**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).

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**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:** |  |