PROSUM13
Supervise mine surface activities

Overview

This standard is about the supervision of activities carried out in the surface area and installations of a mine, and may include areas outside the perimeter of the mine surface operations that are affected by the mine and its activities. It applies to persons whose functional responsibilities apply only to the mine surface area, or part of that area, or to those who hold responsibility both above and below ground. The standard includes the functions associated with the monitoring of the area of responsibility and activities that take place within it, the functions associated with maintaining the environment and responsibilities for persons within the area of responsibility.

This standard is a **three** element standard:

1 Monitor the site and operational activities
2 Monitor environmental aspects
3 Monitor persons in area of responsibility

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Performance criteria

Monitor the site and operational activities

You must be able to:

P1 monitor the site and operational activities
P2 conduct routine checks on condition of surface plant/machinery/assets
P3 check that materials/minerals are stored/stockpiled/located safely and securely in designated areas (including if applicable the correct location, construction and working of tips and/or stockpiles)
P4 check on the safe condition of traffic/pedestrian routes
P5 observe to ensure compliance with site transport rules and routes
P6 implement procedures to initiate maintenance and/or servicing of plant/machinery/equipment/structures/services
P7 ensure arrangements are made to enable maintenance on plant/machinery/assets
P8 implement procedures to maintain acceptable standard of site cleanliness and tidiness
P9 ensure communications with persons underground is effective to facilitate safe and efficient transportation and transfer of persons and/or materials and/or minerals
P10 co-ordinate work operations to ensure that each ongoing activity does not affect the activities, health and safety of others within your sphere of responsibility
P11 complete records/reports according to legislative requirements and/or organisational procedures
P12 refer any issues and/or problems outside own responsibilities to appropriate person/s

Monitor environmental aspects

You must be able to:

P13 identify environmental aspects in the workplace and their existing controls
P14 confirm checks are carried out according to organisational procedures to ensure environmental control measures are effective and site is operational in compliance with environmental limits
P15 give accurate information about environmental matters relating to the workplace to personnel and other appropriate people (e.gs. contractors, visitors, management, environmental regulators)
P16 examine the workplace and assess opportstandardies for environmental improvement
P17 seek advice from managers or specialists in environmental aspect evaluation when appropriate
P18 report environmental aspects which constitute a high risk immediately to the responsible person(s)
P19 deal with environmental aspects which constitute a low risk in

accordance with organisational and operational procedures

P20 complete records/reports according to legislative requirements and/or organisational procedures

Monitor persons in area of responsibility

You must be able to:

P21 carry out checks on competency of persons employed in surface operations

P22 assign personnel to duties

P23 confirm contractors and/or visitors have received appropriate site induction and instructions

P24 enforce the use of appropriate personal protective equipment

P25 check that workers carry out their duties competently and to organisational procedures

P26 check to ensure personnel are not exposed to excessive work hazards (e.gs. vibration, hazardous substances)

P27 communicate effectively with work colleagues, staff and line managers throughout operations

P28 when necessary, communicate appropriately and effectively with relevant “third parties” (e.gs. neighbours, customers, contractors, visitors, emergency services, HSE or environmental regulators)

P29 make recommendations for training where necessary

P30 complete records/reports according to legislative requirements and/or organisational procedures

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Knowledge and understanding

You need to know and understand:

Surface activities

K1 the layout of the site/your area of responsibility and relevant adjoining areas affected by it
K2 location of plant/equipment for use in emergency situations
K3 safe working practices for yourself and those working under your direction and control to include all systems, procedures, equipment and materials in use
K4 organisational/site rules and operating procedures in relation to transport and pedestrian routes
K5 organisational procedures for the monitoring and/or auditing and/or inspection of plant/machinery/equipment/services in area of responsibility (including, if applicable, inspection and control of tips and/or stockpiles)
K6 organisational site security procedures and actions to be taken in the event of a breach of security (unauthorised person/s, theft, damage

You need to know and understand:

Health, safety and the Environment

K7 definitions of hazard, risk, accident, danger, accident rate, environmental aspect, impact, danger, incident, incident rate, frequency, severity and pollution
K8 workplace monitoring and hazard identification (health, safety and/or environmental) methods, e.g. formal and informal inspections, surveys and audits
K9 key aspects of health, safety and environmental legislation applicable to the workplace under your control and your personal responsibilities under that legislation
K10 organisational policies and procedures in relation to health, safety, welfare and maintaining the environment
K11 in-house information in relation to health, safety and the environment: internal accidents, incidents, near misses, cases of occupational illnesses
K12 basic knowledge of the main types of occupational health risk – chemical (toxic, corrosive, dermatitic), physical (noise, dust, temperature, light, vibration, repetitive strain) and ergonomic
K13 how the incorporation of commonly used protective devices and correct plant maintenance contribute to the reduction of health, safety and environmental risks, and the improvement in control and reliability
K14 organisational procedures in relation to accidents, incidents and first aid
K15 the scope and limitations of your own responsibilities relating to health, safety and environmental incidents, hazards and risks
K16 organisational procedures and personal responsibilities in the event of an emergency situation (above or below ground)

K17 role and responsibilities of emergency services and regulatory authorities in the event of an emergency situation at the mine
K18 organisational procedures to deal with unfit persons present (e.g. ill health, violent, affected by drugs/alcohol
K19 basic knowledge of the main types of environmental impact – emissions to air, releases to water and contamination to ground
K20 how planning consents and environmental conditions relate to the parts of the workplace under your supervision
K21 practical aspects of good water management
K22 practical aspects relating to control of environmentally hazardous substances
K23 principles and practical aspects of waste management and reduction
K24 principles of good housekeeping
K25 the benefits of improved environmental performance
K26 the importance of maintaining good community relations

Working with others

You need to know and understnad:

K27 your own responsibilities and the limits of those responsibilities
K28 methods to confirm competence of personnel involved in surface activities
K29 the allocation of tasks and duties
K30 the benefits of team working and methods to achieve this
K31 statutory and organisational reporting and recording procedures in your area of responsibility
K32 the benefits of effective communication, involvement of personnel and motivation
K33 communications systems/procedures in area of responsibility
K34 organisational reporting structures and the duties of relevant personnel
K35 the dangers of working in isolation
K36 organisational requirements for recording/monitoring personnel in your area of responsibility
K37 organisational procedures in relation to non-employees on site (e.g. contractors, visitors)
K38 organisational induction schemes
K39 organisational training arrangements
K40 interviewing and questioning techniques

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