprehensive understanding of the legislative and SHMS requirements as they apply to the role of a senior member of the management structure	
Candidate Sign Off		
<i>I accept this appointment and acknowledge that I understand my role and responsibilities and the instructions contained herein for the appointed position.</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 at Vulcan Mine.</i>		
Name:	Signature:	Date: