

Responsibilities and management structure

To ensure that each person employed at the site is aware of and understands their role, employers should involve all workers with recording the responsibilities for each position at a mining operation.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Use Form 2B to record the management structure for your operation following the template provided. Then use Form 2A to record all responsibilities and accountabilities for each position.

Also, remember to cover temporary positions. You may have an acting quarry manager that becomes the quarry manager/supervisor when the quarry manager is away from the operation for extended periods of time. This position may hold more responsibilities than that of the supervisor but not as much as the manager, so this needs to be documented.

3. **WHO:** Write down who will be responsible for identifying and recording the information in this section of the safety management plan.
4. **HOW:** Involve workers through the site safety meetings in the development of their responsibilities. They may cover areas that you have missed or may highlight the need for sharing of some roles. It is important to ensure that workers are involved in the risk assessment process and development of controls in the principal hazard management plans.
5. **WHEN:** Add this program to your first site safety meeting agenda.
6. **ACTION:** Once these responsibilities have been agreed upon, record them on Form 2A.
7. **DOCUMENT CONTROL:** Copy the forms and use them in the induction kits that are issued to each worker on induction.

References:

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 Clause 14(1)(d), 14(1)(e), 14(1)(k), 14(1)(m), 120 to 121, 135 to 138, Schedule 10 Part 4 to Part 5

Health and Safety in Quarries