



**NSW  
Resources  
Regulator**

**NSW STATUTORY FUNCTIONS REQUIRING PRACTISING CERTIFICATES**

# **COMPETENCY FRAMEWORK**

**Work Health and Safety (Mines and Petroleum Sites Regulation) 2014**



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# 1. Introduction

The NSW Resources Regulator developed a framework of competence for 17 statutory functions requiring practising certificates to be able to undertake a gap analysis against certificate of competence and/or other requirements. The Regulator provided 17 function descriptions from which a framework and competence can be identified, in consultation with the NSW Mining and Petroleum Competence Board.

This project sets out to achieve the following project objectives:

- The Regulator will have a framework of competence for 17 statutory functions requiring practising certificates to be able to undertake a gap analysis against certificate of competence requirements; and
- The Regulator will provide 17 function descriptions from which a framework and competence can be identified, in consultation with the NSW Mining and Petroleum Competence Board.

The agreed outputs are:

- Deliverable 1: Develop a customised framework for identifying competence from statutory function descriptions provided by the Regulator.
- Deliverable 2: Identify competencies from three (3) statutory function role descriptions for underground coal mines statutory functions requiring practising certificates that are identified as mining supervisors by WHS laws.
- Deliverable 3: Identify competencies from five (5) descriptions for underground coal mines statutory functions requiring practising certificates (excluding those produced for deliverable 2).
- Deliverable 4: Identify competencies from three (3) descriptions for underground mines other than coal mines statutory functions requiring practising certificates.
- Deliverable 5: Identify competencies from six (6) descriptions for surface and open cut mines requiring practising certificates. This includes open cut coal mines and non-coal surface operations and excludes underground coal and underground non-coal operations.

The following statutory functions are included in this project:

- Underground coal mines
- Mining engineering manager
- Electrical engineering manager
- Mechanical engineering manager
- Undermanager
- Ventilation auditor
- Ventilation officer
- Dust explosion control measures auditor
- Deputy

Coal mines other than underground mines

- Mining engineering manager
- Open cut examiner
- Electrical engineer
- Mechanical engineer

Underground mines other than coal mines

- Mining engineering manager
- Underground mine supervisor
- Electrical engineer

Mines other than underground mines or coal mines

- Quarry manager
- Electrical engineer

## 2. How to read the competency framework

This framework is a reference document for identifying and understanding the key competencies, including behaviours skills and knowledge, that support individuals exercising Statutory Functions requiring practising certificates to exercise the function.

This framework includes seven competencies and a separate section for Technical Knowledge and Skills. Each competency has the following components:

### Definition

A statement or series of statements describing the competency in broad terms.

### A benchmark for each level identified

The levels have been grouped by function based on the type of supervision required, the level of specialisation/technical requirements, and/or the extent of the function within mining operations.

### A list of behavioural tendencies and skills to support the demonstration of the competency

- Lower levels: generally, it is expected that practitioners have a working understanding of the relevant concepts and methods they are required to apply, and demonstrate autonomy, judgement and limited responsibility within established parameters, and can source additional information if required to carry out their function.
- More specialised functions: generally expected that practitioners understand in depth and apply advanced theoretical and technical concepts and methods to demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters.
- Higher levels: are expected to have a broader theoretical and technical knowledge and skills, and the ability to apply advanced concepts and methods to guide own work and the work of others, and to demonstrate autonomy, judgement and defined responsibility within a mine.
- The required technical skills and knowledge may evolve over time, as per existing legislation, changes in processes and systems and/or technology. The elements included in this list vary across levels as per the expected extend of the responsibility, judgment, complexity, and/or autonomy.

The different levels have been grouped as follows:

**Level 1:** This level covers practitioners required to supervise workers and inspect work areas in a part of the mine within their shift. These include the functions:

- Underground mine supervisor
- Deputy and
- Open cut examiner

**Level 2:** This level covers two broad types of practitioners:

A. Those required to supervise mining operations at the mine for a shift. These include:

- Undermanager

B. Those required to supervise mining operations at the mine. These include:

- Quarry manager

**Level 3:** This level covers three types of practitioners:

A. Those required to develop, supervise, monitor and review standards and procedures forming part of mining operations at the mine and supervise the installation, commissioning, maintenance and repair within their area of practise, if applicable. These include:

- Mining engineering manager
- Electrical engineering manager and

B. Those specialised functions, required to develop and review the standards of their specialised area of knowledge, as well as supervise the installation, commissioning, maintenance and repair within their area of practise. These include:

- Electrical engineer and
- Mechanical engineer

C. Those specialised functions, required to control and manage ventilation activities and standards, and those required to audit the specific system, control plan and standards used at the mine. These include:

- Ventilation officers
- Ventilation auditor and

- Dust explosion control measures auditor

This framework has been developed by collecting, analysing, and integrating different sources of information, such as subject matter experts, documentation review (i.e. Function description, Maintenance of competence scheme for practicing certificates, Associated Non-Technical Skills - ANTS), as well as other relevant information (i.e. Australian Qualifications Framework - AQF). This will be further validated by the Regulator and key stakeholders.

### 3. Competencies identified as relevant for statutory functions requiring practising certificates

Situational  
Awareness and  
Risk Assessment

This competency covers the practitioners' actions to identify and assess risks, hazards or other issues that may affect the safe functioning of the mine. It involves gathering information, analysing emerging issues and seeking objective evidence to draw conclusions, so as to eliminate or minimise undesirable consequences.

Effective  
communication

This competency refers to the practitioners' responsibility in using appropriate, clear and effective communication to ensure instructions, hazards, risks, safety plans and other technical and non-technical issues are effectively communicated at all levels, taking into account the knowledge, expectations, requirements, interests and terminology of the intended audience. Methods of communication and ensuring the communication has been delivered and understood forms part of this competency.

Collaboration

This competency covers the practitioners' competency to collaborate, provide support and leadership, facilitate the gathering and dissemination of information and knowledge for mine compliance. It includes behaviours and mechanisms that support the supervision, training and support of workers.



Operational  
decision making  
and initiative

This competency covers the practitioners' operational decision-making ability to initiate, plan, lead or manage the resolution of hazards and risks that have been identified to support safe mining operations. It includes the ability to respond to issues in a decisive manner, applying their knowledge and using their experience from previous situations.

Organised and  
disciplined

This competency covers the practitioners' abilities in planning and organising their work and the work of others, to support processes being followed, tasks prioritised, and inspections and checks are completed in a systematic manner as per legislation. It includes supporting systems, plans and procedures that are implemented, maintained and updated as required.

Driven by  
safety and  
integrity

This competency refers to the practitioners' capability to act so as to comply with legislation, as well as supporting others to adhere to legislation. It includes their ability to persist with challenging tasks through sustained commitment and effort whilst maintaining standards, and their ability to model high standards of behaviours for others through own behaviour.

Responsiveness  
to change

This competency refers to the practitioners' capability to use and apply their relevant knowledge of legislation and standards, previous experience and skills to respond to changing circumstances in the mine they operate in.

Technical  
knowledge  
and skills

This refers to the practitioners' capability to demonstrate technical skills and specific knowledge to be able to act or apply the requirements of legislation, standards, systems, procedures and processes.

For the types of competencies in the framework that follows, below is clarification of their meaning/application:

### **Behavioural tendencies and skills to support the demonstration of the competency**

The practitioner's ability to behave in a competent manner, exhibiting both technical and non-technical skills, in such a way that their actions support the ongoing development and improvement of competent behaviour.

### **Technical knowledge and skills**

This section includes pieces of theoretical, technical or practical information practitioners should be able to identify, understand and apply in the workplace. General knowledge includes aspects of mining of which the practitioner encounters whilst carrying out their statutory functions, and these aspects can impact upon their everyday work.

## 4. Competency framework for statutory functions requiring practising certificates

Situational  
Awareness and  
Risk Assessment

This competency covers the practitioners' actions to identify and assess risks, hazards or other issues that may affect the safe functioning of the mine. It involves gathering information, analysing emerging issues and seeking objective evidence to draw conclusions, so as to eliminate or minimise undesirable consequences.

### Level 1

This level covers practitioners required to supervise workers and inspect work areas in a part of the mine within their shift. These include: **Deputy, Open cut examiner and Underground mine supervisor**

### Level 2

This level covers two broad types of practitioners:

- A. Those required to supervise mining operations at the mine for a shift. These include: **Undermanager**.
- B. Those required to supervise mining operation at the mine. These include: **Quarry manager**

### Level 3

This level covers three types of practitioners:

- A. Those required to develop, supervise, monitor and review standards and procedures forming part of mining operations at the mine, as well as supervise the installation, commissioning, maintenance and repair within their area of knowledge (if applicable). These include: **Mining engineering manager, Electrical and Mechanical engineering manager**.
- B. Those specialised functions required to develop and review the standards of their specialised area of knowledge, as well as supervise the installation, commissioning, maintenance and repair within their area of knowledge. These include: **Electrical and Mechanical engineer**.
- C. Those specialised functions required to control and manage ventilation activities and standards, and those required to audit the specific system, control plan and standards used at the mine. These include: **Ventilation officers, and Ventilation and Dust explosion auditor**.

## Benchmark

Apply a broad range of technical and practical knowledge and skills for specialised and/or skilled work in the assessment of hazards and potential risks, in varied contexts, within the specific area of the mine they operate, to support a safe workplace. This includes:

- Applying plans and processes to support the identification and control of hazards and potential risks
- Sourcing information relevant to supervising their assigned area of mining operations
- Inspecting work areas in a part of the mine
- Assessing the work place to identify hazards and potential risks, including air contaminants during their shift and their assigned area of mining operations
- Reviewing reports, information provided by others, and other available evidence to put in action risks assessment activities within their assigned area of supervising mining operations

Apply specialised knowledge and skills in the assessment of hazards and potential risks, to support a safe workplace. These include technical and theoretical knowledge to assist them in the demonstration of autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters. This includes:

- Implementing plans, standards and verification processes to support the identification and control of hazards and potential risks
- Sourcing information relevant to supervising the management of risks
- Monitoring by obtaining data and information, undertaking audit and/or verifying compliance with standards and legislation
- Reviewing risk assessments and controls to ensure they refer to the appropriate standards, where applicable, and control the risks from hazards
- Supervising workers and inspect work areas as applicable at the mine
- Participating in risk assessments and implement the mine's SMS

Apply a highly advanced and specialised theoretical and technical knowledge and skills, in the assessment of hazards and potential risks, in a range of contexts, to demonstrate autonomy, judgement and defined responsibility within the mine. This includes:

- Developing relevant standards and procedures through investigation and analysis methods, to identify and manage risks with controls in the mine
- Monitoring by obtaining data, information, and evaluating audit outcomes to verify compliance with standards and legislation
- Assisting or participating in risk assessment processes
- Verifying relevant standards and procedures in principal hazards management plans and principal control plans
- Reviewing by measuring the effectiveness of the relevant standards and procedures

## Behavioural tendencies and skills to support the demonstration of the competency

Gather information from workers and management, as well as review written reports, processes, standards regarding WHS matters, changing conditions and requirements, as required

Identify hazards or potential risks within their assigned area of mining operations

Inspect areas or cause them to be conducted as per standards and processes

Apply learnings from previous situations to assist the identification of hazards and potential risks

Assess the area of the mine they are responsible for throughout their shift, by conducting physical inspections and general supervision

Source any information relevant to managing the mining operations for the shift

Gather information to establish status of risks or hazards within the mining operation

Inspect areas or cause them to be conducted as per standards and processes for a designated part of the mine

Use own judgement and experience from previous situations to anticipate and identify potential issues and hazardous situations

Investigate and report incidents, including preserving the scene for certain reportable incidents

Establish the relevant standard and procedures through investigation and analysis methods, or support the development of the relevant standards and procedures

Identify how to access various sources of information and evaluate its merit

Analyse and interpret reports and information available under the SMS to identify how and why a hazard can be present in the mine, the likelihood and potential consequences of the risk eventuating

Plan how an event or process may occur after its parts or steps are moved or rearranged

Develop or assist in the development of process and plans to manage risks

Monitor relevant operations to their area of practice, and verify compliance with legislation

Verify relevant standards and procedures in principal hazard management plans and principal control plans within the mine, where applicable

Review and evaluate audit outcomes on the effectiveness of the SMS against its relevant performance standards and procedures

Undertake or assist incident investigation based on objective evidence

Participate in management of risk, including risk assessment processes and particularly those involving principal hazards



This competency refers to the practitioners’ responsibility in utilising appropriate, clear and effective communication to ensure instructions, hazards, risks, safety plans and other technical and non-technical issues are effectively communicated at all levels, taking into account the knowledge, expectations, requirements, interests and terminology of the intended audience. Methods of communication and ensuring the communication has been delivered and understood forms part of this competency.

**Benchmark**

Apply a broad range of factual and technical knowledge and skills when communicating information, in varied contexts within the specific type of mine they are responsible for. This includes:

- Using clear and appropriate communication to support others understand issues, risks, or relevant decisions, within their assigned area of mining operations
- Checking others understand and follow the instructions provided
- Consulting with and providing relevant information and instruction to workers to enable them to safely carry out their assigned work
- Sharing information with other outgoing and incoming shift frontline supervisors, managers and any other, using appropriate channels

Transfer technical information and communicate advice on application to a variety of audiences within the specific type of mine. This includes:

- Supporting others to understand and apply the standards and procedures
- Ensuring others have access to relevant documentation and information to apply standards, processes and systems
- Explaining to others technical and non-technical concepts and instructions, the result of their analysis of data, information, audit outcomes when verifying compliance with standards and legislation
- Participating in consultation where appropriate
- Reporting to the manager of any deficiencies or significant deviations from the safety management system

Transfer complex information and communicate advice on implementation, to a variety of audiences within the specific type of mine. This includes:

- Supporting the communication and documentation of the standards and procedures
- Explaining the results of their analysis of data, information and/or audit outcomes
- Providing supervision of workers
- Engaging in consultation processes when developing the relevant standards and procedures

## Behavioural tendencies and skills to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Use clear and appropriate verbal and non-verbal communication, providing clear and comprehensive instructions and listen actively to others</li> <li>• Use available channels to ensure relevant information is communicated</li> <li>• Provide clear and comprehensive instructions to workers within their area of mining operations and verify if instructions are understood by workers</li> <li>• Attend or conduct start of shift communication meeting with workers</li> <li>• Share relevant information, verbally and written (i.e. document information for shift changeovers as per clause 27 of the WHS (M&amp;PS) Regs 2014), and clarify information with the incoming and outgoing frontline supervisor(s), undermanager or workers within their specific area of the mine they are responsible for</li> <li>• Provide feedback as an opportunity for improvement of processes, systems, plans or personal approach</li> <li>• Record and review inspections, as required in the inspection plan</li> <li>• Reads and signs off on outgoing frontline supervisor report for the previous shift and communicates content to workers as required</li> </ul> | <ul style="list-style-type: none"> <li>• Consults with others to gather relevant information to implement standards and supervise others</li> <li>• Implement appropriate channels to ensure relevant information is communicated in a timely manner</li> <li>• Instruct, advise and consult with others as appropriate to support the implementation of standards, processes or systems</li> <li>• Present information in a credible manner</li> <li>• Maintain written and verbal reporting requirements</li> <li>• Notify the regulator of a high-risk activity prescribed by the WHS (M&amp;PS) Regs 2014 for electrical work on energised electrical equipment</li> <li>• Notify the regulator where an incident occurs prescribed as a notifiable incident by the WHS (M&amp;PS) Regs 2014</li> </ul> | <ul style="list-style-type: none"> <li>• Use appropriate verbal and non-verbal communication to explain technical information in an articulate and clear manner, and listen actively to others (i.e. when communicating information to technical and non-technical professionals within the mine)</li> <li>• Support the implementation of (or use) appropriate communication channels</li> <li>• Instruct or advise others on implementation of risk assessments and consideration of controls based on the hierarchy of controls, where applicable</li> <li>• Present as a credible source of information</li> <li>• Control barriers to communication by supporting others to understand and implement standards and procedures</li> <li>• Report information effectively, maintaining written and verbal reporting requirements</li> <li>• Report to the relevant personnel deviations from the SMS or deficiencies, where appropriate and through the appropriate channels</li> <li>• Seek to clarify information or reports by asking question and actively listening to others' input</li> <li>• Leverage own and others' knowledge, experience and credibility to confidently influence others in managing incidents</li> </ul> |
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This competency covers the practitioners’ competency to collaborate, provide support and leadership, facilitate the gathering and dissemination of information and knowledge for mine compliance. It includes behaviours and mechanisms that support the supervision, training and support of workers.

## Benchmark

<p>Support the interaction and supervision of workers, supporting a safe, healthy and compliant operation within the specific area of the mine they are responsible for, and within the shift. This includes:</p> <ul style="list-style-type: none"> <li>• Engaging with relevant teams, and supporting others to engage and collaborate</li> <li>• Contributing to the team dynamic within the work area, and preventing or resolving conflicts in a high-risk situation to minimise negative impacts</li> <li>• Supervising workers and providing clear direction when assigning activities, including standards and procedures as applicable</li> <li>• Identifying knowledge or skills needs, and supporting training and development where appropriate</li> </ul>	<p>Support the collaboration and supervision of others for a safe healthy and compliant mining operation. This includes:</p> <ul style="list-style-type: none"> <li>• Supervising the mining operations at the mine</li> <li>• Identifying key internal and external stakeholders, and engaging them as appropriate, to support standards and procedures are implemented appropriately</li> <li>• Providing advice and instructions to others on how to apply the standards and procedures</li> <li>• Verifying that others in the mine have the necessary training and competency required to apply standards and procedures</li> <li>• Sharing information with other outgoing and incoming shift managers, and any other worker, using appropriate channels</li> </ul>	<p>Support the collaboration and supervision of others for a safe, healthy and compliant mining operation. This includes:</p> <ul style="list-style-type: none"> <li>• Providing supervision on implementation of standards, processes and systems</li> <li>• Providing advice on implementation of standards, processes and systems, and verifying implementation and compliance, and on how risks should be managed</li> <li>• Identifying key internal and external stakeholders, and collaborating through participation in consultation</li> <li>• Providing or supporting training and instruction</li> <li>• Providing supervision on how risks are managed as per the relevant control plan, standards and legislation</li> </ul>
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### Behavioural tendencies and skills to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Engage effectively with a multidisciplinary team to facilitate information and support as required, and to ensure mining operations are coordinated, safe and healthy</li> <li>• Supervise the delivery of training and instructions and inform on WHS matters to other workers and other frontline supervisors</li> <li>• Supervise others, including contractors to ensure they are compliant and that work instructions and procedures are followed as required. This includes assign and delegate tasks and clarify expectations and review of tasks, referring to the SMS and any specific relevant part of a contractor management plan.</li> <li>• Establish the whereabouts of workers and ensuring risks are managed</li> <li>• Supervise workers to participate in the mine training programme, testing of the emergency plan as required in the mine training programme that may include the legislation required training in self-rescuers</li> <li>• Prevent or resolve conflict in a high-risk situation to minimise negative impacts, as appropriate</li> <li>• Ensure others in their assigned area of mining operations have the necessary information, training and necessary competency required to complete their work</li> </ul> | <ul style="list-style-type: none"> <li>• Support and consult with relevant stakeholders to assist the implementation of standards and processes</li> <li>• Supervise workers in a part of the mine, as set out in the safety management system, including managing workers and the work activities</li> <li>• Train, instruct and inform on WHS matters and technical issues</li> <li>• Ensure workers are under the supervision (e.g. when underground in the underground coal mine)</li> <li>• Where applicable, ensure supervisors are assigned to, and present, in any part of the mine where extraction is occurring</li> <li>• Supporting others to understand and apply standards and procedures</li> <li>• Prevent or resolve conflict in a high-risk situation to minimise negative impacts, as appropriate</li> </ul> | <ul style="list-style-type: none"> <li>• Cooperate with others to ensure different technical disciplines have compatible and effective standards and procedures for mining operations</li> <li>• Participate in consultation and training, ensuring that others have access to information about WHS policies, and appropriate and timely access to specialised advice and guidance on implementation of standards, processes and systems</li> <li>• Support the assessment of skills and knowledge, and facilitate tools, information or training, where applicable</li> <li>• Manage conflict within work areas by mediating conflict in a high-risk situation to minimise negative impacts, as appropriate</li> <li>• Support a shared understanding of purpose, roles and safety responsibilities within the statutory function requirements, where appropriate</li> <li>• Verify and provide advice on implementation when required</li> <li>• Provide general supervision and to a lesser extent direct supervision, as required</li> <li>• Support others to remain focused during stressful situations</li> <li>• Assist in the application and monitoring of the SMS</li> <li>• Review procedures for contractors and their management plans, where appropriate</li> <li>• Cooperate with external stakeholders, such as original equipment manufacturers and their suppliers, where appropriate</li> </ul> |
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## COMPETENCY FRAMEWORK

NSW statutory functions requiring practising certificates

- Identify technical gaps relevant for completing activities in a safe manner (e.g. identify strengths and areas for improvement within the team) and allocate tasks accordingly
- Participate or assist in mine consultation processes, audits and reviews of the SMS, as required
- Support the application of standards and processes, providing the necessary instruction and supervision
- Assist others to ensure the accuracy and content of mine survey plans

Operational  
decision making  
and initiative

This competency covers the practitioners’ operational decision-making ability to initiate, plan, lead or manage the resolution of hazards and risks that have been identified to support safe mining operations. It includes the ability to respond to issues in a decisive manner, applying their knowledge and using their experience from previous situations.

## Benchmark

Apply a broad range of factual and technical knowledge and skills in a range of contexts, within the area they are responsible for, to make and follow operational decisions. This includes:

- Reporting and taking appropriate action to manage hazards or risks identified
- Considering available evidence and objective information when applying appropriate standards and procedures
- Supporting the management of risk, including risk assessment processes within their area

Apply a specialised knowledge and skills to make decisions and respond to hazards and potential risks. These include technical and theoretical knowledge in a specific area or a broad field of work, to assist them in the demonstration of autonomy and judgement in their actions and decision-making process in known or changing contexts and within broad but established parameters. These include:

- Referring to evidence and objective information when making decisions and supporting the implementation of appropriate standards and procedures
- Assisting and reviewing procedures for contractors and their management plans (where applicable)
- Implementation of risk management plans and processes
- Implementing and supporting the application of control plans

Apply a broad theoretical and technical knowledge and skills to make decisions and respond to hazards and potential risks in a variety of contexts, demonstrating autonomy, judgement and defined responsibility in the decision-making process. This includes:

- Referring to evidence and objective information when establishing standards and procedures
- Taking actions prescribed under WHS laws when safety concerns or risks have been identified, where appropriate
- Considering available evidence and objective information when monitoring and evaluating standards and procedures, as well as audit results, health and safety performance outcomes and remedial actions
- Supporting the implementation of controls and management of risks
- Supporting the management of emerging issues

### Behavioural tendencies and skills to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Use available evidence and judgement to make decisions on how to manage hazards, potential risks within their area and shift, as well as inspections that may be required</li> <li>• Use judgement to determine the frequency of inspections that may be supplementary to the inspection plan</li> <li>• Undertake operational decision-making on how to apply standards, systems and plans with confidence</li> <li>• Participate in operational decisions and assist manager and other frontline supervisors within their assigned area of mining operations in a timely manner</li> <li>• Take action prescribed under WHS laws when safety concerns or hazards and risks are identified</li> <li>• Proactively act on non-compliance within their assigned area of mining operations in a timely manner</li> <li>• Seek a decision from the appropriate person and obtain sign off to apply an action plan to resolve issues where it lies in another person's area of authority</li> <li>• Report outcomes of inspections and take timely action as required</li> <li>• Investigate and report on incidents</li> <li>• Escalate issues to manager where appropriate and through the appropriate channels when a resolution is important and requires other input</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrate autonomy, judgement and responsibility when making decisions and defining courses of action</li> <li>• Uses evidence and judgement to support decision-making process and problem-solving</li> <li>• Make informed and timely decisions how to implement standards, systems and plans with confidence</li> <li>• Act on non-compliance or when safety concerns arise within the mine</li> <li>• Report or receive reports on outcomes of inspections and take appropriate action to manage hazards or risks identified action as required</li> <li>• Preservation of a scene for an incident</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrate autonomy, judgement and responsibility when making decisions and defining courses of action</li> <li>• Incorporate required changes in relevant standards, processes and plans as per risk assessment results and auditing outcomes and recommendations</li> <li>• Use an objective evidence-based approach to decision-making around safety matters</li> <li>• Support others in the implementation of operational decisions-making within the mine, where appropriate</li> <li>• Take the initiative to incorporate improvements to maintain a safe and healthy workplace</li> <li>• Integrate and combine different sets of information, from different sources, to form general conclusions</li> <li>• Sign off on agreed decisions (e.g. route of a long wall move), where appropriate</li> </ul> |
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This competency covers the practitioners’ abilities in planning and organising their work and the work of others, to support processes being followed, tasks prioritised, and inspections and checks are completed in a systematic manner as per legislation. It includes supporting systems, plans and procedures that are implemented, maintained and updated as required.

## Benchmark

Apply a broad range of factual and technical knowledge, apply knowledge and skills in a range of contexts within the specific area of mine they are responsible for, to minimise or control WHS and safety risks at the mine in an organised and systematic manner. This includes:

- Organising sufficient and appropriate WHS resources for workers
- Carrying out activities in a way that is effective, and workers are compliant
- Setting activities and priorities within their assigned area of mine operations, ensuring compliance to the SMS
- Ensuring inspections and checks are completed in a timely manner as per legislation
- Ensuring the paperwork, such as inspection reports, are reviewed and countersigned in a reasonable timeframe

Apply a specialised knowledge and skills to manage WHS and safety risks at the mine in an organised and systematic manner. This include:

- Organising sufficient and appropriate WHS resources for workers
- Supporting the organisation of activities when developing and amending standards and procedures that form part of the safety management system
- Monitoring and reviewing standards and processes in a systematic and organised manner
- Ensuring systems and plans are maintained, updated, and implemented appropriately

Apply broad theoretical and technical knowledge and skills to manage WHS issues in an organised and systematic manner. This includes:

- Planning and organising activities, as prescribed by relevant regulation and the SMS, when developing and amending relevant standards and procedures
- Monitoring and reviewing compliance with standards in a systematic, organised and timely manner
- Supporting others to implement activities in a systematic and consistent manner as per standards and processes
- Reviewing compliance in a systematic, organised and timely manner

## Behavioural tendencies and skills to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Act in a consistent manner and in a range of contexts within mine, especially when scheduling tasks and organising WHS resources for workers</li> <li>• Identify tasks and priorities within their shift, as per plans and standards</li> <li>• Conduct timely inspections of all safely accessible parts of each inspection area at a mine e.g. shift inspections, pre-shift inspections.</li> <li>• Identify tasks and priorities within their shift, as per plans and standards</li> <li>• Record and review inspections, as required in the inspection plan</li> <li>• Complete and support the delivery and completion of activities within their area and shift, as per legislation, standards and procedures</li> <li>• Monitor the performance and compliance of the SMS against the specified standards as part of the supervision</li> </ul> | <ul style="list-style-type: none"> <li>• Act in a consistent manner and in a range of contexts, especially when coordinating and supervising others</li> <li>• Organise sufficient and appropriate WHS resources for workers</li> <li>• Conduct timely inspections</li> <li>• Monitor tasks and actions, anticipate limitations or challenges and adjusts plans accordingly</li> <li>• Monitor the compliance of the safety management system with reporting mine incidents, other matters and reportable incidents to the regulator, including any high-risk activity prescribed by the WHS (M&amp;PS) Reg 2014;</li> <li>• Work in a systematic manner (e.g. when supervising, inspecting areas of the mine, and implementing plans)</li> <li>• Implement task/work plans and verification of control plans</li> <li>• Implement plans for secondary extraction and verify they are controlling risks from hazards</li> </ul> | <ul style="list-style-type: none"> <li>• Work in a systematic manner when developing, supervising, monitoring or reviewing mining standards, and procedures</li> <li>• Plan and schedule actions to be implemented in compliance with legislation, standards and procedures</li> <li>• Support the implementation of standards by defining step-by-step actions, monitoring and inspecting requirements, and expected performance outcomes</li> <li>• Ensure systems and standards are implemented appropriately for control of risk</li> <li>• Verify adequate resources are allocated without compromising resourcing in other areas of the mine, where appropriate</li> <li>• Arrange activities or resources in a certain order in accordance with a rule or set of rules when developing standards and procedures</li> <li>• Prioritise their activities and the activities of others as per risk level and legislation</li> <li>• Apply the legislative requirements for gathering, recording, evaluating, monitoring or reviewing data and information</li> <li>• Use planning tools and systems as appropriate</li> <li>• Where appropriate, ensure that relevant standards and procedures used in any plans are relevant and timely</li> </ul> |
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This competency refers to the practitioners’ capability to act so as to comply with legislation, as well as supporting others to adhere to legislation. It includes their ability to persist with challenging tasks through sustained commitment and effort whilst maintaining standards, and their ability to model high standards of behaviours for others through own behaviour.

## Benchmark

Apply a broad range of factual and technical knowledge apply practical knowledge and skills to act consistently in accordance to legislation, standards and procedures, and support workers within their shift to adhere to those principles consistent with existing legislation. This includes:

- Acting in a consistent manner, complying with legislation and standards, even in situations of considerable internal or external pressure
- Identifying and informing if an area or activity is not compliant with safety standards within their shift
- Instructing workers on how to complete their activities in accordance to safety standards
- Ensuring standards, procedures and safety management system are applied within their shift for the area of the mine
- Following instructions and guidance when applying standards

Apply specialised knowledge and skills to act consistently in accordance to legislation, standards and procedures, and support others to adhere to those principles consistent with existing legislation.

This includes:

- Acting and supporting others across the mine to behave in a consistent manner that is accordance with legislation
- Monitoring and verifying areas where legislation and safety standards are compromised
- Following instructions and guiding others on how to comply to existing legislation, standards and procedures
- Ensuring safety management system requirements are communicated to appropriate contractors to work at the mine

Apply a broad theoretical and technical knowledge and skills to act consistently in accordance to legislation, standards and procedures, and support others to adhere to those principles consistent with existing legislation. This includes:

- Supporting others to behave in accordance with legislation, standards and procedures, where appropriate
- Acting in a way that does not falter existing legislation, standards and procedures even in situations of considerable internal or external pressure
- Identifying situations where legislation and safety standards are compromised
- Providing instruction and guidance to others on how to comply to existing legislation, standards and procedure
- Setting, upholding and monitoring the health and safety expectations by developing, supervising and following the safety management system

## Behavioural tendencies and skills to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Apply the SMS so workers remain familiar with emergency exits and associated facilities</li> <li>• Carry out activities in a reliable and consistent manner, in compliance to function, as per legislation and standards</li> <li>• Identify and inform where non-compliance is in the area they operate in, and challenge situations where required to support safe operation</li> <li>• Follow instructions from manager, and ensure workers follow tasks as instructed</li> <li>• Admit own mistakes, remediate and/or inform appropriate person</li> <li>• Notify the appropriate mine personnel when an incident occurs, in particular a notifiable incident by the WHS (M&amp;PS) Regs 2014</li> <li>• Supervise the preservation of incident sites</li> <li>• Monitor hazards and risks, including air contaminants and gas levels, using instruments as required</li> <li>• Monitor plans being used and workers entering the work area(s), especially mobile plant movements</li> <li>• Ensure that risks controls are applied and controlling the hazards and their risks</li> </ul> | <ul style="list-style-type: none"> <li>• Act in accordance to the obligation of their function and support others in their understanding of their expectations and duties</li> <li>• Implement standards and SMS to support safety operations in the mine</li> <li>• Implement the emergency plan to manage workers to safely withdraw or escape</li> <li>• Implement changes after investigations and market to all about the change, including peers and legislators, about findings and improvements</li> <li>• Monitor the performance and compliance of the safety management system against the specified standards as part of supervising</li> <li>• Monitor hazards and risks, including air contaminants and gas levels, using instruments as required</li> <li>• Use their specialised technical knowledge to identify signs of non-compliance within the mine</li> <li>• Provide instructions and support others to follow standards</li> <li>• Admit mistakes and is open and transparent with others in a timely manner</li> </ul> | <ul style="list-style-type: none"> <li>• Act and support others to act in accordance with legislation, processes and standards at all times</li> <li>• Identify and act on non-compliance, by challenging situations and leadership to ensure safety and compliance</li> <li>• Verify compliance requirements and remain objective in its execution</li> <li>• Fulfil responsibilities to the highest professional and ethical standards</li> <li>• Evaluate the effectiveness of the SMS against appropriate standards and procedures</li> <li>• Verify and evaluate audit results, health and safety performance outcomes, and remedial actions</li> <li>• Verify risk assessments and controls to ensure they refer to the appropriate standards, where applicable, and control the risks from hazards</li> <li>• Consider relevant external information sources such as original equipment manufacturer, regulator and other safety and health type alerts</li> <li>• Challenge areas of concern and communicate these internally and to appropriate agency if necessary to meet the required standard</li> <li>• Record and review inspections, as required in the inspection plan</li> </ul> |
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## COMPETENCY FRAMEWORK

NSW statutory functions requiring practising certificates

- Monitor work practices, including contractors, with reference to any work procedures, plans and SMS requirements
- Investigate and report on incidents with other mining supervisors, including preserving the scene for certain reportable incidents
- Put the safety and health of people at the forefront of decision making to make a 'correct safety' decision, in the face of other challenges and priorities



This competency refers to the practitioners' capability to use and apply their relevant knowledge of legislation and standards, previous experience and skills to respond to changing circumstances in the mine they operate in.

## Benchmark

Apply a broad range of factual and technical knowledge use relevant knowledge, skills and specific experience to apply contingencies plans and accommodate change. This includes:

- Reassigning activities to changing or emerging circumstances, without compromising compliance
- Assisting others to remain focused during stressful situations
- Supporting others to apply changes as required

Apply specialised knowledge, skills and specific experience to implement contingencies plans and accommodate to change. This includes

- Implementing and supporting the application of changes in plans and processes to emerging circumstances, without compromising compliance
- Providing technical advice and support to others to remain effective during stressful situations

Apply a broad theoretical and technical knowledge and skills and specific experience to consider and incorporate contingencies plans to accommodate change. This includes:

- Reviewing standards, processes and the SMS to instituting change where necessary, as per changes in conditions
- Updating and realigning standards to changing or emerging circumstances, without compromising compliance
- Supporting others to respond effectively during stressful situations
- Supporting others to implement changes as required

### Behavioural tendencies and skills to support the demonstration of the competency

- Accept and cope with change and ambiguity
  - Remain solution-focused when facing emergencies or changes in requirements
  - Apply changes to ensure standards are met, without compromising safety
  - Seek advice or instruction when applying new processes and standards
  - Manage own emotions and others' emotions during critical situations
  - Receptive to feedback or criticism
  - Reassess changes to ensure further risks are not encountered
  - Think flexibly when required in the face of new events
- Suggest changes to ensure outcomes are met (which would otherwise be compromised)
  - Implement change management process and support the application of new plans and processes where required
  - Address changing conditions, informs and provide technical advice
  - Seek for advice or instruction when implementing new processes and standards
  - Continue to operate effectively in stressful situations, remaining focused when mine plans change
  - Implement contingency plans where required
  - Ensure major changes to the ventilation system are managed and planned, in conjunction with the ventilation officer
  - Think flexibly when required in the face of new events
  - Maintain focus and clear purpose in a dynamic environment with multiple demands
- Support change management to accommodate changing conditions
  - Navigate uncertain, novel situations or ill-defined problems to identify when changes are required to accommodate changing conditions
  - Use available evidence, information, and expertise to reassess decisions based on new information
  - Amend standards and processes while ensuring safety is not compromised
  - Consult, advise and support the implementation of the most optimal course of action



This refers to the practitioners’ capability to demonstrate technical skills and specific knowledge to be able to act or apply the requirements of legislation, standards, systems, procedures and processes.

## Benchmark

Demonstrate a broad factual, technical and some theoretical knowledge of specific technical information, processes and systems they are required to apply within their assigned area of mining operations. This includes:

- Mining and WHS systems
- Legislation
- Emergency management
- General WHS topics
- General knowledge to support the demonstration of technical skills incorporating associated non-technical skills

Demonstrate specialised knowledge and skills, including technical and theoretical knowledge, in a specific area or a broad field of work, to assist the demonstration of autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters. This includes:

- Mining and WHS systems
- Legislation
- Emergency management
- General WHS topics
- General knowledge to support the demonstration of technical skills incorporating associated non-technical skills

Demonstrate a broad theoretical and technical knowledge and skills, in a range of contexts, to demonstrate autonomy, judgement and defined responsibility within the mine and within the scope of their statutory function. The technical skills and knowledge relevant to the engineering discipline of the statutory function including:

- Mining and WHS systems
- Legislation
- Emergency management
- General WHS topics
- General knowledge to support the demonstration of technical skills incorporating associated non-technical skills

## Mining and WHS systems

### Safety management systems (SMS)

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| <ul style="list-style-type: none"> <li>• Understand their obligations in applying relevant SMS and standards</li> <li>• Apply established standards and the SMS within their assigned area of mining operations</li> <li>• Identify gaps in the SMS within the specific area of the mine they operate</li> <li>• Identify non-compliance in processes and high risks activities within their assigned area of mining operations as prescribed by the WHS (M&amp;PS) Regs 2014</li> <li>• Inspection and maintenance requirements</li> <li>• Understand the need to preserve the scene for certain incidents for assessment and reporting where required</li> <li>• Monitor work practices (including contractors), regarding their compliance to the SMS</li> <li>• Monitor performance of specific aspects of the SMS within their area</li> </ul> | <ul style="list-style-type: none"> <li>• Understand their obligations in implementing relevant SMS and standards</li> <li>• Standards and the SMS within their assigned area of mining operations</li> <li>• Ability to identify gaps relevant for the implementation of standards and processes</li> <li>• High risks activities prescribed by the WHS (M&amp;PS) Regs 2014</li> <li>• Inspection and maintenance requirements</li> <li>• Preserve the scene for assessment where required</li> <li>• Monitor work practices (including contractors), regarding their compliance to the SMS</li> <li>• Monitor and measure the performance of specific aspects of the SMS within their area</li> <li>• Ability to anticipate when achieving SMS expectations may be compromised and proactively mitigates this</li> <li>• Operational planning within the scope of their function</li> <li>• Critical systems and devices</li> </ul> | <ul style="list-style-type: none"> <li>• Understand their obligations in developing (where appropriate) reviewing and monitoring the relevant SMS control plans, standards and procedures.</li> <li>• Develop standards and procedures and evaluate the SMS for the mine.</li> <li>• Theoretical and technical knowledge and skills in engineering standards relevant to the statutory function, such as:             <ul style="list-style-type: none"> <li>○ Lifecycle management of plant and equipment, where applicable</li> <li>○ Design principles for the management of human factors</li> <li>○ Engineering design standards</li> <li>○ Fire protection and ventilation standards, where applicable</li> <li>○ Maintenance standards</li> </ul> </li> <li>• Broad knowledge of the relevant disciplines (e.g. mining, electrical, mechanical and explosives), including             <ul style="list-style-type: none"> <li>○ Installation and commissioning</li> <li>○ Maintenance and repair</li> <li>○ Decommissioning</li> <li>○ Procedures and instructions for the safe operation of plant</li> <li>○ Mechanical and/or electrical integrity of plant</li> <li>○ Control of abnormal operations and emergency shut down</li> <li>○ Prevention of fires</li> </ul> </li> </ul> |
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| <ul style="list-style-type: none"><li>• Anticipate when the SMS may not be complied with and proactively mitigates this</li><li>• Operational planning within the scope of their function</li><li>• Critical systems and devices</li><li>• Reporting and action tracking/completion</li><li>• Supporting audits (i.e. qualifying auditors, scheduling, documenting results and tracking recommendations)</li><li>• Conducting and documenting risk assessments</li><li>• Reviewing results of risk assessment</li></ul> | <ul style="list-style-type: none"><li>• Reporting and action tracking/completion</li><li>• System for managing audits (i.e. qualifying auditors, scheduling, documenting results and tracking recommendations)</li><li>• Conducting and documenting risk assessments</li><li>• Conducting and documenting risk assessment</li></ul> | <ul style="list-style-type: none"><li>• Operational Planning<ul style="list-style-type: none"><li>○ Operational planning, including the scope, boundaries and performance objectives of standards, as well as monitoring and review of the SMS effectiveness</li><li>○ Critical systems and devices relevant to the mine</li><li>○ Inspection and maintenance requirements relevant to the mine</li></ul></li><li>• Ability to identify gaps in the SMS for the mine</li><li>• Ability to identify non-compliance to processes and high risks activities within their assigned area of mining operations as prescribed by the WHS (M&amp;PS) Regs 2014</li><li>• Appreciate the need to preserve an incident scene for investigation and take part in or lead investigations into an incident, where applicable</li><li>• Monitor work practices, regarding their compliance to standards and procedures</li><li>• Monitor and review the performance of the SMS against relevant standards and procedures</li><li>• Understand the scope of other function and their statutory requirements and manage their interdependencies</li></ul> |
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### Principal hazards (catastrophic fatal hazards) as listed in schedule 1 Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

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| <ul style="list-style-type: none"> <li>• Application of the principal hazard management plans for all applicable prescribed principal hazards in WHS (M&amp;P) Regs 2014, clause 5 and any other during a shift for a specified area of the mine</li> <li>• Requirements included in ‘Principal mining hazard management plans—additional matters’</li> <li>• Recording inspection reports</li> <li>• Monitor and mitigate risks to health and safety associated with the principal mining hazard</li> <li>• Nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening</li> </ul> | <ul style="list-style-type: none"> <li>• Implementation and monitoring of the principal hazards management plans for all identified principal hazards in WHS (M&amp;PS) Reg 2014, clause 23</li> <li>• Requirements included in ‘Principal mining hazard management plans—additional matters’</li> <li>• Keep accurate and detailed records and inspection reports, as required by SMS</li> <li>• Monitor and mitigate risks to health and safety associated with the principal mining hazard</li> <li>• Ability to remain focused on critical tasks over a period of time without being distracted</li> <li>• Nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening</li> </ul> | <ul style="list-style-type: none"> <li>• Support the development and implementation of principal mining hazard management plans, by managing any hazards that are related to the principal hazard as identified in the relevant risk assessment</li> <li>• Set the relevant standards for relevant principal hazards management plans</li> <li>• High level of an understanding of the nature of harm that could be caused by a hazard in the type of mine, how serious the harm could be and the likelihood of it happening</li> <li>• Mine ventilation principles, atmospheric gases and contaminants, where applicable</li> <li>• Verification that relevant standards have been met</li> <li>• Verification of standards and procedures in principal hazard management plans and principal control plans</li> </ul> |
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### Principal control plans as listed in schedule 2 Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

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| <ul style="list-style-type: none"><li>• Apply knowledge in a wide range of contexts of relevant control plans within the scope of their area of responsibility (e.g. mechanical engineering control plan, electrical engineering, worker health management, explosives control plans, emergency control plans and ventilation control plans)</li><li>• Act as per relevant control plan as instructed</li></ul> | <ul style="list-style-type: none"><li>• Assist the mine operator in the development of the relevant control plan and provide input into the development of that and any other control plans as required.</li><li>• Ability to implement knowledge in a wide range of contexts of relevant control plans within the scope of their area of responsibility (e.g. mechanical engineering control plan, electrical engineering, worker health management plans, explosives control plans, emergency management control plans and ventilation control plans)</li><li>• Act as required in the relevant control plan and as instructed</li></ul> | <ul style="list-style-type: none"><li>• Support others to implement relevant control plan, including setting the relevant engineering standard, as instructed</li></ul> |
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### Specific control measures required under Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

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| <ul style="list-style-type: none"> <li>• Check that control measures are being applied and adequately supported by relevant systems within the SMS within the specific area of the mine</li> <li>• Apply and supervise the application of specific control measures as instructed</li> <li>• Identify appropriate controls using the hierarchy of control, to manage risks and anticipate limitations or challenges of applying control measures within their assigned area of mine operations</li> <li>• Evaluation and review of risk controls, using the hierarchy of controls</li> <li>• Contingency planning</li> <li>• Current and emerging health and safety issues in mining operations</li> <li>• System for monitoring the performance of control measures</li> <li>• Performance indicators to identify effectiveness and failure of control measures</li> <li>• Corrective actions in the event of failure of controls and in the event of the indicators not meeting performance targets</li> <li>• Follow-up action items to close any gaps</li> </ul> | <ul style="list-style-type: none"> <li>• Supervise or participate in checking each control measure is adequately supported by relevant systems within the SMS</li> <li>• Implement and supervise the application of specific control measures as instructed</li> <li>• Identify appropriate controls to manage risks and anticipate limitations or challenges of implementing control measures</li> <li>• Evaluation and review of risk controls</li> <li>• Contingency planning</li> <li>• Current and emerging health and safety issues in mining operations</li> <li>• System for monitoring the performance of control measures</li> <li>• Performance indicators to identify effectiveness and failure of control measures</li> <li>• Corrective actions in the event of failure of controls and in the event of the indicators not meeting performance targets</li> <li>• Follow-up action items to close any gaps</li> <li>• Environmental conditions that may impact the implementation of standards and processes</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure that each mining engineering control measure is adequately supported by relevant systems within the SMS and standards</li> <li>• Support the implementation of specific control measures</li> <li>• Advanced contingency planning within the mine</li> <li>• Emerging health and safety issues in mines</li> <li>• System for monitoring the performance of control measures</li> <li>• Performance indicators to identify effectiveness and failure of control measures</li> <li>• Corrective actions in the event of failure of controls and in the event of the indicators not meeting performance targets</li> <li>• Establish follow-up action items to close any gaps</li> <li>• Relevant equipment to be used in the mine, such as firefighting and portable gas detector, where applicable</li> </ul> |
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## Legislation

Apply knowledge in a wide range of contexts of acts, regulations, approved codes of practice, instruments, standards, and guidelines relevant to the execution of their function, sourcing and consulting with others, such as:

- *Work Health and Safety Act 2011* and Work Health and Safety Regulations 2017;
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and Work Health and Safety (Mines and Petroleum Sites) Regulations 2014
- *Explosives Act 2003* and Explosives Regulation 2013
- Approved codes of practice under the *Work Health and Safety Act 2011*:
  - International and Australian/New Zealand Standards

Apply a specialised knowledge and skills, including technical and theoretical knowledge, in a wide range of contexts of acts, regulations, approved codes of practice, instruments, standards, and guidelines relevant to the execution of their function, sourcing and consulting with others, such as:

- *Work Health and Safety Act 2011* and Work Health and Safety Regulations 2017;
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and Work Health and Safety (Mines and Petroleum Sites) Regulation 2014
- *Explosives Act 2003* and Explosives Regulation 2013
- Approved codes of practice under the *Work Health and Safety Act 2011*:
  - International, Australian and Australian/New Zealand Standards

Apply a broad theoretical and technical knowledge of acts, regulations, approved codes of practice, standards, and guidelines relevant to the execution of their function, such as:

- *Work Health and Safety Act 2011* and Work Health and Safety Regulations 2017
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and Work Health and Safety (Mines and Petroleum Sites) Regulations 2014
- *Explosives Act 2003* and Explosives Regulation 2013
- Approved codes of practice under the *Work Health and Safety Act 2011*:
  - International and Australian/New Zealand Standards

## Emergency management

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| <ul style="list-style-type: none"> <li>• Apply the emergency plan to supervise workers to safety withdraw or escape</li> <li>• Supervise the application and monitoring of emergency plans</li> <li>• Emergency preparedness and response systems, evacuation, notification and response.</li> <li>• Health and safety issues in mining operations and the provision of medical treatment and assistance</li> <li>• Procedures and conditions under which persons at the mine or a part of the mine are to be withdrawn to a place of safety</li> <li>• Continue to operate effectively in stressful situations</li> <li>• Ability to maintain focus and clear purpose in a dynamic environment with multiple demands</li> <li>• Think flexibly when required in the face of new events</li> <li>• Participating in emergency exercises</li> <li>• Investigate incidents that involve emergencies, using reporting and investigation procedures, and tracking remedial actions</li> </ul> | <ul style="list-style-type: none"> <li>• Emergency plan to supervise workers to safety withdraw or escape</li> <li>• Supervise the application and monitoring of emergency plans</li> <li>• Emergency preparedness and response systems, evacuation, notification and response.</li> <li>• Health and safety issues in mining operations and the provision of medical treatment and assistance</li> <li>• Procedures and conditions under which persons at the mine are to be withdrawn to a place of safety</li> <li>• Continue to operate effectively in stressful situations</li> <li>• Ability to maintain focus and clear purpose in a dynamic environment with multiple demands</li> <li>• Pre-incident plans</li> <li>• Incident investigation processes, and system management, including reporting and investigation procedures, and tracking remedial actions</li> </ul> | <ul style="list-style-type: none"> <li>• Establish and monitor emergency plans and supervise the implementation of emergency plans, where applicable</li> <li>• Emergency preparedness and response systems, evacuation, withdrawal, notification and response.</li> <li>• Health and safety issues</li> <li>• Think quickly and flexibly when required in the face of new events</li> <li>• Prevention of mine incidents</li> <li>• Investigation of incidents, reporting and tracking remedial actions</li> <li>• Considering the potential emotional effects of emergencies on rescuers and mine personnel involved in developing and reviewing the plan</li> <li>• Design criteria for emergency preparedness and response systems and plans</li> </ul> |
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## General WHS topics

- Demonstrate an ability to apply knowledge of relevant topics included in the guide of maintenance of competence scheme for statutory functions requiring practicing certificate

## General knowledge to support the demonstration of the competency

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| <ul style="list-style-type: none"> <li>• Strategies to source information relevant to supervising their assigned area of the mining operations (i.e. including accessing written reports, communication meetings, consultation with other frontline supervisors, workers or managers, inspection of work areas)</li> <li>• Strategies to undertake risks assessments</li> <li>• Equipment requirements for different types of emergencies relevant to the work and the designated area they operate in</li> <li>• Incident investigation processes</li> <li>• Communication techniques, equipment or systems to support a clear and appropriate communication of instructions and information</li> <li>• Reporting requirement, including relevant terminology and concepts</li> <li>• Available and relevant information or communication channels (e.g. record processes and systems, documentation related to the SMS, standards, inspections and shift reports)</li> <li>• Relevant briefing and debriefing processes</li> <li>• Conflict resolution processes in a high-risk situation</li> <li>• Resources available, relevant plans and processes</li> <li>• WHS requirements for scheduling, supervision, and application of plans and standards</li> </ul> | <ul style="list-style-type: none"> <li>• Supervision and management processes</li> <li>• Conflict resolution processes in a high-risk situation</li> <li>• Strategies for sourcing information relevant to their area and responsibility</li> <li>• Range of communication techniques to convey information to others, including requirements for written and verbal reporting</li> <li>• Document control and procedures for documenting relevant communications</li> <li>• Relevant regulatory-based communication requirements and systems e.g. end of shift reports</li> <li>• Tools/equipment, systems and processes to ensure others are well informed of issues or relevant decisions</li> <li>• Meeting procedures and follow-up requirements</li> <li>• Resources available, plans and processes</li> <li>• WHS requirements for supervision and implementation of standards and processes</li> <li>• Standard operating processes, controls plan and other relevant systems and processes</li> <li>• Computerised maintenance scheme</li> <li>• Auditing principles, range of processes and tools to undertake auditing practices</li> </ul> | <ul style="list-style-type: none"> <li>• Advanced risk management processes and tools relevant to the mine</li> <li>• Advanced analytical processes and tools</li> <li>• Types of adverse environmental conditions that may exist across the mining operation</li> <li>• Audit and review processes and techniques</li> <li>• Communication channels, systems, conventions and requirements for written or verbal communications, including means of communication between different teams</li> <li>• Document controls and procedures for documenting relevant communications within the SMS or applicable standards</li> <li>• Conflict resolution processes</li> <li>• Planning tools and resources within in the mine</li> <li>• Processes, techniques and examples of continuous improvement for WHS</li> <li>• Required resources to operate a mine</li> <li>• Contingency planning</li> <li>• Changes in workplace conditions that may impact safety and health</li> <li>• Change management strategies to implement new or revised standards or procedures</li> </ul> |
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## COMPETENCY FRAMEWORK

NSW statutory functions requiring practising certificates

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| <ul style="list-style-type: none"><li>• Operation of instruments to monitor air contaminants and gas levels, such as portable gas detector</li><li>• Contingency planning</li><li>• Workplace environment requirements and procedures, including vibration, noise, dust and chemicals</li><li>• Ability to remain focused on critical tasks over a period of time without being distracted</li></ul> | <ul style="list-style-type: none"><li>• Contingency planning</li><li>• Environmental conditions, requirements and procedures, including vibration, noise, dust and/or chemicals</li></ul> | <ul style="list-style-type: none"><li>• Design criteria for emergency preparedness and response systems and plans</li><li>• Complex interactions of different tasks to achieve the best outcome for WHS</li><li>• Understanding of the implication of new information for both current and future problem-solving and decision-making, within their area of statutory responsibility</li></ul> |
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