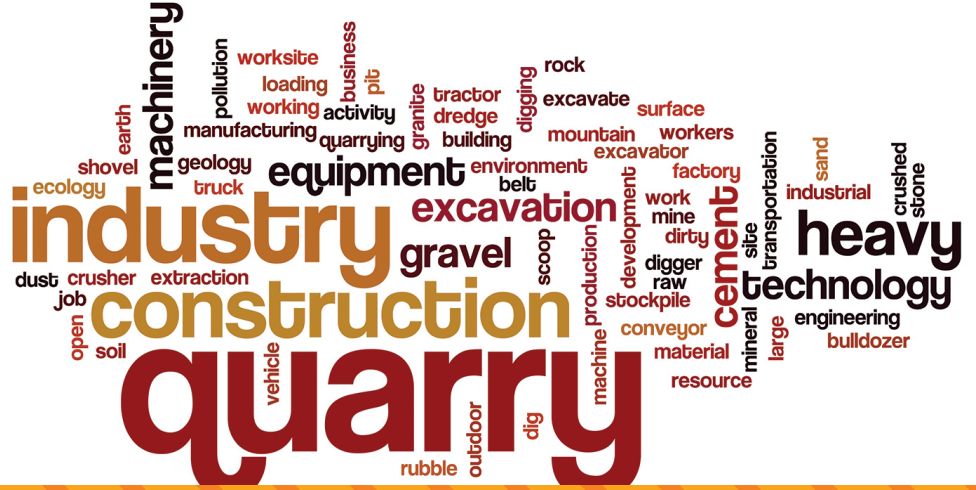




**Mining & Quarrying**  
OCCUPATIONAL HEALTH &  
SAFETY COMMITTEE

EVENT



Date: 7th December

Time: 12.30pm

Facilitator: Eric McInerney

### Session Name

Safe Operating Procedures and Verification of Competency

### Session Outline

A person conducting a business or undertaking (PCBU) / Mine Operator, has the primary duty of care for Work Health and Safety in the workplace. Some of these responsibilities range from the implementation of risk control measures, safe systems of work, and providing any information, training and instruction that is necessary to protect the health and safety of workers.

The session will cover how to identify when a safe operating procedure (SOP) is required, and the process to create and implement safe operating procedures. It will also cover how to develop and implement a verification of competency (VOC) process.

### Session Benefits

The benefits of this session will provide PCBU's / mine and quarry operators with the knowledge and skills on safe operating procedure development and implementation, and a process for the verification of a workers competency to safely undertake work related tasks.

### MAQOHSC Webpage Resources

- Standard Operating Procedure Guide
- Verification of Competency Guide
- Hazard Identification and Risk Management Guide
- Job Safety Analysis Template
- Hazard Identification and Risk Control Procedure Template
- Training and Qualification Register

For further details please contact MAQOHSC

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