

BATCHFIRE CALLIDE MANAGEMENT PTY LTD ROLE DESCRIPTION

Position Title	Open Cut Examiner (OCE)
Name of Position Holder	
Final Approval Date	

For the purposes of RD development only

Date	Revision Description <small>(e.g., Draft; Review; Amend; Endorsed; Approved)</small>	By	Scheduled revision completion date	Actual submission date

APPROVALS

Direct Manager Name			
Signature		Date	
Employee Name			
Signature		Date	

JOB OVERVIEW

Position Title	Open Cut Examiner (OCE)
Location	Callide
Reports to	Superintendent - Drill & Blast
Supervises	Nil
Internal/External Relationships	Mining Supervisors, Blasting/Pumping Supervisors, Dragline/Drilling Supervisors, Dispatch Supervisors, Technical Services Team, Maintenance Supervisors

PURPOSE OF THE ROLE

In the capacity as appointed Open Cut Examiner, the role executes a statutory duty to the mining operation focusing on ensuring a safe workplace for coal mine workers, including monitoring, inspecting and reporting on mining activities and conditions and taking corrective actions or issuing corrective actions to make the activity or area safe.

The STATUTORY Obligations and Responsibilities of the Open Cut Examiner are to:

A supervisor must lead by example to all other persons. Display leadership in the active implementation of the Safety and Health Management System (SHMS).

- Give directions to other coal mine workers in accordance with the SHMS.
- Lead forums where safety and health topics/issues are communicated, recorded, and resolved.
- Consult with coal mine workers on matters which affect their health and safety. This may include consulting with others for tasks that is not in the supervisor's competency.
- If an unacceptable level of risk is identified, act necessary to control hazards.
- Monitor known hazards and review the effectiveness of controls that have been implemented.
- Provide for appropriate notification, reporting, investigation and recording of accidents and incidents.
- Verify that all coal mine workers under their supervision have received training, assessment and are authorised for the equipment or designated task assigned to them.
- Notify relevant personnel of any withdrawal of persons in case of danger, and action taken to eliminate the danger.
- Complete all assigned action plans to verify that appropriate corrective and preventive actions to reduce risk.
- Carry out regular safety interactions, critical control verifications, hazard identification and rectification, inspections, audits, risk assessments, Return to Work programs for workers and address with corrective actions as required.

Additionally, as OCE has the following responsibilities:

- Be present and readily contactable whenever a person is working in or around the open cut excavation.
- Conduct inspections and complete an inspection report as required by regulation.
- Read and countersign the previous OCE Inspection Report before commencing their safety inspection.
- Notify Supervisors, OCE on next shift, and others of known hazards and action taken to protect personnel.
- If an unacceptable level of risk is identified within the competency range of the OCE, take action necessary to reduce the level of risk to an acceptable level.
- If necessary, and in consultation with the relevant supervisor, withdraw personnel and restrict access (by barrier and other means as required) to areas of unacceptable risk.
- Participate in emergency management in line with the Emergency Response Plan specific to OCE duties.
- Participate in incident investigations and review of accidents and incidents in or around the surface excavation.
- Participate in developing, testing and auditing site emergency procedures as required.
- Participate, within the bounds of personal competency, in development and review of risk assessments and other SHMS documents that relate to mining activities in or around the mine excavation.
- Provide practical assistance to the blast crew, including overseeing of blast guards as required.
- Carry out other duties as directed by the Mining Operations Manager or his authorised representative.
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CAPABILITIES & COMPETENCIES	QUALIFICATIONS & EDUCATION		
	<ul style="list-style-type: none"> ▪ RIIRIS402D, RIIRIS301D, RIICOM301D, RIWHS301D or equivalent ▪ Security Clearance (SSAN) ▪ Open Cut Examiner’s Certificate granted under the Coal Mining Act 1925 or Open Cut Examiner’s Certificate of Competency granted under the Coal Mining Safety and Health Act 1999. ▪ 		
	EXPERIENCE		
<p>It is essential for the incumbent to demonstrate experience and/or knowledge in the following (provide an indicative number of years where appropriate):</p> <ul style="list-style-type: none"> ▪ Experience in mining operations ▪ Effective application of safe systems of work 			
SIGNATURES			
Name	Position	Signature	Date

This role profile acts as a guide to the role only and additional work outcomes may be required to performed by the incumbent.