



Mine Operating Procedure Training Scheme



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1. PURPOSE

- a) Meet the requirements of the Coal Mining Safety and Health Act 1999, Coal Mining Safety and Health Regulation 2017 and Recognised Standard 11 Training in Coal Mines.
- b) Provide a foundation on which Vulcan mine will apply the training scheme to its own operation so that each person's skills and knowledge are enhanced through competency based training.
- c) Drive productive outcomes and capture demonstrated evidence that each person manages / controls the relevant hazards associated with the tasks undertaken.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors and visitors.

3. DEFINITIONS

Assessment	Collection of evidence (skills and knowledge) that a candidate has developed, either in structured learning, on-the-job, off-the-job or other relevant experiences to make a judgement about whether competency has been achieved.
AQF	Australian Qualification Framework
Authorised Person	A competent person who has been authorised by the SSE
Close Supervision	A process of supervising a candidate following a Full Training pathway in a controlled environment
CMW	Coal Mine Worker
Competent Person	Competence for a task at a coal mine is the demonstrated skill and knowledge required to carry out the task to a standard necessary for the safety and health of persons
Content Expert	A person who has acquired sound technical and / or operational knowledge about a particular matter and has been authorised as a Content Expert by the SSE.
Designated Task	Task with defined competencies and is authorised by the SSE
HME	Heavy Machine Equipment
High Risk Tasks	Any task for which there is a Nationally Accredited High Risk Work License (e.g. Forklift, Elevated Work Platform, Cranes) as well as Work at Heights and Confined Space Entry.
HRWL	High Risk Work License
JHA	Job Hazard Analysis
Like Equipment	The like equipment process allows a person to be authorised on more than one piece of machinery at a time when using a site assessment.
LLN	Language, Literacy and Numeracy



Minimal Supervision	The trainee has completed Close Supervision and has been authorised by the Trainer Assessor to begin Minimal Supervision under a logbook. A Trainer must remain contactable on-site and be available to assist the candidate at all times.
MOP	Mine Operating Procedure
NTI	New To Industry (12 months or less in the Coal Mine industry)
OEM	Original Equipment Manufacturer
Principal Hazard	A hazard with the potential to cause multiple fatalities
PHMP	Principal Hazard Management Plan – developed for reducing the risk of principal hazards occurring
RCC	Recognition of Current Competence is the acknowledgement of competencies currently held by a person, acquired through training, work or life experience.
RPL	Recognition of Prior Learning is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used in the assessment process.
RTO	Registered Training Organisation – a training Organisation that is accredited and registered with the Queensland Department of Education, Training and the Arts (or Federal equivalent); and authorised to issue Statements of Attainment in specific Units of Competence
Shall	Indicates that a statement is mandatory
SHMS	Safety and Health Management System
Should	Indicates a recommendation
SOP	Standard Operating Procedure
SSE	Site Senior Executive
VOC	Verification of Competency

4. PROCEDURE

4.1. INDUCTION TRAINING

All employees, contractors and visitors must be given induction training applicable to the role and tasks they will be required to perform. No person can carry out a task until the induction is completed unless the task is required by the induction. Induction workflow process for New Starters are in **(Appendix B – Induction Process for New Starters)**.

The following inductions that can be undertaken depending on the role that the individual will be undertaking with the business:

- General Vitrinite induction
- Site Familiarisation
- Visitor induction



Visitor Induction – Maximum of 5 days onsite

Visitor must complete **Visitor Induction** form prior to entry to site for all personnel visiting site for a maximum of 5 days onsite.

A visitor is classified as a person who does not conduct any manual or physical tasks. All visitors must be assigned a Host and is responsible for the visitor at all times and the visitors compliance to site requirements. e.g. Signing in and out and fitness for work screening.

The Host inducts the visitor in items applicable to the area being visited location of the emergency muster area, emergency equipment locations (Fire extinguishers, First Aid Kits etc).

On completion of the visitor induction signoff a Visitor Card will be issued and the assigned host must always escort them.

General Vitrinite induction - All employees and permanent contractors

- Policies
- Projects now and future
- Executive management team
- Vitrinite Management System
- Risk Management
- Fitness for work (education program)
- HSE objectives and targets

Mining induction – All personnel employed on a mining site

- Confined Space Lifting and Heights
- Dust Inhalable Particulates Heat
- Electrical
- Geotechnical
- Explosives
- Job Hazard Analysis
- Mechanical
- Mobile Plant
- Tyres and Rim Management
- Roads and Dumps

Site Induction – tailored induction to the applicable site

- Mine Safety & Health Management System
- Personal protective equipment (PPE)
- Amenities
- Emergency procedures & Assembly area
- Smoking policy
- Security – prohibited or restricted items
- Environmental management
- Fitness for work screening
- Emergency Preparedness

Area Familiarisation – additional to the site induction

HST will develop the Site Familiarisation [VUL-FRM-07-05-Site Familiarisation](#) and the area Supervisor will conduct the familiarisation.

Appendix C – Ceasing Employment

Appendix C – Ceasing Employment outlines the process to notify Vitrinite when a Coal Mine Worker has ceased working on site.



Induction Expiry Timeframes

The time frames listed are required when a coal mine worker has been inducted or absent from site for a period.

Competency	Induction Expiry	Absent from Site Refresher
Site Familiarisation	5 Years	More than 3 Months
Drug & Alcohol Test	No Expiry	More than 3 Months
Face Fit Testing	1 Year	Not Required
Inductions	5 Years	Not Required
Training Documents	5 Years	Not Required
Coal Board Medical	On Expiry	Not Required
Standard 11	5 Years	Not Required
Driver's Licence	On Expiry	Not Required
Journey Management Plan	1 Year	Not Required

Access Card Requirements

Access	Criteria	Classification	Host
VISITOR Site Host provides access through gate with their card	Maximum of 5 days onsite	A person who does not conduct any manual or physical tasks.	Escorted by Host at all times
 TEMPORARY	Forgotten or misplaced card	For inducted personnel who have forgotten or misplaced their access card. Temp card needs to be handed back end of shift.	Not Required
 PERSONAL	All site induction requirements completed	Fully inducted and compliant for site.	Not Required



4.2. Responsibilities

All training personnel must understand their roles and responsibilities as outlined in this procedure.

Roles and responsibilities that may apply to the project or office are:

Site Senior Executive

As the person responsible for implementation and ongoing compliance with the site Training Scheme, SSE shall ensure that:

- The SSE/ SSE Delegate must appoint all persons who are selected to train and/or assess the competence of workers.
- Necessary resources including training materials, equipment and facilities are available and meet the requirements of the framework,
- Formal reviews of the site training scheme and system are conducted regularly for compliance,
- Personnel are appointed to carry out designated functions on behalf of the SSE,
- All statutory positions are appointed,
- Personnel are authorised to perform designated tasks.

Managers, Superintendents and Supervisors

Managers, Superintendents and Supervisors have the responsibility to control and manage the following at the site:

- Ensure this Training Scheme is implemented within their areas of control,
- Use site LMS to ensure personnel conducting work within their area of control are appropriately trained, assessed and authorised /appointed in accordance with this Training Scheme,
- Ensure coal mine workers and trainer assessors are made available to undertake required training activities, and are in consultation with the Vulcan Mine HST team, review and record any non-compliance with this scheme and undertake appropriate corrective actions to rectify any deficiencies.

HST Manager

Establish & Maintain

- Training Scheme
- Training Needs Analysis (TNA) for the project
- Action training, quality and improvement opportunities
- Ensure Trainers and/or Assessors and other appointed personnel remain currently competent in their appointed tasks
- Conducting regular audits to maintain the training scheme

Training Advisor

- Implement, apply and Monitor the Training scheme
- Identify training, quality and improvement opportunities
- Accurate site training records and ensure evidence is included in training files
- Schedule and coordinate on the job and external training and assessment outcomes aligned to the TNA gap analysis profile in a timely manner



Trainers and/or Assessors

VMM Appointed Trainers and assessors have the responsibilities to control and manage the following at the site:

- Assume the responsibilities of the role of a trainer and/or assessor as required by the Training Department and SSE/ SSE Delegate,
- Ensure that all training and/or assessing conducted at the site is in accordance with this Training Scheme, relevant legislation,
- Ensure that they are appropriately qualified and appointed to conduct the training and/or assessing,
- Ensure that only current, approved versions of training assessments and documentation is used,
- Process the approved training / assessing documentation to the standard required by the HST team and SSE/ SSE Delegate,
- Participate in continuous improvement by actively elevating any issues with training materials and / or methodologies to HST
- Liaise with workplace Supervisors and other trainers and assessors where required,
- Ensure that assessment processes are undertaken with integrity and in an ethical manner that ensures compliance with the requirements of the Australian Qualifications Framework (AQF), and Elements and Performance Criteria found within relevant Units of Competency (UOC)
- Training and Assessments processes must be conducted following the Rules of Evidence, Principles of Assessment and Dimensions of Competency,
- Ensure that the Trainer / Assessor maintain currency in relevant units of competency by participating in the required refresher training as defined by the Training Scheme. Including participation in other meetings/training activities relevant to their appointment as a site trainer and/or assessor,
- Trainers and assessors are responsible for ensuring that trainees are not assessed as competent until they are certain the trainee has successfully achieved the required level of understanding and practical ability to meet the relevant industry competency or site standard being assessed.
- Under no circumstances shall a trainer or assessor be pressured or forced to fast track a trainee through training or assessment processes.

Supervisors Coal Mine Workers

A coal mine worker shall not carry out a designated task unless assessed as competent and has been authorised in writing by the SSE or SSE's delegate.

This does not apply to a task if the person is undergoing approved training or in the case of an emergency.

Designated Tasks are listed in **(Appendix A)**.

5. TRAINER ASSESSORS

5.1. Trainer & Assessors are appointed by the SSE [VUL-APP-008-Trainer Assessor Appointment](#) to conduct training and assessment and must hold the following qualifications to conduct training activities:

- Personnel conducting training design, approving development / review of training materials and implementing the mine's training scheme shall hold Certificate IV in Training and Assessment – TAE40116 or TAE40122.
- Personnel appointed as Trainer Assessors shall hold either TAESS00015 – Enterprise Trainer and Assessor Skill Set, 10898NAT course in field-based training assessment (as a minimum), or Certificate IV in Training and Assessment TAE40116 or TAE40122

If the Trainer Assessors lack a particular competency, designated Content Expert [VUL-ATN-23-Use of Content Expert](#) can conduct the training/assessment, excluding High-Risk Tasks. The Trainer Assessors and Trainees involved in High-Risk Tasks must have the appropriate High Risk Work License or the relevant RII competency being assessed.

Australia Qualifications Framework

Please note the Australian Qualifications Framework (AQF) levels apply to this overarching document. The AQF levels and criteria serve as indicators of the relative complexity, depth of achievement, and autonomy required for demonstrating that achievement.



Appointed Trainer Assessors may train another CMW on a piece of equipment but not assess for competency until the minimum number of years of experience has been achieved on that equipment in line with the AQF requirements.

For example, RIIMPO338E requires the assessor to have three years of experience before assessing for competence.

6. PLANNING

Prior to training and assessment delivery, external providers may be engaged to support the training and assessment activities. i.e. supply training materials mapped to current national competencies.

Assessments for designated tasks (**Appendix A**) must provide learning outcomes that are consistent with the company business needs and industry national competency standards.

If a deficiency is found within existing training and assessment materials, site Trainers and / or Assessors must:

- Submit form to the SSE/ Training Department.

7. ESTABLISHING & MAINTAINING THE TNA

Identify all competencies as prescribed under legislation, the Coal Mining Health and Safety Advisory Committee and as detailed in the sites SHMS components applicable to the role, add this into TNA template, making sure they fit into one of the following categories.

Safety and health management system	Include the components of the SHMS that are applicable to the role. Principle Hazard Management Plans, Standard Operating Procedures, Mine Operating Procedures and Safe Work Procedures.
Senior and statutory positions	Include competencies required by persons holding senior or statutory positions.
Trade competencies	Include competencies required by trades personnel
Equipment operator competencies	Include the required operator competencies
Emergency escape and response competencies	Include emergency response and escape and supported by: • First aid capabilities, including first aid to person(s) involved in incidents involving electricity. • Communication. • Firefighting. • Self-Escape, including ○ First response. ○ Aided escape; and ○ Aided Rescue
Site safety and health representative competencies	Include the required Coal Mining Health and Safety Advisory Committee listed competencies
Other Competencies	To be included are based on the whole of mine risk assessment identified and the requirements for managing the risks identified and are detailed in VUL-MOP-055- Management Structure and training needs analysis.



8. TRAINING PATHWAYS

At least annually training objectives should be established to cover:

- Effectiveness of the training scheme
- Maximum or ideal role numbers to cover absences
- Outstanding training and development requirements (training gap)
- Industry training package changes
- Legislative requirements

To determine the training gap, compare the training needs analysis against the authorisation matrix and develop a training scheme.

9. FIRST COMPETENT PERSON

All plant/equipment being sourced or provided for the first time must include training and assessment materials from the manufacture or supplier to enable the plant/equipment to be used safely.

The following process must be used to train the First Competent Person [VUL-ATN-12-First Competent Person](#) to operate that equipment

An appointed Trainer/Assessor who is trained to operate similar types/models of equipment on site shall be selected to be the first person trained and deemed competent in the operation of the equipment – the 'Candidate'.

The site senior executive shall authorise a Content Expert [VUL-ATN-23-Use of Content Expert](#) who is considered (through reviewing supporting evidence) to be competent in the operation of the equipment – i.e. OEM representative.

A second Trainer/Assessor shall be selected to work with the Content Expert to train and assess as competent the first person the 'Candidate' using the relevant training and assessment package in the role of a verifying Trainer/Assessor.

When the 'Candidate' (the First Competent Person) is assessed as competent they can then train and assess other persons, including other Trainers and Assessors in the operation of that equipment.

In the event where an individual on site with extensive knowledge or skills does not exist for the new plant/equipment then a suitably qualified individual *(internal or external to the company – at the site senior executive discretion) must be used to deliver the training and assessment to the selected Trainers and Assessors.

* Suitably qualified individual can be defined as an employee who has knowledge, skills, and experience on 'like' plant/equipment (not necessarily the exact model)

9.1. Engage external providers

When external providers are required to conduct training or assessment activities on or off-site.

The following is required for each training evaluation:

- Approved providers must be capable of delivering services and endorsed within the Australian Qualifications Training Framework for each project/business unit.
- Candidates access external courses by completing a [VUL-ATN-11-External Equipment Authorisation](#).
- Training personnel are responsible for analyzing and reviewing Training Evaluations to assess the effectiveness of the course and service provider.
- If training is taking place at Vulcan Mine Site, the Trainer must be authorised and appointed according to the position outlined in document [VUL-APP-008-Trainer Assessor Appointment](#).

10. CONDUCT TRAINING AND ASSESSMENT

Training and assessment is conducted using the approved training and assessment materials,

Language, literacy, numeracy (LLN)

When working with people with disabilities, Trainers and/or Assessors are encouraged to apply good practice training and assessment methods with sensitivity and flexibility. Reasonable adjustments are to be made to ensure equity in assessing people with disabilities. Adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship on a Trainer and/or Assessor or the business.



Assessors must ensure that assessment processes do not place inappropriate emphasis on language, literacy, or numeracy, and do not disadvantage a candidate on inappropriate grounds such as gender or cultural background. For example, the literacy required for assessment should not be greater than that required to conduct the actual task.

The Trainer and/or Assessor must review the language, literacy and numeracy skills of all persons undertaking training and assessment by:

- Asking the candidate if any language, literacy and numeracy skills assistance is needed
- Reviewing documentation during training and assessment

11. ASSESSMENT

Assessment is the process of collecting evidence of the competencies (skills and knowledge) a candidate has developed, either in structured learning, on-the-job, off-the-job, or other relevant experiences.

Each candidate's skills and knowledge are assessed against the nationally endorsed standards of competency where applicable.

The technical principles of assessment must be addressed in the conduct of an assessment, in the development of assessment tools, and in the design, establishment, and management of the assessment processes.

These principles are:

validity	reliability	flexibility	fairness
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The training scheme allows for either RPL or RCC to all eligible candidates. In determining eligibility, the following is to be considered:

Evidence rules

Validity	Is directly related to the current version of the relevant endorsed competency standards
Sufficiency	Covers the full range of elements in the relevant unit of competency, including the evidence guide
Authenticity	Is the candidate's own work and addresses the four dimensions of competency
Currency	Reflects the candidate's current capacity to perform the aspect of the work covered by the standards

The four dimensions of competency applied to all assessments:

- Task skills
- Task management skills
- Contingency management skills
- Job / role environment skills



Like Equipment used on site

1. The Like Equipment Process allows an operator to be authorised on up to **3 machines** using a site assessment for the like equipment type. Operators can be challenge tested on 1 model and authorised for 2 additional models, which only require familiarisation—individual practical tests are not needed.
2. Like Equipment refers to models with similar operating techniques but minor variations (e.g., controls, gauges, capacities). Minimal gap training should be needed for familiarisation.
3. The Like Equipment Document must be signed off by the HST Manager, Production Superintendent, and relevant statutory holders (OCE, SSE). It is retained by the Training Department and referenced in the Training Scheme. Equipment not listed in **Appendix F** requires individual assessment.
4. Participants completing the Like Equipment Document must hold current onsite authorisation for the RII competency or be a Content Expert. A Maintenance Personnel should verify OEM specifications.
5. New Like Equipment classifications are developed based on similar critical differences (e.g., Auxiliary Equipment, Heavy Mobile Equipment, Heavy Rigid) by a cross-section of experienced personnel.

12. TRAINING

Specific requirements for each assessment step must be met, including evidence to be gathered and requirements for progression through each level of competency.

12.1. Full training

Only one complete training package can be undertaken at a time. This includes any ongoing training with a logbook under minimal supervision.

Close Supervision

- The candidate is in training and must be constantly supervised by a Trainer in the workplace as outlined in (**Appendix D – Full Training Process**).
- Keep a daily training record using approved logbook, this must be attached as evidence to the Operational Assessment.
- Training in the basic operation section of the Operational Assessments and in all relevant procedures and work instructions must be completed and signed off by relevant Assessor, content expert (if applicable) and candidate.
- Recommendations must be discussed and agreed by all signatories before candidate moves into minimal supervision.



Close Supervision

Machine	Information	Duration	Shift
New to Industry Heavy Mobile Equipment CMW	Dickie seat of Rear Dump Truck & Excavator	20 hrs	Day
	Training and Operating	60 hrs	Day
		20 hrs	Night
HME for experienced CMW	Training and Operating	60 hrs	Day or Night
Site Support equipment	Training and Operating	20 hrs	Day or Night
Light Vehicle	Close Supervision must be provided by a Trainer Assessor from the HST Department	1 hr	Day
	Dickie seat in Rear Dump Truck (excludes Dump Truck Operators)	1 hr	Day or Night
	Operating under the supervision of an authorised and competent person with evidence of operating an LV on a mine for no less than 3 years and completed a Content Expert Authorisation or a trainer/assessor who holds both authorisation and competence. (Appointed Trainer Assessor must sign off on logbook entries)	10 hrs	Day or Night

After the candidate has finished the required hours under close supervision, the Trainer Assessor may choose to advance to minimal supervision, evaluating whether they possess the skills and knowledge to operate the equipment safely and gain experience with less direct oversight.

Minimal Supervision

- The level of supervision is decided by the Trainer Assessor, the candidate, and their supervisor. A meeting must be facilitated where all 3 parties are present and all agree that the trainee has achieved a level of competency where they can safely continue training under minimal Supervision.
- As a minimum, a Trainer must be contactable on site and be able to respond to the candidate, as required
- A candidate under minimal supervision must be stopped if they pose a risk, and the Trainer and Supervisor must be informed. The Trainer must re-evaluate the training and re-train the candidate where necessary, before they are returned to minimal supervision.
- The SSE retains the authority to revoke training as deemed appropriate.

Full training pathway training documentation must be reviewed at 3 months and will expire after 6 months. The review is to be carried out by the Trainer/Assessor, candidate, and the appointed Supervisor. The review must identify why competency has not been achieved. Findings are recorded in comments section of the relevant Assessment. Re-training is recorded on Daily Training Record (or other approved logbook) detailing the specific areas re-trained.

Minimal Supervision - Logbook

Machine	Duration	Shift
New to Industry HME Coal Mine Worker	100 hrs	Day and Night Shift (commencing day shift)
HME for experienced CMW	100 hrs	Day and Night Shift (commencing day shift)
Site Support Equipment	50 hrs	Day and Night Shift (commencing day shift)
Light Vehicle	10 hrs in the Open Cut Mining Area	Day and Night Shift (commencing day shift)



Self-Assessment

The candidate should self-assess as they move through the training, so the candidate and Trainer agree to move onto assessment.

Assessed as Fully Competent

The Assessor uses the companies approved Assessment instrument to assess the candidate, gathering evidence through theory, practical demonstration, simulation, or a combination of these methods

- The Assessor gathers evidence through practical demonstration, theory, simulation, or a combination of these
- Assessment includes consulting with the candidate and their Supervisor, Trainer, and other competent personnel to gather evidence of competency

Assessment is complete when the Assessor and candidate both sign off on the relevant completed sections of the Assessment.

Recommendations are discussed and agreed by all signatories before the candidate is deemed to be fully competent.

Assessed Not Yet Competent

If the candidate is assessed as not yet competent, then items where competency was not achieved must be discussed, re-training specified, and re-assessment planned. The Trainer and Supervisor discuss repeated 'not yet competent' outcomes and decide actions.

Move and Test for Maintenance Purposes

Personnel required to move equipment and check operation for maintenance or servicing do not require full operator competency. Only move and test sections need to be completed in the relevant Operational Assessment.

A Move and Test assessment follows the same process as a full assessment, but only using those parts. Training for candidate with a current competency or experience.

12.2. RPL and RCC

Where a fully inducted candidate holds the relevant evidence or appropriate training records, as outlined in **(Appendix E – Verification of Competency Process)** the following must be undertaken:

The Candidate, Supervisor, and Trainer/Assessor are to complete the Training Document and submit it to the Training Department for processing. The candidate must be trained and assessed in the relevant site procedures applicable to the role. **Training documentation must be submitted within 1 month.**

The Assessor must ensure that evidence meets the requirements of the assessment principals

Original or certified copies of qualification certificates and statements of attainment must be sighted and verified (i.e. ensure the name exactly matches candidate's name)

The candidate discusses their case with the Trainer Assessor who will decide whether RPL or RCC applies.

The Assessor must then determine if the candidate's skills are current or if further training is needed (i.e. conduct challenge test using version of the relevant Operational Assessment).

12.3. Assessment familiarisation

Scheduled and conducted where the employee is authorised for a specific equipment type and is required to operate equipment of a different make or model, e.g. Track Dozer D10 to Track Dozer D11. Use project-relevant documents and include site procedure and work instruction assessments

The Assessor must source the differences in design, components, pre-start inspection, operational techniques and so on from OEM manuals, risk assessment and industry knowledge etc. These need to be entered into the relevant sections of the document as required.

12.4. Refresher training

All coal mine workers including each worker holding senior roles or supervisory positions holding certificates of competency that are mandatory to the role, undergoes refresher training under the mine's training scheme **at least once every 5 years.**



12.5. Authorisation

Personnel must be authorised to carry out any tasks for which competencies are mandated by legislation and / or for the designated tasks the site senior executive has identified as requiring authorisation (**Appendix A**).

For designated tasks, the authorisation will become effective only when:

- **No training is to be undertaken without documented approval from a supervisor, ensuring all prerequisites have been met**
- All training and assessment documentation has been completed and verified/signed by an Appointed Assessor and;
- The candidate has countersigned the form and;
- The candidates Supervisor has countersigned the assessment
- Authorised by the Site Senior Executive/ SSE Delegate
- The authorisation matrix has been updated

12.6. Training evaluation

Each candidate should complete the [VUL-FRM-07-13-External Training Request](#) or its equivalent for:

- All training and assessment delivered by an external provider

12.7. Internal Training Request

The [VUL-FRM-07-12-Internal Training Request](#) is to be completed by the CMW requesting training and authorised by their Supervisor and Superintendent. Once approved, the Supervisor and Trainer Assessor will schedule the training at the next available opportunity.

12.8. Appeal process

If a candidate is assessed as 'not yet competent' and wants to appeal the assessment decision, the HST Manager will need to approve the appeal. The candidate will be re-assessed by an Assessor who was not involved in the original decision

13. DOCUMENT CONTROL

Control and maintain all critical documentation according to legislative requirements and the document control procedure.

13.1. Access to training files

Access to training files (hard copy or electronic) can only be given with the authority of the Site Senior Executive, EXCEPT in the following cases:

- If personnel request it, they may have a copy of the front cover from the assessments and relevant certificates from their own training record
- A Trainer and / or Assessor or a Supervisor may have access to files to obtain training information or for daily work planning
- Files can be made available for auditing, but the information must remain confidential

13.2. Personnel transferring

Personnel transferring to another operation must have their personal training file sent to the new operation at the time of transfer by either internal or registered mail, so that the current Assessments can be used for the RCC process.



14. AUDIT AND REVIEW

Internal audits will be conducted, as defined by the site audit schedule audit schedule with information provided by Trainees, Trainers, Assessors, Supervisors, and Managers to assist in establishing suitability and effectiveness of the training scheme. Ongoing monitoring and review of training scheme compliance is conducted in accordance with the audit schedule, covering

- Induction training
- Training records
- Training needs analysis
- Appointments & Competencies held

15. REFERENCES

- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- Recognised Standard 11 - Training in coal mines
- VUL-MOP-055- Management Structure
- Australian Qualifications Framework
- VUL-TMP-WRAC-A Like Equipment

16. DOCUMENT CONTROL

Version	Date	Description	Document Controller
01	11/04/2024	Initial Draft	Allira Spencer
02	13/02/2025	Document Review	Allira Spencer



APPENDIX A – DESIGNATED TASK LIST

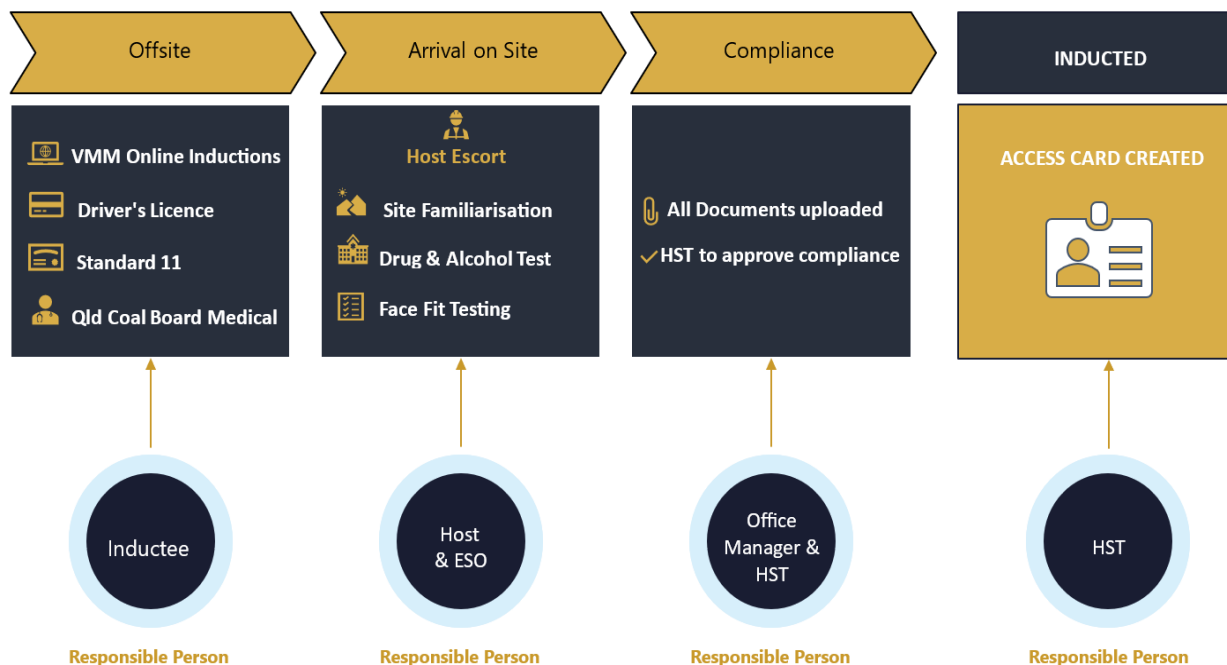
Position	Authorisations
Basic Rigger Authorisation	X
Intermediate Rigger Authorisation	X
Advanced Rigging Operations	X
Assistant Shot firer	X
Carry out Brake Testing	X
Competent Standby Person (Electrical)	X
Confined Space	X
Confined Space Permit Issuer	X
Dogging Operations	X
Drug and Alcohol Tester	X
Exploration Drill Operations	X
Complex Isolator	X
Electrical Support Person	X
Conduct Poly Welding	X
Conduct Hot Work	X
Hot Work Permit Issuer	X
Intermediate Scaffolding Operations	X
Laser Safety Officer	X
Lifting Operations	X
Operate Trommel	X
Operate Stacker	X
Operate Screening Equipment	X
Mobile equipment operations	X
Non-slewing crane operations	X
Permit to work issuer	X
Radiation safety officer	X
Restricted electrical worker	X
Blast Guard	X
Shotfirer	X
SSE Delegate	X
Work at heights	X
Scaffolding	X



APPENDIX B – INDUCTION PROCESS FOR NEW STARTERS

INDUCTION PROCESS FOR NEW STARTERS

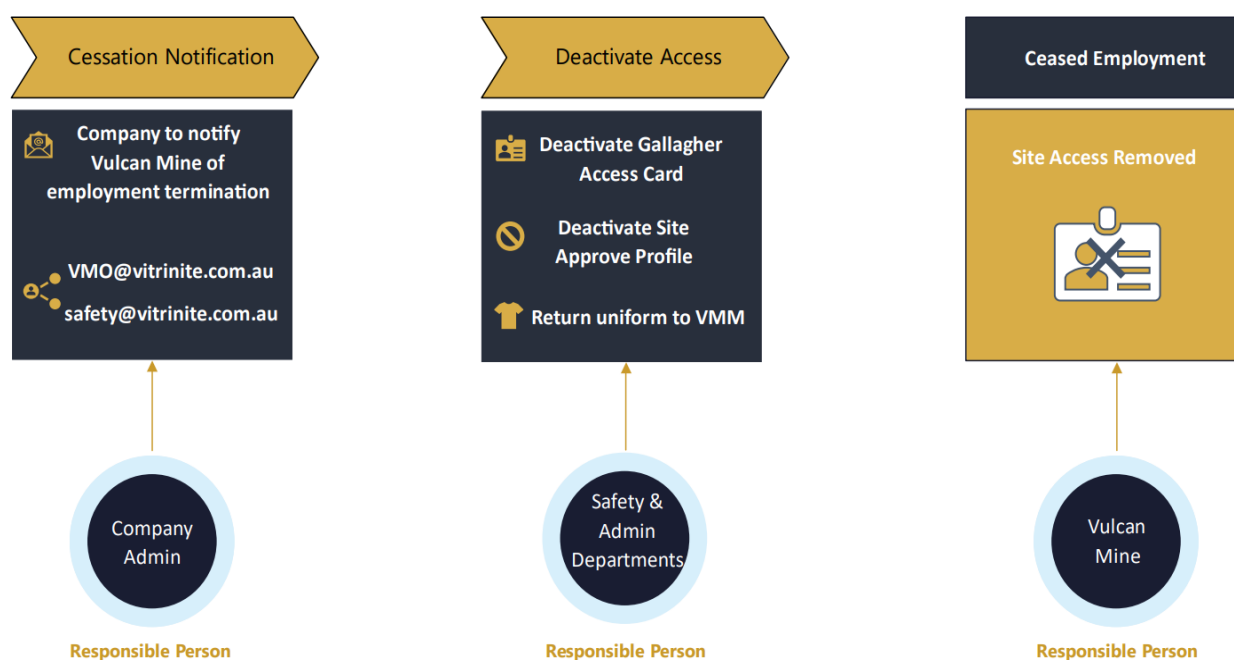
VULCAN MINE



APPENDIX C – CEASING EMPLOYMENT

CEASING EMPLOYMENT

VULCAN MINE

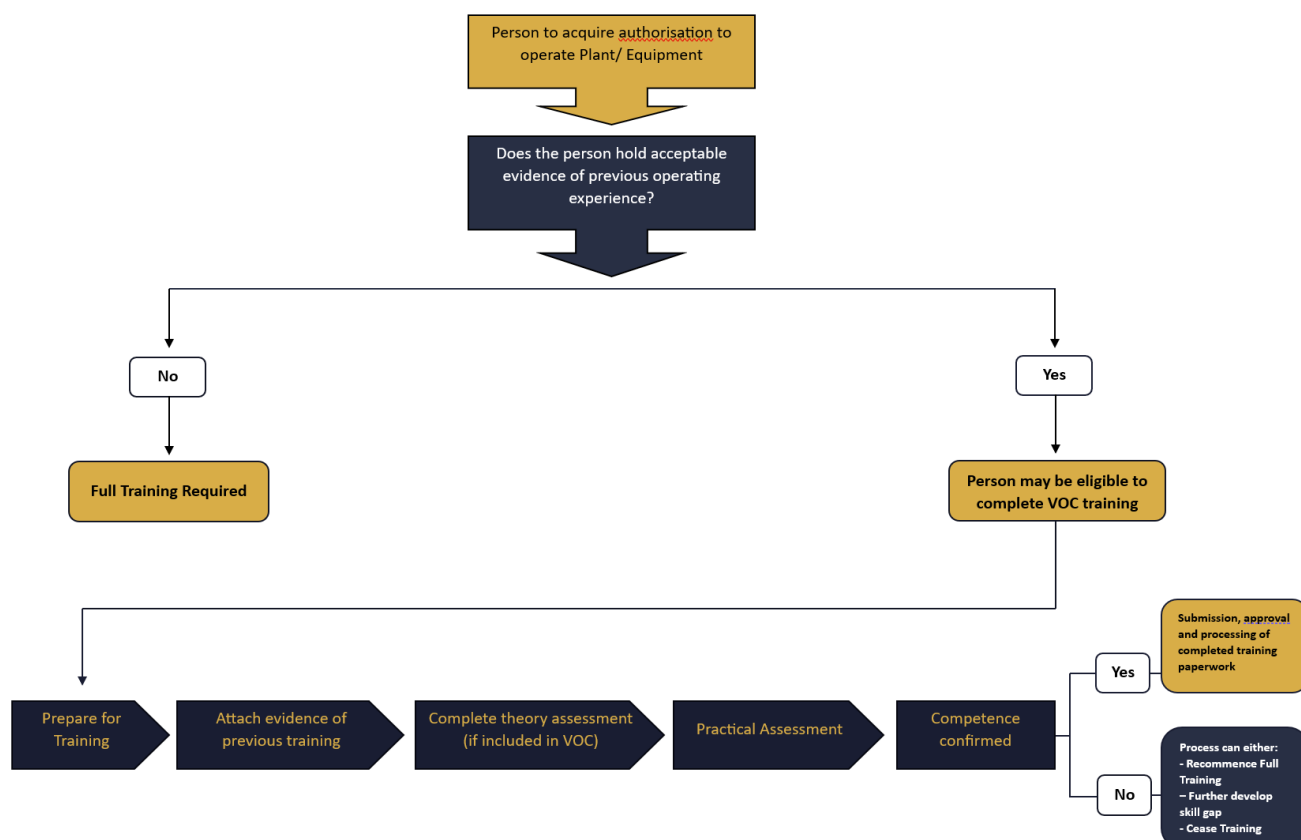




APPENDIX D – FULL TRAINING PROCESS

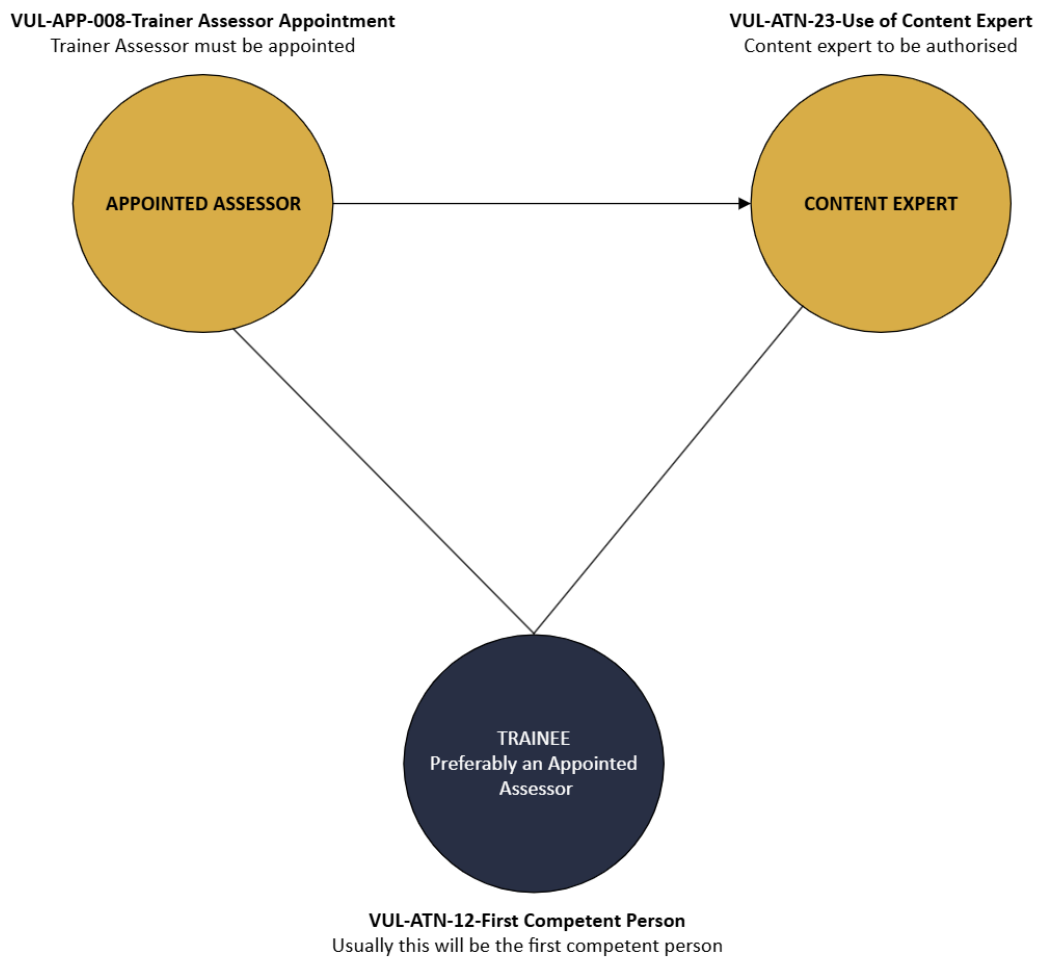


APPENDIX E – VERIFICATION OF COMPETENCY PROCESS



APPENDIX E – FIRST COMPETENT PERSON

New Piece of Plant/ Equipment Process



APPENDIX F – LIKE EQUIPMENT USED ON SITE

Appendix F – Like Equipment		
Type of Plant/Equipment	Make/Model – A like*	Differences between like items
Mechanical Haul Truck	CAT 785C, CAT 785D, CAT 789D, CAT789C, CAT 789B, CAT 793C, CAT 793D, CAT 793 Next Gen	Capacity, Secondary brake, Isolator box location, horn location, cab layout, safety feature locations, ladder controls
Grader	CAT 14M, CAT 16M, CAT 18M, CAT 24M	Capacity, cab layout, safety feature location, access points
Bulk Water Truck	CAT 777D, CAT 777C, CAT 785D, CAT 785C	Capacity
	CAT 777F, CAT 777G	Switch locations, spray controls
Tracked Dozer	CAT D10R, CAT D11R	Capacity
	CAT D8T, CAT D10T, CAT D10T2, CAT D11T, CAT D11	Capacity, Monitoring system location, Switch locations, seat belt system
Blast Hole Drills	Sandvik DK25 Sandvik DK45 Sandvik DK90	Capacity, Monitoring system gauges, Switch locations, Fluid inspection points, isolator locations
Front End Loader	Komatsu WA150, WA600, Komatsu WA900	Capacity, Access points, Fluid checking points
	CAT 980G, CAT 988H, CAT 988K	Capacity, Access points, Fluid checking points
Hydraulic Excavator (Ancillary)	Komatsu PC290, Komatsu PC490, Komatsu PC850	Capacity, access points, shutdown process for Add Blue system
Hydraulic Excavator (Production)	Hitachi 1200, Hitachi 3600-5 Hitachi 3600-6, Hitachi 5600-6	Capacity, VIMS screen, switch locations Ladder locking mechanism
Light Vehicle	All Light Vehicles	switch locations, electric braking, safety features, transmission type
Lighting Plant	All Lighting Plants	Capacity, switch locations, fluid inspection points
De-watering	All Pumps	Capacity, switch locations, fluid inspection points, priming systems
Heavy Rigid Truck	All Heavy Rigid	switch locations, electric braking, safety features, transmission type
Medium Rigid Truck	All Medium Rigid	switch locations, electric braking, safety features, transmission type



APPENDIX G – SITE SUPPORT EQUIPMENT

Machine	Tonnage
Excavator	Under 30T
Skid Steer	All Ranges
Wheel Loader	Under 10T
Backhoe	Under 10T
Roller	Under 10T
Compactor	Under 12T
Trencher	Under 8T

APPENDIX H – HIGH RISK TASKS

High-Risk Task	Competency Requirements
Operating a Forklift	- High-Risk Work (HRW) Licence – Forklift (LF) OR; - RIIHAN201E Operate a forklift
Operating a Telehandler	- Telehandler Gold Card or HRW Licence (CN) if lifting loads over 3 tonnes OR; - RIIHAN309 Conduct telescopic materials handler operations
Working at Heights	Working at Heights Training (RIIWHS204 or equivalent)
Confined Space Work	Confined Space Entry Training (RIIWHS202 or equivalent)
Operating a Gantry/ Vehicle loading Crane	Minimum requirement: - RIIHAN203E – Conduct lifting operations Additional requirements (where applicable): - RIIHAN305D – Operate a gantry or overhead crane; OR; - RIIHAN307E – Operate a vehicle loading crane
Dogging and Rigging	HRW Licence – Dogging (DG) or Rigging (RB, RI, RA)
Lifting and Slings	Dogging (DG) Licence or competency-based Lifting & Slings Training
Operating Elevated Work Platforms (EWP) over 11m	- HRW Licence – WP (for EWPs over 11m) OR; - RIIHAN301 – Operate elevating work platform