PROSUM04
Carry out mine safety, first aid and emergency organisation

Overview

This standard is about a mine supervisor being able to manage a situation safely and effectively should an accident/incident/dangerous occurrence/emergency situation occur in a part/s of the mine or affect that part/s of the mine for which the supervisor is responsible.

This standard has **five** elements:
1 reduce the risk and impact of emergencies
2 respond to emergency situations
3 deal with casualties
4 control safe evacuation
5 preserve affected areas and evidence

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Performance criteria

Reduce the risk and impact of emergencies

You must be able to:

P1 ensure accurate reports of inspections, examinations and tests are recorded meeting organisational and legislative requirements
P2 check facilities provided to assist in controlling an accident / incident / dangerous occurrence / emergency situation are in place and maintained in accordance with manufacturers recommendations and organisational procedures
P3 ensure the workplace is maintained to an appropriate clean and tidy standard
P4 ensure all personnel are aware of means of access and egress in emergencies
P5 ensure that staff working within your area of responsibility recognise when a hazardous or emergency situation has occurred and know appropriate action to take, including to inform others without prejudicing safety of self.
P6 maintain a roll of persons in your area of responsibility and their expected locations
P7 ensure inspections, examinations and testing is carried out to organisational and legislative requirements

Respond to emergency situations

You must be able to:

P8 recognise the occurrence as an emergency situation
P9 respond to emergency situations according to organisational procedures
P10 give clear instruction to persons in the vicinity on the action to be taken
P11 contact the persons/organisations designated in emergency situations
P12 ensure plant or machinery that could contribute to deterioration of the situation are isolated
P13 set up contact points for future communications
P14 check environment and organise action to maintain or improve conditions to an acceptable level
P15 complete reporting arrangements according to organisational and regulatory requirements

Deal with casualties

You must be able to:

P16 heck the area to identify any further hazards and risks to the casualty, yourself, those rendering assistance and others
P17 take appropriate action to notify others of further hazards and risks, and to reduce the risk
P18 ensure first aid is administered promptly
P19 if applicable, ensure administered medication records are completed and taken with casualties

P20 carry out dynamic risk assessment where manual handling is required to release, lift, move or transport the casualty and instruct those assisting in appropriate techniques
P21 check the condition and availability of handling equipment
P22 contact the relevant person to arrange assistance for transportation of the casualty
P23 audit equipment, materials and supplies used and arrange prompt replenishment

Control safe evacuation

You must be able to:

P24 gather persons together in preparation for exiting as a group
P25 check persons against roll
P26 organise search for missing persons if this can be done safely
P27 ensure, if necessary, respirable protective equipment is available and effective
P28 if provided, set up, seal and maintain a safe haven, notifying relevant persons
P29 confirm a means and route of egress, communicating this to evacuee/s and/or relevant persons

Preserve affected areas and evidence

You must be able to:

P30 recognise situations requiring the establishment of exclusion zone/s
P31 supervise the establishment of effective exclusion zone/s to organisational and legislative requirements
P32 record names and relevant details of witnesses
P33 if safe to do so without compromising the area/evidence , record and/or take samples of evidence that could be lost
P34 notify relevant management of establishment of exclusion zone/s
P35 complete documentation according to organisational and legislative requirements

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Knowledge and understanding

Reduce the risk and impact of emergencies

General

You need to know and understand:

K1 the roles and responsibilities of mine personnel and others in relation to accidents, incidents, dangerous occurrences and emergencies
K2 the meaning of the terms, “hazard”, “accident”, “incident”, “dangerous occurrence” and “emergency situation
K3 acceptable standards of cleanliness and tidiness in the workplace
K4 methods to maintain a clean and tidy workplace
K5 the implications of drink, drug and smoking policies
K6 dynamic risk assessment and safe manual handling techniques
K7 methods of checking environmental conditions

Dealing with emergencies

You need to know and understand:

K8 potential injuries in mining situations
K9 types and categories of emergency situation
K10 how emergency situations can arise in mines
K11 organisational and legislative procedures in the event of irregular or abnormal situations including emergency, accident, incident or dangerous occurrences
K12 organisational and legislative reporting requirements in the event of an emergency, accident, incident or dangerous occurrence
K13 organisational procedures for extinguishing fires
K14 organisational procedures for evacuation
K15 names and contact details of persons/organisations to be contacted in the event of an emergency, accident, incident or dangerous occurrence
K16 the purpose of emergency contact points, and how they should be established
K17 the physical and psychological effects on people of excessive mine gasses and other hazardous substances that could be present
K18 the purpose and use of equipment and facilities provided for use in emergency situations
K19 actions to maintain or restore acceptable environmental conditions to in emergency situations
K20 the purpose of safe havens, and how they can be established and maintained
K21 the situations requiring the establishment and maintenance of exclusion zones to preserve evidence according to organisational and legislative requirements
K22 the identification and procedures for preservation of evidence that could be lost
K23 methods of establishing and maintaining areas to preserve evidence
K24 the purpose and procedure for recording witnesses

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Mine environments

You need to know and understand:

K25 the main principles of health and safety and environmental legislation and regulations relevant to mines
K26 industrial standards relevant to mines
K27 approved codes of practice and guidance for working safely in mines
K28 the different types and categories of hazards and hazardous situations in mines in general, and in your area of responsibility in particular
K29 organisational and legislative requirements for inspections, examinations and testing
K30 access and egress routes in routine and emergency situations
K31 methods of communication in hazardous or emergency situations
K32 methods and equipment for handling and transporting casualties
K33 procedures and recording arrangements for administered medication
K34 types, use and maintenance requirements of personal protective equipment for emergency situations according to manufacturers' and organisational requirements

Equipment and tools

You need to know and understand:

K35 legislation, approved codes of practice and guidelines for safe use of environmental monitoring equipment
K36 the use of equipment/tools provided for dealing with an emergency according to manufacturers' instructions
K37 the limitations of equipment/tools provided for use in an emergency
K38 inspection and maintenance requirements of communication systems
K39 organisational procedures for the isolation of plant and machinery

Working with others

You need to know and understand

K40 your own responsibilities and limitations in respect of emergencies
K41 methods of effective communication in an emergency
K42 the allocation of tasks and duties
K43 the benefits of team work, and how to achieve it

Additional Information

Scope/range

Preserve affected areas and evidence
In relation to the standards of performance and within the limits of your responsibilities and as applicable to the functions of the mine you must show evidence of competence to deal with the following:

Emergency situation/s
Accidents, incidents, dangerous occurrences, any emergency arising from major hazards (e.gs. fire, explosion, noxious gases, inrushes, failure of ground, loss of means of access, as identified as applicable to the mine by risk assessment) and/or requiring evacuation of the mine, involvement of mine/external emergency personnel/services/organisations or rescue of persons

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