# Responsibilities and management structure

1. **AIM:** The aim of this program is to document the management structure for the mine and give health and safety responsibilities to each position within the structure and to ensure all people are aware of their roles and requirements.
2. **WHAT:** A management structure will be drawn, using Form 2B, for each of the positions on the site. A list of responsibilities for each of the listed positions will be created (on Form 2A) and discussed with each worker. The register, Form 2C will be used to record the people occupying those positions currently and temporarily.
3. **WHO:** The following person is nominated to be responsible for identifying and recording the information in this program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nominated person).
4. **HOW:**  Meetings will be held with the workers to consult and set up the responsibilities for the various positions at our site. We will include the relevant sections of the governing legislation in each position description. In particular, we will include a safety role for workers that enables them to contribute to the:

* identification of relevant principal mining hazards
* development of the site’s principal hazard management plan
* consideration of control measures for risks associated with principal mining hazards at the mine
* consideration of control measures for risks to be managed under principal mining control plans
* conduct of a review of a principal mining hazard management plan.

1. **WHEN:** The site safety meeting will be used as the forum for discussions.
2. **ACTION:** Responsibilities will be set up for the above positions and recorded using Form 2A. Workers, contractors and visitors will be told of these responsibilities during their induction.
3. **DOCUMENT CONTROL:** The responsibilities for each of the positions are to remain part of this SMS. Changes to this program must be approved by the mine operator or his representative (e.g. quarry manager) and recorded in the document control master list (Form 3A).

# Form 2A: Responsibilities and accountabilities

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| Operator / management  (mine operator – PCBU) |  |
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| Quarry manager |  |
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| Supervisors |  |
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| Workers (including their safety role) |  |
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| Contractors and sub-contractors |  |
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| Shotfirer (if applicable) |  |
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| Visitor |  |
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# Form 2B: Management structure

# Form 2C: Register of people occupying positions in the management structure

## (including statutory positions)

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| **Position** | **Occupant details** | | **Start Date** | **End Date** | **Certification/Permit/Licence Details** | **Expiry or Renewal Date** |
| **Name** | **Date of Birth** |
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