

APPOINTMENT OF SITE SENIOR OFFICER

Notification to Chief Inspector of Mines

The *Mines Work Health and Safety (Supplementary Requirements) Act 2012* (section 14) requires a Mine Operator to appoint a Site Senior Officer before any mining operations are carried out at the mine. The Mine Operator must then advise the Chief Inspector of Mines in writing of that person's name, relevant experience and qualifications. The Mine Operator must also advise the Chief Inspector of Mines of any subsequent change in the appointment. The Act can be downloaded free from www.thelaw.tas.gov.au

MINE LOCATION:		LEASE NUMBER:	
Address of Mine:			
Postal Address:			
Contact Name:		Contact Phone:	

I, _____ Mine Operator for Lease _____ have appointed the following natural person as Site Senior Officer for the above quarry with effect from ____ / ____ / 20____

SITE SENIOR OFFICER'S DETAILS			
Name:			
Address:			
Phone:		Mobile:	
Email:		Fax:	
Relevant Experience:			
Qualifications:			
<p><i>The duties and responsibilities of a Site Senior Officer are prescribed in sections 15 to 18 of the Mines Work Health and Safety (Supplementary Requirements) Act 2012 available free to download from www.thelaw.tas.gov.au</i></p>			

As required by section 14 of the *Mines Work Health and Safety (Supplementary Requirements) Act 2012* I have given the above named natural person written advice of the appointment and given notice of that appointment to all persons employed at the workplace.

Signed:

Date:

Please forward this form once completed, to the Chief Inspector of Mines, WorkSafe Tasmania

BY POST: P.O. Box 56, Rosny Park, TAS 7018
BY EMAIL: wstinfo@justice.tas.gov.au
BY FAX: (03) 6173 0206

DUTIES OF SITE SENIOR OFFICER

The following extracts are from the *Mines Work Health and Safety (Supplementary Requirements) Act 2012* where strict penalties apply for failure to comply. The legislation can be downloaded free from www.thelaw.tas.gov.au.

15. Site senior officer to maintain presence at mine

The mine operator must ensure that the site senior officer maintains a presence at the mine commensurate with the nature, size and complexity of the mine and mining operations and the associated risks, taking into account any relevant guidance material declared by the Chief Inspector of Mines under section 33.

16. Additional requirements if site senior officer is not mine operator

- (1) This section applies if the site senior officer for a mine is not the mine operator for the mine.
- (2) Unless otherwise approved under subsection (3), the mine operator must ensure that the site senior officer at the mine is the most senior officer (in terms of level of authority to direct operations at the mine) employed or engaged by the mine operator at the mine.
- (3) The Chief Inspector of Mines may approve, with or without conditions, a person being the site senior officer at a mine even though the person is not the most senior officer (in terms of level of authority to direct operations at the mine) employed or engaged by the mine operator at the mine.
- (4) The mine operator for a mine must ensure that the site senior officer –
 - (a) has responsibility for mining operations and health and safety at the mine; and
 - (b) is based in Tasmania at all times when the mine is operational; and
 - (c) has sufficient authority and control over the mining operations to close or suspend operations, at the mine or in parts of the mine, that may expose employees to an unreasonable risk to their health or safety.
- (5) The mine operator for a mine must ensure that the site senior officer at the mine contributes to –
 - (a) the development, implementation, maintenance, monitoring and review of the health and safety management system at the mine, at the appropriate stages in the life cycle of the system at the mine; and
 - (b) the development, implementation and maintenance of risk management systems at the mine; and
 - (c) the development, implementation and maintenance, at the appropriate times, of the management structure for the mine.

17. Duties of site senior officers

- (1) The site senior officer for a mine must ensure, as far as practicable, in relation to matters over which he or she has the capacity to control or to influence control, that the mining operations or the state of the mine do not adversely affect the health or safety of any person.
- (2) Without limiting the generality of subsection (1), the site senior officer is not to be taken to have ensured that the mining operations or the state of the mine do not adversely affect the health or safety of any person unless he or she, so far as practicable, has ensured the following matters, if he or she has the capacity to control or to influence control over them:
 - (a) adequate planning, organisation, leadership and control of operations to ensure that the operations do not adversely affect health and safety;
 - (b) the carrying out of critical work at the mine that requires particular technical competencies;
 - (c) adequate and competent supervision and control of operations on each shift at the mine;
 - (d) regular monitoring and assessment of the working environment, work procedures, equipment and installations at the mine;
 - (e) appropriate inspection of each work area at the mine including, where necessary, pre-shift inspections;
 - (f) compliance with the mine's health and safety management system, if any;
 - (g) appropriate means, practices and procedures for communication between –
 - (i) workers; and
 - (ii) workers and management; and
 - (iii) workers on one shift and workers on another shift;
 - (h) cessation of work, closure and or evacuation, as appropriate, at all or part of the mine when there is an imminent and material risk of serious injury, serious illness or death, until the risk is eliminated or minimised.
- (3) The site senior officer at a mine must report to the operator of the mine –
 - (a) any risks to health or safety at the mine that have not been eliminated, or adequately managed, reduced or controlled; and
 - (b) any significant departures from, or identified inadequacies in, the mine's health and safety management system that are likely to give rise to increased risk of injury or harm to the health of a person; and
 - (c) vacancies or inadequacies in the management structure that the site senior officer at the mine is unable to rectify and that are likely to adversely affect the health or safety of persons affected by mining operations at the mine.

18. Absence of site senior officer

- (1) The mine operator must make arrangements for another individual to undertake the duties of the site senior officer if the site senior officer is absent from the mine for –
 - (a) a significant period of time in relation to the complexity of operations at the mine, the size of those operations and the level of risk at the mine; or
 - (b) in any event, more than 7 continuous days during which mining operations are undertaken at the mine.
- (2) If, at a mine where the number of hours worked is 3 000 or more per month, a site senior officer who is not the mine operator is absent for more than 14 continuous days during which mining operations are undertaken at the mine, the mine operator must advise the Chief Inspector of Mines, in writing and as soon as practicable, of –
 - (a) the site senior officer's absence; and
 - (b) the alternative arrangements put in place, or proposed to be put in place, during that absence.