



VUL-APP-003- Contractor Manager Appointment

Appointment:	Appointed by the Site Senior Executive	
Immediate Supervisor:	Site Senior Executive	
Immediate Subordinates:	Nil	
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 is a statutory position and authorised to give directions to coal mine worker. The is risk owner for contractors at the mine and is responsible for the SHMS elements that control these activities. As detailed in Coal Mining Safety and Health Act 1999, applicable Australian and International Standards and the mine SHMS are complied with.	
Obligations and Responsibilities		
Responsibilities:	Comply with the CHSHA & regulations and procedures that apply in your area of responsibility, and any activities carried out do not expose yourself or another person to an unacceptable level of risk. <i>CHSHA Ref Sec 39</i> Establish, maintain and implement the SHMS documentation for your area of responsibility including: • Management Plans • Standard Operating Procedures • Mine operating Procedures • Safe Work Procedures Establish, Maintain, and implement SHMS requirements for: • Implement VUL-PLN-043-Contractor Management. • Provide a governance role to ensure the obligations of contractors are met <i>Ref CMSHA Sec 43 to 47</i> • Carry out or participate in emergency exercises <i>CMHSR sec 35(c)</i>	
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: