PROSUM05
Contribute to maintaining and improving health and safety in the mine

Overview

This standard is about encouraging a positive culture within the mine in relation to health and safety. It is concerned with maintaining the working environment and activities being carried out in accordance with legislative and organisational requirements. It also refers to promoting the achievements of the site and organisation to all people who are under the control of the supervisor, encouraging them to understand their role and responsibilities and how they can bring about improvements to health, safety and environmental performance.

This standard contains **four** elements:

1 Provide advice and support for maintaining and improving health, safety and environmental
performance
2 Identify health and safety improvements
3 Recommend changes to improve health and safety
4 Support the implementation and evaluation of health and safety improvements

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Performance criteria	Provide advice and support for maintaining and improving health, safety and environmental performance
You must be able to:	P1 present the benefits of continually maintaining/improving health, safety and environmental performance clearly, accurately and in line with the organisation's policies P2 take opportunities to promote awareness and achievements in health, safety and environmental matters using effective methods of communication P3 provide information on health, safety and environmental achievements that is accurate and up to date P4 encourage individuals in the workplace to take an active role in the drive for maintaining/improving health, safety and environmental performance P5 encourage individuals to offer suggestions, ideas and views on improvements to health, safety and environmental performance P6 enable individuals in the workplace to understand their health, safety and environmental responsibilities and help them to make an active contribution P7 give individuals the opportunity to seek clarification of any areas of concern
	Identify health and safety improvements
You must be able to:	P8 give accurate information about health and safety relating to the working environment to appropriate people P9 encourage suggestions to improve health and safety in the working environment from appropriate people P10 where it is not possible to act on a suggestion, promptly provide clear and relevant reasons to those concerned P11 evaluate suggestions taking into account all relevant information concerning the work activity P12 examine the working environment and assess opportunities for health and safety improvements P13 identify improvements to health and safety in the working environment taking into account all relevant factors that are consistent with the company health and safety policy, meet standards set by legal requirements and represent good practice P14 keep clear records that conform to company requirements
	Recommend changes to improve health and safety
You must be able to:	P15 correctly identify factors within the workplace which may affect the health and safety improvement P16 confirm subordinates understanding of the health and safety improvement at appropriate interval P17 encourage appropriate people to give their active support for the health

and safety improvement

P18 make a clear case for the proposed improvement and support your case with sound evidence

P19 make suggestions for methods of implementation taking account of contributions and feedback from appropriate people

P20 make suggestions that take into account the effects of normal, abnormal and emergency situations

P21 keep clear records that conform to company requirements

Support the implementation and evaluation of health and safety improvements

You must be able to:

P22 effectively use the resources provided to enable the improvement to be implemented in the workplace

P23 assist implementation of the health and safety improvement in line with agreed plans and in such a way that appropriate people are able to contribute to the process effectively

P24 communicate implications of the improvement to those affected and confirm their understanding

P25 monitor and evaluate progress of implementation of the improvement and make recommendations for corrective action if required

P26 assist with assessment of the improvement after implementation and compare the results against the original expectations

P27 keep clear records that conform to company requirements

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Knowledge and understanding

Benefits of improving health, safety and environmental improvements

You need to know and understand:

K1 the benefits to individuals and the organisation from improved health, safety and environmental performance
K2 the consequences of failing to maintain/improve health, safety and environmental performance
K3 the benefits of participation of persons at work

Communication

You need to know and understand:

K4 how to communicate effectively
K5 how to identify and use effective opportunities to promote awareness, understanding of, and enthusiasm for health, safety and environmental issues
K6 sources of supporting information, resources and materials

Organisational context

You need to know and understand:

K7 operational instructions, rules, procedures and schemes in relation to the mine
K8 organisational procedures for the prevention of/responding to hazards
K9 the organisational procedures for implementing improvements
K10 the organisations reporting/record keeping requirements
K11 the organisation's procedures for publicising health, safety and environmental matters
K12 the organisation's achievements in health and safety management
K13 use/operation and application of various types of personal protective equipment and maintenance schemes for personal protective equipment
K14 availability and use of mine plans

Health, safety and environmental management

You need to know and understand:

K15 details of operational activities and associated hazards and risks
K16 how to identify hazards and risks
K17 practical aspects of risk control
K18 health and safety efficiency in terms of the parts of the process under your control
K19 how to interpret patterns and trends relating to occurrences in the workplace
K20 workplace health, safety and environmental performance and identified improvement needs
K21 examples of best practice and best available techniques

Legal

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You need to know and understand:

K22 legislative framework for workplace health and safety (acts, regulations, codes of practice, guidance)
K23 key aspects of current health, safety and environmental legislation applicable to the workplace under your supervision
K24 nature and frequency of statutory inspections

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Additional Information

Scope/range

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Scope of performance
In relation to the standards of performance, within the limits of your responsibilities and as applicable to the function/s of the mine you must show:

Information (types/forms) produced and/or used by you

1 risk assessment results
2 accident/incident investigation findings
3 site safety audits
4 health and safety committee recommendations
5 internal company reports
6 reports from regulatory bodies and/or trade associations
7 external publications relating to health and safety practice and legislation

Individuals in your area of responsibility

1 staff for whom you are responsible
2 other employees
3 contractors
4 visitors
5 tourists

Appropriate People with whom you communicate

1 higher level manager
2 colleague working at the same level as you
3 health and safety specialist
4 health and safety committee member
5 safety representative

Improvement/s
As applicable to the function of the mine and the responsibilities of the individual mine supervisor

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