**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

**Disclaimer**

**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | ***Joe Bloggs*** | | | | **Date:** | | | | ***11 / 11 / 1111*** | |
| **Position Title:** | ***Loader Operator*** | | | | | | | | | |
| **Responsible To:** | ***Quarry Supervisor*** | | | | | | | | | |
| **Subordinates Reporting to Position** | | | | ***Nil*** | | | | | | |
| **Key Responsibilities** | **Key Results Area** | | | | | **Key Performance Indicators** | | | | |
| *Your responsibilities may include other tasks which your Manager may instruct you to undertake from time to time.* | | | | | | | | | | |
| ***Company Specified*** | * Comply with the ***(insert company name)*** code of conduct, policies and procedures at all times. * Adopt and promote the ***(insert company name)*** core value principles. * Actively support the Site Key Performance Indicators including;   + Safety   + Production   + Cash flow | | | | | * Adhere to the ***(insert company name)*** code of conduct, policies and procedures at all times. * Demonstrate behaviour alike the ***(insert company name)*** core value principles at all times. * Maintain focus and perform work according to the Site Key Performance Indicators. | | | | |
| ***Safety and Compliance*** | * Comply with the systems of work provided. * Identify and report hazards. * Conduct pre-task risk assessments prior to commencing work. * Stop work if the work is not able to be conducted safely. * Wear and maintain personal protective equipment. * Immediately report all incidents, injuries and hazards. * Assist fellow team members to work safely. * Present Fit for Work. * Actively partake in safety meetings and contribute to the continuous safety improvement. | | | | | * Report all incidents, injuries and hazards immediately to your Supervisor. * Perform pre-start checks prior to each task being undertaken and effectively mitigate health and safety hazards. * Participate in workplace inspections. | | | | |
| ***Safety Role for Workers*** | In relation to Principal Mining Hazards, the worker shall contribute to:   * The identification of Principal Mining Hazards that are relevant to the work that the workers are or will be carrying out; * The consideration of control measures for risks associated with Principal Mining Hazards at the mine; and * The reviewing of control measures. | | | | | * Worker has signed and dated the risk assessment record where they have been consulted and given the opportunity to contribute. | | | | |
| ***Performance*** | * Maintain constant feed to crushing plant. * Maintain accurate loading records. * Ensure haul roads are maintained. * Maintain good housekeeping of the loader and the work environment. | | | | | * Optimum crusher through put achieved. * Accurate daily work logs completed. * Loader and work environment housekeeping maintained in good condition. | | | | |
| ***Teamwork*** | * Work cooperatively with colleagues in a spirit of support and respect of others. * Assist fellow team members to work safely. * Actively participate in meetings to coordinate activities and improve safety. * Perform detailed shift handovers to effect communication regarding work progress, emerging issues and priorities. * Share your knowledge and skills with colleagues to build a learning environment. * Develop skills and formal competencies for new personnel. * Be readily availability to work when called to support operational requirements. | | | | | * Perform detailed handovers including work progress, emerging issues and priorities. * Attend and actively participate in meetings to coordinate activities and improve safety. * Develop skills and formal competencies for new personnel according to Safe Operating Procedures. * Attend work when scheduled for additional hours and be readily available to work when called to support operational requirements. * Undertake and assist team members with tasks and responsibilities outside your normal scope of work. | | | | |
| ***Communication*** | * Keep your Supervisor informed of daily work progress and emerging issues. * Complete and sign your daily time sheets. * Liaise with other departments to ensure efficient continuous operation as directed by the Supervisor. * Communicate with sales vehicles. | | | | | * Immediately inform the Supervisors of breakdown and emerging issues. * Complete detailed shift and operational log to company standard. | | | | |
| ***Leadership*** | Nil | | | | |  | | | | |
| ***Qualifications, Capabilities and Knowledge*** | | | | | | | | | | |
| ***Essential Qualifications, Capabilities and Knowledge*** | | | * Minimum Year 10 High School * Sound communication skills, oral and written | | | | | | | |
| ***Desirable Qualifications, Capabilities and Knowledge*** | | | * Previous loader experience in a quarry environment * Loader Operators qualification * First Aid | | | | | | | |
| ***Competency Requirements*** | | | * ***(insert name of quarry/mine)*** site induction * Sales Loader * Crusher Feeding * Isolations * ***Etc.*** | | | | | | | |
| **Employee Signature:** | |  | | | | | **Date:** |  | |
| **Manager Signature:** | |  | | | | | **Date:** |  | |