

INSTRUMENT OF APPOINTMENT

Insert Company
Logo

Section 38 Appointment – Alternate Quarry Manager

This appointment is made by the Registered Manager in accordance with the WA Mines Safety and Inspection Act (1994) Section 38 to enable the Registered Manager to comply with the requirements which apply at <Insert Company Name> operations.

Name _____ Position _____
Department _____ Site _____

In this position you are required to ensure compliance with the requirements of the WA Mines Safety and Inspection Act (1994) and Regulations (1995), which include but are not limited to, ensuring:

- 1 Control and supervise, on a daily basis, the quarry operations of the mine and ensure that every person who is appointed to perform any duty under the Act in the course of quarry operations understands the nature and scope of that duty.
- 2 Ensure that when engaged in quarry operations, every person, other than the registered manager, the principal employer, or any person acting on behalf of the principal employer, performs all duties imposed on that person under the Act (inclusive of Division 2 – General Duties section 9 Employers Duties and section 10 Employees Duties of the Act) .
- 3 Inspections of work place under your control are conducted during each working shift and where inspections are conducted an appropriate written record is kept.
- 4 All incidence and occurrences that come to your attention are reported immediately to the Manager, investigated promptly and ensuring serious accident sites are not disturbed.
- 5 Those personnel under your control (including sub-contractors and visitors) have adequate information, instructions and training to perform their work in a safe manner, and are adequately supervised. Such personnel are to be retrained and reassessed whenever systems of work or plant and equipment are changed or introduced.
- 6 Those personnel under your control are assessed, before commencing work at Site, to ensure they are competent to perform the tasks assigned to them.
- 7 That personal under your control are aware of the actions they must take in case of an emergency.
- 8 That plant, equipment and substances are appropriate for the task and used in a safe manner.
- 9 That personnel under your control are aware of potential hazards in the work area, and use the required controls (e.g. PPE requirements).
- 10 That personnel under your control comply with the safe systems of work that have been established for the task (e.g. policies, risk assessments, regulations, safe working procedures).
- 11 All obligations related to Mines Inspectors are fulfilled.
- 12 All obligations related to safety and health representatives are fulfilled.
- 13 That the requirements of the Safety Management Systems, <insert company name> Contracts, Forms of Agreements, and all other specific Management Systems are implemented, controlled and monitored.
- 14 Carries out such obligations in conjunction with your primary job description, roles, responsibilities, accountabilities and duties.
- 15 That should you be unable to fulfill your obligations under this appointment (e.g. you are on leave), you will formally delegate those obligations to another appointed person.

With effect from _____ and thereafter until further notice.

I have been provided with a written and verbal overview of my obligations and understand such obligations. I have accepted the Appointment and shall comply with the instructions contained in this summary. I understand the statutory & regulatory conditions within the appointment and shall fulfill and comply fully with the obligations as detailed.

Alternate Quarry Manager Acceptance

Name _____
Signature _____
Date _____

Registered / Alternate Manager

Name _____
Signature _____
Date _____