

# Site Check Inspector Training Course

# What the Course is Based on

The Course is based on the functions and rights of the Site Check Inspector as specified in the *Coal Mine Health and Safety Act 2002* . That is:

- keep under review the measures taken to ensure the health, safety and welfare of people at the coal operation
- investigate any matter that may be a risk to health and safety
- request an investigation by an inspector
- inspect the coal operation to assess the level of risk to employees
- inspect shafts, roadways, working places, old workings and machinery and equipment
- inspect documents and plans relating to health, safety and welfare
- be present when an inspector makes a formal report to the operator about a health, safety or welfare matter
- accompany an employee during an interview with the operator or a contractor
- inspect the place where a notifiable event occurred including testing the atmosphere
- inspect other places and equipment at the coal operation if this necessary to ascertain the cause of the notifiable event
- observe any formal in-house investigation of a notifiable event
- require assistance and access to facilities if they are reasonably necessary to carry out their functions

# Entry Requirements for the Training Course

People undertaking the Site Check Inspector Training Course must have an appropriate length of experience in coal mines in New South Wales as specified in the *Coal Mines Health and Safety Act 2002*; and be elected as a Site Check Inspector or Electrical Check Inspector.

# Course Aim

The aim of the Training Course is to provide an employee elected as a Site Check Inspector or Electrical Check Inspector, for coal mines in New South Wales, with the competency to carry out the duties of a Site Check Inspector as specified in the *Coal Mines Health and Safety Act 2002*.

# Course Modules

Module 1: Coal Mine Legislative Framework

Module 2: The Check Inspector

Module 3: OHS Management Systems

Module 4: Risk Assessment

Module 5: General Hazard Management

Module 6: Major Hazard Management

Module 7: Emergency Response

Module 8: Inspection and Auditing

Module 9: Safety and Health Investigations

Module 10: Planning and Integrating Check Inspector  
Activities

# Course Conduct

The Course has two components:

1. The first component of the Training Course addresses the skills and knowledge required by a Check Inspector. It is conducted interactively with a registered instructor/presenter in an off-job venue.
2. The second component takes place in the workplace following the first component, and comprises workplace exercises to give participants the opportunity to apply and consolidate the skills and knowledge acquired in the training session in their own workplace, and allow review and assessment by their site Assessor/Supervisor.

# Relationship to Competency Standards

- Where applicable, the training modules will incorporate Units of Competency from both the Coal Training Package MNC04, and from other appropriate endorsed Training Packages.
- By completing assessment against these Units of Competency, participants will have a source of evidence for assessment by an assessor attached to an RTO which has the appropriate scope of registration to assess, and issue a nationally recognised *Statement of Attainment* for the relevant Unit of Competency.

# Assessment

1. **Formative Assessment.** Formative assessment is carried out during the conduct of the module, using the simulations, case studies or objective tests contained in the course Workbook.
2. **Summative Assessment.** Summative Assessment is carried out through the structured workplace exercises, against both the Module outcomes and assessment criteria, and the competency outcomes of the Units of Competency which have been incorporated in some of the training modules.

# Course Schedule

- The Training Course is conducted over a two-week period; there being a two-day training session each week.
- Following both the first and second two-day training sessions, the course participants are expected to carry out the workplace exercises

# **Module 1: Coal Mine Legislative Framework**

## **CONTENT:**

- 1. NSW coal mine legislative framework**
- 2. Duties of managers, supervisors and employees**
- 3. Coal Operators**
- 4. Functions of coal mine officials**

# Module 1 Aim

- The aim of Training Module 1 is to provide the participant with a demonstrated understanding of the legislation and OHS duties and obligations relevant to Site Check Inspectors.

# Module 1 Workbook Activities

For a given workplace incident, the participants are asked to:

1. Identify the components of the Legislative Framework which would cover this incident, and why.
2. Describe what are, or could be, the legislative responsibilities of the following Coal Mine positions regarding the incident:
  - Manager/Supervisor
  - Coal Operator
  - Employee
  - Industry Check Inspector
  - Chief Inspector

# Module 1 Workplace Exercise

- Identify and record the titles and names of the participant's mine – related mine officials.
- Describe the consultation process, and those involved, at the participant's minesite.

# Module 2: The Check Inspector

## CONTENT:

1. Check inspector requirements
2. Consultation
3. Inspections by Check Inspectors
4. Check Inspector and investigations
5. Monitoring and reviewing by the Check Inspector

# Module 2 Aim

- The aim of Training Module 2 is to provide the participant with the ability to recognise and demonstrate an understanding of the role and function of a Check Inspector in relation to the health, safety and welfare of employees in a coal mine.

# Module 2 Workbook Activities

For a given workplace incident, the participants are asked to:

1. Determine whether this incident comes under the functions of the Site Check Inspector.
2. Describe the Site Check Inspector's initial actions.
3. Identify who the Site Check Inspector should consult with, and on what.
4. Identify where expert opinion on the safety of the plant could be obtained.
5. Identify the Standards or Codes referred to.
6. Describe involvement with the Mines Inspectorate.
7. Describe the reports to be made.
8. Describe what further actions the Site Check Inspector should take.

# Module 2 Workplace Exercise

- List the regular inspections the Site Check Inspector is required to do at their mine.
- Identify and describe the purpose of the Inspection Reports that the Site Check Inspector is expected to complete and submit at their mine.
- Describe the circumstances and procedures used at the Site Check Inspector's mine for requesting an investigation by a Mines Inspector.
- List the steps in the site's procedures for a Site Check Inspector investigation of a risk to health and safety.
- Identify where information about reviewing and monitoring the measures taken to ensure the health, safety and welfare of people at the Site Check Inspector's coal operation is located.
- Describe site procedures for monitoring and reviewing the measures taken to ensure the health, safety and welfare of people at the coal operation.

# **Module 3: OHS Management Systems**

## **CONTENT:**

- 1. OHS management systems**
- 2. Development of OHS management systems**
- 3. Contribution to the OHS management system**

# Module 3 Aim

The aim of Training Module 3 is to provide the participant with the ability to demonstrate an understanding of the requirements of *AS/NZS 4801:2001 Occupational health and safety management systems – Specifications and guidelines for use* in the structure and development of an OHS Safety Management System, and the ability to contribute to their site's OHS Safety Management System.

# Module 3 Workbook Activities

- The learning activities for Module 3 are structured for the participant to describe, with reference to the Module 3 information:
  1. The development process for an OHS Management System;
  2. The four activities for Employees in OHS consultations.
- Their contribution to the System and their consultation requirements.

# Module 3 Workplace Exercise

- Review of the participant's site OHS Management System; and
- Identification of the participant's contribution to, and participation in, the development of their site's OHS Management System.

# Module 4: Risk Assessment

## CONTENT:

1. Risk assessment legislation
2. Risk management and risk assessment
3. Hazard identification
4. Risk assessment
5. Risk controls
6. Developing a JSA
7. Implementing controls

# Module 4 Aim

- The aim of Training Module 4 is to provide the participant with the skills and knowledge to apply basic risk control processes at a mine site.
- It includes the identification of hazards; assessing risk; identifying unacceptable risk; identifying/analysing and implementing risk treatment; and completing records and reports.

# Module 4 Workbook Activities

- The learning activities for Module 4 are structured to allow the participant to carry out the processes for conducting a hazard identification, assessing risk, identifying controls and developing a Job Safety Analysis (JSA) for a given workplace simulation.

# Module 4 Workplace Exercise

- For the workplace exercise the participant is expected to apply the skills and knowledge in risk assessment gained during the training module to carry out a local risk assessment and develop a Job Safety Analysis according to their organisation's or mine's procedures and method.
- To carry out this exercise the participant should select a small operation or task, normally carried out in their work area, which will best allow them to demonstrate their competence in conducting a local risk assessment to develop a Job Safety Analysis.

# Module 5: General Hazard Management

## CONTENT:

1. Energy sources
2. General hazard identification
3. Hazard control methods, equipment and techniques
4. Hazard control strategy monitoring and review
5. Hazard management recording and reporting

# Module 5 Aim

The aim of Module 5 is to provide the participant with a demonstrated understanding of the underlying principles of hazard identification, control and review, and the skills to apply them to a coal mine operation.

# Module 5 Workbook Activities

The learning activities for Module 5 are structured for the participant to carry out a hazard and energy source identification on typical coal mine operations and recommend controls, and demonstrate their knowledge of the evaluation of controls.

# Module 5 Workplace Exercise

- Carrying out a hazard identification and control exercise for their mine's General Hazards, including:
  - Identifying energy sources;
  - identifying hazards;
  - identifying control methods and equipment; and
  - evaluating the controls.
- Determining their organisation's methods and tools for reviewing and ongoing monitoring of controls.
- Determining their role in the review and ongoing monitoring of controls.
- Describing the records and reports for hazard management in their organisation.

# Module 6: Major Hazard Management

## CONTENT:

1. Legislation
2. Major hazards
3. Major Hazard Management Plans
4. Major Hazard Management Plan review

# Module 6 Aim

The aim of Module 6 is to provide the participant with a demonstrated understanding of the characteristics, effects of and controls for “Major Hazards” as defined in the Coal Mine Health and Safety Regulation 2006, and the ability to review their mine’s Major Hazard Management Plans.

# Module 6 Workbook Activities

The learning activities for Module 6 are structured for the participant to interpret the contents of a Major Hazard Management Plan. That is:

- Identifying the legislation which deals with Major Hazards in NSW coal mines, and describing what, under legislation, are prescribed as "Major Hazards" ;
- Interpreting Outburst Management Plan.

# Module 6 Workplace Exercise

- The participant is to interpret a Major Hazard Management Plan for their coal operation and provide information on certain aspects of the Plan.
- This will be done for two priority Major Hazards at their operation.

# Module 7: Emergency Response

## CONTENT:

- Workplace emergency plans
- Site Check Inspector's role in emergency response
- Types and characteristics of major emergencies
- Reporting and notification
- Preparation for emergencies
- Response to emergencies

# Module 7 Aim

The aim of Module 7 is to provide participants with a demonstrated understanding of the requirements and procedures for responding to a major mine emergency or incident, the role of the Check Inspector in emergency response, and the ability to review/audit their mine's workplace Emergency Plan.

# Module 7 Workbook Activities

The learning activity for Module 7 is structured for the participant to demonstrate that they understand the procedures and responsibilities when a given emergency happens in a coal mine. This includes:

- The likely effects and/or impact in terms of people, plant and the operation;
- The procedures which should be put in place, and by whom;
- Resources and plant/equipment would you required;
- Communications systems and protocols which should be implemented;
- How the mine be alerted to warn of the emergency;
- The reports which must be made and to whom.

# Module 7 Workplace Exercise

For a copy of their mine's Emergency Management System and/or Plan, identify and describe:

- Types and risks associated with the mine's emergencies;
- Check Inspector's emergency role and duties;
- Procedures for dealing with accidental explosion of coal or dust;
- Mine evacuation procedures for Site Check Inspectors,
- Monitoring the emergency situation;
- Emergency reporting procedures.

# **Module 8: Inspection and Auditing**

## **CONTENT:**

- 1. Legislative and company requirements**
- 2. OHS inspections and audits**
- 3. Key aspects of inspections and audits**
- 4. OHS inspections**
- 5. OHS audits**
- 6. Conducting audits**

# Module 8 Aim

The aim of Module 8 is to provide the participant with a demonstrated understanding of the requirements and procedures for conducting OHS inspections and audits, and the ability to conduct an OHS inspection and an OHS audit.

# Module 8 Workbook Activities

1. For a given workplace situation:
  - develop an inspection checklist;
  - describe who should be consulted before carrying out the inspection;
  - identify the potential hazards within the work area;
  - list the relevant Standards, Codes of Practice, legislation;
  - corrective actions needed to be put in place for the work area to comply with the relevant standards, Codes of Practice, legislation
  - consult requirements regarding your inspection findings.
2. Construct an Audit Checklist for the corrective actions.

# Module 8 Workplace Exercise

Participant is to:

- Carry out an OHS Inspection in their workplace for an underground or open cut area.
- Prepare an Audit document.

# Module 9: Safety and Health Investigations

## CONTENT:

1. Principles and purpose of accident investigations
2. Role of the accident investigator
3. Accident investigation procedures and processes
4. Accident scene security
5. Evidence collection
6. Accident analysis tools and methods
7. Accident reports

# Module 9 Aim

The aim of Module 9 is to equip the Site Check Inspector with the skills and knowledge to participate in and report accident investigations in a Coal Mine.

# Module 9 Workbook Activities

The learning activities for Module 9 are structured to enable demonstration of the understanding of the accident investigation process. The learning activities relate to a serious accident scenario on a mine-site involving a Contractor's drilling rig:

- establish Accident Investigation;
- investigate the accident;
- analyse the accident;
- develop an accident investigation report;
- develop corrective actions from report recommendations.

# Module 9 Workplace Exercise

1. Participant is to obtain details of a reportable safety or health incident which has occurred on their site, and for which an accident investigation has or has not been carried out. Then:
  - Investigate the accident.
  - Review/audit accident investigation.
2. Establish the Site Check Inspector's role in Accident Investigations.

# **Module 10: Planning and Integrating Check Inspector Activities**

## **CONTENT:**

- 1. Site Check Inspector activities**
- 2. Planning activities**
- 3. Organising activities**
- 4. Using time and resources**

# Module 10 Aim

The aim of Module 10 is to provide the Site Check Inspector with the ability to plan and schedule their Check Inspector activities, and to integrate them into their operational work duties in the Coal Mine.

# Module 10 Workbook Activities

In relation to the participant's coal operation:

- identify the support documents which you would refer to;
- identify resources needed to carry out this type of inspection;
- other personnel involved and their role;
- estimate how long this would take;
- Who would be negotiated with to allow this inspection to be carried out.

# Module 10 Workplace Exercise

Participant is to:

- Prioritise and draw up a schedule/timetable;
- Negotiate with supervisor;
- Prepare an "Information Sheet"

