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## Overview

This standard is about maintaining and improving performance within the extractive industries site/s in relation to health, safety and the environment. It is also concerned with 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. To assist in achieving these ends appropriate training must be identified, recommended, implemented and then evaluated.

This standard is for you if you are a supervisor with responsibility for a section or sections of an extractives industry operational site working under the direction of a manager.

## Performance criteria

- You must be able to:*
- P1 present the benefits of continuous improvements to health, safety and environmental performance in line with the organisation's policies
  - P2 promote awareness and achievement in health, safety and environmental matters
  - P3 provide accurate, up to date information on health, safety and environmental matters
  - P4 encourage individuals in the workplace to improve health, safety and environmental performance
  - P5 encourage individuals in the workplace to offer suggestions for improving health, safety and environmental performance
  - P6 assist individuals in the workplace to understand their health, safety and environmental responsibilities
  - P7 provide opportunities for individuals to discuss areas of concern
  - P8 encourage individuals to identify their training needs
  - P9 identify training needs that meet the occupational needs of the workplace and individuals
  - P10 implement and monitor training in accordance with agreed training plans
  - P11 encourage individuals to provide feedback on training activities
  - P12 ensure individual training records are kept conforming to organisational requirements
  - P13 keep up to date with health, safety and environmental regulations and practice that affect the workplace under your supervision

## Knowledge and understanding

*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 improve health, safety and environmental performance
- K3 the benefits of participation of persons at work
- K4 how to communicate to individuals and groups in the workplace
- K5 how to identify and use effective opportunities to promote awareness and understanding of health, safety and environmental issues
- K6 sources of supporting information, resources and materials
- K7 how to publicise achievements
- K8 the range of available presentational techniques and how to use them
- K9 the organisation's procedures for publicising health, safety and environmental matters
- K10 the organisation's achievements in health, safety and environmental management
- K11 the organisational record keeping requirements in relation to health, safety and the environment
- K12 how to identify training needs
- K13 how to organise and monitor training
- K14 how to encourage feedback and assess the effectiveness of training
- K15 key aspects of current health, safety and environmental legislation, regulation or operating conditions applicable to the workplace under your supervision
- K16 the workplace health, safety and environmental performance and identified improvements
- K17 health and safety hazards and risks associated with the work activity
- K18 environmental aspects and impacts associated with the work activity
- K19 organisational and workplace **training requirements**

## Additional Information

### Scope/range related to knowledge and understanding

- 1 **training requirements:** health and safety induction; environmental induction; refresher training; use of fire extinguishers; manual handling; incident and emergency procedures; use of personal protective equipment; mobile plant; fixed plant; waste disposal and recycling; reporting of problems in connection with emissions to air, releases to water and contamination of ground; material and product handling; control and reporting of spills; key aspects of legislation, regulations or conditions applicable to the workplace; use of explosives (where applicable); safe working at height; safe working in confined spaces; hazardous materials; geotechnical awareness (as applicable to the site); site security

MPQPO03

## Supervise health, safety and environmental practice in extractives industries sites

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